



South East Region Learning and Skills Councils (LSCs)  
Co-financing  
  
Invitation to Tender

<b>Lead organisation/Accountable body name:</b>	
<b>Project Title:</b>	
<b>Which Tender specification are you applying for?</b>	
<b>Name of main contact for Tendering organisation:</b>	

Co-financing Tenders 2004-08  
 ESF Team  
 Sussex LSC  
 Prince's House  
 53 Queens Road  
 Brighton  
 BN1 3XB

Received (Date):

Time:

Logged in by:

Anonymous: Yes / No

Comments: (If applicable)

**Please submit your original completed tender form plus TWO copies by 5PM on 10<sup>th</sup> April 2007. No electronic or faxed submissions will be accepted. No supplementary information will be accepted. All information should be contained within the questions on the form. An electronic copy on disk will be requested if your tender is successful.**

## **HOW TO COMPLETE THIS TENDER FORM**

This tender form is intended to enable a fair and informed decision to be made on whether or not to fund your proposed project. All sections must be completed. Do not leave a section blank. Where stated, some sections have a maximum space permitted. You must write your answers in font size 10 or above.

When completing this tender form, **YOU ARE STRONGLY ADVISED** to use the **Guidance Notes** for the completion of the Tender Form, **Prospectus** for the ESF Co-financing Organisations in the South East and the **Tender Specification** to help you.

**Submissions for this Invitation to Tender round must be returned not later than 5 pm on Tuesday 10<sup>th</sup> April 2007. Please send us the original and TWO copies if you are submitting more than ONE tender proposal, please use SEPARATE envelopes.**

## **LATE TENDERS WILL NOT BE ACCEPTED**

**Please note that the LSC is the only Co-Financing Organisation which is issuing specifications in this round.**

The Co-financing Organisations will not receive tenders after 5 pm. If you are relying on couriers or the postal system, please send well in advance. Unfortunately circumstances on the day will not be accepted as a valid reason for missing the deadline.

If you wish to complete this tender by hand, please print your responses to each section clearly. Illegible tenders will be rejected.

## **IF YOUR TENDER IS ACCEPTED:**

Please note that copies or proof of the following documentation will be required if your tender is accepted in principle. If the documentation is not available then the tender will not proceed to contract.

- |   |
|---|
| <ol style="list-style-type: none"><li>1 Completed Health and Safety Form</li><li>2 Equal Opportunities Policy Statement</li><li>3 Copy of your latest Audited Accounts. Where you are not required to have audited financial statements, please supply accounts as submitted to the Inland revenue, other statutory body or your bank</li><li>4 Copy of your latest ALI/OFSTED or TSC report if applicable and completed quality questionnaire</li><li>5 Public Liability Insurance and Employers Liability Insurance</li><li>6 Organisational structure detailing roles and responsibilities specific to the project</li></ol> |
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## SECTION 1 – PROJECT SUMMARY AND APPLICATION DETAILS

### 1A: Project Summary

<b>Lead organisation/Accountable body name:</b>	
<b>Main delivery organisation (if different):</b>	
<b>Project title</b>	
<b>LSC you are applying to:</b>	
<b>Which tender specification does your project address: (number and title)</b>	
<b>Project start date:</b>	
<b>Project end date:</b>	

**Project Summary:** *(Provide a description of your project that will enable appraisers to get a good feel for what you are doing and which will be used for publicity purposes. You should use between 100- 150 words)*

**Geographical Coverage:** *(Where will your project be delivered? Please state how you will ensure local delivery if your project covers more than one local authority area.)*

**Target beneficiaries and companies***(These figures should be brought forward from Section 4A)*

<b>Individuals</b>	<b>Number of individuals</b>
Employed	
Unemployed	
People from Black & Minority Ethnic groups	
People who have a disability	
<b>Total individual beneficiaries</b>	

<b>Business Size</b>	<b>Number of companies</b>
Micro business <i>(up to 10 employees)</i>	
Small business <i>(10 – 49 employees)</i>	
Medium business <i>(50 -249 employees)</i>	
Large business <i>(more than 250 employees)</i>	
<b>Total organisations</b>	

**Financial Summary***(These figures should be brought forward from Section 4B)*

Total project cost	£
Less Other sources of funding	£
Funding requested	£
Unit Cost <i>(This is calculated by dividing the total project cost by the total number of beneficiaries)</i>	£

**1B: Tenderer Details**

<b>Name of main contact for Tendering Organisation:</b>	
<b>Position in organisation</b>	
<b>Address of main contact</b>	
<b>Their telephone number</b>	
<b>Their fax number</b>	
<b>Their email address</b>	
<b>Registered address of accountable body</b> <i>(if different from above address)</i>	

**Your organisation - Legal Status** *(Please tick relevant box)*

Further education	
Higher education	
Local authority	
Charitable company limited by guarantee	
Registered charity	
Company limited by guarantee	
Government agency	
Industrial provident society	
Limited company	
Limited liability partnership	
NHS trust	
Other public sector body	
Public limited company	
Trade union	
Trust	
Voluntary organisation	
Private training provider	
School 6 <sup>th</sup> form	
School without 6 <sup>th</sup> form	
Other (please state)	

<p><b>Is this a partnership, consortium or sole delivery project? If you are putting in a partnership/consortium project, each PARTNER must complete the PARTNERSHIP DECLARATION FORM and these must be submitted with your tender proposal.</b></p>	
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<p><b>State why this approach is relevant to the project.</b></p>       
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**Partnership/Consortium projects - Who is involved in the project and what is their purpose?** *(Include your own organisation's role)*

Organisation	Contact name and details	Role in the project <i>(30-50 words)</i>

## Partner Declaration

*(This form should be photocopied or typed on the partner organisation's own headed paper)*

I declare that (name of organisation) .....

will act as a partner to (name of project) .....

and will provide the following services:

- 1.
- 2.
- 3.
- 4.
- 5.

**Signed by**..... **Date**.....

**Name** .....

**Role in partner organisation**.....  
*(This should be the person who normally has the authority to sign contracts)*

**Address**.....  
.....  
.....

**Telephone Number** .....

**Email** .....

**Fax**.....

**OTHER ESF ACTIVITY:**

**Are you submitting other applications or tenders for ESF funding? Yes/No**

**If yes, please give details including who to and what for:**

**New Provider Assessment**

**Does your organisation (or the Accountable Body) have:** *(Delete as applicable)*

Equal Opportunities Policy Statement	Yes/No
Audited Account or accounts (for the last 2 years) as submitted to the Inland Revenue, other regulatory body or your bank	Yes/No
Bank Account to which payment can be made	Yes/No
ALI/OFSTED or TSC report if applicable	Yes/No
Health & Safety check (HSQ1)	Yes/No
Employers Liability insurance	Yes/No
Public Liability insurance	Yes/No

**If you have answered NO to any of the above, please explain the reason why**

**SECTION 2 – PROJECT DETAILS – Please refer to the Guidance Notes**

Applicants should note - Those proposals that are graded risk or significant risk at this point will not be taken any further

**2A: Fit to Specification**

**Describe your project and demonstrate how it will deliver the objectives and outputs set out in the tender specification.** *(Your project must deliver all, or part of the tender specification, as detailed.)*

**2B: Target Group**

**What barriers do the target group have and what are the particular features of your project that make it most appropriate to their needs?**

**SECTION 3 – MANAGEMENT AND DELIVERY ARRANGEMENTS**

*Your project will be appraised against others for the same tender specification and the following points will be taken into consideration. Please refer to the Guidance Notes.*

**3A: Management**

**Describe the key personnel involved in your project; their role in the management process and their experience.**

**3B: Partners**

**How will you manage and monitor your partners to ensure they deliver the expected outcomes at an appropriate standard?**

### **3C: Information and Communication Technologies**

**What ICT equipment, training, internet working, analysis etc will be used in the delivery and management of the project and what is its relevance? If it is not relevant, explain why.**

i) Use in delivery

ii) Use in management

### 3D: Project Sustainability

**As ESF should only be used as start-up, targeted project or pilot funding, state how you envisage this project developing after the lifetime of the funding.** *This should include any discussion you have had with existing mainstream providers to ensure progression for your beneficiaries. If the project is a one off activity you should explain why. Please answer how your project will:*

- i) ensure progression for the learner*
- ii) continue once ESF funding has ended*

### 3E: Sustainable Development *(please see the Tender Prospectus)*

**“Sustainable development involves considering how best to achieve a combined range of social, environmental and economic goals.” Please consider and describe the extent to which your project will address each of the following elements. (If you feel that one or more elements are not relevant to your project, you should explain why.)**

- i) Providing opportunities to allow everyone to fulfil their potential*
- ii) Environmental enhancement and protection through project delivery*
- iii) Providing the skills that businesses both demand and require, both now and in the future*



**3G: Project delivery plan**

Please specify the key points of your project in terms of beneficiary outputs, outcomes and milestones. If you are seeking ESF as a contribution toward a larger project, you should only detail the outcomes attributable to the ESF funding. This will be used to support assessment of the fit to the tender and if selected will also form the basis of contract negotiation. Tenderers should give some thought to the unit cost of each outcome  
*(Outputs - key delivery elements of the project; Outcomes - results of the intervention of the project; Milestones - activities that aid successful completion of the project)*

	May-June 2006	July-Sept 2006	Oct-Dec 2006	2007	2008	Total	Suggested evidence
<b>Outputs</b>							

<b>Outcomes</b>							

<b>Milestones</b>							

**3H: Equality of Access –** (Please refer to the Tender Prospectus)

**How will you ensure that your project is accessible at all stages by all eligible people/organisations and what steps will you take to monitor this?** *(Note you do not need to provide information about your Equal Opportunities Policy. This will be required at contract stage. You should, however, outline your recruitment process and include start up and delivery phases.)*

### 3I: Quality

**i) State any recognised standards that you and your partners hold or are working towards and its relevance to this project.** (*Investors in People, ISO 9001/2, TSC Inspection reports, ALI/OFSTED Inspection reports, PQASSO.*) *If you do not have any of these, what steps are you taking to gain recognition?*

**ii) What is your action plan for the project to ensure the quality of the provision you are planning?**

**iii) How will you ensure the quality of partnership provision?** *(Note – devolving work to one level of partnership only is allowed although you may have more than one partner delivering specific areas of the project. The responsibility for this provision will remain with the main contract holder)*

**3J: Health and Safety**

**How will you ensure that your organisation and all partners meet Health and Safety legislation?** *(Note - all new providers and providers delivering at new premises will need to complete a Health and Safety Questionnaire before proceeding to contract)*

## SECTION 4 – TARGET GROUPS

### 4A: Beneficiary Targets

“Beneficiary” refers to any person or organisation that will benefit from the activities of your project. Note these targets should be specific to this project and not part of a large one. You should take steps to ensure that these targets will not be counted by any other project or training provider. Quantitative and qualitative information on how the project addresses the targets required by the specification should be outlined in section 2A (Project details). Your targets must meet those set out in the specification and may enhance or exceed it. They may fulfil all or part of the specification as directed in the specification.

#### INDIVIDUAL BENEFICIARIES

**Gender** – please enter the number of beneficiaries

Male	
Female	
<b>TOTAL</b>	

**Employment Status** – please enter the number of beneficiaries

	Male	Female
Employed		
Unemployed 0-6 months		
Unemployed 6-12 months		
Unemployed over 12 months		
<b>TOTAL</b>		

**Age Groups** – indicate the number of beneficiaries in each age group you will be working with

	Male	Female
13-15 excluded from school		
Young people (16-18)		
Adults (19-24)		
Adults (25-49)		
People aged 50 years plus		
<b>TOTAL</b>		

**Black & Minority Ethnic Groups** – please indicate the number of beneficiaries in each group you will be working with

	Male	Female
White – British		
White – Irish		
White – other		
Mixed – white and black Caribbean		
Mixed – white and black African		
Mixed – white and Asian		
Mixed - Other		
Asian or Asian British – Indian		
Asian or Asian British – Pakistani		
Asian or Asian British – Bangladeshi		
Asian or Asian British – other		
Black or black British – Caribbean		
Black or black British – African		
Black or black British - other		
Chinese		
Other		
Not known		
<b>TOTAL</b>		

**Disability** – please enter the number of beneficiaries you will be working with

	Male	Female	Approx %
Beneficiaries without disability			
Beneficiaries with disability			
• Autism			
• Emotional and behavioural difficulty			
• Hearing Impairment			
• Language Impairment			
• Learning Difficulty			
• Physical Disability			
• Severe Learning Difficulty			
• Specific Learning Difficulty			
• Visual Impairment			
• Deteriorating Medical Condition			
• Mental Health			
• Profound and Multiple Learning Difficulties			
• Substance misuse			
• Unspecified			
Beneficiary prefers not to say			
<b>TOTAL</b>			

## BENEFICIARY ORGANISATIONS

**Business Size** – if businesses are the beneficiaries of your project, please state the size and number of businesses below.

Business Size	Number
Micro enterprises (up to 10 employees)	
Small enterprises (10-49 employees)	
Medium enterprises (50-249 employees)	
Large enterprises (more than 250 employees)	
<b>TOTAL</b>	

**Sector focus** –if there is a particular focus on key sectors, please give an indication of those sectors and the estimated percentage of activity against them

Sector	%

### 4B Project Costs

Note – only costs that are incurred solely on the project in addition to the normal operation of the applicant organisation should be included. Unsubstantiated costs (e.g. percentage fees) are not eligible. Costs should be clear, realistic and linked to outcomes in the delivery plan where possible. Capital costs are limited to under £1,000. Tendering organisations should refer to the **Guidance Notes** for help on what costs to include especially in terms of staff and other costs (in-kind costs and items normally used as match funding are not permitted). Costs should be inclusive of VAT where appropriate.

#### STAFF COSTS

Full description/item	Cost	Purpose
<b>TOTAL STAFF COSTS</b>		

#### BENEFICIARY COSTS

<b>TOTAL BENEFICIARY COSTS</b>		

#### OTHER PROJECT COSTS

<b>TOTAL OTHER COSTS</b>		

<b>TOTAL PROJECT COST</b>		Please state the source and give details of Other Funding/ or Revenue
Less LSC/other funding		
Less any Revenue		
Less any State Aid contributions from employers (see <b>Prospectus</b> for details)		
<b>FUNDING REQUESTED (balance)</b>		

**Show how your project provides maximum value for the beneficiary**

**SECTION 5 – DECLARATION**

Applicants should note that if any information on this form is found to be incorrect or not sufficiently evidenced the LSC reserves to right the withdraw any approval.

**I declare that the above information is provided in good faith. I have read the Guidance Notes and understand that, if funding is provided from ESF co-financing, it will only be used for the purposes specified in this tender proposal. In addition, I declare that we are aware of the following conditions:**

- No other funding has been received or applied for in respect of the outcomes stated in Section 3**
- If additional funding is secured in the future, the LSC will be notified immediately**
- None of the costs or activities included will be able to draw down mainstream funding from the LSC, either directly or indirectly via a partner**
- Any payments will be set against achievement of the defined outcomes. Under performance will result in a loss of revenue**
- Co-financing organisations will share information on tenders and track record with each other, Government Offices and other funders**
- Co-financing will only be used as targeted funding for this tender proposal**
- If any information in this tender changes significantly the LSC reserves the right to withdraw any contract issued as a result of this submission and reclaim any funding already paid**
- I have read and understood the relevant contract template and declare, if offered a contract, I will accept on the terms and conditions as stated**

**Signature .....**

**Date .....**

**Job title .....**

**Contact telephone number .....**