**GRANT APPLICATION DOCUMENT**

**WEST OF ENGLAND COMBINED**

**AUTHORITY (WECA)**

**Community Recovery Fund (CRF) – Voluntary and Community Sector (VCS) Managing Partner Delivery**

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**Please read this entire document before completing your response.**

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| **1** | **INSTRUCTIONS** |

### 1.1 INSTRUCTIONS

1.1.1 The West of England Combined Authority (“the Authority”), is inviting you to submit an application for the provision of those services described in section 2 below (Specification) (“the Service”).

1.1.2 You are required to submit your application to meet the specification set out in Section 2 of this grant application document, failure to do so will result in your application being excluded and not evaluated further.

1.1.3 It is essential that you comply with the following instructions in the preparation and submission of your application. The Authority reserves the right to reject any application that does not comply with these instructions.

1.1.4 Applications must be received by **17:00pm on** **Wednesday 28 April 2021**. Any application submitted after this date and time will be disregarded by the Authority.

1.1.5 Applications must be submitted electronically via skills@westofengland-ca.gov.uk[.](http://www.the-chest.org.uk/) If your company requires any technical support in relation to the submission of its quotation, please contact [skills@westofengland-ca.gov.uk](mailto:skills@westofengland-ca.gov.uk) .

1.1.6 If you have any questions about this Application, please direct these to Jane Vivian, People and Skills Programme Manager. Please note that any questions you raise during this bidding exercise that are not commercially sensitive will be published publicly.

1.1.7 An application submitted in accordance with this application document will be deemed to remain open for acceptance or non-acceptance by the Authority for a period of 90 days from the closing date stipulated. The Authority may accept the application at any time within this prescribed period. The Authority shall, however, not be bound to accept any application.

1.1.8 If your application is deemed successful by the Authority, you will be required to enter into a Grant Agreement with the Authority for the provision of the Services (“the Agreement”). The Grant Agreement shall incorporate the terms and conditions published with this Application.

1.1.9 Your application must be completed in full and in English.

1.1.10 Your application must be submitted in Microsoft Word.

1.1.11 Your application must be signed and dated where required.

### Social Value

1.1.12 Social Value is extremely important to WECA and its partners, and we are committed to a performance and evidence-based approach to Social Value.

1.1.13 The Public Services (Social Value) Act 2012 requires public authorities to *“have regard to economic, social and environmental well-being in connection with public service contracts and for connected purposes.”* In essence, the Act is a tool to help commissioners get value for money out of procurement whilst at the same time talking to local communities to design better services and to find innovative solutions to difficult problems.

1.114 The Community Recovery Fund project delivers a number of social value outputs, namely:

* Strengthening community cohesion and resilience (social),
* addressing a number of the HACT Social Value measures (social, economic and environmental), and
* creating pathways from grass-roots projects into pre-existing mainstream employability and skills provision (social and economic)

1.1.15 Application will need to demonstrate how they address the social value outputs and improvements to these will be monitored and evaluated throughout the lifetime of the project.

1.1.16 The fund will give priority to projects (and organisations) which reach the most vulnerable, including those who have suffered disproportionally from Covid-19. This can include those residents, groups or communities (including, the young, disabled, lone parents, BAME, women etc) who face the greatest risks and detrimental social, health or economic impact(s) as a result of the pandemic.

1.1.17 Any procurement activity undertaken through the project will be done so using WECA contract standing orders and will have full consideration of any relevant social value considerations, this could include seeking to procure services or products from business/ suppliers located in the West of England. These actions contribute to both the social and economic considerations of the Social Value Act.

**Living Wage**

1.1.18 The Authority is currently working with the Living Wage foundation <https://www.livingwage.org.uk/> to be recognised as a Living Wage employer. You are required to confirm as a provider it is your policy to pay employees and all providers connected with the delivery of this requirement Living Wage as a minimum.

### Modern Slavery and Responsible Procurement

1.1.19 The Authority is committed to responsible and ethical procurement practices, and aims to achieve this through the Procurement Strategyand supporting policies

1.1.20 The Authority recognises its responsibility to take a robust approach to ethical and sustainability issues, especially around modern slavery and human trafficking, which it is absolutely committed to preventing, within its supply chains

1.1.21 The Authority is committed to sourcing services, supplies, and/or works in a way that takes into account ethical and sustainable considerations, including: economic, social, labour, and environmental factors, whilst always aiming to procure and act in a way that is morally right, open, fair, and transparent.

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| **2** | **SPECIFICATION** |

### 2.1 SPECIFICATION

2.1.1 Please see attached Community Recovery Fund Scoping Paper and VCS Managing Partner Specification Document.

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| **3** | **APPLICATION EVALUATION AND AWARD CRITERIA** |

### 3.1 APPLICATION EVALUATION AND AWARD CRITERIA

3.1.1 The evaluation in this Application process is undertaken in stages, as follows:

3.1.2 Evaluation of the Applicant’s response to questions 1 and 2 using the criteria set out below in section 3.8.1, any application that scores a 1 or a 0 on either of these questions will be excluded from the process and their application will not be evaluated further.

3.1.3 Applicants who score a 2, 3 or 4 on both questions 1 and 2 will then have the rest of their applications evaluated by the panel using the criteria set out below in section 3.8.1.

3.1.4 The information supplied by Applicant’s in response to the Quality Assessment questions will be evaluated by the Combined Authority using the criteria and designated weightings as set out. The grant will be awarded in accordance with these criteria

3.1.5 The Combined Authority reserves the right to make an award decision without holding any clarification meetings, or negotiation meetings with Applicants.

3.1.6 Should the Combined Authority wish to enter into negotiations, negotiation meetings may be held with Bidders to discuss their applications in their entirety.

### 3.2 APPLICATION AWARD CRITERIA

|  |  |  |
| --- | --- | --- |
| **Award Criteria for Quality Questions** | | **Percentage**  **Weighting**  **(Total**  **100%)** |
| **3.2.1** | **Quality Assessment**    The Applicants’ responses to each of the Quality Assessment (Quality Questions 1-3) will each be evaluated and a score from 0 (zero) to 4 (four) in accordance with the Scoring Criteria (set out in Section 3.8 below) will be allocated to each response. Each score will then be weighted in accordance with the weightings allocated to each question, such that the total weighting applied to the Quality Assessment shall be that stated in this table |  |
| **3.2.1.1** | **Question 1 - PROGRAMME CONTENT, DESIGN & DELIVERY** | **35%** |
| **3.2.1.2** | **Question 2 – MEETING THE FUND OBJECTIVES** | **20%** |
| **3.2.1.3** | **Question 3 – RELEVANT EXPERIENCE** | **10%** |
| **3.2.1.4** | **Question 4 - FINANCIAL VALUE FOR MONEY & OUTPUTS AND OUTCOMES** | **20%** |
| **3.2.1.5** | **Question 5 – PROJECT MANAGEMENT** | **5%** |
| **3.2.1.6** | **Social Value Question** | **10%** |
| **Total Weighting** | | **100%** |

### 3.3 NEGOTIATIONS

3.3.1 Applicants may be asked to attend negotiation meetings regarding their applications. These negotiations will be held in late April/early May 2021and provisional dates will be advised by the Combined Authority at a later date.

3.3.2 In the event that Negotiations are required, negotiations will not be scored, but the results of the negotiation will be used to amend application evaluation scores in relation to relevant parts of an application.

### 3.4 ALLOCATION PROCESS

3.4.1 The highest ranked Bidder will be recommended for the award of a grant agreement, subject to meeting all relevant criteria (such as minimum turn over £800K-£1M), approach to coverage of geographical location(s), ensuring an economic outcome, reaching target groups, experience of working with VCS sector organisations and successfully passing the financial due diligence process and having sufficient capability and capacity.

3.4.2 From the initial submissions received, if WECA is not satisfied that the bidding organisation(s) have sufficient coverage of the West of England geographical area, experience of reaching and working with the VCS sector and target organisations/groups and/or or sufficient capacity, WECA will enter into negotiations with bidders to discuss their initial submission and ensure that these are addressed. As per the above this will be done on a ranking basis.

### 3.5 DUE DILIGENCE

3.5.1 Following the evaluation of Applications, the Combined Authority may conduct a period of due diligence with the top scoring Applicant(s) prior to making a decision to award the grant agreement. Applicants must ensure that they have a representative available to answer any clarification questions (if they arise) in relation to its Application submission and must be prepared to provide the Combined Authority with copies of all documentation requested in respect of any self-certification.

3.5.2 The Combined Authority reserves the right to reject any Application where the Application response has not been fully completed.

### 3.6 SCORING METHODOLOGY

3.6.1 The Quality Assessment and Social Value Questions requested in this Application will be evaluated in accordance with the Scoring Methodology set out in section 3.8

### 3.7 QUALITY ASSESSMENT

3.7.1 Applicants shall submit responses to Quality Assessment Questions set out in Section 5 of this application document.

3.7.2 Applicants are not permitted to append any additional appendices that have not been issued by the Authority. Any appendices submitted that were not issued by the Authority will not be taken into account by the panel when evaluating.

3.7.3 The Combined Authority has the absolute discretion to disregard any appendices, either in part or in full, that contain information that is not relevant supporting information

3.7.4 Responses to each Quality question will be scored on a grading system from 0 (zero) to 4 (four) as set out in Section 3.8.1 and that score shall then be weighted in accordance with the percentage weighting allocated to the individual Quality Assessment question or Social Value Statement within the Invitation to Application

3.7.5 Responses to the scored quality question will be scored on a grading system from 0 (zero) to 4 (four) as set out in Section 3.8.2 and that score shall then be weighted in accordance with the percentage weighting allocated to the Social Value Question within the Invitation to Application

### 3.8 SCORING METHODOLOGY

#### 3.8.1 Quality Questions Scoring Methodology

|  |  |  |
| --- | --- | --- |
| **Scoring criteria** | | **Max score** |
|  |  |
| **Assessment** | **Interpretation** |  |
| **Unacceptable** | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response  OR  No response | **0** |
| **Serious Reservations** | Satisfies the requirement with major reservations. Considerable reservations of the supplier’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response | **1** |
| **Minor Reservations** | Satisfies the requirement with minor reservations. Some minor reservations of the supplier’s relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response | **2** |
| **Acceptable** | Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with evidence to support the response | **3** |
| **Good** | Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measure required to provide the supplies. Response identifies factors that will offer potential added value, with evidence to support the response | **4** |

The allocation of a score of 1 (one) or less for the following questions: Quality Question 1 and / or Quality Question 2 in accordance with the above scoring system will result in your submission being **excluded** as not meeting the minimum requirements and minimum acceptable score required.

**3.8.2 Social Value Scoring Methodology**

### Qualitative / Method Statement Assessment

The following scoring methodology shall be used for the Social Value qualitative response:

*The following scores shall be awarded based on the proposals received and the degree of confidence that, on the basis of the facts known to the evaluation panel at the time of making the assessment, the proposal meets the interpretation of the applicable score. Factors which the evaluation panel will take into account in making this assessment are set out below for each score.*

|  |  |  |
| --- | --- | --- |
| **Criteria**  **Assessment** | **Classification** | **Score** |
| **Unacceptable** | No response submitted, or response fails entirely to demonstrate an ability to meet any of the requirements. | 0 |
| **Poor** | Response is partially relevant but generally poor. The response addresses all requirements but contains insufficient/limited detail or explanation to demonstrate how the requirements (or any of them) will be fulfilled or contains major inconsistencies. Alternatively, the response fails to address the majority of the requirements. The response provides significant reservations that the bidder will deliver the social value commitment. | 1 |
| **Satisfactory** | Response is relevant and fair. The response addresses all requirements and demonstrates a fair understanding of the requirements but lacks details on how certain social value offers made will be delivered or contains some inconsistencies. Alternatively, the response fails to address all of the requirements. The response provides some concerns that the bidder will deliver the social value commitment. | 2 |
| **Good** | Response is relevant and good. The response addresses all requirements and is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled but includes some ambiguity or minor inconsistencies as to how social value offers made will be delivered. The response provides confidence that the bidder will deliver their social value commitments. | 3 |
| **Excellent** | Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides comprehensive and clear details of how social value offers made will be delivered. The response provides a high level of certainty that the bidder will deliver their social value commitments. | 4 |

### 3.9 EVALUATION PANEL

3.9.1 The evaluation panel will individually score responses to the Quality Assessment questions in accordance with the above procedure, after which, the panel will come together to moderate and produce a single score for each Applicant’s response to each Quality Assessment question

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| --- | --- |
| **4** | **TERMS AND CONDITIONS** |

4.1 Prior to the award of any grant, there will be a Grant Funding Agreement which will need to be agreed and signed by both WECA and the successful applicant(s).

## Part 1 – Initial Eligibility

**By continuing with this application you are confirming that:**

1. Your proposal is based in the West of England Combined Authority (WECA) geographical area and the benefits will be delivered within this area, i.e. Bath and North East Somerset, Bristol or South Gloucestershire local authority areas.

1. Any VCS organisations groups engaged have a base in the WECA geographical area.

1. The individuals participating in any activities coming forward through the CRF grant funding will be resident in the WECA region.

1. You have secured a minimum of10% match funding. Any additional match secured above the minimum 10% threshold will be awarded a higher score within the assessment of the bids.

1. You have completed the **due diligence** information (Appendix B) and returned this with your submission.

C:\Users\jane.vivian\AppData\Local\Microsoft\Windows\INetCache\Content.MSO\49C3E8FA.tmp**Please** **tick this box to confirm your agreement to the statements above:**

**VCS Bidding Partner Details (Stage 1):**

|  |  |
| --- | --- |
| **Organisation Name** |  |
| **Contact Name & Position** |  |
| **Organisation Address** |  |
| **Email Address** |  |
| **Telephone Number** |  |
| **Nature of the organisations main activities** |  |
| **Geographical coverage of current services** |  |

|  |  |
| --- | --- |
| **5** | **APPLICATION RESPONSE** |

## Target groups – Brief Overview (info only)

Referring to Section 3.0 of the Community Recovery Fund Scoping Document, please outline which target groups your organisation would engage with and approximate numbers.

|  |  |
| --- | --- |
| **Target group** | **Numbers to engaged** |
|  |  |
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### 5.1 APPLICATION RESPONSE (Stage 2 and 3)

5.1.1 You must respond to the quality questions (inclusive of the value for money question) and the Social Value question contained in this section of the Application Document.

5.1.2 You must complete the Declaration and Company Information section of this Application.

5.1.3 The Authority reserves the right to reject any application where the Application Response has not been fully completed

### 5.2 QUALITY QUESTIONS

|  |  |
| --- | --- |
| **1** | **Quality Question 1 – MEETING FUND OBJECTIVES, DESIGN & DELIVERY (50% Weighting)** |
| **1a** | **Describe your approach to delivering the CRF as set out in the scoping paper. This must include your approach to engaging target groups across the whole geographic area and working closely with the Project Manager (employed by WECA) and local authorities.**  **Using appropriate evidence, outline how your organisation would manage the CRF to ensure it addresses the specific priorities, gaps and/or issues set out in the Scoping Paper (see sections 3 and 8).**  **Outline how your organisation would ensure the economic and specific social impact(s) and outcomes are achieved (see Outcomes, Outputs and Impacts table and section 3 of the Scoping Paper) to address the impacts of Covid-19 on the most disadvantaged and vulnerable within our communities.**  **(max 700 words)** |
|  | Response: |
| **1b** | **Outline your organisations experience of working with voluntary and community sector (VCS) groups/organisations across the West of England. What specific experience does your organisation have around engaging with specific/targeted groups and communities most in need (see section 3 of the scoping paper)?**  **What experience does your organisation have in supporting VCS groups, in particular:**   * **writing and submitting a grant applications** * **minimising barriers to participation and** * **meeting specific outcomes and collate relevant feedback and evaluation information.**   **How would you draw on this experience in the delivery of the CRF?**  **(max 700 words)** |
| **1c** | **Describe your organisation’s experience of managing and delivering large, grant funded projects in the past and in particular describe how you handled, made and monitored payments to any partners or third parties assisting you with delivery.**  **(Max 750 words)** |
| Response: |
| **1d** | **Set out your approach to risk management. How would any underperformance be identified and addressed to ensure overall objectives are met?**  **(Max 500 words)** |
| Response: |
| **1e** | **Describe how you will encourage and support participants to progress onto employability, skills and training programmes available already in the West of England. How do you envisage this referral process working and how will you monitor the success of this (short term and post-programme)?**  **(max 500 words)** |
|  | Response: |
| **1f** | **Outline what makes your proposal different, unique and innovative? How will you add value and support the social-economic and wellbeing of residents and communities? What legacy impact would your organisations involvement in the CRF bring?**  **(max 400 words)** |
|  | Response: |

|  |  |  |
| --- | --- | --- |
| **2** | **Quality Question 2 - FINANCIAL VALUE FOR MONEY & OUTPUTS AND**  **OUTCOMES (20% Weighting)** | |
| **2a** | **2a. Please complete the tables below to provide a financial summary.**    **Please also complete the budget spreadsheet below providing a cost breakdown. We want to understand the types of activity you will be spending any proposed ‘delivery budget’ on e.g. project management, awareness raising, engagement activities etc and the detail that sits underneath this e.g. Marketing; advertising, design time, printed flyers.**  **In essence, we’re looking for proposals which use the least amount of the fund for delivery and thereby maximise the total funding delivered into our communities.** | |
| **Financial Summary** | | |
| **Total project costs including managing delivery and evaluation (all costs to be covered by fund and match)** | | £ |
| **Total match funding (In-kind and/or cash)** | | £ |
| **Total fund amount per person \*1** | | £ |
| \*1 The amount of funding requested from this application divided by the number of participants proposed. | | |
| **Success Targets – based on the scoping document and Outputs, Outcomes and Impacts Table, please outline how your proposal will ‘meet’ or ‘exceed’ targets. Please give an indication of delivery and also a breakdown of participant demographic targets** | | |
| **Number of projects funded under the ‘strengthened community and social cohesion’ objective** | |  |
| **Number of projects funded under the ‘improved health and wellbeing’ objective** | |  |
| **Number of projects funded under the ‘improved financial inclusion and resilience’ objective** | |  |
| **Number of projects funded under the ‘increased pride of place and environmental awareness’ objective** | |  |
| **Programme Participant Demographic Targets** | |  |
| **% of starters who will be female** | |  |
| **% residents who will be lone parents** | |  |
| **% of starters who will be BAME** | |  |
| **% of started who will have a disability** | |  |
| **% of starters who will be over 50** | |  |
| **% of starters who will have other underrepresented characteristics** | |  |
| **Other** | |  |
| **2b** | **2b. Based on your knowledge of community projects and programmes and any previous experience managing grant funding awarded to such projects/programmes, provide a narrative to justify the proposed budget and success targets you have outlined above and in the financial schedule and explain why it offers value for money.**     * **Please benchmark the costs of your provision against the nearest equivalent already in the market.** * **Explain, and evidence where possible, how you have come to the success target figures you have suggested.** * **Explain the significance of your match funding to the success of the CRF delivery i.e. what additional impact and value add will it facilitate?** * **Where any of the funding is proposed to be spent on other areas other than administering the grant fund to VCS groups please use the narrative to explain and justify this.** * **An explanation of the impact that you will deliver for individuals participating in the programme e.g. improved life skills, facilitating opportunities for individuals to access wider support, movement into better/sustainable employment, other sustainable community cohesion/resilience impacts etc.**   **(Excluding the tables and spreadsheet, max words 500)** | |
|  | Response: | |
| **2c** | **2c. Please outline your plans to support the sustainability of partnerships/projects/programmes after the investment of public funding has come to an end.**      **(Max 250 words)** | |
|  | Response: | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **3** | | **Quality Question 3 - PROJECT MANAGEMENT (20% Weighting)** | | | | | |
|  | | | 3a. Please provide details of how you will manage the project to ensure the delivery against the objectives, outputs, outcomes and impact.    Please complete in detail the risk register and the project plan provided below – with clear timescales identifying key stages and specific activity to be delivered throughout e.g. establishing governance processes, start up and mobilisation, creation of materials and resources, marketing, delivery, supporting groups to submit proposals and monitoring/evaluation etc.    Please also outline plans to gather participant feedback and evaluate the performance of your project. | | | | | |
| **Risk Register** | | | | | | | | |
| **No** | | | **Risk** | **Likelihood** | **Impact** | **Mitigation** | | |
| **1** | | |  |  |  |  | | |
| **2** | | |  |  |  |  | | |
| **3** | | |  |  |  |  | | |
| **4** | | |  |  |  |  | | |
| **5** | | |  |  |  |  | | |
| **6** | | |  |  |  |  | | |
| **Project Plan –** **Project timescales e.g**. marketing, participant recruitment, delivery commencement – reflected for each cohort. | | | | | | | | |
| **Activity & Key milestones** | | | | | | | **Milestone completion date** | |
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|  | **3b. A key requirement of the CRF is obtaining feedback against the HACT social value measures as well as testimonials, case studies etc. Outline you plans to ensure project and participant feedback is obtained and that a thorough evaluation of the CRF is undertaken.**  **Please note that participant feedback must include details of the number and types of progressions onto other programmes (see question 2 above), training and/or career progression.**  **(Max 300 words)** | | | | | | | |
|  | Response: | | | | | | | |

### 5.3 SOCIAL VALUE QUESTION

5.3.1 WECA is committed to ensuring sustainability and positive Social Value outcomes are delivered in the local economy and wider environment. Applicants should ensure that in the delivery of the contract they fulfil their obligations, including those set out in this question and response.

5.3.2 By social value we are referring any additional social impact that you will deliver directly as a result of this funding. Please do not refer to any generic corporate social responsibilities or what we are contracting with you to deliver through this grant. Please refer to the help text in the spreadsheet attached under 5.4 for some guidance around what we are looking for as part of a good response.

5.3.3 Proposals must relate directly to you winning/retaining the contract in question and should be proportional to the overall contract value.

5.3.4 For the purposes of this contract, ‘Local’ & ‘Locally’ means the West of England Combined Authority geographical area.

**5.4     SOCIAL VALUE RESPONSE**

5.4.1  This section should explain how you will engage with relevant stakeholders and delivery partners on the delivery of Social Value.

This section should cover:

* An identified single point of contact and their role in the delivery of the Social Value outcomes AFTER award;
* Your approach to monitoring, measurement, and reporting Social Value outcomes for the duration of the contract.

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| **Response To Social Value (5% weighting)** |
| **(1000 words max)** |

5.4.2 You are required to confirm as a provider it is your policy to pay employees and all providers connected with the delivery of this requirement Living Wage as a minimum.

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| 5.4.3 **Response To Living Wage** |
| Yes / No (delete as appropriate) |

**5.5      SUBSIDY CONTROL**

5.5.1 Grants funded through this Community Recovery Fund Programme will be subject to the UK’s subsidy control measures.  This will be set out in your Grant Offer Letter.

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### 5.6 MODERN SLAVERY AND RESPONSIBLE PROCUREMENT STATEMENT

5.6.1 If you are, or there is a company in your supply chain that is, a relevant commercial organisation as defined by section 54 (“Transparency in Supply Chains etc.”) of the Modern Slavery Act 2015 (“the Act”), confirm your and/or there compliance with the annual reporting requirements contained within that Section, and provide any details including the relevant URL in the box below.

|  |
| --- |
| 5.4.2 **Response To Modern Slavery Statement** |
| **Yes / No / N/A** (delete as appropriate)    <Suppliers Response> |

5.6.2 Regardless of Turnover, please confirm on behalf of your organisation that:

1. You will comply with the requirements of the Act;
2. You will ensure your sub-contractors shall comply with the requirements of the Act;
3. iii) You have, or will adopt within 3 months of the date of this contract, a policy related to working practices that includes consideration of modern slavery;
4. You will ensure that your sub-contractors shall have a policy related to working practices including modern slavery;
5. You agree to adhere to Article 4 of the European Convention on Human Rights concerning the prohibition of slavery and forced labour;
6. You have, or will adopt within 3 months of the date of this contract, a whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery and the whistle-blowing system / policy is published to their staff and is designed to make it easy for workers to make disclosures, without fear of retaliation to enable them to blow the whistle on any suspected examples of modern slavery;
7. Your workers are free to join a trade union and are not to be treated unfairly for belonging to one;
8. WECA may conduct investigations, vetting, and other assessment and due diligence exercises on your supply chain with regards to performance measures as well as social, labour, and modern slavery issues and you shall co-operate fully, at no cost to the WECA in these exercises;
9. You, and/or WECA will work in the spirit of collaboration in mitigating and reducing the risk of modern slavery; WECA will support suppliers that have been identified (either through WECA/Council led due diligence activities or Supplier led activities) that fall below the required standards and agree to make improvements;
10. WECA may refer for investigations via the National Crime Agency’s national referral mechanism any of its suppliers identified as a cause for concern regarding modern slavery and where the incident occurs within the borough, to our colleagues in Community Protection, who are our direct link with the local Serious and Organised Crim Board that has a responsibility for modern slavery;
11. The Council may terminate the agreement as a potential sanction for non-compliance with the Modern Slavery Act, or for failure to comply with this Modern Slavery Statements at 5.4.

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| 5.4.4 **Response To Modern Slavery Statement** |
| Agree / Disagree (delete as appropriate) |

5.6.3 Please confirm on behalf of your organisation that:

1. You are committed to improving ethical and sustainable practices locally and globally;
2. You will uphold and work in compliance with the Core Expectations of the WECA Responsible Procurement Strategy;
3. You will willingly and openly work with WECA Procurement to further their ambitions in relation to responsible, ethical, and sustainability issues;

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| --- |
| 5.4.6 **Response To Responsible Procurement Statement** |
| Agree / Disagree (delete as appropriate) |

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| --- | --- |
| **6** | **DECLARATION & COMPANY INFORMATION** |

### 6.1 DECLARATION & COMPANY INFORMATION

Before submitting your quotation, you must ensure that you sign and date below

I/We hereby offer to supply the above mentioned goods and/or services for all orders placed as a result of this process at the price detailed in this quotation.

I/we hereby certify that I/we have not canvassed, nor will canvass anymember, director, employee or adviser of WECA in connection with this quotation and the proposed award of the Contract by WECA; and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done, or will do any such act.

I/we hereby certify that this is a bona fide quotation, intended to be competitive, and that I/we have not fixed or adjusted the amount of the quotation or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this quotation). I/we agree that WECA may, in consideration of this quotation, and in any subsequent actions, rely upon this statement

|  |  |
| --- | --- |
| Signed |  |
| Name (Block Capitals) |  |
| Designation |  |
| Email |  |
| Telephone |  |
| For & on behalf of |  |

### 6.2 COMPANY INFORMATION

|  |  |
| --- | --- |
| Full name of Organisation |  |
| Address |  |
| Telephone |  |
| Email |  |
| Website |  |

### 6.3 COMPANY STATUS

|  |  |
| --- | --- |
| Sole Trader |  |
| Partnership |  |
| Public Limited Co. |  |
| Private Limited Co. |  |
| Other (please state) |  |
| If your company is a private or public limited company, a co-operative society or charity, please give: | |
| Registration No |  |
| Registration Date |  |
| Registered Address |  |
| VAT Reg. Number (where applicable) |  |