



## **Procurement Clarification Questions**

**Programme Management & Grant Administration Services**

## Clarification Questions

### Invitation to Tender for: Programme Management & Grant Administration Services

**Tender Deadline: 5.00 pm Friday 20<sup>th</sup> September 2019**

#### Questions & Clarifications


This document provides further information for bidders interested in the Invitation to Tender for Programme Evaluation Partners and does not replace any of the information provided in the original Invitation to tender document unless specifically stated in the response table below.

This document will be updated when new information is available and uploaded to the Power to Change website. It is the bidder's responsibility to check as required up until close of business on 30<sup>th</sup> August 2019 after which we will not be making any further updates. The deadline for submitting questions and sharing your information for consortia bids is noon on 16<sup>th</sup> August 2019.

Document last updated: **30.08.19**

Question	Response	Date Published
<p><i>Question 15 within Section 4 of <b>Appendix 1: ITT Response</b> refers to equality and diversity questions “as set out within the Important Notices section of the ITT”.</i></p> <p><i>a. Could you please clarify where within the Important Notices section these questions can be found?</i></p> <p><i>b. Question 2 within Section 2 of Appendix 1 does refer to Equality &amp; Diversity. Are these the questions being referred to within Question 15?</i></p>	<p>a. &amp; .b. Yes the equality and diversity questions are as at Appendix 1 ITT Response – question 2.</p>	13.08.19
<p><i>Question 16 within Section 4 of <b>Appendix 1: ITT Response</b> requests the organisation’s Anti Slavery and Human Trafficking Statement. Could you please confirm how a business with a turnover of below the £36m per annum threshold, and therefore not classed as a relevant commercial organisation under the Modern Slavery Act 2015, should respond to this question.</i></p>	<p>Bidders should state they are not covered by the Act but are invited to provide details of any commitments or steps they are taking in recognition of the Act's requirements.</p>	13.08.19
<p><i>Could you please confirm whether tables and diagrams can be included within the <b>bid proposal</b> and, if they can, whether they will count towards to 8,000 word limit.</i></p>	<p>Yes, bidders may include tables and diagrams within their bid proposal. These would not count towards the word limit.</p>	13.08.19

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<i>We would like to request a copy of the grants handbook which is stated as being available on request.</i>	A copy of the Handbook has been sent to you via email.	30.08.19
<i>We would like to ask for a list of the current key performance indicators that you use in order to evaluate performance against delivery of the contract objective and services?</i>	<p>We evaluate the performance of the contract via quarterly contract reviews and the reporting against key performance indicators relating to the quality of grant assessment/ variation/ monitoring documentation presented for panel review and/or decision, customer satisfaction levels (grantee complaints/survey feedback on service provision), and grant claims management (grantee claim forecasting and payment).</p> <p>Any revision to KPIs will be discussed and developed as part of agreeing the new contract.</p>	30.08.19
<p><i>Would a new service provider be managing the monitoring, enquiries, variations to contracts and closure of all live projects/grants across all the programmes at the time of taking over the contract and are the number of those live grants the numbers listed in Appendix 7 under the column 'estimated live grants at April 2020'?</i></p> <p><i>Please can you provide the average outstanding length of the grants for each scheme estimated for April 2020?</i></p>	<p>Yes. The Service Provider will be responsible for the grant management of all live grants as at 01 April 2020, anticipated numbers are shown at Appendix 7.</p> <p>Appendix 7 of the ITT has been amended to include the average outstanding length of the estimated live grants (as at April 2020) for each programme/workstream. A copy of the revised Appendix 7 has been made available to organisations that have requested a copy of the ITT.</p> <p> Appendix 7 Summary of Program</p>	30.08.19
<i>Is the management of all those live grants to be included in the contract cap of £1.7m including VAT?</i>	Yes.	30.08.19
<p><i>In terms of the migration of information on existing grants to a new provider:</i></p> <p><i>What systems is existing grant information stored on?</i></p>	Power to Change uses Salesforce for managing the high-level data on its grant programme/workstreams and has data	30.08.19

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<p><i>Do you already have in place data protocols and permissions to enable migration of all of this information from the existing service provider to a new one?</i></p>	<p>sharing protocols in place with its delivery partners who are responsible for managing full programme data.</p> <p>Arrangements for the migration of data to a new Service Provider would be agreed between Power to Change and the new Service Provider between January – March 2020, and using the protocols set out at Section 5 in our Grants Handbook.</p>	
<p><i>Please can you confirm that:</i></p> <p><i>Any mobilisation and migration costs of the grant programmes are not included in the contract cap of £1.7m (including VAT) ie mobilisation/migration costs can be quoted separately?</i></p> <p><i>Any wording related to this will not be included in the 8,000 word limit?</i></p>	<p>Bidders should set out in their proposal how they will work with Power to Change to ensure a smooth transition of the grant programmes/workstreams identified in the ITT including any proposals for mobilisation activity between January – March 2020 (as per 3.9 in the ITT). Our expectations on a change in delivery partner are also set out in Section 5 of our Grants Handbook.</p> <p>Costs associated with any proposed mobilisation activity should be included in the proposal and are not included in the contract value of £1,700,000 inclusive of VAT and expenses or the 8,000 word limit. Any mobilisation activity and costs are subject to agreement with Power to Change during the inception meeting held in January 2020.</p>	30.08.19
<p><i>Is information included in the appendices:</i></p> <p><i>Considered as part of the scoring?</i></p> <p><i>Excluded from the word limit?</i></p>	<p>Information included in the ITT Appendix 1 will not be scored, however if any Bidder's response raises concerns as to the capability of the Bidder to perform the contract Power to Change may seek further clarification from the Bidder.</p> <p>The evaluation of price will be undertaken on the costs a bidder provides in response to ITT Appendix 2 (as per 6.2 of the ITT).</p> <p>Any information provided by Bidders in the ITT Appendices will not be included as part of the 8,000 word limit. However, where Bidders attach information in additional appendices to their proposal, these will be counted in the word limit.</p>	30.08.19

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<i>Please can you clarify the forward looking volumes of grants for empowering places. The text on page 11 of the ITT document suggests there will be no more grants in 2020-2022 but Appendix 7 says there will be six more of £2.5m in that period?</i>	Six catalysts were awarded 3-year grant funding in August 2019 (running to July 2022). The six catalysts referred to in Appendix 7 are the existing six catalysts (i.e. no new grant awards are anticipated during the contract term).	30.08.19
<i>Will the drawdown fund be paid in full at the beginning of each funding cycle for the individual schemes?</i>	No. The Service Provider will agree and submit regular drawdown requests to Power to Change based on forecasted grantee claims under each programme/workstream.	30.08.19
<i>Is a separate bank account required for each scheme?</i>	Yes.	30.08.19
<i>What format will be required for uploading the monitoring data into Sales Force?</i>	Power to Change has a standard monthly data reporting template using Excel which the provider will be expected to submit by 5 <sup>th</sup> working day of each month. This template went through a significant update in early 2019. The template is designed to capture monthly activity on new applications, application outcome, variations and withdrawals, grant closure and other changes. Power to Change's CRM team will provide support to the provider in meeting these requirements.	30.08.19
<i>How often do the Power to Change Board or Executive Grants Committee sit?</i>	The Power to Change Board meets five times a year and the Executive Grants Committee generally meets monthly, but more or less frequently as required.	30.08.19
<i>Are grant variations encouraged? How many do they receive?</i>	<p>These are neither encouraged nor discouraged but are considered where projects are not going to plan.</p> <p>The number of variations we receive varies from programme to programme and is often dependent on the complexity, value, and scale of the project and the quality of the initial grant scheduling.</p>	30.08.19

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<p><i>Are the same hours required for the business line as currently provided? Monday to Friday from 9am to 5pm (4.30pm on Fridays)?</i></p>	<p>The Service Provider will be responsible for providing a high quality support and advice service for applicants and grantees under the programmes/workstreams in the ITT. Bidders should consider how they would best achieve this, however, from our experience the availability of an advice line is an essential element of support to applicants and grantees.</p>	<p>30.08.19</p>
<p><i>Community Business Fund – is it intended that the existing peer brokerage network will be used?</i></p>	<p>Yes, the existing peer broker organisations have been contracted to deliver support up until 2022 and we anticipate appointing up to a further 5 organisations by November (making a total of 14 organisations in the network).</p>	<p>30.08.19</p>
<p><i>When reviewing <b>5.2 Bid Requirement, 5.2.5</b> written below as:</i></p> <p><b><i>Demonstrate a collaborative approach.</i></b> <i>Evidence of a collaboration approach and a willingness to work collaboratively in the learning approach of Power to Change in order to better support community business to improve places.</i></p> <p><i>The question is reflected differently in <b>6.2 Evaluation Criteria: Quality and Price</b>, question 5 where it is written as:</i></p> <p><b><i>Demonstrate how you would expect to manage changes in demand and scope within any of the programmes.</i></b> <i>How will you ensure a flexible approach to making adjustments to scale of delivery and resources required as and when agreed by Power to Change</i></p> <p><i>Is there a preferred wording that Power to Change would like referring to in the ITT response? Please advise.</i></p>	<p>Bidders should reflect in their proposal how they will work with Power to Change to ensure its Programmes/ workstreams continue to meet the needs and demands of community businesses, and, where identified and agreed over time, how they would manage adjustments to the scale of delivery and resources contracted for a given programme/workstream.</p>	<p>30.08.19</p>
<p><i>In Appendix 7 it is indicated there will be live grants as of April 2020 at the start of the contract. Is it anticipated that these will be managed by the current provider until this date and will provision be made for a handover?</i></p>	<p>Yes. Power to Change will work with the existing Grant Administration Partner and new Service Provider to ensure a smooth transition of the grant programmes from 01 April 2020.</p>	<p>30.08.19</p>

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<i>Are the time frames for provision of grant closure report of 6 weeks the same for each of the schemes?</i>	Community Business Fund grantees are required to submit their final project report 12 months after their final grant payment. For other programmes/workstreams grantees are required to submit their final project report within six months of completing their project. The Service Provider will be responsible for preparing a closure report for each grantee project confirming that the grant is ready to close. This involves reviewing three conditions for closure – 1. Full grant defrayment; 2. Full evidence of project spend; 3. Final project report.	30.08.19
<i>Please can you clarify the difference between Catalysts and seed catalysts in the Places Programmes – Empowering Places scheme? Are both groups to be monitored by the provider?</i>	<p>The six anchor organisations funded via our Empowering Places Programme are known as 'Catalysts' (as outlined at 3.2.3 in the ITT).</p> <p>Each Catalyst can award a proportion of its grant funding towards supporting the growth of community businesses in its area, this might include via awarding low value 'seed' grants to other organisations ('seed grantees'). The Service Provider will be responsible for undertaking the services in relation to seed grantees as per 3.7.3 in the ITT.</p>	30.08.19
<i>What time of year are the funding rounds for the Community Business Fund?</i>	Round 9 will be open for applications during April and May 2020, the dates for a further round in 2020 and the dates for future years will be agreed with the Service Provider.	30.08.19
<i>Can an applicant apply for more than one grant?</i>	Applicants can apply for funding and support from more than one programme at the same time and, for some programmes, can apply for further funding from the same programme once their grant has ended, provided they continue to meet the criteria for that programme.	30.08.19