**Nottingham and Nottinghamshire Violence Reduction Unit: Community Asset Assessment**

**August 2020**

**Reference: 2020/691m**

**Response Document**

**Scoring Mechanism**

Please see the Request for Proposals for information about how this document will be scored.

**Tenderers are invited to respond to the questions below, ensuring that all points are answered.**

**Please note:**

* The entire specification should be considered when answering individual questions;
* Where word limits have been set, these are the maximum. Tenderers will not be penalised for well written concise answers;
* Tenderers must answer each question fully and **NOT** make reference to other responses to other questions or use attachments to support their answer unless specifically requested;
* Tenderers should use examples of current or recent delivery in their answers;
* Tenderers may answer these questions in a separate document, clearing marking it with the Tenderer’s name and the title “Quality Requirements Response Document”.

**Name of organisation tendering:**

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| --- | --- | --- | --- |
| **Ref** | **Weight-ing** | **Question** | **Response** |
| 1 | 20% | **Proposed service – project outline**  Please tell us how you plan to deliver this project. We are looking for strong insight and understanding into the requirements for Community Assets Assessment which is likely to deliver the desired results.  **Your answer should be no more than 1500 words.** |  |
| 2 | 10% | **Delivery Plan**  Please attach a copy of your delivery plan. It should include specific detail of relevant activity with realistic time allocations and detailed outputs and outcomes clearly identified  **There is no word limit for this answer.** |  |
| 3 | 10% | **Knowledge**  Please tell us about your understanding of the ‘place based’ public health concept of healthy communities ‘reducing health inequalities’.  **Your answer should be no more than 1500 words** |  |
| 4 | 10% | **Safeguarding / GDPR / Cultural Competence**  Please detail how you will ensure that you follow the appropriate safeguarding and GDPR policies throughout this project. Please also detail how you will ensure your work is culturally competent.  As part of this response please include copy of your safeguarding policies and procedures.  **Your answer should be no more than 1500 words (excluding the attached policy)** |  |
| 5 | 15% | **Proven track record**  Please tell us about your track record of working with communities, particularly those experiencing deprivation and disadvantage. Please also include details of how you may use different methods to engage with local communities and what you understand may be some of the barriers to engagement.  **Your answer should be no more than 1500 words.** |  |
| 6 | 5% | **Organisation and Staff**  Please tell us who will be involved in this project and their skills and experience. Include details of the management structure to deliver the contract.  Please attach the CVs of the people who will be involved in the project.  In addition please detail how you will ensure the work is undertaken in a safe way in line with safeguarding policies and procedures and please attached a copy of your safeguarding policy.  **This answer should be no more than 1500 words (CVs are not subject to the word count).** |  |