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**REVIEW OF NOTTINGHAMSHIRE OFFICE OF THE POLICE AND CRIME COMMISSIONER’S FUNCTIONS, ROLES AND RESPONSIBILITIES**

**June 2019**

**Reference: 2021/762**

**Bidder Response Document**

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

**Scoring Mechanism**

The answers in this document will be assessed against the criteria published in page 3 of the Request for Proposals and scored as set out in page 3-4.

**Please note:**

* the entire specification should be considered when answering individual questions;
* Bidders 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;
* Bidders should use examples of current or recent delivery in their answers;
* Bidders may answer these questions in a separate document, clearing marking it with the Bidder’s name and the title “Quality Requirements Response Document”.

**Bidder Name:**

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| **Ref** | **Weight-ing** | **Question** | **Response** |
| 1 | PASS/FAIL | **Independence**  Please confirm that no personnel involved in delivering the bid have any family, social or professional connection to the Commissioner, any OPCC or VRU staff member, or to Nottinghamshire Police, Nottingham City Council or Nottinghamshire County Council. |  |
| 2 | 15% | **Proposed service**  Please tell us how you will deliver this needs assessment and explain how you will deliver the desired results.  **Your answer should be no more than 750 words.** |  |
| 3 | 15% | Please attach a copy of your project plan in Gantt format. It should include  granular detail of relevant activity with realistic time allocations with dependencies, risks and mitigating actions clearly identified.  **There is no word limit for this answer.** |  |
| 4 | 15% | Please tell us about your track record of delivering similar reviews within limited timescales.  **Your answer should be no more than 500 words.** |  |
| 5 | 10% | Please tell us about your  experience and understanding of the role of Offices for Police and Crime Commissioners, including within the wider criminal justice arena.  **Your answer should be no more than 500 words.** |  |
| 6 | 10% | Referring to the Request for Proposals for the experience we are looking for, please tell us about your senior management experience.  **Your answer should be no more than 750 words.** |  |

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| 7 | 10% | Please tell us who will deliver the review. Include details of the management structure to deliver the contract (if relevant).  Please attach the CVs of the people who will be undertaking the review.  **This answer should be no more than 750 words (CVs are not subject to the word count).** |  |