

Nottinghamshire Police and Crime Commissioner**Notice of Decision**

Nottinghamshire

POLICE & CRIME COMMISSIONER

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Date Received*:	10 th September 2014
Ref*:	2014.045

*to be inserted by Office of PCC

TITLE: Award of Rights and Recovery Request for Proposals**EXECUTIVE SUMMARY:**

In July, Nottinghamshire PCC was successful in securing £228,175 from the Ministry of Justice's PCC Competed Fund, to run initiatives to support women affected by domestic abuse.

£125,000 of this funding was to deliver a Rights and Recovery project, which will support female survivors of domestic abuse to cope with the effects of and recover from the harm caused by domestic abuse. It will:

- deliver 20 healthy relationship programmes in Nottinghamshire and Nottinghamshire, including specialist courses for older women, women from South Asian communities, lesbian, bisexual and transgender women and women with mental ill health and complex needs; and
- pilot the delivery of counsellor facilitated therapeutic group based courses for survivors who have attended a healthy relationship programme.

On behalf of the PCC, East Midlands Strategic Commercial Unit published a formal request for proposals from organisations wishing to deliver the project on 15th August 2014, with a deadline of 8th September 2014. A panel met to evaluated received proposals on 10th September 2014.

Seven expressions of interest were received and one proposal was received from WAIS. It was expected that more responses would be received, however on review of the WAIS it became apparent that the other agencies that could have responded will be working in partnership with WAIS to deliver the project outcomes.

WAIS scored very highly in all areas of evaluation - 95.5% overall

The evaluation team determined that the WAIS proposal was extremely well considered and presented and that they would like to commend WAIS for their partnership approach to delivering this project and their proposed use of the various specialised agencies in achieving the outcomes required.

Budget allocated: £125,000

Proposal: £124,984

Nottinghamshire Police and Crime Commissioner

Notice of Decision

INFORMATION IN SUPPORT OF DECISION: (e.g report or business case)



Evaluation Matrix

EMSCU RFP - Rights
and Recovery Project

Is any of the supporting information classified as non public or confidential information**?

No

X

Yes

DECISION:

To award a contract of £124,984 to WAIS to deliver the Rights and Recovery project, as set out in its Request for Proposals attached.

DECLARATION:

I confirm that I do not have any disclosable pecuniary interests in this decision and I take the decision in compliance with the Code of Conduct for the Nottinghamshire Office of the Police and Crime Commissioner. Any interests are indicated below:

The above request has my approval.

Signature:

Date:

Nottinghamshire Police and Crime Commissioner

OFFICER APPROVAL

I have been consulted about the proposal and confirm that the appropriate advice has been taken into account in the preparation of this report. I am satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.

Signature:

Date:

Chief Executive

** See guidance on non public information and confidential information.

Rights and Recovery	Summary of Scores
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Supplier	Specification 100%	Total Price Compliant	Total 100%	Position
WAIS	95.5	YES	95.5	1

East Midlands Strategic Commercial Unit



Request for Proposal (RFP) for the service provision of

NOTTINGHAMSHIRE RIGHTS AND RECOVERY PROJECT

Ref: 9MRK-DKUYNK - SOR1000290

Issue Date: 15th August 2014

Return Date: 12:00 Noon 8th September 2014

Nottinghamshire Office of the Police and Crime Commissioner
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Nottingham
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CONTENTS

- 1 Preamble
- 2 Specification
- 3 Pricing Schedule
- 4 Conditions of Contract
- 5 Supporting Information
- 6 Payment Details
- 7 Declarations
- 8 Contract Conditions Acceptance
- 9 Supplier Contact Information

1. PREAMBLE

GENERAL REQUIREMENTS

Proposals are invited for the provision of a Rights and Recovery Project for Nottinghamshire

The Commissioner's detailed requirements are defined in the Specification.

This document is intended to give organisations sufficient information to enable them to submit a proposal to deliver the management of a new Rights and Recovery Project for female survivors of domestic abuse in Nottingham and Nottinghamshire.

BACKGROUND TO THE REQUIREMENT

The Police and Crime Commissioner, "the Commissioner", has a wide remit to cut crime and improve community safety in Nottingham and Nottinghamshire. The Nottinghamshire Police and Crime Plan 2013-18 sets out the Commissioner's intentions to achieve safer communities and improve trust and confidence in high quality policing by reducing crime and antisocial behaviour, ensuring fairer treatment of victims and citizens and demonstrating using public resources wisely. The plan includes a specific commitment to "protect, support and respond to victims, witnesses and vulnerable people".

The Commissioner has secured funding from Ministry of Justice to deliver a Rights and Recovery project. The project aims to support female survivors of domestic abuse to cope with and recover from the harm they have experienced from domestic abuse. It will do this by:

1. delivering 20 healthy relationship programmes in Nottingham and Nottinghamshire for female survivors of domestic abuse. This will include 5 specialist courses specifically for women from South Asian communities, older women, lesbian, bisexual and transgender women and women with mental ill health and complex needs; and
2. piloting the delivery of therapeutic group based courses, delivered by accredited counsellors, for survivors who have attended a healthy relationship programme.

The project will be independently evaluated by an organisation commissioned separately by Nottinghamshire Office of the Police and Crime Commissioner (NOPCC). The evaluation will identify the outcomes achieved by women supported through the project, assessing how well the project has helped women to cope and recover, and whether the project helps reduce repeat victimisation. The evaluation findings will inform the shape of domestic abuse services commissioned during 2015.

PROCUREMENT TIMETABLE

This procurement process is intended to follow the time-line below:

1 .Request for Proposal Issued	15 th August 2014
2. Deadline for Questions	3 rd September 2014
3. Deadline for Receipt of Proposals	12 noon 8 th September 2014
4. Quotation Evaluation	Between 8 th and 12 th September 2014
5. Contract Awarded	12th September 2014

Please note the Commissioner reserves the right to amend this timetable and steps 4 & 5 are provided for indicative purposes only.

The project must begin in September and finish by no later than 31 March 2015.

QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Lorraine Worthington-Allen via www.bluelight.gov.uk .

Please note that the deadline for questions is 3rd September 2014.

SUBMISSION OF PROPOSAL

Proposals, which should be received no later than 12 noon 8th September 2014, should be submitted via the e-tendering portal www.bluelight.gov.uk .

All proposals must include:

- details of all organisations that will be involved in delivering the project and how they meet the criteria below;
- detailed delivery plan clearly identifying the aims and objectives for the project, project approach (i.e. how you will deliver it) what activities you will deliver and when, how many women will be supported and what outcomes will be achieved. You should also clearly state which organisations will deliver which element of the project;
- detailed budget – see section 3 Pricing Schedule.

Your submission should be accompanied by the completed version of this document.

EVALUATION OF PROPOSALS

Proposals will be evaluated by a panel including officers from Nottinghamshire Office of the Police and Crime Commissioner, Nottingham City and Nottinghamshire County Councils.

The Commissioner will accept the proposal which meets all of the criteria required to deliver the service.

All submissions MUST provide the detail required in SECTION A Organisation Details. Any submission that has not provided this detail will NOT be taken forward for full evaluation.

Based on the information provided in the proposal, each submission will be evaluated based on the demonstration of the following quality and cost criteria:

Quality:	Score Available	Weighting
A strong understanding of the support needs of survivors of domestic abuse	4	10%
A proven track record of delivering high quality support to survivors of domestic abuse	4	10%
Excellent knowledge of and relationships with domestic abuse and other support services in Nottingham/shire	4	5%
Experience of delivering healthy relationship programmes to survivors of domestic abuse	4	10%
Experience of developing new healthy relationship and/or domestic abuse awareness programmes	4	5%
An understanding of therapeutic group based support	4	5%
Strong understanding of the needs of survivors from South Asian communities, lesbian, bisexual and transgender women, older women and women with mental ill health and complex needs	4	10%
Contract management experience, including sub-contracting with other organisations	4	5%
Experience of developing and delivering similar projects	4	5%
The proposal's delivery plan and project approach is clear, setting out who will deliver what, when and how. It is realistic and likely to deliver the stated outputs and outcomes.	4	25%
The budget provides value for money	4	10%
Total	44	100%

Each section to be scored on the basis of 0 – 4 where -:

Score	Description
0	No answer provided
1	Minimal or poor response provided and/or a totally inadequate response to the area of evaluation.
2	Passable response provided to the area of evaluation and an acceptable level of content provided to meet the area of evaluation.
3	Good response provided to the area of evaluation and clear acceptable content provided to meet the area of evaluation.
4	Excellent response provided to the area of evaluation providing significant additional relevant content to meet the area of evaluation.

2. SPECIFICATION

We seek one organisation to lead the project, working with other organisations to ensure delivery across Nottingham and Nottinghamshire. The lead organisation will be responsible for delivering the project; sub-contracting with other agencies as required.

We require the following activity to take place:

1. Delivery of 15 healthy relationship courses for female survivors of domestic abuse. 5 programmes will be delivered in Nottingham and 10 in Nottinghamshire.
2. Development and delivery of an additional 5 new, culturally sensitive, healthy relationship programmes specifically aimed at South Asian women, older women, lesbian, bisexual and transgender women and women with mental ill health and complex needs. These courses will be held in Nottingham but open to women living across Nottinghamshire.
3. Delivery of 10 therapeutic group courses which support survivors for 2 hours per week for 8 weeks. The courses should be delivered by British Association of Counselling and Psychotherapy (BACP) accredited counsellors who have a strong understanding of domestic abuse and its impact on women. Courses may be held in the city or county.

All healthy relationship programmes should create safe spaces to enable female survivors of domestic abuse to achieve the following outcomes:

- greater understanding of domestic abuse and why it happens from the Duluth perspective (including challenging myths);
- greater understanding and recognition of methods of psychological and coercive control and their impact;
- understand the impact of domestic abuse on children and young people and how to re-build their relationship with their children;
- greater recognition of what is and is not a healthy relationship and the indicators of a potential abuser;
- ability to apply their new understanding of power and control and the indicators of abusive relationships to their own relationships;
- feel less isolated;
- feel more informed and empowered about their choices and decision making and where to go for support;
- improved problem solving skills;
- greater self esteem and confidence and improved impact on mental health.

There should be a minimum of 5 and maximum 12 participants on each healthy relationship and therapeutic course. Each participant should have an individual assessment to establish support needs and any safety planning required. In some cases a DASH RIC may need to be undertaken and a referral made to

MARAC or DART/MASH. Participants should be supported in between programme sessions either by the Domestic Violence Helpline or by another specialist domestic abuse service.

Children and vulnerable adults safeguarding must be taken into account, alongside confidentiality for the survivor.

Healthy relationship courses should be facilitated by two trained and experienced female staff members. Therapeutic courses should be delivered by female BACP accredited counsellors who have a strong understanding of domestic abuse and its impact on women.

All courses should be delivered in settings with disability access. Community language support and travel and childcare costs should be provided if required to survivors participating in the project.

The commissioned organisation will be expected to work closely with the agency contracted by NOPCC to deliver the evaluation of the project, using evaluation methodology to be agreed. It will also provide bi-monthly updates in spreadsheet format to NOPCC on progress against agreed spend, key milestones, outputs and outcomes.

The intellectual property to all new materials developed throughout the project will be owned by the Nottinghamshire Office of the Police and Crime Commissioner (NOPCC).

Methodology and Approach

The Commissioner has not specified the detailed methodology and approach for undertaking this project. However, it is expected that the lead organisation will need to sub-contract with others to deliver all elements of the project. Your proposal should contain details of which organisations you intend to work with to deliver the project. You should also include a clear delivery plan which sets out what activity will be delivered when by which organisation.

All organisations and counsellors involved in delivering the project must be able to demonstrate a strong understanding and experience of domestic abuse and its impact on women.

3. PRICING SCHEDULE

Up to £125,000 is available to deliver this project. This must include all the costs associated with delivering the project, including but not limited to staff time, venue hire and travel and childcare costs for survivors attending courses. Your proposal should include a detailed budget clearly setting out the cost of delivering each element of the project and detailing the management and administration fees. Any proposal exceeding the available budget will be excluded.

Cost Element	Cost (£)
e.g. Staff Time	
e.g. Venue hire	
Insert description	
Insert description	
Insert description	
Insert description	
Total Price (£)	£

Prices to exclude VAT

4. CONDITIONS OF CONTRACT

Any purchase order or contract awarded to an organisation as a result of the acceptance of their proposal by the Commissioner will be in accordance with the following terms and conditions of contract. A copy is attached to this Request For Proposals.



EM Region General
Terms and Conditions

5. SUPPORTING INFORMATION

Note – You may adjust the size of the following text boxes to suit your response.

SECTION A Organisation Details

A-1 Organisation Name

A-2 Type of Organisation (*Please tick as appropriate*)

A Public Limited company?	
A Limited Company	
A Company Limited by Guarantee	
A Partnership?	
A Sole Trader?	
A Charity	
A Franchise	
A Small/Medium Sized Enterprise or SME ¹ ?	
Other (e.g. a Special Purpose Vehicle, Joint Venture Company etc <i>Please specify</i>	

A-3 Registered Office

A-4 Charity/
Company Registration
Number

A-5 VAT Registration Number

¹ The European Commission defines an SME as an enterprise which employs fewer than 250 persons and which has an annual turnover not exceeding EUR 50million and/or an annual balance sheet total not exceeding EUR 43million.

A-6 If the Organisation is a member of a group of companies, give the name and address of the ultimate holding Company.

A-7 Does your organisation have a set of rules, memorandum of understanding, or constitution? If yes please provide a copy.

A-8 Does your organization have current public liability insurance? If yes please provide a copy and confirm the value of cover.

A-9 Does your organisation have current employer's liability insurance? If yes please provide a copy and confirm the value of cover.

A-10 When was your organisation founded? Please state the month and year in which your organisation was established.

A-11 Constitution/Governance Please provide a copy of your constitution / governing document.

A-12 Employees

Please state below the number of paid workers and volunteers currently working for your organisation.

Type of position	Number
Full-time paid employees	
Part-time paid employees	
Volunteers	

A-13 Income and expenditure

What has been your annual income and expenditure in the past two years?

Financial year	Or state your own financial year	Annual income £	Annual expenditure £
2013– 2014			
2012– 2013			

A-14 Signed accounts

Please submit a copy of your latest signed accounts

A-15 Financial controls

Does your organisation have a policy on financial controls and management? If yes please provide a copy.

A-16 Safeguarding policy

Please provide a copy of your safeguarding children and young people and vulnerable adults policy/policies.

A-17 Data protection policy

Please provide a copy of your data protection policy.

A-18 Information sharing agreements

Does your proposal require the sharing of information from or with other agencies? If yes, do you have information sharing agreements in place? Please provide copies

SECTION B Experience of the Organisation

B-1 Please provide a brief history of the Organisation and its evolution.

SECTION C References

C-1 Please provide the details of two organisations that would be willing to act as references to demonstrate your organisation's previous experience in providing the type of service required under this contract. Please ensure that the named organisations are able and willing to act as a reference on your behalf before providing their details.

Contact name and position in organisation	Organisation name and full postal address; telephone number; e-mail address
1.	
2.	

The Commissioner will endeavour to expedite any unfulfilled requests for references but any further action to secure this information is at the discretion of the Commissioner.

SECTION D - Information for Proposal

Please tell us about your organisations:

- understanding of the support needs of survivors of domestic abuse (500 word limit answer)

- experience of delivering high quality support to survivors of domestic abuse (500 word limit answer)

- knowledge of and relationships with domestic abuse and other support services in Nottingham/shire (500 word limit answer)

- experience of delivering healthy relationship programmes to survivors of domestic abuse (500 word limit answer)

- experience of developing new healthy relationship and/or domestic abuse awareness programmes (500 word limit answer)

- understanding of therapeutic group based support (500 word limit answer)

- understanding of the needs of survivors from South Asian communities, lesbian, bisexual and transgender women, older women and women with mental ill health and complex needs (500 word limit answer)

- contract management experience, including sub-contracting with other organisations (500 word limit answer)

- experience of developing and delivering similar projects (500 word limit answer)

Please tell us your project approach. How will you deliver the project? Please include details of how you will work with other organisations (750 word limit answer)

Please attach a detailed delivery plan for your proposal, clearly showing who will deliver what and when, key milestones and outputs and outcomes to be achieved.

Please give details of any other organisations who will work with you to deliver your proposal. Each organisation must meet our evaluation criteria. If you intend to make any payments to other organisations delivering the project, then you need to ensure that this is clearly shown in the project budget in section 3 Pricing Schedule (maximum of 150 words per partner).

Name of Partner	Role	How organisation meets evaluation criteria above

Any Other Information

Please indicate here any other information which you consider may be relevant to support your submission. (500 word limit answer)

6. PAYMENT DETAILS

The Commissioner's standard payment terms are 30 days from receipt of a valid invoice.

Milestone / Invoice	% payment
Receipt of signed contract	50
Delivery of 10 healthy relationship courses and 5 therapeutic courses	25
Completion	25
Total	100

Payment is by BACS.

It is the policy of the Commissioner to make payments to all suppliers direct into their bank account using the Bankers Automated Clearing Systems (BACS). Please complete your bank and relevant company details below. If your sales are factored to an Agency, please enclose a copy of the authorisation to make payment directly to them. The bank details will then be those of the factor and not yours.

Bank Name _____ Account Name _____

Bank Address _____ Sort Code _____

_____ Account No. _____

_____ Postcode _____

No invoices will be accepted from any Supplier without an official written order from the Commissioner and the order number in full being quoted on all invoices.

IMPORTANT - All invoices related to this project for the Nottinghamshire Office of the Police and Crime Commissioner should be addressed to:

Nicola Wade
Nottinghamshire Office of the Police and Crime Commissioner
Arnot Hill House
Arnot Hill
Arnold
Notts NG5 6LU

Failure to do so may lead to a delay in payment.

7. DECLARATIONS

Conflict of Interest

Conflict of Interest refers to situations in which personal interests (which may include financial interests) may compromise, or have the appearance of, or potential for, compromising professional judgement and integrity and, in doing so, the best interests of the Commissioner.

Examples of conflicts of interest include: *(This is not an exhaustive list)*

- Being employed by (as staff member or volunteer) of any Police Force or Office of the Police and Crime Commissioner (OPCC)
- Being a member of a Police Force or OPCC management/executive board
- Canvassing, or negotiating with, any person with a view to entering into any of the arrangements outlined above
- Having a close member of your family (which term includes unmarried partners) or personal friends who falls into any of the categories outlined above
- Having any other close relationship (current or historical) with any Police Force or OPCC

*** delete as applicable**

I declare that my Organisation or anyone associated with my Organisation **does not** have any conflicts of interest that prevent my Organisations full and unprejudiced participation in this procurement process.

Or

I declare that my Organisation or someone associated with my Organisation **does** have a conflict of interest that may prevent our full and unprejudiced participation in this procurement process. The nature of this conflict of interest is described below:

Signed by:

Date:

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Gifts & Hospitality

I declare that my Organisation or anyone associated with my Organisation has not and will not:

Offer/offered or give/given, or agreed to give, to the Commissioner or any other public body or any person employed by or on behalf of the Commissioner or any other public body any gift or consideration of any kind as an inducement or reward for doing, refraining from doing, or for having done or refrained from doing, any act in relation to the obtaining or execution of this Contract opportunity or any other Contract with the Commissioner or any other public body, or for showing or refraining from showing favour or disfavour to any person in relation to the Contract opportunity or any such contract.

Signed by:

Date:

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8. CONTRACT CONDITIONS ACCEPTANCE

Contract for Provision of Nottinghamshire Rights and Recovery Project

To The Nottinghamshire Office of the Police and Crime Commissioner

I/we the undersigned DO HEREBY UNDERTAKE to provide the Service upon and subject to the terms and conditions set out in such Conditions of Contract, Specification, and the pricing and rates contained in the pricing schedule and all other Contract Documents as are contained or incorporated herein.

Signature
Duly authorised agent of the Supplier
(Electronic/typed signatures are acceptable)

Position held

Name and Address
of Supplier

Dated

It must be clearly shown whether the Supplier is a Limited Company, Corporation, Partnership, or Single Individual, trading in his own or another name, and also if the person signing is not the actual tenderer, the capacity in which he signs or is employed.

9. CONTACT INFORMATION

Name of person to whom any
queries relating to this enquiry
should be addressed

Telephone/Mobile

Email

Organisation Name

Address (only if different from
Registered Office address
stated in Section 5)