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Planning

Commonwealth Community Grant Administrator

West Midlands Combined Authority

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-010755

Procurement identifier (OCID): ocds-h6vhtk-03beae

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Section I: Contracting authority

I.1) Name and addresses

West Midlands Combined Authority

16 Summer Lane

Birmingham

B19 3SD

Contact

Victoria Zhao

Email

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Telephone

+44 3453036760

Country

United Kingdom

Region code

UKG - West Midlands (England)

Internet address(es)

Main address

<https://www.wmca.org.uk/>

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Regional or local authority

I.5) Main activity

General public services

Section II: Object**II.1) Scope of the procurement****II.1.1) Title**

Commonwealth Community Grant Administrator

II.1.2) Main CPV code

- 75100000 - Administration services

II.1.3) Type of contract

Services

II.1.4) Short description

The purpose of this Prior Information Notice (PIN) is to alert potential suppliers to an opportunity to deliver a Commonwealth Games Legacy Inclusive Communities Grant programme ('Commonwealth Inclusive Communities Grant Fund') on behalf of The West Midlands Combined Authority.

We are looking to procure a Grant Administrator to provide the administration, communications, awarding, fiscal management, and monitoring of the Commonwealth Inclusive Communities Grant Fund (CICGF), working closely with the WMCA Inclusive Communities Grants Programme Team and external Evaluators.

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 75100000 - Administration services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

West Midlands

II.2.4) Description of the procurement

1. The overall objectives of The Commonwealth Inclusive Communities Grants Fund (CICGF) is to enable communities from across the West Midlands (including constituent and non-constituent WMCA members) to access dedicating funding, set aside to continue the impact of the Birmingham 2022 Commonwealth Games.

2. The Commonwealth Inclusive Communities Grants Fund will seek to recognises non-commercial, distinct, and exceptional projects, events or initiatives that are genuinely aligned with the Games mission to be a catalyst for change, together with:

- Bringing people together
- Improving Health and Wellbeing
- Helping the region to grow
- Putting us on the map

and relevant WMCA objectives which are:

- Promote inclusive economic growth in every corner of the region
- Ensure everyone has the opportunity to benefit

The supplier will be responsible for ensuring that successful Grant Applications demonstrably meet a genuine community need and stand out as having a real impact on improving community wellbeing.

3. It is currently envisaged that this Procurement will be administered by a single organisation or a consortium/partnership of organisations under a single Agreement. Where organisations are working together in partnership, identification of a lead applicant will be required. The selected supplier will be required to demonstrate their ability to:

- a) Reach communities within and across the West Midlands, with particular focus on ‘the unusual suspects’ and;
- b) Demonstrate a clear plan to engage with communities across the thematic fund priorities outlined in point 2;
- c) Have the appropriate infrastructure and organisational maturity to deliver a large-scale grants programme.

The supplier can demonstrate these capabilities either through their own existing infrastructure and activities or through working in partnership with other organisations. It is expected that the duration of the Contract will not exceed the end of March 2025.

4. The appointed Grant Administrator, will award more than £9 million of funding to organisations, community groups and clubs across our region.

5. The indicative value range for this contract is between £550,000 and £900,000.

6. The procurement will be run by invitation to tender via Crown Commercial Service (CCS) – ‘Fund Administration and Disbursement Services’ Dynamic Purchasing System: agreement ID - RM6322, (RM6322 will be used to refer to this DPS in this PIN), utilising the minimum

time limit of 10 working days for the receipt of tenders specified in the RM6322. Suppliers should note that the intention is to send out invitation to tender on 10th May 2023 (the date is indicative and might be changed), therefore suppliers who are interested in the Grant Administrator tender must bid successfully onto RM6322 by 5th May 2023 to be invited to this opportunity.

7. For information on how to bid onto RM6322, please see link: Fund Administration & Disbursement Services DPS (FAADS) - CCS (crowncommercial.gov.uk), please note suppliers must contact Crown Commercial Services directly for any questions in relation to RM6322 DPS, suppliers are fully responsible for tender themselves onto the RM6322 by 5th May 2023.

Suitable filter options:

- Sector: Devolved administration, Local Government
- Services: Full programme Management
- Fund Type and Contract Value: Grant