**Regulated Below-Threshold Tender**

Invitation to Tender – Response to Tender

Cultural Awareness Training Programme

2425-0213

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# Bidder Information

## Bidders are required to either:

## Complete and share their Supplier Information via the Government Central Digital Platform, or

## Complete the following table to provide your information as detailed in the Instructions to Bidders as part of their submission

## Bidders must provide complete, accurate and up-to-date information in accordance with either the questionnaire below or by submitting their Supplier Information on the Central Digital Platform. If information is incomplete or inaccurate, the bid may be excluded.

|  |  |  |
| --- | --- | --- |
| **No.** | **Question** | **Bidder Response** |
| 1 | What is your name? (Bidder’s legal name) | [Insert name] |
| 2 | Who is the contact for the purpose of this tender? Please provide contact details: | [Insert name]  [Insert email address]  [Insert contact number] |
| 3 | Are you registered on the Central Digital Platform? If yes, please provide your identifier.  *If* ***No,*** *go to* ***Question 4*** | [Insert Yes or No] |
| 3.1 | If you are registered on the Central Digital Platform, please confirm your unique identifier | [Insert Unique Identifier] |
| 3.2 | Please confirm you have submitted your up-to-date Supplier Information via share code or PDF?  *If* ***Yes****, go to* ***Question 7***  *If* ***No,*** *continue to* ***Question 4.*** | [Insert Yes or No]  [Confirm Share Code or PDF] |
| 4. | Please provide the following information: |  |
| 4.1 | Your company’s registered address. | [Insert address] |
| 4.2 | Registration number (company, partnership, charity, etc if applicable). | [Insert Registration No.] |
| 4.3 | Trading status (i.e. private limited company, sole trader, partnership etc.) | [Insert Trading Status] |
| 4.4 | Are you an SME (as per the definition in the Procurement Act, section 123(1)) | [Insert Yes or No] |
| 5. | Confirm your turnover for the past 3 years (if information is not available, please provide details as to why). | [Year 1]  [Year 2]  [Year 3 (current year)] |
| 6. | Do any of the exclusion grounds set out in Schedule 6 or 7 of the Procurement Act apply to you, your Connected Persons, Associated Persons or any subcontractors? (as defined in the Instructions to Bidders) | [Insert Yes or No]  [If Yes, provide details] |
| 7. | Are you, or any of the subcontractors you intend to deliver this contract, on the debarment list? | [Insert Yes or No]  [If Yes, provide details] |
| 8. | Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. | [Insert Yes or No]  [If Yes, provide details] |

# Gateway Questions

## Bidders must complete the table below, answering “Yes” or “No” to each of the questions.

## Please note that answering “No” to one or more of these questions will result in a “fail”, meaning that the Bidder’s tender will not be considered any further. Failure to answer one or more questions may also result in a “fail”.

|  |  |  |
| --- | --- | --- |
| **Ref.** | **Gateway Question** | **Assessment Criteria** |
| 1. | Confirm you comply with the Terms and Conditions of the Contract | [Yes / No] |
| 2. | Ensure all contractors (including sub-contractors) operating on NYP or NYFRS sites need to operate to the respective Code of Ethics, which can be found at [Ethics and standards | North Yorkshire Police](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.northyorkshire.police.uk%2Fpolice-forces%2Fnorth-yorkshire-police%2Fareas%2Fabout-us%2Fabout-us%2Fethics-and-standards%2F&data=05%7C02%7CPatricia.Green%40northyorkshire.police.uk%7C07a8d799282a41a43a5308dd0e577c03%7C2c84bc9193af476e9721cdad67cb3ead%7C0%7C0%7C638682491093152998%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=RZgh1M3xKfdjpo4KNBmHU45KdpgLSG121urqTwJ3H9g%3D&reserved=0) Please confirm your organisation will agree to this. | Yes / No] |
| **3.** | All contractors and sub-contractor employees need to be employed on or at least the National Minimum or National Living Wage, where applicable. Please confirm your acceptance of this. | Yes / No] |

## Please note that, if answering “Yes” to a question, evidence will be required (if applicable) should the Bidder be identified as the Highest Scoring Bidder

# Quality 50%

## Quality is comprised of Technical Questions and Social Value and will be assessed based on the methodology provided in the Instructions to Bidders.

## The total weighting for Technical Questions is 50**%**

The sub-criteria for the Technical Questions are as follows:

|  |  |
| --- | --- |
| Technical Questions | 46% |
| Business Continuity | 2% |
| Supply Chain Resilience | 1% |
| Risk Management | 1% |

## The total weighting for Social Value Questions is **10%.**

## Bidders will be required to submit responses to each of the following questions in the template below. to demonstrate how their proposals will meet the Specification as provided in the ITT Statement of Requirements. Where a Section contains more than one question, the relevant % weighting of that question is listed in the template.

## Unless otherwise stated, your response to each question must be in the form of a method statement, which must be provided in the template below. Your statements should be concise, in a minimum 11-point font and no more than 1,500 words per question, excluding any diagrams. You may expand the text boxes in the template to fit your response.

**Response Template – for Completion by Bidders**

**A) Technical Questions (total weighting 50%)**

|  |  |  |  |
| --- | --- | --- | --- |
| **TECHNICAL QUESTIONS** | | **Weighting:**  **46%** | **Score Available** |
| **Q4a** | What would be your approach to designing a Race and Religion specific Cultural Competence programme? In your response include:   * Approach to how you would deliver the training (e.g. online, face to face, blended approach?)   (3% of available marks) | | 5 |
|  | Response: | |  |
| **Q4b** | What would be your approach to designing a Race and Religion specific Cultural Competence programme? In your response include:   * How you interact and engage participants in training   (3% of available marks) | | 5 |
|  | Response: | |  |
| **Q5** | How would you ensure that the training creates the desired impact?  (5.5% of available marks) | | 5 |
|  | Response | |  |
| **Q6a** | How would you create a programme that resonates with, and is relevant to individuals across North Yorkshire Police (staff and officers)?  Your response must include how you would:   * Ensure that training is specific and bespoke to North Yorkshire Police   (3% of available marks) | | 5 |
|  | Response: | |  |
| **Q6b** | How would you create a programme that resonates with, and is relevant to individuals across North Yorkshire Police (staff and officers)?  Your response must include how you would:   * Gain ‘buy-in’ from different backgrounds, disciplines and departments   (3% of available marks) | | 5 |
|  | Response: | |  |
| **Q7** | What steps would you take to ensure that the principles and content delivered in the training makes a lasting impact by changing behaviour; i.e. it is not just a “one off” training programme?  (5.5% of available marks) | | 5 |
|  | Response: | |  |
| **Q8** | What support would you give to managers and leaders in creating and maintaining an inclusive and anti-discriminatory culture?  (5.75% of available marks) | | 5 |
|  | Response: | |  |
| **Q9** | What outcomes can we expect as a result of your proposed solution?  (5.75% of available marks) | | 5 |
|  | Response: | |  |
| **Q10a** | How would you measure success and the impact created as a result of the training? In your answer consider:   * Impact on individuals in the organisation   (2% of available marks) | | 5 |
|  | Response: | |  |
| **Q10b** | How would you measure success and the impact created as a result of the training? In your answer consider:   * Impact on organisational performance   (2% of available marks) | | 5 |
|  | Response: | |  |
| **Q10c** | How would you measure success and the impact created as a result of the training? In your answer consider:   * Impact on the North Yorkshire community   (2% of available marks) | | 5 |
|  | Response: | |  |
| **Q11** | What are your key success factors when working with us?  (5.5% of available marks) | | 5 |
|  | Response: | |  |
| **Total Score Available for this Section** | | | **40** |
| **B) Social Value Questions (total weighting 10%)** | | |  |
| **SOCIAL VALUE** | | **Weighting:**  **10%** | **Score Available** |
| **Q12** | Please provide details of your organisations’ commitment to Sustainability (being environmentally and socially responsible); and specifically outline how you intend to reduce any negative environmental impacts associated with this specific contract for North Yorkshire Police. As a minimum your response should include reference to carbon reduction targets and one or more of the following issues:   * Energy * Transport * Waste * Water * Pollution   (5% of available marks with 1% of those marks being awarded to each of the five points listed) | | 5 |
|  | Response | |  |
| **Q13** | Tenderers should provide details of any social value outcomes and measures that they can deliver when providing services to North Yorkshire Police for this contract. An example outcome is an increase in community resilience including the development of local skills and jobs. The following although not exhaustive is a list of possible outcomes:   * Creating skills and training opportunities (e.g. apprenticeships or on the job training); * Offering work placements to school children and young adults; * Employee volunteer days.   (5% of available marks with the first of the above points attracting 3% of the marks and the other two points attracting 1% each of the marks.) | | 5 |
|  | Response | |  |
| **Total Score Available for this Section** | | | **10** |

**C) Business Continuity (total weighting 2%)**

|  |  |  |  |
| --- | --- | --- | --- |
| **BUSINESS CONTINUITY**  North Yorkshire Police as Category One responders are required by the Civil Contingencies Act 2004, to have a Business Continuity Management (BCM) system in place. Through the full application of this system, each Force has identified their Mission Critical Functions, together with the Departments and critical resources that support these. BCM plans are now in place for these areas of business, to ensure the continuous provision of those functions and to mitigate disruption.  BCM is a critical area of business within each Force, therefore where it is necessary to procure goods or services that underpin these Critical Functions from external suppliers, documentary evidence will be required from them of their BCM processes and plans, that ensures the continuous provision of that product or service. | | **Weighting: 2%** | **Score Available** |
| **Q14** | Please demonstrate how you apply Business Continuity Management to ensure the continuous provision of this critical service?  As part of your response, you must provide copies of your Business Continuity policy and plan(s); and explain how your business will continue, in the event of you experiencing a disruption.  Ensure your answer covers as a minimum the following:   * The activities that are essential for the delivery of your service and how did you identify these; * A summary of how your company would operate following a loss of or disruption to key resources including (but not limited to) staff, IT systems, communication systems, utilities, premises, equipment, fuel, suppliers, etc; * An explanation that all your critical IT systems and data are backed up and readily available off site with disaster recovery procedures in place to restore them; * A description of the business continuity roles and responsibilities of your key personnel and documentary evidence that these are clearly defined; * The procedures you have in place to ensure immediate and regular communication with your customers and key stakeholders following any disruption; and, * A description of the validation arrangements in place for business continuity plans including review, exercise and updates within the last 12 months.   NOTE - A redacted version of the business continuity plan is acceptable as long as it covers the aspects identified above.  (2% of available marks with each of the above six points attracting 0.33% of the marks.) | | 5 |
|  | Response: | |  |
| **Total Score Available for this Section** | | | **5** |
| **SUPPLY CHAIN RESILIENCE** | | **Weighting: 1%** | **Score Available** |
| **Q15** | Outline your process for assessing the resilience of your key suppliers and service providers; and  Detail any contingencies that you have in place should you experience a loss or unavailability of their product or service  (1% of available marks) | | 5 |
|  | Response: | |  |
| **Total Score Available for this Section** | | | **5** |
| **RISK MANAGEMENT** | | **Weighting: 1%** | **Score Available** |
| **Q16** | Explain how your company identifies and mitigates the risk of disruption?  Please provide an example of where you have identified and mitigated against potential disruption and a copy of your risk management policy and/or guidance documents to support your response.  (1% of available marks) | | 5 |
|  | Response: | |  |
| **Total Score Available for this Section** | | | **5** |

# Suitability Questions

4.1 Bidders must meet the criteria to Pass each of the requirements below, and be able to provide evidence of this when requested by the contracting authority prior to contract award, otherwise your bid will be excluded.

|  |  |  |
| --- | --- | --- |
| 4 | **Modern Slavery:** Are you a relevant commercial organisation as defined in Section 54 (“Transparency in supply chains etc.”) of the Modern Slavery Act 2015 (“the Act”)? | Yes  No |
| 5 | **Modern Slavery** If you have answered **YES** to Question 4 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes  No |
| 6a | **AI Disclosure Question**: Have you used AI or machine learning tools, including large language models to assist in any part of your ITT submission? This may include using these tools to support the drafting of responses to Award questions | Yes  No |
| 6b | If you have answered **YES** to Question 6a where AI tools have been used to support the generation of RFQ responses, please confirm that they have been checked and verified for accuracy | Yes  No |
| 7 | **Relevant Experience & Contract Examples:** | |
| Please complete the table(s) below to provide *at least two* examples of delivering a previous relevant contract, or an explanation as to why this can’t be provided. Bidders must demonstrate adequate experience in their response, or will receive a fail and the tender will be excluded. | |
| |  |  |  |  | | --- | --- | --- | --- | |  | **Contract 1** | **Contract 2** | **Contract 3** | | **Name of customer**  **organisation who**  **signed the contract** | [Insert all details] | Insert all details] | Insert all details] | | **Name of supplier**  **who signed the**  **contract** |  |  |  | | **Point of contact in**  **the customer’s**  **organisation** |  |  |  | | **Position in the**  **customer’s**  **organisation** |  |  |  | | **Email address** |  |  |  | | **Description of**  **contract** |  |  |  | | **Contract start date** |  |  |  | | **Contract completion date** |  |  |  | | **Estimated contract**  **value** |  |  |  | |  |  |  |  | | [If you cannot provide at least two examples of previous contracts that are relevant to the requirement, in no more than 500 words please provide an explanation for this and how you meet the conditions of participation relating to technical ability – e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.] | | | | | [Insert information where relevant] | | | | | |

# Certificate and Declaration

## I/We hereby certify that all information supplied in relation to this Tender is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in the application I/we understand that false information could result in my/our exclusion from The contracting authority’s future procurement opportunities.

## I/We also understand that it is a criminal offence, punishable by imprisonment, to give, or offer any gift or consideration whatsoever, as an inducement or reward, to any servant of a public body, and that any such action will empower the contracting authority to cancel any contract currently in force, and may result in my/our exclusion from the contracting authority’s future procurement opportunities.

## I/We understand that the contracting authority, or their agents, will not accept any charges by the Bidder, its sub-contractors or any other party for:

## work in responding to this Invitation to Tender

## or any other associated activity

## I/We understand that this Tender, is not in any way binding and is not a commitment to enter into contract with the Bidder (you), or involve The contracting authority in any financial commitment whatsoever in this respect. The Bidder is also advised that The contracting authority does not bind itself to accept any of the submitted documents in whole, or in part.

## I/We declare that the Bidder has fulfilled its obligations relating to the payment of taxes under the law of any part of the United Kingdom, or of the relevant State in which the economic operator is established.

## I/We declare that as the Bidder we are not in any of the situations as outlined in Schedules 6 and 7 of the Procurement Act 2023 (Mandatory and Discretionary exclusion criteria).

## I/we declare that we have considered all requirements within this Invitation to Tender and should we be identified as the Highest Scoring Bidder following the tender evaluation process we agree to submit supporting evidence within 5 working days of the initial request.

## The parties hereto acknowledge and agree that any information requested under the Freedom of Information Act 2000 may be disclosed, provided such disclosure is appropriate and in accordance with the said Act.

## I/We hereby apply for consideration in connection with Cultural Awareness Training Programme for the contracting authority and confirm that I am/we are prepared to answer any questions relating to this Tender, if so required.

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** |  | **Date:** |  |
| **Name (Block Capitals):** |  | | |
| **For, and on behalf of:** |  | | |
| **Position in Company:** |  | **Telephone Number:** |  |
| **Email Address:** |  | | |