



GRANT APPLICATION DOCUMENT

**GREATER MANCHESTER COMBINED
AUTHORITY (GMCA)**

Fast Track Digital Workforce Fund – Round 2

Chest Reference: **DN**

STAR Reference: **7907**

Wednesday, 04 December 2019

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Please read this entire document before completing your response.

1 INSTRUCTIONS

1.1 INSTRUCTIONS

- 1.1.1 STAR Procurement, acting on behalf of the Greater Manchester Combined Authority ("the Authority"), is inviting you to submit an application for the provision of those services described in section 2 below (Specification) ("the Service")
- 1.1.2 You are required to submit your application to meet the specification set out in Section 2 of this grant application document, failure to do so will result in your application being excluded and not evaluated further.
- 1.1.3 It is essential that you comply with the following instructions in the preparation and submission of your application. The Authority reserves the right to reject any application that does not comply with these instructions
- 1.1.4 Applications must be received by 12 noon on Friday the 31st of January 2020. Any application submitted after this date and time will be disregarded by the Authority.
- 1.1.5 Applications must be submitted electronically via the internet using STAR's electronic tendering system, The Chest at www.the-chest.org.uk. If your company requires any technical support in relation to the submission of its quotation via The Chest, please contact The Chest helpdesk (managed by Due North) during business hours of 08:30 to 17:30, Monday to Friday (excluding public/statutory holidays) by following the instructions in the [Supplier Support section of The Chest portal](#)
- 1.1.6 If you have any questions about this Application, please direct these to the [Fast Track Team](#) or use the Question and Answer facility on The Chest. Please note that any questions you raise during this bidding exercise that are not commercially sensitive will be published publically on The Chest.
- 1.1.7 An application submitted in accordance with this application document will be deemed to remain open for acceptance or non-acceptance by the Authority for a period of 90 days from the closing date stipulated. The Authority may accept the application at any time within this prescribed period. The Authority shall, however, not be bound to accept any application.
- 1.1.8 If your application is deemed successful by the Authority, you will be required to enter into a Grant Agreement with the Authority for the provision of the Services ("the Agreement"). The Grant Agreement shall incorporate the terms and conditions published with this Application.
- 1.1.9 Your application must be completed in full and in English
- 1.1.10 Your application must be submitted in Microsoft Word.
- 1.1.11 Your application must be signed and dated where required

Social Value

- 1.1.12 Social Value is extremely important to STAR Procurement and its partners, and we are committed to a performance and evidence-based approach to Social Value based on the National TOMs (Themes, Outcomes, Measures) developed by the National Social Value Task Force.

Modern Slavery and Responsible Procurement

- 1.1.13 The Authority is committed to responsible and ethical procurement practices, and aims to achieve this through the [STAR Responsible Procurement Strategy](#) and supporting policies
- 1.1.14 The Authority recognises its responsibility to take a robust approach to ethical and sustainability issues, especially around modern slavery and human trafficking, which it is absolutely committed to preventing, within its supply chains
- 1.1.15 The Authority is committed to sourcing services, supplies, and/or works in a way that takes into account ethical and sustainable considerations, including: economic, social, labour, and environmental factors, whilst always aiming to procure and act in a way that is morally right, open, fair, and transparent

2 SPECIFICATION

2.1 SPECIFICATION

2.1.1 Please see Appendix B - Specification

3 APPLICATION EVALUATION AND AWARD CRITERIA

3.1 APPLICATION EVALUATION AND AWARD CRITERIA

- 3.1.1 The evaluation in this Application process is undertaken in stages, as follows
- 3.1.2 Evaluation of the Applicant's response to questions 1 and 2 using the criteria set out below in section 3.8.1, any application that scores a 1 or a 0 on either of these questions will be excluded from the process and their application will not be evaluated further.
- 3.1.3 Applicants who score a 2, 3 or 4 on both questions 1 and 2 will then have the rest of their applications evaluated by the panel using the criteria set out below in section 3.8.1.
- 3.1.4 The information supplied by Applicant's in response to the Quality Assessment questions will be evaluated by the Combined Authority using the criteria and designated weightings as set out. The grant will be awarded in accordance with these criteria
- 3.1.5 The Combined Authority reserves the right to make an award decision without holding any clarification meetings, or negotiation meetings with Applicants.
- 3.1.6 Should the Combined Authority wish to enter into negotiations, negotiation meetings may be held with Bidders to discuss their applications in their entirety.

3.2 APPLICATION AWARD CRITERIA

Award Criteria for Quality Questions		Percentage Weighting (Total 100%)
3.2.1	Quality Assessment The Applicants' responses to each of the Quality Assessment questions 1 to 7 will each be evaluated and a score from 0 (zero) to 4 (four) in accordance with the Scoring Criteria (set out in Section 3.8 below) will be allocated to each response. Each score will then be weighted in accordance with the weightings allocated to each question, such that the total weighting applied to the Quality Assessment shall be that stated in this table	
3.2.1.1	Question 1 - PROGRAMME CONTENT, DESIGN & DELIVERY	35%
3.2.1.2	Question 2 – MEETING THE FUND OBJECTIVES	20%
3.2.1.3	Question 3 – RELEVANT EXPERIENCE	10%
3.2.1.4	Question 4 - FINANCIAL VALUE FOR MONEY & OUTPUTS AND OUTCOMES	20%
3.2.1.5	Question 5 – PROJECT MANAGEMENT	5%
3.2.1.6	Social Value Question	10%
Total Weighting		100%

3.3 NEGOTIATIONS

- 3.3.1 Applicants may be asked to attend negotiation meetings regarding their applications. These negotiations will be held in **Trafford Town Hall or Churchgate House, Manchester** and provisional dates will be advised by the Combined Authority at a later date.
- 3.3.2 In the event that Negotiations are required, Negotiations will not be scored, but the results of the negotiation will be used to amend application evaluation scores in relation to relevant parts of an application.

3.4 ALLOCATION PROCESS

- 3.4.1 The highest ranked Bidder will be recommended for the award of a grant agreement, subject to the appropriate coverage of digital skill areas, geographical location, target groups and successfully passing the financial due diligence process and having sufficient capability and capacity.
- 3.4.2 From the initial submissions received, if the GMCA do not have sufficient coverage of digital skill areas, geographical location and target groups the GMCA will enter into negotiations with bidders to discuss their initial submission and ensure that sufficient coverage of digital skill areas, geographical location and target groups. As per the above this will be done on a ranking basis.

3.5 DUE DILIGENCE

- 3.5.1 Following the evaluation of Applications, the Combined Authority may conduct a period of due diligence with the top scoring Applicant(s) prior to making a decision to award the grant agreement. Applicants must ensure that they have a representative available to answer any clarification questions (if they arise) in relation to its Application submission and must be prepared to provide the Combined Authority with copies of all documentation requested in respect of any self-certification.
- 3.5.2 The Combined Authority reserves the right to reject any Application where the Application response has not been fully completed

3.6 SCORING METHODOLOGY

- 3.6.1 The Quality Assessment and Social Value Questions requested in this Application will be evaluated in accordance with the Scoring Methodology set out in section 3.8

3.7 QUALITY ASSESSMENT

- 3.7.1 Applicants shall submit responses to Quality Assessment Questions set out in Section 5 of this application document.
- 3.7.2 Applicants are not permitted to append any additional appendices that have not been issued by the Authority. Any appendices submitted that were not issued by the Authority will not be taken into account by the panel when evaluating.
- 3.7.3 The Combined Authority has the absolute discretion to disregard any appendices, either in part or in full, that contain information that is not relevant supporting information

3.7.4 Responses to each Quality question will be scored on a grading system from 0 (zero) to 4 (four) as set out in Section 3.8.1 and that score shall then be weighted in accordance with the percentage weighting allocated to the individual Quality Assessment question or Social Value Statement within the Invitation to Application

3.7.5 Responses to the scored Social Value question will be scored on a grading system from 0 (zero) to 4 (four) as set out in Section 3.8.2 and that score shall then be weighted in accordance with the percentage weighting allocated to the Social Value Question within the Invitation to Application

3.8 SCORING METHODOLOGY

3.8.1 Quality Questions Scoring Methodology

Scoring criteria		Max score
Assessment	Interpretation	
Unacceptable	Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the supplier has the ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response OR No response	0
Serious Reservations	Satisfies the requirement with major reservations. Considerable reservations of the supplier's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response	1
Minor Reservations	Satisfies the requirement with minor reservations. Some minor reservations of the supplier's relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with little or no evidence to support the response	2
Acceptable	Satisfies the requirement. Demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measures required to provide the supplies, with evidence to support the response	3
Good	Satisfies the requirement with minor additional benefits. Above average demonstration by the supplier of the relevant ability, understanding, experience, skills, resource & quality measure required to provide the supplies. Response identifies factors that will offer potential added value, with evidence to support the response	4

The allocation of a score of 1 (one) or less for the following questions: Quality Question 1 an or Quality Question 2 in accordance with the above scoring system will result in your submission being **excluded** as not meeting the minimum requirements and minimum acceptable score required.

3.8.2 Social Value Scoring Methodology

Qualitative / Method Statement Assessment

The following scoring methodology shall be used for the Social Value qualitative response:

The following scores shall be awarded based on the proposals received and the degree of confidence that, on the basis of the facts known to the evaluation panel at the time of making the assessment, the proposal meets the interpretation of the applicable score. Factors which the evaluation panel will take into account in making this assessment are set out below for each score.

Criteria Assessment	Classification	Score
Unacceptable	No response submitted, or response fails entirely to demonstrate an ability to meet any of the requirements.	0
Poor	Response is partially relevant but generally poor. The response addresses all requirements but contains insufficient/limited detail or explanation to demonstrate how the requirements (or any of them) will be fulfilled or contains major inconsistencies. Alternatively, the response fails to address the majority of the requirements. The response provides significant reservations that the bidder will deliver the social value commitment.	1
Satisfactory	Response is relevant and fair. The response addresses all requirements and demonstrates a fair understanding of the requirements but lacks details on how certain social value offers made will be delivered or contains some inconsistencies. Alternatively, the response fails to address all of the requirements. The response provides some concerns that the bidder will deliver the social value commitment.	2
Good	Response is relevant and good. The response addresses all requirements and is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled but includes some ambiguity or minor inconsistencies as to how social value offers made will be delivered. The response provides confidence that the bidder will deliver their social value commitments.	3
Excellent	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirements and provides comprehensive and clear details of how social value offers made will be delivered. The response provides a high level of certainty that the bidder will deliver their social value commitments.	4

3.9 Modern Slavery and Responsible Procurement

3.9.1 The answers provided in your Response will be evaluated on the basis of pass/exclude.

Applicants who self-certify that they do not meet the requirements of this section will be excluded. The provision of insufficient or false information and/or any responses that leads the Authority, acting reasonably, to conclude (considering the risk that the relevant answer concerns the applicant's ability to properly perform the contract) that it would be

inappropriate to select the applicant on this occasion, will result in exclusion. Exclusion grounds may apply at any point in the application process up to the award of agreement

- 3.9.2 In respect of section 5.4 and your responses at 5.4.4 and 5.4.6, where you have stated "agree" to both, your response shall constitute a pass. Where you have stated "disagree" to one or both, your response shall constitute a fail

3.10 EVALUATION PANEL

- 3.10.1 The evaluation panel will individually score responses to the Quality Assessment questions in accordance with the above procedure, after which, the panel will come together to moderate and produce a single score for each Applicant's response to each Quality Assessment question

4 TERMS AND CONDITIONS

4.1 Please see appendix A – Conditions of grant agreement.

5 APPLICATION RESPONSE

Part 1 – For Information Only

Consortia Details:

Lead Organisation Name:	
Lead Contact Name:	
Address:	
Email Address:	
Telephone Number:	

Consortia Members:

Organisation Name & Address	Lead Contact Name & Email.	Summary of role and responsibilities within consortia.

Proposal Summary – For information only
Employer Involvement - Brief Overview

Name of Employers Actively Involved in programme	Job Vacancies identified with guaranteed interviews include: number of vacancies per role & salary band	Committed amount of Match Funding contributed (In-kind or otherwise)	Employer contribution to proposal planning, design and delivery e.g. planned content or influenced delivery mode, plan to deliver masterclasses, mentoring candidates etc.	Location of Employer

Target group and numbers to be trained – Brief Overview (info only)

Target group of participants	Numbers to be trained

5.1 APPLICATION RESPONSE

- 5.1.1 You must respond to the 7 quality questions (inclusive of the value for money question) and the Social Value question contained in this section of the Application Document.
- 5.1.2 You must complete the Declaration and Company Information section of this Application.
- 5.1.3 The Authority reserves the right to reject any application where the Application Response has not been fully completed

5.2 QUALITY QUESTIONS

1	Quality Question 1 - PROGRAMME CONTENT, DESIGN & DELIVERY (35% Weighting)			
1a	1a. Using appropriate evidence, outline the need for the training you will deliver, if successful) and how this matches the specific needs of employers in your consortia. Be clear about the specific job roles this training will prepare participants for and which employers these jobs are with. (max 350 words)			
	Response:			
1b	1b. Clearly define your target group of participants for this training. Justify why you have chosen this group. Outline how your programme will recruit your target group in a bespoke manner, remove barriers to participation and support them on programme to ensure high levels of retention and completion. (max 250 words)			
	Response:			
1c	1c. Describe the content of your programme and delivery plan. Please complete the table and then provide a narrative to support this information. This is your opportunity to paint a picture to the evaluation panel of the experience you want to provide for participants and how this prepares them for the identified job roles. Be clear on what the training will look like week by week and how you will structure the course to remove barriers for your chosen target group and meet their specific needs. Also ensure you outline which consortia partners will be involved in delivering each section so we can clearly see how all members contribute. (max 750 words)			
	Response:			
Wk No.	Overview of Content	Delivery mode e.g.	Logistics – location,	Which consortia partners are

		Classroom/face-to-face, online live webinar, e-learning modules	delivery days, hours/timings	involved in the delivery and what will they do?
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
1d	1d. Describe how you will support the transition of those who complete the programme into employment. How do you envisage this process taking place, encompassing the guaranteed interview by employer partners? What additional support will take place for those who are unsuccessful in the guaranteed interview stage? <div style="text-align: right;">(max 250 words)</div>			
	Response:			
1e	1e. Outline what makes your proposed training programme different and unique from existing provision. NB: Please note existing provision includes existing boot camps available, FE/HE provision and other commercially available courses. <div style="text-align: right;">(max 250 words)</div>			
	Response:			

2	Quality Question 2 - MEETING THE FUND OBJECTIVES (20% Weighting)
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The key objectives of the Fast Track Fund are to:

- **Address locally identified digital skills gaps; supporting employers to recruit to hard-to-fill vacancies requiring specialist digital skills and improve productivity.**
- **Building capacity amongst employers to co-design & co-deliver training in a way that is agile and aligns sharply with the specialist digital skill requirements of local employers.**
- **Supporting GM and Lancashire residents to undertake training which will result in better quality employment in digital roles both within digital companies and across all sectors e.g. finance, health, manufacturing etc. Career progression is a key focus.**
- **Diversify the digital talent pipeline by targeting groups that are currently under-represented in digital roles and designing training programmes to meet their specific needs.**

2. How does your proposal meet the four funding objectives?
(max 500 words)

Response:

3

Quality Question 3 – RELEVANT EXPERIENCE (10%)

With reference to all members of the consortia who are part of the delivery team, please provide details of the experience they have in delivering training either in a formal or informal setting and relevant qualifications. We are particularly interested in employer focused specialist digital skills training, whether this was privately funded, government funded training/education or through other grant funding, and, if appropriate, please share data regarding the impact of this training i.e. numbers of participants and successful completers, destinations of those on the training etc.

If this is not possible for individual consortia members, please use this answer to outline why they feel able to contribute to the training and how they may be supported by other members of the consortia to do so. We recognise new partnerships may have a varied level of past experience in different settings and we want to give the opportunity for this to be expressed.

(max 350 words)

Response:

4

Quality Question 4 - FINANCIAL VALUE FOR MONEY & OUTPUTS AND OUTCOMES (20% Weighting)

4a. Please complete the tables below to provide a financial summary.

Please also complete the budget spreadsheet below providing a cost breakdown. We are wanting to see the types of activity you will be spending the budget on e.g. project management, training delivery, facilities recruitment. And the detail that sits underneath this e.g. Marketing; advertising, design time, printed flyers.



Budget
Spreadsheet.xlsx

Financial Summary

No of programme places available	
Total project cost (All costs covered by fund and match)	£
Total amount requested from the fund	£
Total match funding (In-kind and/or cash)	£
Total overall cost to deliver the programme per person (Unit Cost) *¹	£
Total fund amount requested per person *²	£

*¹ The overall costs for the whole programme proposed divided by the number of participants proposed. *² The amount of funding requested from this application divided by the number of participants proposed.

Success Targets (We recognised these are targets not absolutes and the % starters in different categories will depend very much on your target cohort)

Number of programme completions	
% of starters who complete the training	
Number supported into better or new digital roles	
% of starters who are supported in to better or new digital roles	
Programme Participant Demographic Targets	
% of starters who will be female	
% of starters who will be BAME	
% of started who will have a disability	
% of starters who will have other underrepresented characteristics	

Job Roles Working Towards

Employer Name	Job Title	Expected Salary

4b	<p>4b. Based on your knowledge of job roles requiring specialist digital skills and any previous experience of delivering training, provide a narrative to justify the proposed budget and success targets you have outlined above and in the financial schedule and explain why it offers value for money.</p> <ul style="list-style-type: none"> • Please benchmark the costs of your provision against the nearest equivalent already in the market. • Explain, and evidence where possible, how you have come to the success target figures you have suggested. • Explain the significance of your match funding to the success of your programme. • Where any of the funding is proposed to be spent on other areas other than training provision please use the narrative to explain and justify this. • An explanation of the impact that you will deliver for individuals participating in the programme e.g. increased skill levels, movement into better/sustainable employment. • The level of job you are training for, the target candidates and level of match funding should be considered when discussing value for money. <p>(Excluding the tables and spreadsheet, max words 500)</p>	
	Response:	
4c	<p>4c. Please outline your plans to ensure sustainability of the partnership/project after the investment of public funding has come to an end.</p> <p>(Max 250 words)</p>	
	Response:	

5	Quality Question 5 - PROJECT MANAGEMENT (5% Weighting)
	<p>5a. Please provide details of how you will manage the project to ensure the delivery of high quality training.</p> <p>Please complete in detail the risk register and the project plan provided below – with clear timescales identifying key stages and specific activity to be delivered</p>

throughout e.g. establishing governance processes, start up and mobilisation, creation of materials and resources, marketing and recruitment, delivery, support in to employment etc.

Please also outline plans to gather employer/participant feedback and evaluate the performance of your project

Risk Register

No	Risk	Likelihood	Impact	Mitigation
1				
2				
3				
4				
5				
6				

Project Plan – Project timescales e.g. marketing, participant recruitment, delivery commencement – reflected for each cohort.

Activity & Key milestones	Milestone completion date

	5b. Outline plans to gather employer/participant feedback and evaluate the performance of your project. <div style="text-align: right;">(Max 200 words)</div>
	Response:

5.3 SOCIAL VALUE QUESTION

- 5.3.1 STAR Procurement and its partners are committed to ensuring sustainability and positive Social Value outcomes are delivered in the local economy and wider environment. Applicants should ensure that in the delivery of the contract they fulfil their obligations, including those set out in this question and response. Working with the successful applicants, the relevant STAR partners will be able to further its aims of dealing with issues related to social value, in particular their highlighted priorities, and ensure that their suppliers assist them in achieving their goals and objectives. You can find the Greater Manchester Combined Authority policies, priorities, and further supporting information by following [this link](#).
- 5.3.2 By social value we are referring any additional social impact that you will deliver directly as a result of this funding. Please do not refer to any generic corporate social responsibilities or what we are contracting with you to deliver through this grant. Please refer to the help text in the spreadsheet attached under 5.4 for some guidance around what we are looking for as part of a good response.
- 5.3.3 Proposals must relate directly to you winning/retaining the contract in question and should be proportional to the overall contract value.
- 5.3.4 For the purposes of this contract, 'Local' & 'Locally' means: Greater Manchester and/or Lancashire.
- 5.3.1 The Authority has engaged in an application process which includes Social Value considerations in accordance with its partner Councils policies, including the Greater Manchester Combined Authority 'Social Value Policy'. You can find these policies, priorities, and further supporting information by following [this link](#)
- 5.3.2 Proposals must relate directly to you winning/retaining the contract in question and should be proportional to the overall contract value.
- 5.3.3 For the purposes of this contract, 'Local' & 'Locally' means: Greater Manchester and/or Lancashire.

5.4 SOCIAL VALUE RESPONSE

- 5.4.1 Please fill in the spreadsheet attached under Section A setting out your social value commitments. In support of the above response / commitments, please set out your methodology and approach to delivering these social value commitments if awarded this opportunity. You should also set out how you will work with the Combined Authority to deliver your proposal(s).

A. Thematic Approach

This section should cover your broad approach under each Theme and explain how you will contribute to the delivery of sustainable Social Value outcomes.

This section should reference each **TOMS outcome in the spreadsheet embedded below** and expand and explain your social value delivery in this outlined format



STAR - TOMs
Light.xlsx

B. Delivery Capability

This section should cover:

- An identified single point of contact and their role in the delivery of the Social Value outcomes AFTER award;
- Your approach to monitoring, measurement, and reporting Social Value outcomes for the duration of the contract.

C. Engagement and Collaboration Plan

This section should explain how you will engage with relevant stakeholders and delivery partners on the delivery of Social Value

Response To Social Value
<div>(1000 words max)</div>

5.4 MODERN SLAVERY AND RESPONSIBLE PROCUREMENT STATEMENT

- 5.4.1 If you are, or there is a company in your supply chain that is, a relevant commercial organisation as defined by section 54 ("Transparency in Supply Chains etc.") of the Modern Slavery Act 2015 ("the Act"), confirm your and/or there compliance with the annual reporting requirements contained within that Section, and provide any details including the relevant URL in the box below.

5.4.2 Response To Modern Slavery Statement
<p>Yes / No / N/A (delete as appropriate)</p> <p><Suppliers Response></p>

- 5.4.3 Regardless of Turnover, please confirm on behalf of your organisation that:

- You will comply with the requirements of the Act;
- You will ensure your sub-contractors shall comply with the requirements of the Act;
- You have, or will adopt within 3 months of the date of this contract, a policy related to working practices that includes consideration of modern slavery;

- iv) You will ensure that your sub-contractors shall have a policy related to working practices including modern slavery;
- v) You agree to adhere to Article 4 of the European Convention on Human Rights concerning the prohibition of slavery and forced labour;
- vi) You have, or will adopt within 3 months of the date of this contract, a whistle-blowing system for staff to blow the whistle on any suspected examples of modern slavery and the whistle-blowing system / policy is published to their staff and is designed to make it easy for workers to make disclosures, without fear of retaliation to enable them to blow the whistle on any suspected examples of modern slavery;
- vii) Your workers are free to join a trade union and are not to be treated unfairly for belonging to one;
- viii) STAR Procurement or the Council may conduct investigations, vetting, and other assessment and due diligence exercises on your supply chain with regards to performance measures as well as social, labour, and modern slavery issues and you shall co-operate fully, at no cost to the Council / STAR Procurement in these exercises;
- ix) You, STAR Procurement and/or the Council will work in the spirit of collaboration in mitigating and reducing the risk of modern slavery; STAR Procurement and/or the Council will support suppliers that have been identified (either through STAR/Council led due diligence activities or Supplier led activities) that fall below the required standards and agree to make improvements;
- x) STAR Procurement or the Council may refer for investigations via the National Crime Agency's national referral mechanism any of its suppliers identified as a cause for concern regarding modern slavery and where the incident occurs within the borough, to our colleagues in Community Protection, who are our direct link with the local Serious and Organised Crime Board that has a responsibility for modern slavery;
- xi) The Council may terminate the agreement as a potential sanction for non-compliance with the Modern Slavery Act, or for failure to comply with this Modern Slavery Statements at 5.4.

5.4.4 Response To Modern Slavery Statement

Agree / Disagree (delete as appropriate)

5.4.5 Please confirm on behalf of your organisation that:

- i) You are committed to improving ethical and sustainable practices locally and globally;
- ii) You will uphold and work in compliance with the Core Expectations set out in Annex 1 of the [STAR Responsible Procurement Strategy](#);
- iii) You will uphold and work in compliance with the additional expectations set out in Annex 1 of the [STAR Responsible Procurement Strategy](#);
- iv) You will willingly and openly work with STAR Procurement and the Council to further their ambitions in relation to responsible, ethical, and sustainability issues;

5.4.6 Response To Responsible Procurement Statement

Agree / Disagree (delete as appropriate)

6 DECLARATION & COMPANY INFORMATION

6.1 DECLARATION & COMPANY INFORMATION

Before submitting your quotation, you must ensure that you sign and date below

I/We hereby offer to supply the above mentioned goods and/or services for all orders placed as a result of this process at the price detailed in this quotation

I/we hereby certify that I/we have not canvassed, nor will canvass any member, director, employee or adviser of the Council in connection with this quotation and the proposed award of the Contract by the Council; and that no person employed by me/us or acting on my/our behalf, or advising me/us, has done, or will do any such act

I/we hereby certify that this is a bona fide quotation, intended to be competitive, and that I/we have not fixed or adjusted the amount of the quotation or the price in accordance with any agreement or arrangement with any person (except any sub-contractor identified in this quotation). I/we agree that the Council may, in consideration of this quotation, and in any subsequent actions, rely upon this statement

Signed	
Name (<i>Block Capitals</i>)	
Designation	
Email	
Telephone	
For & on behalf of	

6.2 COMPANY INFORMATION

Full name of Organisation	
Address	
Telephone	
Email	
Website	

6.3 COMPANY STATUS

Sole Trader	
Partnership	
Public Limited Co.	
Private Limited Co.	
Other (<i>please state</i>)	
If your company is a private or public limited company, a co-operative society or charity, please give:	
Registration No	
Registration Date	
Registered Address	
VAT Reg. Number (<i>where applicable</i>)	

