

**Expression of Interest for the delivery of specific activities within the HMPPS ESF CFO Activity Hubs programme 2021-23**

Business2business is seeking providers with relevant experience and expertise to, in the event of our tender being successful, support our delivery of Her Majesty’s Prison and Probation Service (HMPPS) Activity Hubs programme in the East Midlands area.

[Business2Business](http://www.business2businesslimited.com/index.html) has a strong track record of successfully leading and delivery publicly funded skills and employability programmes including support for offenders/ex-offenders. We would like to draw upon the knowledge and expertise we have gained to lead partnerships to bid for and deliver this important new programme.

We are looking to identify a range of sub-contractors and are particularly keen to receive expressions of interest from organisations that have the capacity and expertise to meet the needs of offenders and a successful track record of delivering the following activities:

* Cognitive Behavioural Therapy
* Therapeutic approaches for young adults that involve the family (such as Multi-Systemic Therapy)
* Drama workshops
* Music and/or dance workshops
* Independent living support
* Debt advice and/or financial capability support
* Hosting a stall selling craft products being sold by Activity Hub participants within your community-based premises/events (3rd sector providers only)
* Volunteering placements within your organisation (3rd sector providers only)

If your organisation wishes to apply to become a sub-contractor for this project, please complete the EOI below and return to Rob Gray, Strategic Development Officer at rob@business2businesslimited.com by 5pm on Friday 5th June 2020.

We will identify appropriate organisations through a fair and open process based on the information supplied in response to these questions. Please note that additional information may be requested as part of our due diligence procedures. Please try to stay within word limits where stated. Bullet point responses are fine.

1. **About your organisation**

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| **1.1 Organisation details** |
| Name of organisation |  |
| Name of main contact |  |
| Job title  |  |
| Contact e-mail |  |
| Contact telephone number |  |
| Contact mobile number |  |
| Please confirm whether you wish to receive further communications by email or telephone contact about future partnership opportunities, which may include the following but not limited to: opportunity notices, news and events. Upon request, we can provide our privacy notice. | Yes [ ]  No [ ]  |
| Head office address |  |
| Website |  |
| Type of organisation (public, private, VCS) |  |
| Number of staff  |  |
| Matrix Accredited? |  |
| Company / Charity Number |  |
| VAT number |  |
| Latest Ofsted Grade (for skills providers only) |  |
| Date of last Ofsted inspection (for skills providers only) |  |
| Legal status | Private Limited Company | [ ]  |
| Public Limited Company  | [ ]  |
| Registered Charity  | [ ]  |
| Public Sector | [ ]  |
| Other (please describe): | [ ]  |
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1. **Services**

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| **2.1 Experience of supporting offender/ex-offenders**: Please describe your experience of providing services for offenders/ex-offenders within projects and initiatives specifically for them and/or within more generic provision. Within your description, please include your performance against any targets (max 400 words) |
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| **2.2 Services offered:** Which of the following services do you wish to provide (detailed requirements for each activity are described in annex 1): |
| Cognitive Behavioural Therapy | **[ ]**  |
| Therapeutic approaches for young adults that involve the family (such as Multi-Systemic Therapy) | **[ ]**  |
| Drama | **[ ]**  |
| Music and/or dance | **[ ]**  |
| Accommodation support advice and/or provision of accommodation | **[ ]**  |
| Independent living support | **[ ]**  |
| Debt advice and financial capability support | **[ ]**  |
| Hosting a stall selling craft products being sold by Activity Hub participants within your community-based premises/events (3rd sector providers only) | **[ ]**  |
| Volunteering placements within your organisation (3rd sector providers only) | **[ ]**  |

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| **2.3 Experience of delivering the activity or activities**: Please describe your experience of providing each of the activities that you have selected above. Within your description, please include your performance against any targets (max 400 words per activity) |
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| **2.4 Service details**: Bearing in mind the requirements for each activity described in annex 1, please provide a description of your provision offer for each of the activity or activities you wish to provide. (max 400 words per activity) |
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| **2.5 Capacity**: What resources and staff capacity do you have which would enable you to start delivering the service from Day 1 of the contract in January 2021? Within your description, please let us know the maximum number of people you could support in a year (max 300 words) |
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1. **Your interface with additional support services**

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| **3.3 Your partnerships**: Please list your key partner organisations and the support they offer to the individuals you signpost to them. (200 words) e.g. skills, welfare and specialist support providers. |
| Partner organisation: | The support they provide: |
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1. **Premises**

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| **4.1 Please identify where your delivery premises within the East Midlands are** |
| Address | Would you be able to delivery your activity or activities within these premises | Would you be willing to deliver your activity or activities within our Activity Hub venues located in Leicester, Nottingham or Derby (this does not apply to the Hosting and Volunteering activities) |
|  | *[ ]*  | *[ ]*  |
|  | *[ ]*  | *[ ]*  |
|  | *[ ]*  | *[ ]*  |
|  | *[ ]*  | *[ ]*  |
|  | *[ ]*  | *[ ]*  |
|  | *[ ]*  | *[ ]*  |

## **Policies**

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| **5.1 Please indicate which policies your organisation has developed** | **Policy held** |
| Fraud Protection | *[ ]*  |
| Data Protection and Storage | [ ]  |
| Equality and Diversity | [ ]  |
| Health and Safety | [ ]  |
| Quality | [ ]  |
| Safeguarding *(adults and children**at risk of being vulnerable)* | [ ]  |
| Complaints and Harassment | [ ]  |
| Environmental Sustainability | [ ]  |
| Anti-Bribery Policy | [ ]  |
| Business Continuity | [ ]  |
| Business Code of Ethics | [ ]  |
| Disciplinary & Grievance Policy | [ ]  |
| Whistle-blowing Policy | [ ]  |
| Recruitment & Personnel Policy | [ ]  |
| Other (please state):  | [ ]  |

1. **DBS check**

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| 1. **Ple6.1 Please let us know if your staff have been DBS checked**
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| Are all your delivery managers and staff DBS checked | *Yes [ ]*  | *No [ ]*  |

1. **Standards and accreditation**

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| **7.1** Please detail any standards and accreditations your organisation currently holds or is working towards |
|  | Achieved | *Working towards* |
| Investors in people | *Yes [ ]*  | *Yes [ ]*  |
| Merlin standard | *Yes [ ]*  | *Yes [ ]*  |
| MATRIX | *Yes [ ]*  | *Yes [ ]*  |
| PQASSO | *Yes [ ]*  | *Yes [ ]*  |
| Customer First | *Yes [ ]*  | *Yes [ ]*  |
| Momenta Accredited | *Yes [ ]*  | *Yes [ ]*  |
| ISO27001 | *Yes [ ]*  | *Yes [ ]*  |
| ISO9001 | *Yes [ ]*  | *Yes [ ]*  |
| ISO14001 | *Yes [ ]*  | *Yes [ ]*  |
| EQFM Excellence | *Yes [ ]*  | *Yes [ ]*  |
| IPPF | *Yes [ ]*  | *Yes [ ]*  |
| Training Quality Standard | *Yes [ ]*  | *Yes [ ]*  |
| Total Quality Management  | *Yes [ ]*  | *Yes [ ]*  |
| Positive About Disability | *Yes [ ]*  | *Yes [ ]*  |
| Mindful Employer | *Yes [ ]*  | *Yes [ ]*  |
| Other (please specify)Fair Train (Work Experience) – Gold Standard | *Yes [ ]*  | *Yes [ ]*  |

1. **Initial Due Diligence** – full due diligence will be undertaken at Stage 2

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| **8.1 Due Diligence**: Please provide some brief financial details  |
| Last financial year turnover |  |
| Last financial year profit / loss |  |
| Value of employer’s liability insurance |  |
| Value of public liability insurance |  |
| Value of professional indemnity insurance |  |
| If requested can you provide three years’ audited accounts or prepared financial statements? | *Yes [ ]*  | *No [ ]*  |
| Has your organisation had any contracts terminated over the last three years | *Yes [ ]*  | *No [ ]*  |
| Has a receiving /administrative or winding up order been made against the organisation or an individual or has a winding up order been passed or a receiver, manager, administrator equivalent been appointed? | *Yes [ ]*  | *No [ ]*  |
| Have any of the Directors, senior managers or trustees of the organisation been found guilty of fraud, been involved in any company which has had a winding up order or had an administrator appointed or been disqualified from being a director? | *Yes [ ]*  | *No [ ]*  |
| Are there legal proceedings, including bankruptcy or winding up petitions in progress that may affect the performance of contract obligations or has the organisation been prosecuted under EU/National law in the last three years? | *Yes [ ]*  | *No [ ]*  |
| Has the organisation ever failed to fulfil any obligations regarding the payment of social security/UK taxes or possession of a licence/membership of an organisation where the law required it? | *Yes [ ]*  | *No [ ]*  |

1. **Additional information about your organisation**

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| **9.1** Please include any additional information here that you would like to submit  |
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1. **Declaration**

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| I declare that to the best of my knowledge the information given in this application is reliable, accurate and true (Please note, electronic signatures are acceptable) |
| Name: |  |
| Signature: |  |
| Position: |  |
| Authorised to sign on behalf of: |  |
| Date: |  |

**Annex 1. Additional information**

[Please note that this description includes key content but is not a complete or exhaustive description of the tender requirements]

**Activity Hub objectives**

The aim of each Activity Hub is to increase effective engagement with mainstream or core services and to encourage participation in activities to assist individuals to lead law abiding lives.

The Hub should represent a safe space where participants can, and importantly want to engage in a range of activity. The user experience should be consistent with that of a community centre, youth club, creative hub or social club with lots of engaging social, creative and group activities readily available

The Hubs and their respective operating model will enable participants to access tailored support, receive advice and guidance, interact with positive role models and peers at a similar stage of their resettlement journey, develop plans to move forward and ultimately be supported into education, employment and training, as well as importantly equipping them with the necessary skills needed to desist from offending and successfully contribute to their local communities.

**Hub and activity location**

Th East Midlands region lends itself to having a satellite Hubs model – with a main Hub and two satellite Hubs servicing the contract. The use of specialist organisations with expertise in delivering services to offenders with potentially complex needs is essential. The main Hub and satellites will form the delivery sites for the majority of the activity, with specialist suppliers brought in to deliver activities as required. Where justified, for instance where specialist facilities are required, activities can be provided outside of the main and satellite hub premises.

**Eligibility**

Participation within the Activity Hubs programme is voluntary. Although we will primarily seek to engage individuals who are unlikely to benefit from other services as a result of facing complex barriers, eligibility requirements are that participants be:

o Resident in the UK with permission to work documentation as appropriate

o Unemployed or economically inactive

o Over 18 years of age

o Serving a community sentence or be under supervision on licence

Participants can access other ESF 2014-2020 provision if they are eligible, providing that activity does not duplicate that already accessed.

Activity Hub provision must be made available to the following percentages of specific priority groups:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Priority group** | **Over 50** | **Female** | **Disabled** | **Ethnic Minorities** |
| Minimum percentage of total participants | 8 | 7 | 24 | 18 |

**Activity requirements**

Business2 Business Support Workers will be located at the main hub and satellite hubs, providing initial engagement, assessment and oversight of delivery to each individual.

During their participant journey, participants will be referred by their Support Worker to a variety of hub activities, based on their individual needs.

We are seeking offers from potential sub-contractors for the following activities:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **HMPPS Activity** | **Requirement** | **Anticipated total number of participants from 2021- 2023** | **Fee per participant that completes the activity (VAT inclusive)**  | **Anticipated total funding available to the sub-contractor** |
| Doing good, to be good (3rd sector providers only). | Hosting a stall selling craft products being sold by Activity Hub participants within your community-based premises/events. The proceeds will be used to purchase crafting materials and any surplus funds be donated to charity. The activity will involve the host provider participating in a planning meeting, providing a tour of the premises on a day before the event, providing venue support during stall set up and operation and participating in an evaluation meeting after the event. Participants are likely to take part in groups of up to eight individuals. This activity should develop altruistic traits which in turn enhance the quality of life both for the Participant and those being helped by them. | 48 | £100 | £4800 |
| Cognitive Behavioural Therapy | Accredited provision of CBT to enhance psychological well-being, develop thinking skills and build self-efficacy.  | 50 | £500 | £25,000 |
| Drama | Drama which may include classes to develop skills and/or stage productions | 48 | £300 | £14,400 |
| Music and/or dance | Music and dance which may include classes to develop skills, undertake studio work and/or stage productions | 48 | £300 | £14,400 |
| Community Capital (3rd sector providers only) | Community based volunteering placements within your organisation that offer a degree of personal responsibility and ultimately recognition for participants | 40 | £300 | £12,000 |
| Therapeutic approaches for young adults that involve the family (such as Multi-Systemic Therapy) | Interventions focusing on increasing well-being for those participants who may not necessarily recognise that they need support or feel able to ask for or access it. The provider may choose to offer a focus on issues such as abuse, neglect, depression and anxiety.  | 50 | £500 | £25,000 |
| Accommodation support and advice  | General advice and support with identifying, securing and sustaining tenancies or managing mortgages including managing arrears, dealing with landlords, councils and housing associations, securing bonds, options for repairs, understanding council tax, moving home and avoiding eviction | 150 | £100 | £15,000 |
| Independent living | Equipping Participants with physical and/or mental disability or other significant barriers such as being released after a long period in custody, drug/alcohol addiction and care leavers to live independently outside of supported accommodation including being able to function in the community, work or education. | 50 | £800 | £40,000 |
| Debt Advice and financial capability support | Advice and support to help Participants develop budgeting skills, access benefits and leverage other support, as well as helping them develop plans to deal with existing debt (e.g. reducing payments, consolidation, Debt Relief Orders etc.). | 100 | £100 | £10,000 |

A Discretionary Access Fund will be available via the Support Worker to pay for specific items to assist individuals to find work, training or education. The DAF must be used for the specific needs of the individual and be proven essential to overcome the identified barrier to progression towards employability (examples include travel costs to attend an interview; course or work placement; replacement identification documents to allow the individual to attend a course or work; equipment required to start a business or attend training etc.).

**Deliverables and payment**

HMPPS will agree engagement and delivery profiles with the prime provider during contracting. Pro-rata delivery profiles will then be built into Business2Business’ contracts with its sub-contractors.

Sub-contractors will be required to adopt systems and processes to record performance that are robust, provide a clear audit trail of evidence and give confidence to HMPPS that Business2Business and its supply chain are delivering the Provision in accordance with the overall contractual obligations.

Business2Business will be required by HMPPS to keep books of account in accordance with best accountancy practice with respect to the Contract showing in detail:

* expenditure on wages and salaries;
* administrative overheads;
* expenditure on consumable items;
* payments made to Sub-Contractors / Contractors;
* capital and revenue expenditure;
* other expenditure incurred by the Supplier in the day today performance of the Contract;

In turn, Business2Business is obliged to require its sub-contractors to keep similar books of accounts.

The Activity Hub prime and sub-contractors shall be subject to a programme of audit visits at which their costs and claims and adherence to contract will be reviewed.

The prime provider has to provide the HMPPS CFO Finance Team with a completed Finance Budget Return (template to be provided), within 30 days following the end of each month which compares and reconciles in respect of that month:

* the cumulative actual ESF Eligible Expenditure incurred by the Supplier under the Contract;
* the Supplier's cumulative forecast ESF Eligible Expenditure set out in the Budget Profile; and
* the Supplier's cumulative planned and actual staff in post

To do this, Business2Business will require regular updates on expenditure and staffing from its sub-contractors.

**Other requirements**

The prime and its sub-contractors have to meet specified customer service standards and ESF and HMPPS reporting, management information and data security requirements.

 The prime and its sub-contractors must ensure that that the language used/messages given to Participants does not undermine the four principles of procedural justice (respect, neutrality, voice, trustworthy motives)

The prime and its sub-contractors are required to demonstrate that staff engaging with participants and delivering services within the Hub hold relevant qualifications/training which demonstrate that they have an understanding of the issues relevant to working with offenders. To meet this requirement, Business2Business will arrange certain forms of training that all its staff and those of its sub-contractors that are involved in delivering Hub activities are required to attend.

As with the existing HMPPS CFO3 programme, all ESF activity will be captured via the CATS+ caseload/MI system, with project specific unique identifiers for programmes and Participants along with unique logins for staff, controlling segregation of activity between CFO3 and CFO Activity Hubs. Direct access to CATS+ will be given to the prime and its sub-contractors as appropriate. Before working with CFO data / systems, providers must hold a minimum of Baseline Personnel Security Standard (BPSS). This involves submitting all the names of staff involved to the Contract Performance Manager for their respective region who will issue the Supplier with the appropriate form to be completed fully by the employee and, on completion, forward the document to the security vetting department. Any staff member responsible for working directly with offenders, you must hold a minimum of Baseline Personnel Security Standard (BPSS) and appropriate DBS check. Conditional appointments may not be offered, pending the completion of checks.

HMPPS’s performance teams will visit activity venue premises on a frequent basis (announced and unannounced) to investigate performance (note this can be either under or over-performance as well as issues related to quality and/or integrity of the provision.

We will have Quality Management Systems (QMS) in place involving both Business2Business and its sub-contractors to support ongoing improvement and development through a process of continuous self-assessment and action planning during the life of the contract.

Independent evaluation will be an important element of the ESF Provision and we and our sub-contractors will be asked to co-operate in a range of evaluations, commissioned by the DWP ESF Managing Authority and HMPPS CFO

**Application process**

Please return your completed EOI form to Rob Gray, Strategic Development Officer at rob@business2businesslimited.com by 5pm on Friday 5th June 2020.