**Supplier Response to**

**Liverpool City Region Enterprise Coordinator for the Careers Hub Pilot Contract Notice**

1. **Supplier Information (please use TAB only to move to the next box)**

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| Supplier Name | Click or tap here to enter text. |
| Supplier Address | Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text.  Click or tap here to enter text. |
| Main Contact Name | Click or tap here to enter text. |
| Main Contact Position | Click or tap here to enter text. |
| Main Contact Telephone Number | Click or tap here to enter text. |
| Main Contact Email Address | Click or tap here to enter text. |

1. **Economic and Financial Standing**

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| Please **self-certify** whether you already have, or can commit to provide the following:   * Up to date financial information in the form of full audited (or unaudited) financial accounts. Where these are not available it is possible to provide details of most recent year trading or a current statement on financial position backed by a bank letter or alternative means including management accounts. This financial information should support the measures identified below * Relevant latest auditor’s report identifies that the organisation is a going concern * Statement that the organisation is not subject of administration or liquation arrangements * Statement that any outstanding CCJs can be met by existing cash reserves | Yes  No |

1. **General Data Protection Regulation (GDPR)**

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| The person with overall responsibility for GDPR in your organisation? | Name | Click or tap here to enter text. |
| Job Title | Click or tap here to enter text. |

1. **Quality Submission**

To enable the LCR LEP to evaluate the quality element of the Award Criteria we require Suppliers to provide a response to the delivery of the Scope of Works outlined in the OJEU Notice and in Section 8 ‘Requirement’ in the Key Information Document.

There is a 700 word limit on each of the questions; anything beyond this will be disregarded.

Suppliers should refer to Section 11 ‘Contract Award Evaluation Criteria’ contained within the Key Information Document as to the relevant weighting of each question and the scoring framework that will be used within the evaluation.

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| **FUNDING**  **Funding is for 50% of the total project cost. If you are unable to provide evidence of the 50% match funding required your application will not be scored.**  Set out in detail how you will provide 50% match funding and where it will originate from. You must attach a signed letter on company letter head confirming you have the match funding in place. |
| Click or tap here to enter text. |
| Applicants may submit responses for 1 or more of the 3 roles available (see 7.6of the Key Information Document).  If you are applying for several roles but can only provide match for one, please indicate below your preferred role should you be successful. |
| Click or tap here to enter text. |

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| Demonstrate your knowledge and understanding of the range of activities available to schools, in relation to careers and enterprise, how they relate to each of the 8 Gatsby Benchmarks, and how you will share this information to encourage involvement in programmes and activities.  **(Max 700 words) Weighting 30%** |
| Click or tap here to enter text. |

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| Describe how you will maintain the relationship with schools and Enterprise Advisers who are part of the Careers Hub and how you will coordinate and collaborate with other Enterprise Coordinator delivery partners and the Careers Hub Lead.  **(Max 700 words) Weighting 20%** |
| Click or tap here to enter text. |

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| Describe your current Business Network and how this will be leveraged to deliver the Programme.  **(Max 700 words) Weighting 15%** |
| Click or tap here to enter text. |

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| The Programme requires a proven Schools/College Network. Detail how you meet this criterion and how this will assist Programme delivery.  **(Max 700 words) Weighting 15%** |
| Click or tap here to enter text. |

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| The Programme must compliment the current available activity and services without duplicating or conflicting against them. Provide information on how you will accomplish this.  **(Max 700 words) Weighting 10%** |
| Click or tap here to enter text. |

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| Detail how you will deliver the Programme either through recruitment or with existing resource.  **(Max 700 words) Weighting 10%** |
| Click or tap here to enter text. |

1. **Declaration**

I declare that to the best of my knowledge the information provided in this response is correct. I understand that the information will be used in the evaluation process to assess my organisations suitability to provide the Works and I am signing on behalf of mu organisation. I understand that the LEP LCR may reject this Tender or terminate any subsequent agreement if there is a failure to answer all relevant questions fully or if I provide false/ misleading information.

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| Signed |  |
| Date |  |
| Name | Click or tap here to enter text. |
| Position | Click or tap here to enter text. |

1. **Conflict of Interest Declaration**

The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. Where there is any indication that a conflict of interest exists, or may arise then it is the responsibility of the Supplier to inform the LEP.

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| **OPTION 1**  I do not have any conflicts of interest that prevent my full and unprejudiced participation in this procurement exercise.  I also declare that I will inform the LEP immediately, should my circumstances change in any way that effects this declaration. | | | |
| Signed |  | Dated |  |
| **OPTION 2**  I do have a conflict of interest that may prevent my full and unprejudiced participation in this procurement exercise. The nature of this conflict of interest is detailed below: | | | |
| Click or tap here to enter text. | | | |
| I also declare that I will inform the LEP as soon as practicable, should my circumstances change in any way that effects this declaration | | | |
| Signed |  | Dated |  |