



Nottingham
City Council

Invitation to Tender

for the provision of

Supplies in the Economic Development and Communities Dynamic Grant System

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Section 1. Introduction

1.1 Outline Scope of Requirements

- 1.1.1 Nottingham City Council is seeking tenders from sufficiently experienced and qualified contractors to join its Economic Development and Communities Dynamic Grant Process (DGP) for the provision of Services.
- 1.1.2 Nottingham City Council's detailed requirements are defined in the Specification section.
- 1.1.3 The intention is to have a pre-selected list of suppliers who, when Nottingham City Council have work to give out, it will use the Call-Off process to select suppliers
- 1.1.4 Being accepted onto the DGP does not guarantee any work
- 1.1.5 The contract manager for Nottingham City Council will be Aidan Jackson (Bidding and Funding Unit Manager) or such other person as notified from time to time
- 1.1.6 The DGP consists of four lots, together up to a maximum of £30 Million:

- i) Lot 1: Bid development and delivery (split into two):
 - (a) supporting bid writing, and
 - (b) building partnerships to both bid and deliver projects).

Estimated value is below £500,000 for bid development and to £6 Million for delivery;

- ii) Lot 2: Community and cultural development (promoting community cohesion, supporting cultural activities, building social capital strengthening the social fabric, reducing deprivation, improving social mobility, engaging and co-designing programmes with communities, integrating refugees and people seeking asylum).

Estimated value is up to £8 Million;

- iii) Lot 3: Supporting organisations and businesses in the private, public and VCS sectors (enabling start up, growth, and prospering, including external investment and new entrants to the City).

Estimated value is up to £8 Million;

- iv) Lot 4: Supporting employability and skills development (helping people not working ~ especially those from disadvantaged communities or with health issues ~ to get jobs and skills and supporting people in work to get on at work with better qualifications and training, meeting the skill needs of the City).

Estimated value is up to £8 Million

NOTE: The suggested likely values are an estimate, and the actual mix will not exceed the DGP maximum of £30 Million

1.2 Contract Duration

- 1.2.1 The overarching DGP will be from launch until 31 March 2028. Note this may be shortened or lengthened at the sole discretion of the Council.
- 1.2.2 Each call off will have its own time scales and terms and conditions.

1.3 Contract Value

- 1.3.1 The overall DGP is estimated to be for £30 Million.
- 1.3.2 The individual call off contract values are unknown, as each depends on Nottingham City Council being successful in gaining funding to put into the DGP.

1.4 Timetable and dual route to join.

- 1.4.1 The DGP is open for new applicants until 31 March 2028. Note though that it is most unlikely that any new contracts will be offered in that last month.
- 1.4.2 There are two routes to joining the DGP.
 - 1.4.2.1 Through applying in response to this ITT
 - 1.4.2.2 By joining the sister Economic Development and Communities Dynamic Purchasing System (DPS). See [East Midlands Tenders](#) for details. Once on the DPS if you notify us through the dgpanddps@nottinghamcitycouncil.gov.uk email address, that you wish to join the DGP, for the same lots as the DPS, we will include you on the DGP.
- 1.4.3 The DGP will open and after every ten days new applicants will be appraised.
- 1.4.4 Below is the Council's indicative timetable for the establishment of the DGP. The Council reserves the right to amend this timetable at any stage and will endeavour to publish such changes.
 - 1.4.4.1 Launch 17 June 2025
 - 1.4.4.2 Initial applications received by 2 July 2025
 - 1.4.4.3 Initial applications assessed and applicants given outcome by 9 July 2025
 - 1.4.4.4 Earliest date for a call off competition to be launched 9 July 2025



1.4.5 Call-off further competition timescales will vary but the intention is for none to be longer than a month from launch to contracting. See below for an estimate. Note call offs for lot 1a will be shorter.

Please note; these dates are provided as an indicative guide and subject to change, endeavouring to be shorter where possible.

Stage	Date
Call off further competition issue date	Day 1
Deadline for contractor clarification requests	Day 5
Call off further competition return date	Day 10
Clarification Interviews (if needed) <i>Please ensure your availability during this period</i>	Day 12
Evaluation completed by	Day 15
Contractor outcome notification by	Day 16
Grant agreement issued	Day 17
Delivery start date	Day 21

1.5 Project Background

1.5.1 Nottingham City Council bids for external funds (normally grants) on a regular basis. These funds vary in size, objectives, outcomes, outputs, funding, and timescales. On occasions external specialist help is required to ensure bids are successful. Lot one includes this with help sometimes being paid and sometimes not.

1.5.2 The City Council aims to improve the lives of its citizens and the prosperity of its businesses. External and additional funding is used extensively to meet this aims.

1.5.2.1 Much of this is best delivered by suppliers.

1.5.2.2 The DGP invites potential suppliers interested in meeting those aims to join. Once on the DGP these suppliers will form a pre-qualified list, having indicated which lot(s) they can deliver against. The suppliers will normally be organisations, but some individuals may be on Lot one supporting Bid Development. None of the other lots will have individuals accepted.

1.5.2.3 Some of the funding may ask for delivery to cover a wider geography than the City of Nottingham (usually no further than Nottinghamshire, Derby, and Derbyshire). Nottingham City Council

bids for such funding and welcomes applicants who deliver in this expanded area.

1.5.2.4 As appropriate funding is gained by Nottingham City Council all pre-qualified suppliers in each relevant lot will be invited to tender for that funding.

1.5.2.5 Nottingham City Council has a requirement that providers who join the DGP are expected to be able to start delivery at pace. We expect call off from launch to delivery start to take no more than four weeks.

1.5.3 The DGP is needed because:

1.5.3.1 The time from tender launch to expected delivery start date, is getting shorter. This gives little time to carry out a procurement, which can lead to late starts and compressed delivery. The pre-selected list will allow for more effective contracting.

1.5.3.2 There are a wide range of potential suppliers in the City and Nottingham City Council wants to ensure it works with the best for the particular funding streams it brings on board. A function of the DGP is that new suppliers can join throughout its life span, thus widening choice.

1.5.3.3 On occasions additional delivery is needed part way through a delivery programme. Having a pre-selected list will enable such to be brought on quickly and effectively

1.6 Grant Agreement Terms & Conditions

1.6.1 The draft Grant agreement Nottingham City Council proposes to use is available through the DGP page on the council website [www.Nottinghamcity.gov.uk/Economic Development and Communities DPS and DGP](http://www.Nottinghamcity.gov.uk/Economic%20Development%20and%20Communities/DPS%20and%20DGP). This is a draft to be used after call off competitions and will be customise for each call -off competition. We welcome feedback on this draft.



Section 2: Conditions of Tender

2.1 General Requirements

- 2.1.1 Applications are invited for the supply of services in accordance with the detailed requirements set out in the Specification.
- 2.1.2 Applications must be submitted in accordance with the following instructions; any not complying in part or in whole may be rejected at Nottingham City Council's sole discretion.

2.2 Preparation of Application

- 2.2.1 Applicants are responsible for obtaining all information necessary for the preparation of their response. All costs, expenses, and liabilities incurred by the Applicant in connection with the preparation and submission of the Application, and attending any presentations or interviews required, shall be borne by the Applicant.
- 2.2.2 The Applicant will be deemed for all purposes connected with the Application to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, and character of the requirements of the DGP (in the context of and as it is described in the Specification), the extent of the materials and equipment which may be required and any other matter which may affect its Application.
- 2.2.3 Applicants may request clarification on any of the points contained in the Application documents. Applicants should note that the Grant Agreement will be used with the winner(s) of a call-off competition, customised each time.
- 2.2.4 Clarification requests MUST be submitted in writing to dgpanddps@nottinghamcity.gov.uk. Responses will be posted on [www.Nottinghamcity.gov.uk/Economic Development and Communities DPS and DGP](http://www.Nottinghamcity.gov.uk/Economic%20Development%20and%20Communities%20DPS%20and%20DGP). unless the Applicant has stated that this is a confidential question. If so, and at the Council's sole discretion, the Council may include a redacted or general version of the question so as to help others understand any nuances.
- 2.2.5 Unless otherwise stipulated, Applicants are responsible for the costs of preparing and submitting their response.
- 2.2.6 Any background information included in relation to this Application is provided in good faith to assist Applicants in submitting their response; no guarantee is given that it is exhaustive, or that any conclusion whatsoever may be drawn from it; and no warranty is made as to its accuracy.
- 2.2.7 Information given in respect of historical spend is given as a guide; Nottingham City Council makes no warranty and accepts no liability as to the actual value or volume of orders to be placed with the Supplier.

2.3 Responses to Invitation to Tender (Application Form)

- 2.3.1 The purpose of the response is to enable us to evaluate your understanding of our requirements, your proposed methods for meeting them and the suitability of your organisation to become a supplier to the DGP.
- 2.3.2 Your response shall consist of a completed Application form, including a response to the *Quality Assessment* section.
- 2.3.3 Applicants should complete the Application form as instructed and should not make any variation or alteration to the document supplied nor submit any supplementary documents, unless expressly invited or permitted.
Nottingham City Council reserves the right not to consider any Applications received in any other format.
- 2.3.4 Where signatures are required, these must be provided by an appropriately authorised individual as follows:
- 2.3.4.1 Where the Applicant is an individual, by that individual;
 - 2.3.4.2 Where the Applicant is a partnership, by two duly authorised partners;
 - 2.3.4.3 Where the Applicant is any other organisations, by a director duly authorised for such purposes.
- 2.3.5 Signatures may be a scanned signature or an electronic signature (**but not typed**) and shall be included with the documents submitted via the e-mail address.
- 2.3.6 Applicants shall satisfy themselves of the accuracy of their answers, since they may be asked to withdraw their Application in the event of errors being identified after it has been submitted.

2.4 Submission of Applications

- 2.4.1 All Applications and any associated documents must be submitted to dgpanddps@nottinghamcity.gov.uk , unless otherwise specified or agreed by Nottingham City Council.
- 2.4.2 Applications to join the DGP must be submitted no later than 31 March 2028
- 2.4.3 Call off notices will be sent to all relevant organisations and people on the relevant lot at the time of issuing the call off. No request to join the lot in the DGP whilst at the same time applying to a call off will be considered, for whatever reason.
- 2.4.4 No alteration or amendment of returns will be accepted after the stated deadline, with the exception that Nottingham City Council may, at its sole discretion, permit an Applicant to correct an error or omission that, in Nottingham City Council's considered opinion, is a genuine and obvious one.

2.5 Consideration of Applications

2.5.1 Nottingham City Council reserves the right not to accept Applicants onto the DGP. Any acceptance onto the DGP shall be in writing (normally email) and shall be communicated to the Applicant.

2.6 Non-Consideration of Tender

2.6.1 Nottingham City Council may, at its absolute discretion, refrain from considering any Application where:

- 2.6.1.1 it is not in accordance with the Applications form or terms and conditions;
- 2.6.1.2 the Applicant makes or attempts to make any variation or alteration to the terms of the Application form, the terms & conditions, or the Specification; except where a variation or alteration is expressly invited or permitted;
- 2.6.1.3 any part of the submission is incomplete, or the Applicant does not provide all the information required;
- 2.6.1.4 the Applicant submits supplementary documents; except where supplementary documents are expressly invited or permitted.

2.7 Rejection of Tender

2.7.1 Nottingham City Council may reject any tender in any of the following circumstances where the Applicant:

- 2.7.1.1 Enters into any agreement with any other person that such other person shall refrain from submitting an Application or shall limit or restrict the prices to be shown by any other Supplier in a call off; or
- 2.7.1.2 Offers or agrees to pay or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having or causing or having caused to be done in relation to any other Applicant or any other person's proposed Application any act or omission; or
- 2.7.1.3 In connection with the award of the Contract in a call off competition commits an offence under the Bribery Act 2010 or gives any fee or reward the receipt of which is an offence under Sub-Section (2) of Section 117 of the Local Government Act 1972;
- 2.7.1.4 Has directly or indirectly canvassed any member or official of Nottingham City Council concerning the acceptance of any Application or who has directly or indirectly obtained or attempted to obtain information from any such member or official concerning any other Application submitted by any other Applicant.

2.8 Applicants' Warranties

2.8.1 In submitting an Application the Applicant warrants and represents that:

2.8.1.1 It has not carried out any of the acts or matters referred to in the clauses titled *Non-Consideration of Application* or *Rejection of Application*, and has complied in all respects with these Conditions of Tender;

2.8.1.2 All information, representations and other matters of fact communicated (whether in writing or otherwise) to Nottingham City Council by the Applicant or its employees in connection with or arising out of the Application are true, complete and accurate in all respects;

2.8.1.3 It has made its own investigations and research, and has satisfied itself in respect of all matters relating to the Application, and the Specification, and that it has not submitted the Application and will not be relying on any information, representations or assumptions (whether made orally, in writing or otherwise) which may have been made by Nottingham City Council;

2.8.1.4 It has full power and Authority to submit an Application, enter into call-off competitions and, if successful, to enter into contracts with Nottingham City Council, and will, if requested, produce evidence of such to Nottingham City Council;

2.8.1.5 It is of sound financial standing, and the Applicant and any partners, its officers, and employees are not aware of any circumstances (other than such circumstances as may be disclosed in the accounts or other financial statements of the Applicant) which may adversely affect such financial standing in the future.

2.8.2 Nottingham City Council requires the following minimum insurances; when winning a call-off competition the supplier will be required to demonstrate that they hold the appropriate levels of indemnity before being awarded a call off grant agreement:

2.8.2.1 Employer's Liability: £5,000,000

2.8.2.2 Public Liability: £5,000,000

2.8.2.3 Professional Indemnity: £1,000,000

2.9 GDPR and Data Protection Act

2.9.1 The Applicant shall ensure that any information that is provided as part of the tender process is at all times compliant with their obligations under the Data Protection Act 2018 and the General Data Protection Regulations ((EU) 2016/679).

- 2.9.2 Any contract specific information for call off contracts, in respect of data protection will be set out in the information sent out and the contract for each call off and will depend on the terms and conditions of funding the Council is receiving.

2.10 Confidentiality

- 2.10.1 The Invitation to Tender, Application form, and all other documents or information issued by Nottingham City Council in relation to the Application shall be treated by the Application as private and confidential for use only in connection with the Application and any resulting contract and shall not be disclosed in whole or in part to any third party without the prior written consent of Nottingham City Council.
- 2.10.2 The documents which constitute any Contract, and all copies thereof are and shall remain the property of Nottingham City Council (whether or not Nottingham City Council shall have charged a fee for the supply of such documents) and must not be copied or reproduced in whole or in part and must be returned to Nottingham City Council upon demand.
- 2.10.3 All information provided by Applicants as part of an Application will be treated as confidential notwithstanding any obligation on Nottingham City Council arising under the provisions of the Freedom of Information or related legislation, or any other requirement for the disclosure of information applicable under the law of England and Wales.

2.11 Freedom of Information

- 2.11.1 Nottingham City Council is subject to the requirements of the Freedom of Information Act 2000 (FoIA) and the Environmental Information Regulations 2004 (EIR); and may be obliged to disclose information (including information provided by Applicants) in accordance with the requirements of this legislation.
- 2.11.2 Applicants shall state if any information supplied by them is confidential or commercially sensitive or should not be disclosed in response to a request for information under the Act and should state why they consider the information to be confidential or commercially sensitive.
- 2.11.3 Nottingham City Council shall be responsible for determining at its absolute discretion whether information held by it relating to the tender shall be disclosed in response to a request for information under FoIA or EIR.

2.12 Intellectual Property

- 2.12.1 Any and all intellectual property rights in any tender documents provided by the Council (including this Invitation to Tender) shall remain the property of the Council and no licence or other right is granted to an Applicant, save for the express purpose of submitting a bid.
- 2.12.2 Any and all intellectual property rights in any Application, provided by the Applicant shall remain the property of the Applicant and no licence or other right is granted to the Council save for the express purpose of tender evaluation.
- 2.12.3 Where any documents under 2.12.1 and 2.12.2 are subject to third party intellectual property rights the Council and the Applicant shall ensure that they have permission to use such intellectual property.
- 2.12.4 For the purpose of the Application any reference to intellectual property shall mean all copyright, patents or patent rights, registered and unregistered design rights, trademarks, service marks, rights to inventions, moral rights, database rights and all other intellectual or industrial property rights wherever in the world enforceable.

2.13 Sub-contracting

- 2.13.1.1 Nottingham City Council requires all Applicants to identify whether (and which) sub-contracting or consortium arrangements apply in respect of this tender. In particular, Applicants must specify the elements / share (if any) it intends to sub-contract, any proposed sub-contractors and precisely which entity they propose to be the service provider. This information shall be stated within the Application form.
- 2.13.1.2 When a call off is made from the DGP Applicants will be able to vary such giving full information.

2.14 Consortium Bids

- 2.14.1 Organisations which might not have the necessary capability or size to tender for the requirement individually are invited to form consortia with other organisations to be able to put in joint bids.
- 2.14.2 The formation of consortium bids can be either at the application to join the DGP or at the call off stage.
- 2.14.3 Consortium bids are particularly encouraged from groups of Small and Medium Enterprises (SMEs) or Voluntary and Community Sector Organisations (VCSOs).
- 2.14.4 Consortia may take one of two forms, depending on the agreement between the constituent organisations:

- 2.14.4.1 Where Applicants are proposing to create a discrete corporate entity, they shall provide a separate attachment giving details of the entity itself, and the actual or proposed percentage shareholding of the constituent members within the consortium.
- 2.14.4.2 If a consortium is not proposing to form a corporate entity, full details of the alternative arrangements proposed shall be provided in a separate attachment. This shall include the management structure, and the identity of the lead organisation responsible for submitting the application on behalf of the consortium.
- 2.14.5 In either case, each constituent member of the consortium must complete a selection questionnaire with its own details to be submitted as part of a single composite response.
- 2.14.6 Nottingham City Council recognises that arrangements in relation to consortia may (within limits) be subject to future change. Contractors should therefore respond in the light of the arrangements as currently envisaged. Contractors are reminded that any future proposed change in relation to a consortium must be notified to Nottingham City Council so that it can make a further assessment by applying the selection criteria to the new information provided.
- 2.14.7 Where not already the case, Nottingham City Council reserves the right to require a successful consortium to form a single legal entity.

2.15 TUPE (Transfer of Undertakings and Protection of Employment) Regulations

- 2.15.1 As funding usually comes in discrete funding packages, with no continuity to the next funding applied for and received it is unlikely that TUPE will apply to any of the funds applied to the DGP. The below gives the detailed explanation of the process should it apply.
- 2.15.2 Suppliers where TUPE applies will be identified and reported as part of the Call-Off process.
- 2.15.3 A Confidentiality Agreement for such will be issued.
- 2.15.4 Limited anonymised workforce information relating to staffing arrangements of affected current service providers will be available upon the return of the Confidentiality Agreement provided, duly signed. Nottingham City Council emphasises that the workforce information is based on information received from current service providers and therefore Nottingham City Council cannot guarantee the accuracy or completeness of the workforce information provided.

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- 2.15.5 The information relating to the workforce of the current service providers will not be supplied until Nottingham City Council has received a signed Confidentiality Agreement.
- 2.15.6 It is possible that, at the completion of this tendering exercise, a TUPE situation may arise such that some or all of the staff employed by current service providers in relevant service areas will transfer to the new service provider *or its subcontractors* by operation of the Transfer of Undertakings (Protection of Employment) Regulations 2006.
- 2.15.7 In completing the Call Off process, organisations will be required to lay out how they have taken account of TUPE related issues and how, if successful, they intend to address issues arising out of TUPE.
- 2.15.8 Applicants pricing models must include the costs associated with the TUPE transfer of these employees.

2.16 Words and Expressions

- 2.16.1 Words defined in the Application documents shall have the same meaning across all documents.

Section 3: Application Evaluation

3.1 Checking and Evaluation of Applications

- 3.1.1 An initial examination will be made to establish the completeness of submitted Applications. Nottingham City Council reserves the right to disqualify any Application which is incomplete.
- 3.1.2 Responses to the questions on the Application form will be checked for compliance, and further clarification sought for any outstanding queries. Applicants not meeting the basic minimum standard required after clarification may be excluded from further consideration at Nottingham City Council's discretion.
- 3.1.3 Nottingham City Council will evaluate the submissions based on quality to allow access to the DGP.

3.2 Application Form (AF)

- 3.2.1 Applicants are required to complete the questions on the Application form. These questions are used to gauge your organisation's suitability to become a supplier to Nottingham City Council.
- 3.2.2 All questions will be marked on a pass / fail basis, with clarification sought where appropriate.
- 3.2.3 **Please do not provide any supporting information at this time unless specifically requested in the evaluation table below;** relevant details will be sought from suppliers at any Call Off stage and checked for suitability prior to contract award.

3.3 Quality Assessment

- 3.3.1 Applicants are invited to submit a response to each of the questions included within the *Quality Assessment Questions* section given in the Form of Tender.
- 3.3.2 Nottingham City Council will assess Applicants' responses to each question against the criteria set out in the *Quality Assessment Scoring Table* and will award points up to the maximum shown against each heading.
- 3.3.3 Each quality assessment question will be assigned a score according to the following criteria. Failure to achieve a rating of satisfactory (i.e. a minimum unweighted score of 2/3 or above) in any one or more categories may result in the bid being disqualified at Nottingham City Council's discretion:



Please do not submit attachments, appendices or additional documents (other than accounts) with your tender submission unless specifically requested to.

Assessment Criteria	Score
Unacceptable: either no answer is provided, or the answer fails to demonstrate that any of the key requirements in the area being measured will be delivered.	0
Poor: fails to demonstrate how the basic requirements in the area being measured will be addressed, giving rise to serious concerns that acceptable outcomes would be not delivered against the specification.	1
Weak: barely demonstrates how the basic requirements in the area being measured will be addressed, giving rise to concerns whether acceptable outcomes would be delivered against the specification.	2
Satisfactory: demonstrates how the basic requirements in the area being measured will be addressed so as to deliver acceptable outcomes against the specification.	3
Good: demonstrates how most of the requirements in the area being measured will be addressed so as to deliver good outcomes against the specification.	4
Excellent: demonstrates clearly how all of the requirements in the area being measured will be fully addressed so as to deliver excellent outcomes against the specification.	5

3.4 Price Evaluation

3.4.1 Access to the DGP is not being judged on price.

3.5 Evaluation Scoring & Weightings

3.5.1 The Application form questions are pass / fail, and thus form no part of the evaluation other than to gauge an organisation's basic suitability. Any organisation failing to satisfy Nottingham City Council of their suitability to undertake the contract will be removed from consideration.

3.5.2 The table below details what questions will be assessed as pass / fail and which are for information only.

Section	Title	Pass/fail requirements
Part 1: Potential Supplier Information		
Lots		For information Only
Section 1.1	Potential supplier information	For information Only
Section 1.2	Bidding model	For information Only
Part 2: Exclusion Grounds		

Section 2.1	Grounds for mandatory exclusion	Pass / fail
Section 3.1	Grounds for mandatory and discretionary exclusion	Pass / fail
Section 4 (4.1 - 4.4)	Grounds for discretionary exclusion	Pass/ fail
Part 3: Selection Questions		
Section 5 (5.1 – 5.4)	Economic and Financial Standing	Pass / fail (see section 3.5.3 below for details)
Section 5 (5.5)	Wider group / Consortia details	Pass / fail/ N/a
Section 6	Technical and Professional Ability	Pass / fail
Section 7	Safeguarding	Pass/ fail/ N/a
Section 8	Additional Questions	
Section 8.1.	Insurance	Pass / fail
Section 8.2	Data Protection	Pass/ fail
Section 8.3	Voluntary and Community Sector Enterprise (VCSE) Closure	Pass / fail
Section 8.4	Compliance with Equality Legislation	Pass/ fail
Section 8.5	Environmental	Pass/ fail

3.5.3 As part of the evaluation process, Nottingham City Council will review your accounts to check your financial stability.. This assessment involves reviewing a set of independently certified / audited financial accounts of your organisation, considering your organisation’s level of reported turnover in relation to any likely contract value, a liquidity test and a general review of the statements. Where appropriate Nottingham City Council uses an external credit agency to verify financial stability

3.5.4 If any part of this assessment raises any queries / concerns, further information will be sought from you. This information may take a number of different forms. If the Applicant can satisfy Nottingham City Council that it is viable and financially stable despite the assessment raising queries / concerns, they may be allowed to continue in the tender process.

3.5.5 The points available, relative weightings, and total score available, for each quality assessment question are shown in the tables below:



Lot 1a - Bid Development; supporting bid writing.

Question	Description:	Points:	Weight %:
1	Meeting the needs of communities in Nottingham and the East Midlands	500	100
			Quality Total: 100%

Lot 1b - Bid Development and Delivery; building partnerships to both bid and deliver projects.

Question	Description:	Points:	Weight %:
1	Meeting the needs of communities in Nottingham and the East Midlands	500	100
			Quality Total: 100%

Lot 2 - Community and Cultural Development

Question	Description:	Points:	Weight %:
1	Meeting the needs of communities in Nottingham and the East Midlands	500	100
			Quality Total: 100%

Lot 3 - Supporting organisations and businesses in the private, public and VCS enabling start up, growth, and prospering, including external investment and new entrants to the City.

Question	Description:	Points:	Weight %:
1	Meeting the needs of communities in Nottingham and the East Midlands	500	100
			Quality Total: 100%



Lot 4 - Supporting employability and skills development

Question	Description:	Points:	Weight %:
1	Meeting the needs of communities in Nottingham and the East Midlands	500	100
			Quality Total: 100%

All achieving a pass will be admitted to the DGP

3.6 Clarification of Responses

3.5.6 Where it is considered by the evaluation team that the information or documentation submitted is or appears to be incomplete or erroneous, or where specific documents are missing, Nottingham City Council may request the Applicant(s) concerned to submit, supplement, clarify, or complete the relevant information or documentation.

3.5.7 Wherever possible, any clarifications required relating to the response other than those arising in the course of any presentation or interview attended will be dealt with by email.

3.5.8 It may be considered that written clarification is not sufficient in some instances; Nottingham City Council thus reserves the right to invite Applicants to a clarification meeting, which may be in person or via teams.

3.7 Final Qualification Check

3.7.1 Prior to being admitted to the DGP Nottingham City Council will check to ensure that the Applicant is not in dispute with Nottingham City Council.

3.7.2 Any such dispute may, at the sole discretion of Nottingham City Council, lead to non-acceptance onto the DGP.

Section 4: Specification

4.1 Current situation/ objectives/ outcomes

4.1.1 Current Situation.

Nottingham City Council has (over the last six years) brought in and contracted in the lots described below (and at 1.1.15), approximately £30 Million. The DGP, to run over four years, is set at the same level thus giving sufficient room for the DGP to run its course.

These funds covered a range of programmes including funding through the European Regional Development Fund (ERDF), European Social Fund (ESF), and from the UK Government (for example the Create Growth Programme, and the UK Shared Prosperity Fund). Please note that a mix of contracts for service and grant agreements was used. The DGP merely covers work with Grants. Funding is expected to cover both revenue and capital.

Under the current Labour Government, and the devolution of much of the funding to the East Midlands Combined County Authority (EMCCA), funded programmes will have new names, objectives, and funding rules, however they will still cover the same types of work.

Lot 1 is a new departure from previous procurements/commissioning as Nottingham City Council has not consolidated suppliers for Bid Development before. In the last six years, for specific projects, Nottingham City Council has spent about £200,000 on helping develop bids. Most of this is unpaid working with organisations that aim to become the deliverers in the programme and are the subject matter experts in that field, however some is for specialist contractors. This latter was usually when we were given funding to pay for specialist help. The total came to approximately £200,000. Lot 1 seeks those specialist organisations, with proven expertise in for example Green Book Business cases, place, equality and diversity, and Magenta Book Monitoring and Evaluation, and a deep understanding of Nottingham.

4.1.2 Objectives

Nottingham City Council want to develop a dynamic pre-selected list of suppliers that can be called upon at short notice to deliver funded programmes for the communities across the city.

4.1.3 Outcomes

- i) Nottingham City Council will contract more effectively with suppliers; work will start sooner with opportunities for a wide range of suppliers
- ii) Suppliers will find tendering to Nottingham City Council easier
- iii) The communities, individuals, and businesses in Nottingham will prosper



Commitment To Nottingham and wider East Midlands

Nottingham City Council seeks to work with organisations and individuals that have a commitment to Nottingham. By this we mean that you are in a position to start delivery across part or all of the City quickly. As the vast majority of our work is aimed at helping people with multiple disadvantages, the preferred method of delivery will be face to face. It is most unlikely that we will contract with suppliers delivering 100% digitally.

If applying to join lot 1 and supporting the development of bids, we are looking for commitment to support the Council in that process. This can be a digital only process.

In addition as sometimes Nottingham City Council gains contracts across a wider geography beyond the City boundary, typically greater Nottingham; Nottingham and Nottinghamshire; or The East Midland Combined County Authority (EMCCA) region. We welcome users on the DGP who operate in that geography. Again they need to be in a position to start delivery quickly across other parts of the EMCCA region.

In the quality section we ask organisation to explain how they will work across their chosen geography(ies)

The DGP is open to all who meet this important criteria.

4.2 Social Value & Nottingham Business Charter

- i. Nottingham City Council operates a Business Charter to support Social Value through procurement.
- ii. It has a mandatory requirement that any supplier receiving a contract of over £1,000,000 signs up to it.
- iii. Suppliers with contracts below that amount are urged to read it and sign up.
- iv. It incorporates social value considerations, for example employing local people, and creating apprenticeships.

Nottingham Business Charter

“The Nottingham Business Charter is a way of doing business in the city to promote and support sustainable growth, social and environmental wellbeing.

Signatories to the Charter will become part of a network of organisations that can do business together, whilst supporting the Charter principles to promote economic prosperity and social environmental wellbeing.

The Charter also provides a way to create more employment and training opportunities for Nottingham city residents. Nottingham Jobs provides a free service to help employers to find the right people with the right skills for their business.

The Charter identifies the actions and activities that Nottingham City Council, our contracted suppliers and partner organisations will deliver to bring about economic growth and prosperity and help transform Nottingham from a good to a great city.”

Charter Principles:

- Support the growth of the local economy
- Be environmentally responsible
- Be a good employer
- Be fair and transparent

Charter Signatories will:

- Take an active part in improving the economic, social and environmental well-being of Nottingham
- Promote the Charter within their own supply chain and encourage their suppliers to adopt the principles of the Charter
- Commit to the principles of the Charter and implement these principles at the earliest Opportunity

Nottingham City Council’s Commitment will ensure that it:

- Takes account of the principles of this Charter in all future commissioning and contracting
- Makes the principles and policies of the Charter a condition of businesses contracting with the Council:
 - Individual contracts over £1,000,000 (total contract value) for services and works
 - Individual contracts over £1,000,000 per annum for goods

Support the growth of the local economy

Where possible Charter signatories will:

- Work to offer employment and training opportunities for local people when creating
 - Apprenticeships or traineeships
 - General entry-level employment opportunities
 - Work experience placements
 - Internships and graduate placements
- ‘Buy Nottingham First’ – purchase from a local business
- Undertake school visits to support learning and careers events
- Provide in-kind support for Employment and Skills programmes
- Seek opportunities to work with schools to help to ensure that the young people of Nottingham are equipped with the right skills to match the present and future requirements of the labour market
- Commit to create employment and training opportunities for local residents, including people with disabilities and support people into work experience placements
- Encourage suppliers to endorse the principle of ‘Buy Nottingham First’ throughout their supply chains
- Support the local economy and create jobs and apprenticeships by adopting procurement strategies that remove barriers to local businesses
- Support the local economy by choosing suppliers close to the point of service delivery

Be Environmentally Responsible

Charter signatories will commit to contribute to a sustainable future in the following ways:

- Pledge support for the city’s carbon neutral 2028 target and report annual carbon emissions
- Maximise energy and water efficiency through behaviour change, improving processes and installing clean technologies
- Support the energy transition; use ‘green’ tariffs, install on site renewable generation or switch to low carbon heating i.e. electric heat pumps
- Raise and record awareness of environmental issues and embed environmental management into corporate objectives

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- Work to eliminate waste by pushing the “reduce, reuse, recycle, recover” hierarchy
 - Invest in an organisational sustainable transport plan for commuting, grey fleet activity and business-related fleet transport; encourage walking and cycling
 - Enhance local biodiversity by creating, maintaining and protecting green spaces
 - Reduce supply chain impacts by procuring local or use sustainable suppliers
 - Minimise and monitor all forms of pollution to land, air, water and noise

Be a Good Employer

- Charter signatories will support staff development and welfare and commit to paying the living wage or have a clear plan for moving to paying the living wage
- Signatories will provide a safe and hygienic working environment and not discriminate in terms of recruitment, compensation, access to training, promotion or termination of employment on any grounds
- We also ask Charter signatories not to use zero-hour contracts, but instead utilise contracts that allow for suitable flexibility for both employer and employee

Be Fair and Transparent

- Charter signatories will operate in a fair and transparent way and will:
 - Work to the highest standards of business integrity and ethical conduct
 - Work in an inclusive way and actively promote equality and diversity
 - Ensure the well-being and protection of workforces, supported by policies
 - Adopt best practice when procuring goods and services

Why will signing up to the Charter be good for my business?

By signing the Charter you are telling other businesses and customers in Nottingham that you are committed to:



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- Supporting your staff
 - Spending your Nottingham Pound with local companies to maximise the economic benefit to the city
 - Looking after the environment, and
 - Recruiting locally

This information enables other Nottingham businesses to know which like-minded businesses to approach first.

The Charter should increase your business activity and income.