

Expression of Interest

Please complete with reference to the Commissioning Specification for:

Embedding 'Prevent' Expertise Across Greater Manchester

Association of Greater Manchester Authorities	Year 2010-11
Activity to be Commissioned on behalf of the AGMA PVE Group	Embedding 'Prevent' Expertise Across Greater Manchester

Contact Details of Applicant Organisation

Organisation	
Address	
Post code	
Telephone number	
Contact person	
Job title	
Email address	

1. Proposal

1. Please describe your proposal for **Embedding 'Prevent' Expertise Across Greater Manchester'**

Your description should incorporate the following:

- Details of the training programme to be provided – nature, content, duration, timetable, learning objectives, anticipated learning outcomes
- Nature and content of the publicity material to be produced for dissemination by the AGMA PVE Coordinators' Group to raise awareness and ensure take-up of the Enhanced Level Training Programme
- Documentation to be used for the Enhanced Level 'Prevent' Training Programme – course details, timetables, attendance sheets, trainee records etc
- How a point of contact will be provided for trainees and potential participants throughout the duration of the Enhanced Level 'Prevent' Training Programme
- Details of the trainers, who will deliver the Enhanced Level 'Prevent' Training Programme
- Support staff to be deployed – roles, remits etc
- Administration and record-keeping systems to be used
- The information that will be collated and reported in Quarterly Progress Reports for the commissioning bodies
- Measurable, quantifiable outputs to be achieved (see Commissioning Spec)
- Work Schedule / Timetable – (*Bear in mind that the four days of training for each cohort of 20 will need to be phased over a two month period, due to the nature, roles and availability of the participants. However, cohorts can be trained concurrently*)
- Cost of delivering the Enhanced Level 'Prevent' Training Programme (**maximum £25,000 exclusive of VAT**). (The Delivery Agent's expenditure will relate only to the costs involved in the development and delivery of the training programme).
- Proposed content and structure of the formal evaluation of the impact of the Enhanced Level 'Prevent' Training Programme
- Any other relevant information

(Three pages A4 maximum)

2. Equality and Diversity

2 Please describe briefly how you would ensure that equality and diversity issues are taken into account in delivering the Commissioned Activity

(Half page A4 maximum)

3. Risk Analysis

3. Please identify the main risks likely to be associated with the successful delivery of the Commissioned Activity and describe your contingency plans for ensuring uninterrupted delivery, covering eventualities such as the example listed below:

Example: Sickness / departure of key staff

(Half page A4 maximum)

4. Track Record of Applicant Organisation

4. Give brief details of the organisation's experience of undertaking this type of training work and of other relevant activity, together with examples of its most recent achievements in this field.

You must also provide email contact details for **two referees**, who can comment on the work of your organisation

(One page A4 maximum)

Email details – Referees

1

2

5.

5. Please provide evidence of the expertise of your Delivery Team members in undertaking such work.

Please send brief CVs for the staff who will undertake the work together with details of the time commitment proposed from each person.

These summarised CVs (electronic versions) should accompany the Expression of Interest.

(One page A4 maximum)

6. Value for Money

6. Explain briefly why your proposals for undertaking the commissioned activity offer value for money

(Half page A4 maximum)

7.

7. Please tabulate your key, proposed Outputs
 Outputs listed **must** be measurable and quantifiable

Forecast Outputs by Quarter					
YEAR 2010- 2011	2010 - 11				
Output Description	Q1 Apr-Jun	Q2 Jul-Sep	Q3 Oct-Dec	Q4 Jan-Mar	Total
Number of training sessions held		(?)	(?)	(?)	(?)
Number of individuals participating in training sessions		(?)	(?)	(?)	(?)
Number of formal evaluations completed		0	0	1	1
Number of electronic versions of training programme produced		(?)	(?)	(?)	1
Number of Quarterly Progress Reports produced for the AGMA PVE Coordinators' Group		1	1	1	3
(Other output?)					
(Other output?)					
(Other output?)					

8. Expenditure Profile

8. Please give details of your proposed Expenditure Profile, bearing in mind that the **maximum fee payable is £25,000 exclusive of VAT.**
(The Delivery Agent's expenditure will relate only to the costs involved in the development and delivery of the training programme).

Show Expenditure **by Quarter**

	2010 – 2011				
EXPENDITURE	Q1 Apr-Jun	Q 2 Jul -Sep	Q 3 Oct-Dec	Q 4 Jan-Mar	Total
Expenditure Category Description					

AGMA will take responsibility for the following costs:

- Organising and paying for appropriate venues across Greater Manchester
- Providing / paying for resources, equipment and refreshments for participants at the training venues

Therefore, the selected Delivery Agent's expenditure will relate only to the costs involved in the development and delivery of the training programme

DECLARATION

I certify that the information contained in this document regarding the proposed delivery of the commissioned activity is complete and accurate, within the legal powers of the organisation and compliant with relevant legislation.

Accountable person	
Signature	
Position in organisation	
Date	

An electronic version of the Expression of Interest should be submitted on the template provided and e-mailed to:

denis.durnian@oldham.gov.uk

All Expressions of Interest **must be received by 1.00 pm, Wednesday, 30 June 2010.**

Submissions received after the stated deadline will not be considered.

The Expression of Interest must be accompanied by summary C.V.s for the members of the proposed Delivery Team.

All Expressions of Interest received from potential Delivery Agents within the stated deadline will be considered by an AGMA Assessment Panel, which will meet during the week commencing **5 July 2010.**

Applicants will be informed of the AGMA Assessment Panel's decisions within **7** days of the Panel meeting.

N.B.

The selected Delivery Agent will then be required to deliver a presentation to the AGMA PVE Coordinators' Group by no later than **31 August 2010.** The presentation will focus on the content and scope of the training programme and the aim of the session will be to ensure that the training programme will be suitable for delivery in the ten Greater Manchester local authority districts, bearing in mind the diverse nature and composition of those areas and their communities.