

# Expression of Interest Assessment Criteria

## Embedding 'Prevent' Expertise Across Greater Manchester

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

Each Expression of Interest will be assessed only on the basis of the information provided on the Expression of Interest Template.

Expressions of Interest will be awarded scores by the Assessment Panel on the basis of how well the applicant organisation and its proposals meet the Assessment Criteria listed below.

Please note the maximum possible scores attainable on the responses to each of the sections listed below.

### **Assessment Criteria**

High to maximum scores will be awarded for responses that are clear, well described and contain the detail required

Medium to high scores will be awarded for responses that are adequate in general but are unclear in parts and/ or which demonstrate some minor gaps in the detail required

Low to medium scores will be awarded for responses that are unclear and/or demonstrate significant gaps in the detail required

## Embedding ‘Prevent’ Expertise Across Greater Manchester

### 1. Proposal

<p><b>1. Please describe your proposal for Embedding ‘Prevent’ Expertise Across Greater Manchester’</b></p> <p>Your description should incorporate the following:</p> <ul style="list-style-type: none"> <li>• Details of the training programme to be provided – nature, content, duration, timetable, learning objectives, anticipated learning outcomes</li> <li>• 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</li> <li>• Documentation to be used for the Enhanced Level ‘Prevent’ Training Programme – course details, timetables, attendance sheets, trainee records etc</li> <li>• How a point of contact will be provided for trainees and potential participants throughout the duration of the Enhanced Level ‘Prevent’ Training Programme</li> <li>• Details of the trainers, who will deliver the Enhanced Level ‘Prevent’ Training Programme</li> <li>• Support staff to be deployed – roles, remits etc</li> <li>• Administration and record-keeping systems to be used</li> <li>• The information that will be collated and reported in Quarterly Progress Reports for the commissioning bodies</li> <li>• Measurable, quantifiable outputs to be achieved (see Commissioning Spec)</li> <li>• Work Schedule / Timetable – <i>(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)</i></li> <li>• Cost of delivering the Enhanced Level ‘Prevent’ Training Programme (<b>maximum £25,000 exclusive of VAT</b>). (The Delivery Agent’s expenditure will relate only to the costs involved in the development and delivery of the training programme).</li> <li>• Proposed content and structure of the formal evaluation of the impact of the Enhanced Level ‘Prevent’ Training Programme</li> </ul> <p>Any other relevant information <b>(Three pages A4 maximum)</b></p>	<p>Max Score</p>
	<p><b>125</b></p>

## 2. Equality and Diversity

<b>2</b> 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)	Max Score
	<b>10</b>

## 3. Risk Analysis

<b>3.</b> 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)	Max Score
	<b>20</b>

## 4. Track Record of Applicant Organisation

<b>4.</b> 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 <b>two referees</b> , who can comment on the work of your organisation (One page A4 maximum)	Max Score
	<b>30</b>

5.

<p>5. Please provide evidence of the expertise of your Delivery Team members in undertaking such work.</p> <p>Please send brief CVs for the staff who will undertake the work together with details of the time commitment proposed from each person.</p> <p><b>These summarised CVs (electronic versions) should accompany the Expression of Interest.</b></p> <p><b>(One page A4 maximum)</b></p>	Max Score
	<b>40</b>

**6. Value for Money**

<p>6. Explain briefly why your proposals for undertaking the commissioned activity offer value for money</p> <p><b>(Half page A4 maximum)</b></p>	Max Score
	<b>15</b>

**7. Key Outputs**

<p>7. Please tabulate your key, proposed Outputs</p> <p>Outputs listed <b><u>must</u></b> be measurable and quantifiable</p>	Max Score
	<b>5</b>

**8. Expenditure Profile**

<p>8. Please give details of your proposed Expenditure Profile, bearing in mind that the <b><u>maximum</u> fee payable is £25,000 exclusive of VAT.</b></p> <p>(The Delivery Agent's expenditure will relate only to the costs involved in the development and delivery of the training programme).</p>	Max Score
	<b>5</b>

**Maximum score available**

**250**