

Expression of Interest – Assessment Criteria

Local Area Agreement	Oldham Partnership (Safer and Stronger Communities Block)
Activity to be Commissioned under Strong Communities	LAA 36-09 Oldham Volunteering Agency Workstream 2 (Delivery)

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.

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.

N.B

For the purposes of scoring, the nine sections of the Expression of Interest have been divided into four groups under the following headings:

CONTENTS OF THE PROPOSAL	(incorporating Proposal)
ABILITY TO DELIVER	(incorporating Delivery Team, Risk Analysis and Track Record)
EFFECTIVE ENGAGEMENT AND MEETING COMMUNITY NEEDS	(incorporating Equality and Diversity and Partnership Working)
VALUE FOR MONEY	(incorporating Value for Money, Outputs and Expenditure)

The maximum possible scores attainable under each of these headings are listed below.

CONTENTS OF THE PROPOSAL

(incorporating Proposal)

1. Proposal

The Safe and Strong Communities Board does not intend to be over-prescriptive, either in terms of the approach to be taken or the nature of the work to be undertaken in delivering this commissioned activity. However, it is envisaged that potential Delivery Agents, in formulating their Expressions of Interest, will include the following areas of work in their proposals for delivery of the commissioned activity:

Volunteering England Accreditation

- Approach to be taken to ensure that OVA is awarded Volunteering England Quality Accreditation

Brokerage Service

- Approach to be taken in delivering the volunteering brokerage service and establishing a 'one stop shop for volunteering', which will provide a single point of entry for the public
- Hours of operation, registration procedures and processes to be employed.
- Methods to be used to match potential volunteers with suitable opportunities
- How database(s) and other information sources will be used to support the brokerage service in terms of maintaining information on potential volunteers and volunteering opportunities
- The nature of the resources to be made available to potential volunteers at the OVA office base

Marketing of Volunteering and Volunteering Opportunities in Oldham

- Media, channels of communication to be used in promoting volunteering as a concept, the OVA service itself and volunteering opportunities available
- Methods to be adopted to promote volunteering to under-represented groups and those, who have traditionally faced real or perceived barriers to participating in volunteering
- Ways in which Oldham's volunteering 'brand' will be publicised
- Approach to be taken in recruiting Volunteer Champions and details of the support that they will be given

Development of Volunteering Opportunities

- Approach to be taken in establishing, maintaining and developing effective partnerships with organisations across all sectors to develop local volunteering opportunities
- Proposals to create innovative, non-formal types of volunteering opportunities
- Nature of Service Level Agreements to be drawn up with volunteering infrastructure organisations

Good Practice Development

- Approach to be taken in promoting good practice across all sectors
- Proposals re content and nature of training to be delivered to volunteers (potential and current), volunteer organisers and volunteer-involving organisations
- Nature of the OVA service user satisfaction survey to be undertaken
- Nature of the Community Volunteering Award Scheme to be developed

Policy Response and Campaigning

- How OVA would set about responding to legislative changes and other proposals that impact upon volunteering in Oldham
- Proposals to establish OVA as a credible campaigning organisation and the accepted champion of volunteering in Oldham

Strategic Development of Volunteering

- Proposals for supporting a Volunteer Organisers' Forum
- Ideas re the nature and content of the Volunteering Strategy to be produced
- Factors, (e.g. consultative methods), to be considered in producing the Volunteering Strategy for Oldham
- How OVA would maintain and develop the Volunteering Stakeholders' Group

Evaluation

- Methods to be employed to measure/evaluate the performance of OVA

Other

- Timetable / work schedule for Year One of the commission
- Numbers of staff to be deployed, (details of roles, expertise etc to be given in Section 2 Delivery Team
- A statement of the total cost of carrying out the commissioned activity in Year One 2010-11– **(Maximum Fee payable - £125,000)** – itemised breakdown to be given in Section 9 Expenditure Profile
- Any other relevant information

Four Pages A4 Maximum

**MAXIMUM POSSIBLE SCORE FOR
CONTENTS OF THE PROPOSAL**

150

ABILITY TO DELIVER

(incorporating Delivery Team, Risk Analysis and Track Record)

2. Delivery Team

2 Please give details, (roles , expertise etc), of the Delivery Team for the commissioned activity that you are proposing to undertake

One page A4 maximum

3. Risk Analysis

3. Please identify the main risks likely to be associated with your plans for delivery in relation to the commissioned activity that you are proposing to undertake.

Describe your contingency plans for ensuring uninterrupted delivery, covering eventualities such as the example listed below:

Example: Sickness / departure of key staff

One page A4 maximum

4. Track Record of Applicant Organisation

4. Give brief details of your organisation's experience of delivering this kind of service, together with examples of its most recent achievements in this field.

One page A4 maximum

**MAXIMUM POSSIBLE SCORE FOR ABILITY
TO DELIVER**

100

EFFECTIVE ENGAGEMENT AND MEETING COMMUNITY NEEDS

(incorporating Equality and Diversity and Partnership Working)

5. Equality and Diversity

5. 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

6. Partnership Working

6. Explain briefly how, in undertaking this commission, you would expect to establish good working relationships with partner organisations, stakeholders and others and give details of your organisation's recent experience of successful partnership working.

One page A4 maximum

MAXIMUM POSSIBLE SCORE FOR EFFECTIVE ENGAGEMENT AND MEETING COMMUNITY NEEDS

25

VALUE FOR MONEY

(incorporating Value for Money, Outputs and Expenditure)

7. Value for Money

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

Half page A4 maximum

8. Outputs 2010-11

8. Please tabulate your anticipated Outputs.
Outputs listed **must** be measurable and quantifiable

9. Expenditure Profile 2010 -11

9. Please give details, (categorised items), in the Table below of your anticipated Expenditure Profile for 2010-11. Bear in mind that the maximum amount of Area Based Grant available for 2010-11 is **£125,000**

In addition, provide a brief rationale at the foot of the Expenditure Table for the costs that you have detailed

Half Page A4 maximum

MAXIMUM POSSIBLE SCORE FOR VALUE FOR MONEY

25

MAXIMUM SCORE POSSIBLE 300

**Maximum
Score Possible**

Contents of the Proposal 150

Ability to Deliver 100

**Effective Engagement and Meeting
Community Needs 25**

Value for Money 25

TOTAL 300