

# **Health and Social Care Futures Fund**

**Specification for the appointment of specialist employability**

**partners to deliver health and social care focused pre-employment**

**programmes and support for young people in England in**

**partnership with The Prince's Trust**

**Specification**

**March 2021**

## **1. INTRODUCTION**

### **1. Overview**

The Prince's Trust believes that every young person should have the chance to succeed, and aims to transform their lives by providing practical, pastoral and financial support, to give young people the confidence to live, learn and earn.

We do this by:

1. We run courses which integrate real-world opportunities such as work experience and give the practical advice that's needed to get a job.
2. Running workshops to help young people build confidence which, for some, is a very immediate barrier to being able to get started with a future plan.
3. Offering grants to people who already have the skills and confidence to pursue a career path but don't have the financial support to get there.

We know that the deepening jobs crisis is hitting young people the hardest. Nationally, the unemployment rate for young people aged 16-24 rose from 12.1 to 14.2% in the three months to November 2020 compared to the pre-pandemic quarter January to March 2020, and 137,000 more young people have become economically inactive. Almost 2 million jobs held by young people were furloughed at some point between March and the end of July<sup>1</sup>.

Recommendations from the COVID-19 Youth Employment Group<sup>2</sup>, established in March 2020, have outlined that whilst the increase in support available by the government is welcomed, this will not be enough to address the full scale of the challenge facing young people in entering the job market, and that priority should be given to learners on low incomes, those working below level 3 and groups who face greater levels of disadvantage (e.g. care leavers, young carers, those with special education needs and/or disabilities (SEND) and those with physical or mental health conditions).

Our work to support young people into sustained health and social care jobs across England has a focus on supporting some of the most disengaged and disadvantaged young people, providing a targeted, flexible and personalised pathway, to ensure they are not just another statistic. Since inception, the programme has supported helped over 500 young people to fund work and will reach many more ahead of June 2023 when the programme concludes.

## **2. Health and Social Care programme**

The Prince's Trust Health and Social Care programme is funded by the Department for Health and Social Care and will support 10,000 young people to start their new careers in the sector over the next 3 years. All jobs and apprenticeships within health and social care organisations and the supply chain are within scope for this programme. Example roles could include health care assistants and support workers as well as IT support roles, catering, finance, administration, facilities management or health logistics etc. Roles could be in the NHS, private healthcare organisations, social care providers such as care agencies or care homes or organisations that supply to the NHS/care system.

In terms of job availability, the number of roles available in the social care sector is increasing by around 1% per year, an average of 17,000 roles pa<sup>3</sup> with Skills for Care noting that there are at least

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<sup>1</sup> <https://commonslibrary.parliament.uk/research-briefings/sn05871/>

<sup>2</sup> <https://impetus.org.uk/assets/publications/Youth-Employment-Group-Final-Working-Group-Recommendations-August-2020.pdf>

<sup>3</sup> <https://www.skillsforcare.org.uk/adult-social-care-workforce-data/Workforce-intelligence/documents/Size-of-the-adult-social-care-sector/Size-and-Structure-2020.pdf>

112,000 social care vacancies that need to be filled on any given day<sup>4</sup>. The NHS shows similar vacancy rates with 1 in 11 posts being vacant at any one time<sup>5</sup>.

In addition to high vacancy rates both the NHS and social care have an ageing workforce with the average age of workers in the NHS being 43<sup>6</sup> and social care being 44<sup>7</sup>. Just 6% of the NHS workforce is aged under 25<sup>6</sup>. We want to support health and social care employers to diversify the workforce by enabling young people to gain the confidence to enter the sector, including young people from minority backgrounds and underrepresented groups.

The COVID-19 pandemic has increased interest in the health and social care sector with massive public support expressed for NHS and social care workers. Skills for Care report a 39% increase in social care applications<sup>8</sup> and the NHS reported an increase of 13,500 applications in March 2020, compared to 2019<sup>9</sup>. Young people need the support of organisations like The Prince's Trust, now more than ever, to compete with more experienced workers transferring from other sectors.

The Health and Social Care Futures Fund is seeking applications from specialist organisations to work in partnership with the Prince's Trust to inspire young people from a variety of different and diverse backgrounds to enter the health and social care sector. We are looking for partners who can reach young people seeking work and provide them with the support and skills they need to become valued and sustainable members of the healthcare workforce.

## 2. SCOPE OF THE CONTRACTS

**We require organisations/consortia with a track record of delivering employment support to young people. The organisations will have strong connections to the health and social care sector, or be employers in the sector, in order to secure the experiences and job opportunities for young people to move into. The organisations will deliver pre-employment support in partnership with The Prince's Trust with job outcomes which will support under-represented groups in accessing employment within the health and social care sector.**

The opportunity is split into two lots:

Lot 1: Proposals which will support 100 – 200 young people per year, to secure and sustain work in the healthcare sector.

Lot 2: Proposals which will support 200+ young people per year, to secure and sustain work in the healthcare sector.

**Please note that each company may only submit one bid, as a sole, lead or consortium supplier.**

The minimum scale for contracts awarded through the Health & Social Care Futures Fund will be a minimum of 100 outcomes per annum. This means that the work delivered in a 12-month period

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<sup>4</sup> <https://www.skillsforcare.org.uk/adult-social-care-workforce-data/Workforce-intelligence/publications/national-information/The-state-of-the-adult-social-care-sector-and-workforce-in-England.aspx>

<sup>5</sup> <https://www.kingsfund.org.uk/sites/default/files/2019-03/closing-the-gap-health-care-workforce-full-report.pdf#page=6>

<sup>6</sup> <https://www.nhsemployers.org/-/media/Employers/Documents/Plan/DIVERSITY-AND-INCLUSION/EQW19/Age-in-the-NHS-infographic.pdf>

<sup>7</sup> <https://www.skillsforcare.org.uk/adult-social-care-workforce-data/Workforce-intelligence/publications/national-information/The-state-of-the-adult-social-care-sector-and-workforce-in-England.aspx>

<sup>8</sup> <https://www.skillsforcare.org.uk/adult-social-care-workforce-data/Workforce-intelligence/publications/Topics/COVID-19/COVID-19-survey.aspx>

<sup>9</sup> <https://www.england.nhs.uk/2020/04/jump-in-nhs-job-applications-as-public-back-coronavirus-battle/>

would support 100 young people to secure roles within the health and care sector which they sustain for 3 months+. Recognising that a young person may be offered a job on the last day of that 12-month period, we will provide partners with an additional 6 months to evidence outcomes have been sustained for 3+ months.

We expect each organisation/consortium to be able to deliver a combination of both pre-employment support that move young people directly into employment, as well as post programme support that will ensure that young people sustain their new jobs for at least three months. **Funding should not be used for paying a young person's wages or for paid work experience.**

Value for Money is an important consideration to help us reach as many young people as possible. Any unit costs proposed in your application should be reflective of the nature of services delivered, the length of support offered as well as the target candidates supported. We would expect longer term, full time, pre-employment support to carry a higher unit cost than higher volume, lighter touch interventions, therefore we will expect all applications to provide a clear justification of any proposed budget, and the associated outcome and performance targets attached in Annex C.

Contracts will be awarded in June 2021. Contracts will begin in July 2021 for a mobilisation period of 3 months; all contracts will be expected to be fully operational by October 2021, or earlier if possible. Contract length will be variable based on the provider proposals. The maximum contract length would be 3 years; this will be awarded on an annual basis (1 year + 1 year + 1 year) as our funding is secured on an annual basis.

The Health and Social Care Futures Fund is seeking applications from organisations or consortia who can deliver creative approaches to supporting young people aged 16-30 in developing their employment skills and helping them secure and sustain employment within the health and social care sector. Employers should lead or be part of any proposals to ensure that the support offered leads directly to active vacancy opportunities for young people.

We recognise that every young person is an individual with different strengths and needs, therefore we are being deliberately open about how programmes and support will be delivered and are keen to encourage applicants to think innovatively to ensure that programmes can be best designed to meet the needs of these groups.

Applications will be assessed on their ability reach diverse audiences of young people with different strengths, experiences and support requirements. Contracts will be awarded to the most economically advantageous tenders once assessed against the scoring criteria outlined in section 5. Should any organisation score under 40% against the quality scoring criteria, they will not be able to be considered for award.

All interventions should be focused on participants residing within England.

### **3. DETAILED REQUIREMENTS**

#### **3.1 Engaging and supporting under-represented groups**

The Health and Social Care Futures Fund seeks organisations that can design and deliver innovative approaches to supporting young people into employment within the health and social care sector, but with a particular focus on **supporting young people who may be disadvantaged and/or under-represented within the sector.**

Whilst not an exhaustive list, we would expect applications will propose the delivery of support which would have a specific focus on supporting the following under-represented cohorts of young people:

- Young men
- Black, Asian and Minority Ethnic young people (BAME)
- Young people with Special Educational Needs and/or disabilities
- Those with English as a second language
- Young people with a disability or mental health challenges
- Young people facing socio-economic disadvantage

- Young people who are care-experienced<sup>10</sup>
- Young people with experience of unpaid caring responsibilities

Young men and BAME young people are our highest priority groups due to their current under-representation in our programmes.

We are particularly interested in programmes that seek to address ‘double-disadvantage’, where young people face barriers associated with more than one of the above cohorts (e.g., BAME young men).

We will not be putting targets on representation from any of the above groups, but we would expect that applicants will be able to state their own targets in being able to reach diverse groups of young people and would expect a clear outline of the target group(s) of participants they will be working with and what their track record is in engaging these groups.

Proposals will be expected to evidence the need for their chosen cohort(s) and demonstrate how they will approach the engagement and recruitment of target candidates from these cohorts, providing detail on how the support will be designed to help remove barriers they may face in accessing employment and training within the sector.

### 3.1.1. Geographic reach

We want to reach young people who face the greatest disadvantages in entering the workforce. We expect a minimum of 25% of young people providers engage to be from the Indices of Multiple Deprivation postcode area 1.

We are keen to work with providers covering geographies where we have less existing delivery. The table sets out our current delivery broken down by county and sector. Providers proposing to work in areas where we have low or medium existing delivery will score higher than those working in areas/sectors where we have high existing delivery. E.g. A provider proposing to support young people into *social care* jobs in Cheshire will score higher than a provider proposing to support young people into *health* jobs in Cheshire.

#### Our current delivery in each area by sector

Area	Health	Care
Bedfordshire	Low	Low
Berkshire	Low	Low
Bristol	Low	Low
Buckinghamshire	Med	Low
Cambridgeshire	Med	Med
Cheshire	High	Med
City of London	Med	Med
Cornwall	Low	Low
County Durham	Low	Low
Cumbria	Low	Low
Derbyshire	Low	Med
Devon	Low	Med

<sup>10</sup> anyone who has been or is currently in care or from a looked-after background at any stage in their life, no matter how short, including adopted children who were previously looked-after

Dorset	Low	Med
East Riding of Yorkshire	Low	Low
East Sussex	Med	High
Essex	Med	Med
Gloucestershire	Low	Low
Greater London	High	Med
Greater Manchester	High	Med
Hampshire	High	High
Herefordshire	Low	Low
Hertfordshire	Low	Med
Isle of Wight	Low	Low
Kent	Med	High
Lancashire	High	Low
Leicestershire	Med	Med
Lincolnshire	Med	Med
Merseyside	High	High
Norfolk	High	Med
North Yorkshire	Low	Low
Northamptonshire	Low	Med
Northumberland	Low	Low
Nottinghamshire	Med	Med
Oxfordshire	Med	Low
Rutland	Low	Low
Shropshire	Low	Med
Somerset	Low	Med
South Yorkshire	Med	Med
Staffordshire	Low	Low
Suffolk	Med	Med
Surrey	Med	Med
Tyne & Wear	Med	Med
Warwickshire	Med	Low
West Midlands	Med	Med
West Sussex	Med	Med
West Yorkshire	Med	Med
Wiltshire	Med	Low
Worcestershire	Low	Low

### 3.2 Working with employers and partners

When designing programmes, organisations and consortia should be aware of the demand and opportunities within the local health and social care labour market, including:

- Strategic workforce priorities of large local employers, the Local Authority, the Local Enterprise Partnerships and NHS Trusts
- Opportunities within the supply chain to the sector
- COVID related opportunities such as mass testing, vaccinations etc
- The local health and social care training landscape
- Continuing high demand for front line care workers

We are looking for programmes that will ensure that young people have the confidence and support to secure jobs and apprenticeships in the sector.

We welcome proposals from individual organisations and consortia or other similar types of partnership arrangements. In any such case, applications must be submitted by a lead organisation on behalf of the partnership/consortia. A lead bidder cannot be a secondary bidder on any other bids. We will not award contracts to organisations that do not legally exist at the time the bid is submitted. Organisations can only bid under one of the two lots available.

To deliver successfully, we expect organisations to have engaged a range of partners, in recruitment, delivery and progression routes for young people, and to have considered how they will work collaboratively with The Prince's Trust. We would expect to see collaboration where this creates the best outcomes for young people – from partners such as FE/Colleges and referral agencies, to national employers, regional/local SMEs and training providers.

Whilst the Trust will collaborate with proposed programmes in the identification, recruitment and support of young people on programmes, we would expect providers to be able to clearly outline how they would engage the proposed target groups and their track record of doing this.

The government's Kickstart scheme<sup>11</sup>, which forms part of the government's Plan for Jobs, will be in operation for the duration of the Health and Social Care Futures Fund. Placements created through this scheme can be counted as job outcomes for young people, however the bidding organisation must not be receiving Kickstart funding associated with those specific opportunities as this would class as double funding.

### 3.3 Programme Design & Content

We are looking for proposals that will support young people into sustainable employment, which must emphasise all of the following:

- The proposed delivery of support which **addresses an unmet need or gap in provision for young people** accessing careers within the sector
- A clearly defined delivery model which **removes barriers to participation for specific cohorts of young people**
- A programme of support or course which is **built with the specific intention of progressing young people directly into employment.**

We would expect that young people would have a varying level of exposure and experience within the sector, ranging from those with no experience or knowledge of the sector or the opportunities available to them, to those who may have some experience within the sector but lack the experience, confidence, or qualifications to enter sustainable employment.

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<sup>11</sup> <https://www.gov.uk/government/news/kickstart-scheme-opens-for-employer-applications>

We do not intend for this contract to be used on funding one off events or programmes that do not support the positive progression of young people into employment. Applicants should be creative about the duration, content, intensity, and format to best meet the needs of the young people.

Applicants will be expected to explain the rationale for the type of delivery they have chosen and how young people will be supported to progress into an employment outcome.

### **3.4 Mandatory Requirements**

#### **3.4.1 Data collection and sharing**

You must have both an up-to-date data protection policy and be GDPR compliant. We will enter into a data sharing agreement, via our Terms and Conditions, on a controller-to-controller basis.

All monitoring data will require the consent of each young person to be shared with The Prince's Trust. This is a mandatory condition of the funding for us to be able to evaluate the success and effectiveness of the fund, as well as monitor employment resulting in any funded activity.

A privacy notice on how the data will be used for our purposes will be shared with successful applicants. This includes information about the data that will be collected, processed, and shared with programme partners, including the Department for Health and Social Care, other funders, and our evaluation partner, Wavehill.

## **2. Safeguarding and Health and Safety**

Policies and procedures for both Safeguarding and Health and Safety must be both up-to-date and embedded in the practices of your organisation. We will carry out a Safety Management System Audit on your organisation before commencement of our work with you, which contains a specific reference to Covid-19 safe working and learning environments, to ensure the safety of all participants during their time on the programme.

#### **3.4.3 External Evaluation**

The Prince's Trust have commissioned an independent evaluator to assess the impact of the Health and Social Care Programme, and programmes awarded under the Health and Social Care Futures Fund will also be expected to support this evaluation. Providers will be expected to work with the evaluator, for example in collecting and sharing participant data, information on course design and in some cases taking part in interviews of focus groups to share your experiences of being a recipient of Health and Social Care Futures funded activity. Successful providers will be expected to share their bids and programme plans with the evaluator upon commencement of the programme.

## **4. Use of Match Funding**

If you can offer any match funding (funding from another source which will contribute to the delivery of the Health & Care Futures Fund work your organisation undertakes) as a part of your bid, or pro-bono elements of delivery, please outline this in Annex C by adding additional lines and including this in your cost per YP. We are evaluating the financials on the cost the Trust will need to pay you to achieve these outcomes so please make sure this is reflected.

If provided, this must be from a source other than either The Prince's Trust or Department for Health and Social Care should you be in receipt of any existing funding from either organisation. Organisations can still apply to this fund if in receipt of other funding from DHSC and will be treated on the same basis as any other applicant, but it will not be deemed eligible match for this particular programme.

Any match funding that employers are bringing must be clearly outlined and invested directly in the delivery of this programme. Match funding from employers who co-invest in the programme will be assessed as part of the value for money element of the quality assessment. Match-funding can be cash or in-kind, or by employers paying a recruitment fee for candidates. We would be looking for in-kind support to be monetised in the budget, and reflected in the cost per Young Person.

We would not expect all match-funding to be formally agreed in advance of the submission as the phasing of match-funding may vary dependent on the nature of any proposed projects. Examples of in-kind match include use of premises, loan of kit, releasing staff for co-delivery e.g., health care assistants taking part in programmes. Match funding can also be provided from other partners. (The volume/quality of match provided forms a key part of the value for money assessment). However, we would require to be formally agreed within 3 months of the contract start date.

Consortia are not permitted to utilise any practices that allow a profit to be made on the money that is invested in this programme.

We will be reviewing proposed delivery plans to understand how any unit costs (including match funding and mobilisation costs) have been reached and will also look for providers to confirm commitments on match funding when requested.

## 5. Covid-19 Considerations

Considering the Covid-19 pandemic, we know that young people face even greater challenges in engaging with support, and would expect applications to outline how they would adapt their programmes and support to ensure appropriate delivery is provided, using innovative ways of engaging with employers (i.e. remote mentoring & engagement, virtual interviews etc), as well as considering any workplace preparation that may be required for young people entering employment.

## 6. Eligibility

The fund is open to any organisation with a track record of delivering sector relevant support, which may include (but not limited to); employers, employability support providers, training providers, social enterprises, colleges, and universities. Organisations must be able to evidence that they are a health and care employer or have links with employers in the areas that they are proposing to deliver their activity.

Your organisation needs to be legitimate, financially stable and have appropriate financial controls in place to be able to effectively deliver the proposed work. **The value of any funding applied for must not represent more than 25% of an organisation's annual turnover.**

We expect that most of the funding will be spent on the delivery of the programme as well as activities that support this delivery.

The Trust will not fund:

- Items that do not support the delivery of the programme
- Programmes that duplicate similar activity offered to young people in the same geographical area
- Programmes that are already in receipt of funding from DHSC or The Prince's Trust
- Activities that generate profits for private gain
- Any retrospective costs with regards to preparing and submitting your application

## 7. Equality and Diversity

Equality and diversity are key considerations for the Health and Social Care Futures Fund, and we would expect programmes to demonstrate good practice in any programmes proposed. This includes, but is not limited to:

- Ensure that any planned advertising and communications about the programme uses positive role models and include images of a diverse range of people, for example men, people from different ethnic backgrounds, people with disabilities etc. Also, ensure that advertising includes information about the wide variety of roles and workplaces that may be available.
- Ensure that programmes are advertised in a variety of places to attract a diverse cohort.
- Ensure recruitment practices take account of any potential unconscious bias.
- Ensure that clear and transparent procedures are in place for learners to raise any issues or complaints about unfair practices or treatment.

- Ensure that all members of your consortia consider accessibility issues and understand what adaptations they have in place or could put in place reasonably.
- Ensure that codes of conduct that address equality and diversity are in place for all involved in delivery and participation in the programme.
- Ensure an open and honest dialogue between consortia members and the Prince's Trust to ensure that we can all learn from any issues that arise and to help us understand what future actions we might need to take in order to ensure health and social care programmes are as accessible as possible.

#### **4. SERVICE LEVELS AND KEY PERFORMANCE INDICATORS (KPI's)**

We recognise that the progression of young people from programmes to sustained employment will vary, and for some target groups this may be harder to achieve, so we will be asking providers to state their anticipated progression rates as part of their application, which will then be factored into the contracted KPI's and monitoring arrangements held with successful organisations.

We will expect applications to clearly outline their rationale and justification for any outcome levels stated, which will be factored into the performance monitoring arrangements of the contract.

Providers will be accountable to the Prince's Trust for all delivery undertaken as part of any funding issued, and we will expect a minimum level of contract performance to be monitored through an agreed set of KPI's which will be reviewed as part of performance monitoring arrangements. We would expect these KPI's to include but are not limited to:

- **Number of young people starting support**
- **Number of young people completing support**
- **Number of young people securing job offers**
- **Number of young people starting jobs/apprenticeships**
- **Number of young people in sustained employment for a minimum of 3 months**

Additionally, we would ask providers to provide monitoring information which will include:

- Details of course participants, including demographic information, background characteristics, diversity information.
- Details of employers engaged
- Progression and outcome information for participants for at least 3 months after securing work
- Distance travelled information relating to young people's development of their soft skills, to be agreed upon mobilisation

Financial and operational data must be stored securely for 7 years after the date of the contract end.

#### **5. PROCUREMENT PROCESS AND TIMELINES**

Your tender scores will be evaluated based on the Most Economically Advantageous Tender.

We intend to award between 6 and 12 contracts under this tender, with 5-10 coming from Lot 1 and 1-2 from Lot 2. We therefore expect to invite the top 12-24 scoring bidders (provided they hit the minim qualitative score of 60% of the total marks available) to presentations to clarify their bids week commencing June 1<sup>st</sup>.

Just as a reminder **all communication for the tender now must only come through the online portal**, any company found to be canvassing or communicating outside of this will be automatically disqualified.

Bidders will be advised no later than one week before their presentation to ensure they have time to prepare. Applicants must make sure they are available on the proposed dates below for the supplier presentations should they be successful.

**Our weightings for evaluation are: Price per Young Person 20% Quality 80%**

**The Health & Care Futures Fund is available in two lots:**

**Lot 1 - (100-200 sustained outcomes per year) - £75,000 - £125,000**

**Lot 2 - (200+ sustained outcomes per year) - £125,000 - £225,000**

Individual question weightings for quality will be documented within Annex B - Form of Tender. Please do not write any financial information in Annex B.

Pricing must be stated NET of VAT and fixed for the contract length.

Should any organisation score under 40% (of the available 80%) on quality they will not be able to be considered for the contract.

**All bidders must complete and return Annex A – Standard Selection Questionnaire, Annex B – Form of Tender and Annex C – Financial Submission.**

**Each document you upload must be saved with your supplier/consortia name in the file name and on the document itself.**

**We cannot be held liable for incorrect or incomplete documents being uploaded so please allow yourself enough time to upload them.**

At presentation stage, we expect to invite the top 12-24 scoring bidders (as per section above) to present and clarify aspects of their tenders and may re-mark qualitative submissions +/-1 on each question scored. It is at this point any negotiations will be held, if appropriate, in respect of your proposed programme. After this day our Preferred Bidders will be announced.

We want to ensure the contract achieves a balance of outcomes against the priorities as set out in this specification and want to ensure that this contract benefits a diverse range of programmes.

The following three themes will be taken into consideration for balancing applications:

- Geography – to ensure a spread of programmes across England
- Diversity – to ensure programmes cover a range of under-represented groups
- Delivery method – to ensure a diversity of support offers including 121, group, coaching and training offers.

**Procurement timeline:**

Publish tender	25 <sup>th</sup> March
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Deadline for questions	16 <sup>th</sup> April 2021
Deadline for tender	4 <sup>th</sup> May
Supplier presentations	1 <sup>st</sup> June – 4 <sup>th</sup> June
Preferred bidders announced	10 <sup>th</sup> June
Standstill period	11 <sup>th</sup> - 21 <sup>st</sup> June
Contracting phase	21 <sup>st</sup> June – 29 <sup>th</sup> June

*\*Applicants will need to be available on the proposed dates should they be invited to present, there is no flexibility in the above timeline*

Each bidder will have the chance to request to receive their scores and feedback after the tender has closed.

Our scoring methodology for quality criteria is below.

<b>Scoring Methodology for Quality Criteria</b>	
<b>0 Unacceptable</b>	Nil or inadequate response. Fails to demonstrate an ability to meet the requirement. Shortcomings must be noted.
<b>1 Very Poor</b>	Response is partially relevant but generally very poor. The response addresses some elements of the requirement but contains insufficient/ limited detail or explanation to demonstrate how the requirement will be fulfilled. Shortcomings must be noted.
<b>2 Poor</b>	Response is partially relevant but generally poor. The response addresses some elements of the requirement but contains insufficient/ limited detail or explanation to demonstrate how the requirement will be fulfilled. Shortcomings must be noted.
<b>3 Acceptable</b>	Response is relevant and acceptable. The response addresses a broad understanding of the requirement but may lack details on how the requirement will be fulfilled in certain areas.
<b>4 Good</b>	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements will be fulfilled.
<b>5 Excellent</b>	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement and provides details of how the requirement will be met in full.

## **6. CONTRACT MANAGEMENT AND REVIEW**

All tenderers agree on submitting a tender to sign up to The Prince's Trust Standard Terms and Conditions and be paid quarterly by BACS on invoice for their work. The details around this will be discussed in detail with the Preferred Bidders during the contracting stage.

We would anticipate a proportion of the full contract value being paid up front to support mobilisation costs. This will be dependent on the budget submitted in Annex C and will be verified as part of the quarterly monitoring process and contract set up.

The exact payments, determined by Annex C, can be discussed through the contracting phase.

Performance monitoring information will be collected monthly for the first three months, and where appropriate, switch to quarterly thereafter, to monitor the progress of the provision and ensure its effectiveness. Providers must provide timely information as required by The Prince's Trust, the detail of which will be provided in the terms and conditions and form part of your onboarding conversations if successful.

The monitoring process will include a review of key financials, including if applicable match funding performance and a list of match-funders providing support to your project, outputs and performance levels, as well as periodic verification and auditing of information submitted.

On the performance monitoring dates the organisation shall provide The Prince's Trust with appropriate reports which demonstrate the eligibility of costs incurred over the specified period. Late submission of reporting will be considered a breach of contract. In any instance where there is a variation between payments made and costs incurred, an adjustment will be made to subsequent payments to reflect any under or overpayment.

## 7. DATA COLLECTION AND DATA PROTECTION

The following outlines the data we require and processing arrangements we would hold with successful partner organisations.

Data category	Data point
Registration/details of Young People	Name, postcode, Local Authority, Age, Gender, Ethnicity, Free School Meals status, SEN support status, Disability status, EHC Plan, LA Care status, Details of education establishment, Referral details, Participation status at start of programme, Benefits status, Time spent NEET
Progress/impact monitoring/ Outcomes	Postcode of delivery location, Status 3 months after completion of support (date captured), Employer details, salary information, job type, evidence for sustained outcomes at 3 months
Employer Engagement	Employer details
Financial/budget information	Overview of spend against agreed budget, and any match funding information

### Data Processing

Subject matter of the processing	The Programme (as set out in the contract between the two parties)
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Duration of the processing	Data must be stored for 7 years from the data of the contract ending.
Nature and purposes of the processing	Personal Data will be collected from the young people by the Organisation and shared with PT in order to monitor the success of the Programme against the aims of the Health and Social Care Programme. PT will share the data with DHSC and an external evaluator.
Categories of Data Subject	Young people, staff, employer
Plan for return and destruction of the data once processing is complete	Upon termination of the Agreement, all Personal Data will be returned or destroyed, unless required by law to retain.