## **Helix – website development**

## Tender – Application Form

## January 2022

## Section 1

# Capital City Partnership (CCP) is the lead partner delivering the Integrated Knowledge System (IKS) project under the Edinburgh and South East Scotland City Region Deal [www.esescityregiondeal.org.uk](http://www.esescityregiondeal.org.uk) – delivered in partnership with Integrated Employer Engagement (IEE).

# CCP is looking for the development, ongoing hosting and technical support that will allow the management of content for a region wide employability website. This site will have to respond to managing content for two key groups of stakeholders (users) – jobseekers (citizens and returning employability clients) and employers.

For full details on the project requirements please see the specification paper.

To respond, please complete the following application form and return electronically **(in word document or PDF format only – no photocopies, scans or photographs can be accepted)** to [iks@capitalcitypartnership.org](mailto:iks@capitalcitypartnership.org) by 31st January at 12:00.

## Section 2

|  |
| --- |
| 1. Name of Business Submitting Tender |
|  |

|  |  |
| --- | --- |
| 1. Business Details | |
| Main Contact |  |
| Position |  |
| Address |  |
| Postcode |  |
| Local Authority Area |  |
| Contact Number |  |
| Email Address |  |
| Website |  |
| How did you hear about this opportunity to tender? |  |

|  |  |
| --- | --- |
| 1. Fair Work Agenda   In Scotland, Fair Work is work that offers all individuals an effective voice, opportunity, security, fulfilment and respect. It balances the rights and responsibilities of employers and workers. It generates benefits for individuals, organisations and society. We are keen to work with businesses that support the fair work agenda, please complete the following questions to the best of your ability. | |
| Do you pay all employees the Real Living Wage or above? (£9.90 p/h) |  |
| Do you currently offer a flexible working policy to employees? |  |
| Do you support the equal pay act? |  |
| Are you a registered [Disability Confident](https://disabilityconfident.campaign.gov.uk/) employer? |  |
| Are you committed to the [Scottish Business Pledge?](https://scottishbusinesspledge.scot/) |  |

|  |
| --- |
| 1. Net Zero Ambitions   Scottish Government are transitioning to net zero emissions for the benefit of our environment, our people, and our prosperity. Scotland’s world-leading climate change legislation sets a target date for net zero emissions of all greenhouse gases by 2045. Our contribution to climate change will end, definitively, within one generation.  Details can be seen here; [Climate Change Plan update](https://www.gov.scot/publications/securing-green-recovery-path-net-zero-update-climate-change-plan-20182032/)  To meet Scotland’s targets, a rapid transformation across all sectors of our economy and society is required.  Please indicate in the space below what you as a business are doing or aim to do to contribute to this target, please detail any carbon impact initiatives that are underway or planned. |
|  |

|  |
| --- |
| 1. Please provide in the space below a written submission responding to the request within the associated specification paper. Please ensure you include your proposed delivery schedule and key milestones. |
|  |

|  |
| --- |
| 1. Please provide the project quote - including a full cost breakdown in the space below. The total cost must include VAT.   Please also include within this section any additional costs that may be incurred post-delivery of project e.g. future development costs (hourly/day rates), annual retainer costs etc. |
|  |

|  |
| --- |
| 1. Please provide details of previous work in the space below. Please include links to websites you have created. You may also include testimonials or case studies from previous clients. |
|  |

## Section 3

|  |  |
| --- | --- |
| 1. Declaration   All applications must be signed by you as the senior representative of your organisation.   * You are being asked to declare that: * You have read and will comply with the terms noted within section 4 of the tender application form. * To the best of your knowledge the information contained in this application and any accompanying documents is accurate. * By typing your name in this document and submitting it by email this is the legal equivalent of your manual signature on this declaration. | |
| Name |  |
| Position |  |
| Signature |  |
| Date |  |

Please return this form electronically **(in word document format only – no photocopies, scans or photographs can be accepted)** to [iks@capitalcitypartnership.org](mailto:iks@capitalcitypartnership.org) by **31st January at 1200.**

## Section 4

## TERMS & CONDITIONS OF CONTRACT

4.1 Organisations must follow official guidance as set out by the Scottish Government and NHS relating to COVID-19 e.g. We may be required to conduct remote working, use of teams/zoom etc, in person meetings will be determined by evolving government guidance.

4.2 Funds will only be paid into a bank account in the name of the organisation submitting the application. Payment schedule will be agreed between CCP and successful organisation.

4.3 Capital City Partnership reserve the right to withdraw any grant agreements or request repayment in the event of the following occurrences:

* Failure to comply with any terms and conditions contained in this document, except where the prior written agreement of Capital City Partnership has been obtained to the waiving of the term and conditions in question
* The business ceases to function or is suspended, closed, or ceases to operate for the purposes outlined in their constitution prior to receipt of funds.
* The business becomes apparently insolvent prior to receipt of funds
* Any information supported in connection with the grant application is found to be false or misleading, or it is found that relevant information has been withheld.

4.4 Capital City Partnership (CCP) will collect and hold information on all projects for monitoring and evaluation purposes under Edinburgh South East Scotland City Region Deal.

All information will be held within Hanlon. Hanlon is the management information system which has been established by CCP to securely hold all partner, enterprise, or supplier data.

If you have any questions relating to this application, please contact the IKS Team at [iks@capitalcitypartnership.org](mailto:iks@capitalcitypartnership.org).

You will be notified of the outcome of tender application by 11th February 2022.