

## 1. Introduction

Shaw Trust is looking to partner with a range of high-quality providers who have a track-record of high-performance and who share our vision for a society in which everyone has the opportunity for employment, inclusion and independence. Partnership opportunities for the Work and Health Programme include:

**End to end provider:** as an end to end provider you will be responsible for the entire customer journey, from attracting referrals right through until the end of the programme and everything in between. You will be responsible for supporting all client groups across a defined geographic area.

**Specialist provider:** as a specialist provider you will deliver specialist, time bound interventions designed to address specific challenges faced by different client groups. This could include one-off interventions (e.g. a money advice session) or a longer programme of interventions (e.g. a 12 week programme specially designed to support ex-offenders find work). You could deliver your services in one local area, a larger region or across the entire Lot.

**Vocational training and skills provider:** as a vocational training and skills provider you will deliver specialist support designed to improve the employability of Work and Health Programme clients. This includes but is not limited to: ESOL, Maths and English, vocational qualifications, apprenticeships, traineeships, work experience placements, volunteer opportunities, licences (e.g. CSCS cards, forklift truck) and other qualifications. You could deliver your services in one local area, a larger region or across the entire Lot.

Please note, we welcome expressions of interest from organisations wishing to be considered for more than one of the partnership options listed above. Where this is the case, please complete the corresponding sections fully, as described in section 6 of this document.

## 2. Your Response

Please submit your online completed Expression of Interest by **9.00 am, Friday 10th February 2017**.

This EOI needs to be completed in one sitting on *SurveyMonkey* as it cannot be saved and returned to. We suggest that the longer text answers are cut and pasted in from prepared text using the response template included in the EOI pack.

The data you submit on this form will be stored on the *SurveyMonkey* database. You can view *SurveyMonkey's* security statement at the following link:  
<https://www.surveymonkey.com/mp/policy/security/>

If you have any further questions or queries please contact the partnership team at the following email address: **partnerships@shaw-trust.org.uk**

## 3. Merlin Standard

DWP's Code of Conduct (Code) spells out the key values and principles of behaviour which it expects of its suppliers, which are essential for creating healthy, high performing supply chains. Shaw Trust has recently been assessed against the Merlin Standard achieving 82% graded 'Good'. <http://www.merlinstandard.co.uk/about-merlin.php>

#### 4. Priority Customer Groups

The WHP will support individuals from the following participant groups:

- a person with a disability, as defined in the Equality Act 2010, who can volunteer to join the programme at any time; and
- Long Term Unemployed (LTU) – these will be claimants in the intensive work search regime in Universal Credit or JSA claimants who have not moved into employment within 24 months of their claim, referred to the programme on a mandatory basis.

Specified early entrant groups, including:

- an ex-offender
- an ex-carer
- a homeless person
- an ex-HM Armed Forces personnel participant
- an HM Armed Forces reservist participant
- a partner of current or former Armed Forces personnel
- a person for whom a drug/alcohol dependency (including a history of) presents a significant barrier to employment
- a care leaver

#### 5. Geographical Requirements

The DWP Umbrella Agreement for Employment and Health Related Services (UAEHRS) consists of six lots as shown below. Shaw Trust has been shortlisted in the following five lots:

- Central England
- North East
- Southern England
- Home Counties
- Wales

London will be commissioned separately and we welcome expressions of interest from organisations who would like to partner with Shaw Trust in London.



## 6. Instructions on how to Complete the Form

Shaw Trust’s EOI contains four main sections:

- **Section One** (Organisation and Contact Details): this section will provide Shaw Trust with some basic background information about your Organisation and must be completed by all organisations. This section will not be scored.
- **Section Two** should only be filled in by organisations wishing to become an end to end partner.
- **Section Three** should only be filled in by organisations and individuals wishing to become a specialist partner.
- **Section Four** should only be completed by organisations wishing to become a vocational training and skills partner.

Section one is compulsory for all prospective partners. Which of the remaining sections you complete depend on the type of services your organisation is offering. For example, if your organisation is only interested in becoming specialist partner you should only complete section three. If your organisation is interested in becoming an end to end partner and a vocational training and skills partner you should complete sections two and four.

For the sections you chose to complete, please complete each section fully as failure to answer a question could have a negative impact on your score.

## 7. Scoring mechanism

All scored questions will be awarded a score between one and five:

Excellent	Very Good	Good	Satisfactory	Poor
5	4	3	2	1

For section two, the questions are weighted as follows:

Question	Weighting	Maximum weighted score
2.1 Past performance	X2	10
2.2 Approach	X3	15
2.3 Employer & stakeholder relationships	X2	10
2.4 Integration	X2	10
2.5 Delivery locations	X1	5
	TOTAL	50

For sections two and three, the questions are weighted as follows:

Question	Weighting	Maximum weighted score
3.1 - Name	Not scored	
3.2 - Eligibility criteria	Not scored	
3.3 - Objectives	X3	15
3.4 - Content and structure	X4	20
3.5 - Outcomes achieved	X3	15
3.6 - Price	Not scored	
3.7 - Coverage	Not scored	
	TOTAL	50

For organisations completing more than one section each section will be scored independently. For example, a low score in one section will have no impact on the score of another section. You will only be scored for the response given in each section so please avoid cross-referring between responses.

Only the information requested in the response form will be scored. Shaw Trust may seek independent financial and market advice to validate information declared, or to assist in the evaluation. Your details will be securely stored on Shaw Trust's Partnership database.

If you have any questions on how to complete this form, please email [partnerships@shaw-trust.org.uk](mailto:partnerships@shaw-trust.org.uk)