# Department for EducationPractice & Improvement Fund – Adoption Services

# Expression of Interest Form

Bidders to the Practice & Improvement Fund should complete all sections of this application form. Answers to the questions below will be used to make decisions as to which bids the department will fund.

When completing this form, please refer to the information provided in the Practice & Improvement Fund guidance available alongside this form on GOV.UK.

| Section 1 **Background and summary information** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| 1.1 About your organisation | | | | | | |
| Lead organisation | | Click here to enter text | | | | |
| Lead contact | | Click here to enter text | | | | |
| Position | | Click here to enter text | | | | |
| Email address | | Click here to enter text | | | | |
| Phone number | | Click here to enter text | | | | |
| Secondary contact | | Click here to enter text | | | | |
| Position | | Click here to enter text | | | | |
| Email Address | | Click here to enter text | | | | |
| Phone number | | Click here to enter text | | | | |
| Address | | Address line 1 | | | | |
| Address line 2 | | | | |
| Address line 3 | | | | |
| Postcode | | Postcode | | | | |
| Type of organisation | | Choose an itemLocal authorityVoluntary adoption agencyRegional adoption agencyAdoption support agency | | | | |
| Years of operation | | Click here to enter a value | | | | |
| Size of organisation (employees) | | Click here to enter a value | | | | |
| Size of organisation (yearly turnover) | | Click here to enter a value | | | | |
| Size of financial reserves | | Click here to enter a value | | | | |
| 1.2 **Brief project summary**  *Please give a title and one line summary of your proposed project, and total funding applied for.* | | | | | | |
| Project title | | | | | | |
| One line project summary | | | | | | |
| Total funding applied for | | | | | | |
| 1.3 **Which of our focus areas does your project respond to?**  *Please outline which of the criteria set out in the Practice & Innovation Fund guidance your proposal meets.* | | | | Please delete as appropriate:Improving permanence planning/access to early permanenceAdoption support (centres of excellence + regionalising ASF)Improvements and innovation in matchingImproving awareness and access to VAA/ASA expertise and services | | |
| 1.4 What geographical area is initially covered by your proposal? (Where multiple locations are covered, please identify these as appropriate) | | Please delete as appropriate North East  North West  Yorks. & Humber  East  East Midlands  West Midlands  South East  South West  London | | | Click here to enter information on your sub-regional area | |
| 1.5 About your partners | | | | | | |
| Are you working or planning to work with partners on your proposed project?*We expect all bids in this funding round to engage with at least one additional partner.* | | | Click here to enter text | | | |
| If yes, please list in the table below your partners or potential partners and describe the current status of the relationship: | | | | | | |
| *Partner* | *Type of organisation* | | | | | *Status (delete as appropriate)* |
| Name of partner organisation | Click here to enter text | | | | | Has expressed interest Has confirmed interest  Has committed to involvement |
| Name of partner organisation | Click here to enter text | | | | |  |
| Name of partner organisation | Click here to enter text | | | | |  |
| Name of partner organisation | Click here to enter text | | | | |  |
| Click here to enter additional information about your partners and the status of your relationship with them | | | | | | |
| 1.6 Your involvement so far | | | | | | |
| Have you previously received funding from the Practice and Improvement Fund? | | | Yes/No | | | |
| Is your organisation applying for or receiving funding for activity related to children’s social care from any other government or charitable innovation or transformation fund? | | | Yes/No | | | |
| If yes, please give brief details. | | | Click here to enter text | | | |
| Have you had previous conversations with DfE regarding this proposal or the ideas within it? | | | Yes/No | | | |
| If yes, please give brief details including name(s) of DfE contact. | | | Click here to enter text | | | |

*The word counts included in this form are maximum word limits. You may use fewer words if you can answer the question clearly.*

| Section 2Your proposal and the impact you want to have |
| --- |
| 2.1 **Summary of your proposal** (250 words)  *Please explain clearly and succinctly what it is that you want to do and what difference to children and/or adoptive families you think it can make now and in the long term. State in simple terms what specifically is distinctive about your proposal and what benefits you think it will bring to a regionalised adoption system?* |
| Click here to enter text |
| 2.2 What is the problem you are trying to address (100 words)*What is the problem? To what extent is it a problem and for whom? How do you know this - what evidence or insights do you have about the problem? In what way do you think your proposal aligns with the DfE’s priority areas of interest?* |
| Click here to enter text |
| 2.3 What is your proposed solution and how will it further our objectives for round 2 (p6-9 of the guidance document)? (200 words)*What do you do differently? How will your solution work? How will it meet the needs of the focus area specified above? How will your proposal spread excellent practice throughout the system and/or how is your proposal innovative? Where appropriate, indicate consideration of statutory implications, IT implications, and partnership approaches required.* |
| Click here to enter text |
| 2.4 What outcomes do you want to achieve? (200 words)*How will your proposal improve the adoption system to enhance outcomes for adopted children and/or adoptive families? How will you measure the financial and non-financial outcomes you want to achieve? At this stage, you may not have precise figures on cost effectiveness, but you should be able to articulate why you think the proposal would be cost effective. Similarly, you may only have some initial thinking on what you will measure and how.* |
| Click here to enter text |
| 2.5 What could you do to sustain the impact of your solution and to financially sustain the activity? (200 words)*What makes you confident that your proposal can have a sustained impact over many years? How do you think the activity could be funded once any support from the Practice & Improvement Fund ceases, both at current and a larger scale? What would you do to ensure that this is the case? If you are a VAA/ASA, how will your proposal help develop your practice ‘offer’ to RAAs and/or at a national level?* |
| Click here to enter text |

| Section 3Making it happen | | | |
| --- | --- | --- | --- |
| 3.1 Who will lead and deliver the work? (100 words)*Name the key person or people in the team. Please include job titles if applicable, list what role people would play in developing and delivering your project, and mention any relevant experience or knowledge they bring.* | | | |
| Click here to enter text | | | |
| 3.2 How will you deliver the work? (100 words)*Provide high level details of your plan – e.g. key activities and milestones. If you are applying for funding to test regionalisation of the ASF, demonstrate how you will be in a position to start delivering your project by 1 April 2017.* | | | |
| Click here to enter text | | | |
| 3.3 What are the biggest challenges, risks or negative unintended consequences of your solution and what might you do to overcome or mitigate them? (200 words)*What impact could any disruption associated with your proposal have on the quality of service and outcomes for children during the transition period? What are your early thoughts on how to manage this? Please give at least one, and a maximum of three examples.* | | | |
| Click here to enter text | | | |
| 3.4(a) Over what period will the project require funding (months) | | Click here to enter text | |
| 3.4(b) **How much will it cost?** *What are your best estimates on the overall costs needed over the period of your proposal, and how is this broken down?* | | | |
|  | **Year 1 (April 2017 – March 2018)** | | **Year 2 (April 2018 – March 2019)** |
| Click to enter cost bucket | Enter values here (no special characters) | | Enter values here (no special characters) |
| Click to enter cost bucket | Enter values here (no special characters) | | Enter values here (no special characters) |
| Click to enter cost bucket | Enter values here (no special characters) | | Enter values here (no special characters) |
| Other | Enter values here (no special characters) | | Enter values here (no special characters) |
| **Total** | Enter values here (no special characters) | | Enter values here (no special characters) |
| Funding from other sources | Enter values here (no special characters) | | Enter values here (no special characters) |
| *Are you in receipt of any other funding with relation to this proposal? E.g. Have you identified any match funding? If so, please outline the sources of funding and status of approval.* | | | |
| Click here to enter text | | | |
| 3.5 **What support do you need?** (200 words) *It’s ok not to know everything at this stage. What things do you still need to work out about your proposal and/or how to make it happen?* | | | |
| Click here to enter text | | | |

| Section 4Supporting documentation | | |
| --- | --- | --- |
| 4.1 Please detail any additional documents attached to support your proposal (optional)*You may wish to attach any proof of commitment from your partners as you see fit.* | | |
| File name | Purpose | Where is it attached? |
| Click here to enter text | Click here to enter text | Click here to enter text |
| Click here to enter text | Click here to enter text | Click here to enter text |
| Click here to enter text | Click here to enter text | Click here to enter text |

**Section 5 – Declarations and information to be provided by the tenderer**

**Financial standing**

DfE may complete high-level financial assessments before making final award decisions. If you are successful at EOI stage you may be asked to provide financial information for review as part of the Stage 2 assessment process.

| If required, are you able to provide a copy of your audited accounts for the last two years | Y/N |
| --- | --- |
| If required, are you able to provide a statement confirming any changes to your financial position since your last set of accounts? | Y/N |
| If you are unable to provide the above are you willing to be contacted by the Department to discuss your financial position and arrangements, in relation to this bid, in more detail? | Y/N |

## Grounds for mandatory and discretionary exclusion

Please complete the following declarations before submitting this form.

|  |  |  |
| --- | --- | --- |
| Section 2 | Grounds for mandatory exclusion | |
| Question number | Question | Response |
| 2.1(a) | **Regulations 57(1) and (2)**  The detailed grounds for mandatory exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). | |
|  | Participation in a criminal organisation. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Corruption. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Fraud. | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Terrorist offences or offences linked to terrorist activities | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Money laundering or terrorist financing | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
|  | Child labour and other forms of trafficking in human beings | Yes ☐  No ☐  If Yes please provide details at 2.1(b) |
| 2.1(b) | If you have answered yes to question 2.1(a), please provide further details.  Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction,  Identity of who has been convicted  If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents. |  |
| 2.2 | If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) | Yes ☐  No ☐ |
| 2.3(a) | **Regulation 57(3)**  Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes ☐  No ☐ |
| 2.3(b) | If you have answered yes to question 2.3(a), please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines. |  |

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions.

|  |  |  |
| --- | --- | --- |
| Section 3 | Grounds for discretionary exclusion | |
|  | Question | Response |
| 3.1 | **Regulation 57 (8)**  The detailed grounds for discretionary exclusion of an organisation are set out on this [web page](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions.  Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. | |
| 3.1(a) | Breach of environmental obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (b) | Breach of social obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1 (c) | Breach of labour law obligations? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(d) | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(e) | Guilty of grave professional misconduct? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(f) | Entered into agreements with other economic operators aimed at distorting competition? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(g) | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(h) | Been involved in the preparation of the procurement procedure? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(i) | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? | Yes ☐  No ☐  If yes please provide details at 3.2 |
| 3.1(j)  3.1(j) - (i)  3.1(j) - (ii)  3.1(j) –(iii)  3.1(j)-(iv) | Please answer the following statements  The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria.  The organisation has withheld such information.  The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015.  The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. | Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2  Yes ☐  No ☐  If Yes please provide details at 3.2 |

|  |  |  |
| --- | --- | --- |
| 3.2 | If you have answered Yes to any of the above, explain what measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning) |  |

Since 1 October 2015, commercial organisations that carry on a business or part of business in the UK, supply goods or services and have an annual turnover of £36 million or more ("relevant commercial organisations") have been required under Section 54 of the Act to prepare a slavery and human trafficking statement as defined by section 54 of the Act.

|  |  |  |
| --- | --- | --- |
| **Section 7** | **Modern Slavery Act 2015:** **Requirements under Modern Slavery Act 2015[[1]](#footnote-1)** | |
| **7.1** | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? | Yes ☐  N/A ☐ |
| **7.2** | If you have answered yes to question 1 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? | Yes ☐  Please provide relevant the url …  No ☐  Please provide an explanation |

1. [Procurement Policy Note 9/16 Modern Slavery Act 2015](https://www.gov.uk/government/collections/procurement-policy-notes) [↑](#footnote-ref-1)