Kensington and Chelsea

SNB Administration

**Request For Quotation Response Form**

Kensington and Chelsea Safer Neighbourhood Board (SNB) invites quotes for the delivery of the SNB Administration function as set out in the service specification document.

**Completed response forms are to be returned to:**

Khalid Mousa via email [snbgrants@rbkc.gov.uk](mailto:snbgrants@rbkc.gov.uk) with the subject heading: RFQ SNB Administration Response Form and the name of your organisation

**All forms should be submitted by 5PM Friday 9th May 2025**

* Please type your application within the word limits for each section.

**PART 1: ABOUT THE ORGANISATION**

1. **Organisation Details:**

Name of group, organisation or service: …………………………………………………………………

Charity Number………………………………………………………………………………………………………

Are you a Community Interest Company

Yes

No

Company Number (Companies House)

………………………………………………………………………………………………….

Lead contact name: ………………………………………………………………………………………………..

Position in organisation: …………………………………………………………………………………………

Address: ………………………………………………………………………………………………………………….

………………………………………………………………………………………………………………………………..

Telephone number and extension: ………………………………………………………………………….

Website……………………………………………………………………………………………………………………

Email address: …………………………………………………………………………………………………………

1. **Give a brief outline of your organisation to include:**

* **The local services provided in Kensington and Chelsea or more widely**
* **Your organisations specialism, particularly where it links to the delivery of the SNB Administration (The Service).**

**(200 words)**

1. **Do you have any other contracts with the Council or Is your organisation in receipt of any grants or funding from RBKC for 2024-25 or pending grants/funding for 2025-26. If so, outline what these are to deliver or support with and the financial values?**

**(150 words)**

1. **Tell us about your experience and how it links to why you would like to deliver this service? (300 words)**
2. **Please describe your methodology and approach for delivering the SNB Administration. To include the following:**

* **Staffing and resources**
* **The handover of information and data from the previous service provider**
* **Turnaround times for key tasks such as the dispatch of papers and minutes**
* **Booking venues for meetings**
* **Liaising with the SNB Chairperson and Panel members**
* **Relationship management e.g. how you will manage challenges and conflicts**

**This list is not exhaustive, please include any additional information that you’d like reflected. (450 words)**

1. **How will you measure and monitor performance to ensure that you are delivering the requirements in the service specification? (200 words)**
2. **Who are the partners you will work with and how will you ensure that the SNB meetings are accessible and inclusive to ensure wide participation? e.g. accessing venues across the borough to ensure community participation, representation from various communities and groups (250 words)**

1. **Mobilisation Plan.**

**Include a brief outline about how you are going to mobilise the service to commence delivery on the 1st of June 2025. Detail the activities that will need to be undertaken together with the timeframes. This should include but not be limited to the handover of information and data from the previous service provider and staff recruitment and inductions. (250 words)**

1. Detail any key risks in service delivery or organisational and how these might be mitigated. Include any risks around lone working arrangements or unsociable hours for individual staff working on this contract.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description of Risk** | **Date of Impact** | **Possible Result** | **Action to Mitigate** | **Lead Person** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

1. **Service delivery Costs**

**Provide a clear expenditure breakdown summary below for Year 1 and 2 of delivery using the tables below. Management costs should not exceed 10% of the total indicative budget for each year.**

**Year 1 – (1st June 2025 – 31st March 2026)**

|  |  |  |
| --- | --- | --- |
| **Area of Spend** | **Description of Spend** |  |
| **Total** |
| **Staffing** |  |  |
| **Management costs (should not exceed 10%)** |  |  |
| **Direct Service Costs/Activities**  **(non-staff)** |  |  |
| **Indirect Costs (overheads)** |  |  |
| **Total** | |  |

**Year 2 – (1st April 2026 – 31st March 2027)**

|  |  |  |
| --- | --- | --- |
| **Area of Spend** | **Description of Spend** |  |
| **Total** |
| **Staffing** |  |  |
| **Management costs (should not exceed 10%)** |  |  |
| **Direct Service Costs/Activities**  **(non-staff)** |  |  |
| **Indirect Costs (overheads)** |  |  |
| **Total** | |  |

1. **Is there any additional information that you would like to include in this RFQ that’s not already been covered? 150 words**

|  |
| --- |
|  |

**15. Declaration**

The information provided above is true and correct to the best of my knowledge:

Signed……………………………………………………………………………………………………………………….

Position in organisation…………………………………..............................................................

On behalf of (name of organisation) ……………….............................................................

Date…………………………………………………………………………………………………………………………...

**PART 2: COMPLIANCE INFORMATION**

If your organisation is successful in the RFQ copies of all policies, insurance evidence and risk assessments as set out below will be requested and required by the Council prior to commencement of the contract.

Organisations will need to ensure that these are available upon request.

1. **FINANCIAL INFORMATION**

Please provide a copy or link toyourorganisation’s most recent Audited Accounts. If you are a small organisation this can be an Independent Examiners Report.

If you are a CIC or Limited Company indicate this below and attach a bank statement from the last 12 months which reflects income and expenditure.

What is your organisations estimated income for 2025/26

£

What is your organisations estimated expenditure for 2025/26

£

1. **CHILD AND ADULT SAFEGUARDING**

The organisation’s Safeguarding Policies comprise of a short document setting out its commitment to safeguarding children, young people and vulnerable adults.

This might be two separate policies covering children/young people and adults or a single document inclusive of all.

Does your Organisation have in place the following up to date policies?

Safeguarding Children Policy

**Yes No**

Organisations should review the [Protocols and procedures | lscp (rbkc.gov.uk)](https://eur02.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.rbkc.gov.uk%2Flscp%2Fabout-us%2Fprotocols-and-procedures&data=05%7C02%7CJohn.Francis2%40rbkc.gov.uk%7C8c308ac6825b462bfecc08dd07c2e620%7C50d8c115b77f4395a3ba3b407caf0d88%7C0%7C0%7C638675255859831970%7CUnknown%7CTWFpbGZsb3d8eyJFbXB0eU1hcGkiOnRydWUsIlYiOiIwLjAuMDAwMCIsIlAiOiJXaW4zMiIsIkFOIjoiTWFpbCIsIldUIjoyfQ%3D%3D%7C0%7C%7C%7C&sdata=RviCQnyEE1TTdZE4Dd%2FvaLvmtCMLwmO2eOLq46RWuu8%3D&reserved=0) for guidance on Child Safeguarding, training and other resources.

Safeguarding Adults Policy

**Yes No**

Organisations should review the [Safeguarding Adults](https://www.saeb.org.uk/)information for guidance, training and other resources.

1. **SAFER RECRUITMENT**

Is your Organisation registered with the Disclosure and Barring Service?

**Yes No**

Or with an Umbrella Body (Provide the name and details of the umbrella body below)

**Yes No**

Do all staff who will have direct and unsupervised contact with children, young people and/or vulnerable adults have current enhanced DBS disclosure checks/references?

**Yes No**

Or will you undertake to ensure that enhanced DBS checks are completed prior to the commencement of the project? Note that DBS checks/clearance can take up to three months or longer, therefore factor this into any planning.

**Yes No Non applicable**

Use this box to explain the current status of staff where appropriate:

*Example to be typed over:*

*All staff that will have direct and unsupervised contact with children, young people and/or vulnerable adults are enhanced DBS checked, and these certificates are in place for the duration of the project and available for inspection upon request by the Council.*

1. **INSURANCE & LIABILITIES**

Please indicate whether your organisation has the below insurance polices in place or will undertake to have them in place by the start date of the project:

Employer’s Liability Insurance up to the value of £5m.

**Yes No  Will be obtained prior to commencement**

Public & Products Liability Insurance up to the value of £5m.

**Yes No  Will be obtained prior to commencement**

\*The above policies and limits are mandatory for all organisations and cannot be changed.

**Professional Indemnity Insurance (the current level is set at £2m).** This insurance is dependent on the service being delivered, therefore it may or may not be required and the Council will assess this if the application is successful.

**Yes No  Will be obtained prior to commencement**

1. **DATA PROTECTION**

Indicate if your organisation has an up-to-date Data Protection Policy.

**Yes No**

1. **HEALTH & SAFETY**

Organisations must have a policy which should be up to date and renewed regularly.

Does your organisation have a Health and Safey Policy?

**Yes No**

As part of the Health and Safety Policy, **Risk assessments** should be in place for the core service as well as any specific activities to be delivered linked to this contract.

Indicate below if the service activities require a separate risk assessment. For example, this might be required because of individual staff lone working and/or unsociable hours. This should also be covered in question 9 (Risk Register). The risk assessment will be requested if the RFQ is successful and should be available upon request.

A **Risk Assessmen**t is required for the service.

**Yes No**

1. **REFERENCES**

Please identify two reference sites and contact details where your organisation has delivered similar services to the RFQ.

|  |  |  |
| --- | --- | --- |
|  | **Example 1** | **Example 2** |
| **Project title** |  |  |
| **Project description** |  |  |
| **Total project value in GBP(£)** |  |  |
| **Start and date of project**  **DD/MM/YY** |  |  |
| **Lead officer, job title, name of organisation and email address (RBKC may contact them)** |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Yes** | **No** | **TBC** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
| 10 |  |  |  |

**Checklist – Office use only**

1.Financial Information

2.Safeguarding Children Policy

3.Safeguarding Adults Policy

4.Safer Recruitment Compliance

5.Employer’s Liability, Public & Products Insurance Policies up to the value of £5m for each (This is mandatory for all programmes and cannot be changed)

6.Professional Indemnity Insurance (the current level is set at £2m), however the requirement for this insurance is subject to the activity being delivered.

7.Health and Safety Policy

8.Data protection policy

9.Risk Assessment

10. References