

Invitation for Tender

Services Required: ERDF Policies and Procurement Procedure Compliance

Start Date: 15th January 2021

Projected Project Completion Date: 31st March 2022

Tender requirements:

Tenders are invited up to a maximum value of £18,000 and should state the final price including VAT (if applicable).

Within the tender application the Parochial Church Council of the Ecclesiastical Parish of All Saints Highertown and Baldhu (All Saints PCC) expects the applicant to outline their experience with ERDF compliance, and to include their Equality and Disability, Sustainability policy, and a copy of the organisation's public liability insurance (minimum of £5M cover).

Tender Scoring System

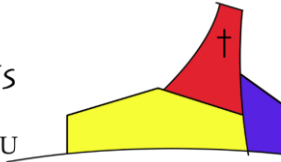
The tender applications will be scored by the panel under the following headings: -

- Value for money
- Experience
- How realistic is the bid?
- Communications

Tender Deadline

The deadline for tender is 10 January 2021 at 12 noon.

All tender applications to be emailed to Lucas@trurolifehouse.uk.



ERDF Compliance Services Description

Vision and Purpose: All Saints Highertown church has embarked upon a significant project called the Truro Lifehouse. The Truro Lifehouse is an ambitious plan to transform our facilities into a community hub, with a community cafe, improved access, more space, better designed storage, meeting areas, kitchens and business space. Our hope is to better support and encourage the good work of organisations that partner with us to care for our local community. More about the Truro Lifehouse can be found [here](#). A substantial portion of the funding for this project comes from the European Regional Development Fund (ERDF) and this role is designed to maintain our commitment to the standards of the ERDF as required by our funding agreement.

Summary of Requirements: The successful tendering organisation will ensure that the work carried out by and on behalf of the Truro Lifehouse Project of All Saints Highertown church is in full compliance with the regulations and policies of the ERDF. Specifically, the Compliance Officer will take primary responsibility for carrying out the procedures required by the ERDF's policies covering the following: 1.) branding and publicity, 2.) conflicts of interest, 3.) document retention, 4.) equal opportunities, and 5.) procurement. The organisation will be responsible for these five main areas and will be tasked to assist the Truro Lifehouse Management Team and construction contractors in verifying that all operations of the Truro Lifehouse are up to the standards of the ERDF. The organisation will be responsible for checking the compliance of all tendering processes and purchases that are linked to the building of the Truro Lifehouse.

Reporting: The organisation will ensure that a monthly report is submitted to the Truro Lifehouse Management Committee meetings. This will be either by email, over video call or in person, depending on the stage and workload of the project. The organisation will work closely with the Client Liaison/Project Manager, to ensure correct project compliance.

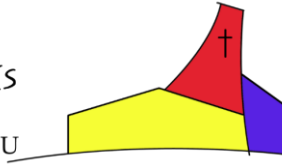
Role Activities:

Branding and Publicity

- Ensure overall project compliance with all facets of the ERDF's branding and publicity requirements.
- Review all communications measures of the Truro Lifehouse project prior to publication to verify compliance with ERDF regulations including print and digital communications.
- Insert where needed proper acknowledgement of ERDF funding of the project including the appropriate use of the ERDF logo and identification on all websites associated with the Truro Lifehouse project.
- Submit necessary reports and notifications to the ERDF relating to publicity and branding including properly evidencing publicity activities and notifying the ERDF of any publicity related events in order to give them the opportunity to participate.

All Saints

HIGHTERTOWN & BALDHU



All Saints C of E Church
Tresawls Road, Highertown
Truro TR1 3LD
01872 495121
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Conflicts of Interest

- Ensure overall project compliance with all facets of the ERDF's guidance on identifying, managing, and monitoring conflicts of interest.
- Assist in the development of a conflict of interest policy and ensure that all decision-making individuals in the procurement process of the Truro Lifehouse have read and signed the policy.
- Assist procurement specialists and project leaders in managing any conflicts of interests that do arise in the procurement process, in accordance with the ERDF guidelines.
- Monitor the procurement process for conflicts of interests through proper document retention and analysis of decisions made by project leaders.

Document Retention:

- Ensure overall project compliance with all facets of the ERDF's guidance on document retention including electronic data exchange.
- Assist in the establishment of documentation procedures and data handling policies that capture and store documents from the project in a manner that is ERDF compliant.
- Regularly review stored documents for compliance and resolve any gaps in compliance, especially related to financial claims connected to ERDF funding.
- Advise project leaders on best practices for document retention and ensure that the Truro Lifehouse data handling procedures remain ERDF compliant for the appropriate window of time after the completion of the project.

Equal Opportunity:

- Ensure overall project compliance with all facets of the ERDF's mainstreaming plan for gender equality and equal opportunities.
- Assist with the development of an equal opportunities policy that is ERDF compliant.
- Advise project leaders on equal opportunities matters related to major project decisions, hiring of new staff, promotion of existing staff, etc.
- Report any necessary statistics on gender equality and equal opportunities from the Truro Lifehouse project to the ERDF.

Procurement:

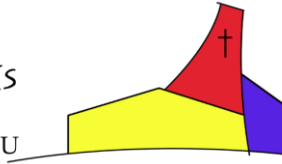
- Advice on purchases in line with the ERDF regulations and The Truro Lifehouse procurement policy. Confirming the correct documentation release; utilising websites (specialist tendering sites and All Saints & Truro Lifehouse), emails and written form)
- Ensure all tender releases and purchases are within the guidelines.
- Ensure that all documentation is filed and stored in a logical order to allow easy recovery if an audit is requested.
- Ensure all documentation is retained in paper format and electronic format (All Saints One Drive System).
- Ensure the received documentation for tenders are handled in line with the ERDF guidelines and Truro Lifehouse procurement policy.
- To lead the procurement audit, if one is requested by ERDF.
- Submit necessary reports and notifications to the Truro Lifehouse team and ERDF.

www.asht.org.uk

The Parochial Church Council of the Ecclesiastical Parish of All Saints Highertown and Baldhu
is a registered charity no. 1179768

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HIGHTERTOWN & BALDHU



THE CHURCH
OF ENGLAND

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Anticipated Goods and Services to be Purchased within the Procurement Process:

- The audio-visual Contractors for supplying and fitting audio-visual equipment. (Anticipated value £100,000 exc vat).
- The principle contractor responsible for building the new Truro Lifehouse. (Anticipated value £2.2M exc vat).
- Solar PV 30KW and battery system. (Anticipated value £42,000 exc vat).
- The installation and commissioning of the security alarm system. (Anticipated value £10,000 exc vat).
- The catering equipment suppliers to supply and install the community kitchen equipment, the community café equipment, and the servery in the community café. (Anticipated Value £29,607 exc vat)

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