

Group Membership for an Umbrella Body and its Voluntary and Third Sector Organisations

The Purpose – to provide a cost effective route for organisations with an annual turnover of less than £2,000,000 to have access to information and support for engaging in the tendering and procurement process.

Group Membership is for – registered charities, social enterprises, co-operatives and similar organisations who are also members of an umbrella body, such as a CVS, Council for Voluntary Action, or an equivalent organisation.

Group Membership is NOT available to public or private sector organisations or regional centres or branches of larger organisations with a total annual turnover of more than £2,000,000. Consultants are also excluded.

How Group Membership for VTSOs works

Umbrella body registers as an Umbrella Member; *Annual fee* £1,200 + VAT (£210)

The Umbrella Member must guarantee at least 5 fully paid up Group Members within the first 4 weeks from its registration.
Up to 25 Group Members may be recruited for any one Group

Umbrella body's members register as Group Members; **Annual fee* £300 + VAT (£52.50)

The Umbrella Member receives:

- Weekly information about calls to tender published by public purchasers located within the Member's selected **geographical areas and selected ***areas of activity;
- Our weekly publication "upDATE". This provides essential information from national and local government for those preparing tenders. This includes notification of reports published, new legislation, etc.;
- Our weekly publication "Staying Ahead". This has been designed in response to requests from our Members and shares tendering news and practice for the sector, including information on tendering as a consortium;
- During the course of the year, one tender reviewed, with detailed comments. This can be either a failed tender where the organisation is looking for improved practice or, by arrangement, a tender prior to submission;
- During the course of the year, two queries on legal matters regarding procurement submitted for a response from the Legal Helpdesk which is provided for us by procurement specialist solicitors Hempsons. These can include questions relating to possible failures in process and/or compliance by the purchaser;
- Access to the Members' section of the Tfc web-site. This is a large resource area which provides a wide range of documents, guidance and links for those engaged in tendering and procurement. The site is updated as new information becomes available.



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All fees are due at the time of registration

*A Group Member's subscription will expire on the same date as the Umbrella Member's
For Group Members joining during the Umbrella year their fees will be adjusted as follows:

Joining Month	1 to 3	4 to 6	7 to 9	10 to 12
Net Fee	300.00	250.00	200.00	150.00
VAT	52.50	43.75	35.00	26.25
Payable	£352.50	£293.75	£235.00	£176.25

**Geographical areas are selected by NUTS codes.

A list of codes will accompany Registration forms. Up to 3 areas may be selected.

***Areas of activity are selected from a list.

A sample list is attached. Up to 5 areas may be selected.

Please note – neither the Umbrella body nor Group Member organisations may claim any discounts or reductions which TfC offers, for example for training Workshops.

Methodology

- 1 Umbrella body registers with TfC and receives a Registration Number.
- 2 Umbrella body recruits it's Group Members.
- 3 Group Member sends their Registration form and Cheque to the Umbrella Member.
- 4 Umbrella Member checks for eligibility and that the details given are complete and accurate.
- 5 Group Member's form and Cheque sent to Project Development & Support Ltd.

All fee payment cheques payable to Project Development & Support Ltd.

To cover administration costs the Umbrella Member may claim 10% of the net fees of their Group Members. The method of the "claim" can be more or less at the discretion of the Umbrella Member, e.g. by invoice; a donation; set against next year's membership; etc., so long as its legal!

Please contact us to discuss any aspect of our Group Membership Scheme or to receive Registration documents:

telephone: 01629 57501

email: iinfo@tenderingforcare.com

Categories for areas of activity:

These are typical of the sector but are by no means exhaustive.

Learning Disability	Outreach
Mental health	Modernisation programmes
Physical Disability	Domiciliary care
Children and Young People	Housing/RSL
Elderly services	Counselling services
Dementia/Alzheimer's	Nursing
Extra care	Day services
Supporting people	Offender rehabilitation
Drug and alcohol Abuser	Autism
Teenage parents	Respite care
Domestic Violence	Children and families
Advocacy	Adoption and fostering
Carers	Homeless
Young carers	Nursery care
Community transport	Floating support
Residential care	Forensic services
Palliative care	Volunteering support
Independent living	Advice services
Supported living	IAG
Supported employment	Information services
Social Firms	
Group living	
Transitional services	