

MEMBERSHIP PACKAGES for 2010

The TfC membership packages were introduced in 2007 and the support which Membership provides has led to 273 contracts being awarded during 2009. This represents a total contract value secured of more than £101 million. This level of success means that we are continuing to offer the same range of options for 2010. Please note that our fees are **NOT INCREASED** from the 2007 levels. The packages are designed to enable Members to tailor the service which they receive to their tendering requirements. Our packages are designed to meet the needs of providers tendering for all types of service contract in the health, social and medical care sectors, housing and consultancy.

These include:

- Discounts for small companies, charities, including sole traders;
- Discounts for companies or charities whose staff have, during the past 12 months, attended one or more training course organised and delivered by TfC;
- Packages which can be purchased singly or in groups in order to meet your requirements.

DISCOUNTS

ALL "Base Prices", **EXCEPT** the three-month Trial Silver Membership, are discounted as follows:

Small Companies and Charities – annual turnover of less than £1 million (evidenced from most recent accounts) **DISCOUNT by 20%**

Medium Companies and Charities – annual turnover from £1,000,001 to £3 million (evidenced as set out above) **DISCOUNT by 15%**

Larger Companies and Charities – annual turnover from £3,000,001 to £5 million (evidenced as set out above) **DISCOUNT by 10%**

Major Companies and Charities – annual turnover in excess of £5 million
NO DISCOUNT

Local Authorities, Government Agencies, PCTs and publicly funded organisations
NO DISCOUNT

.....IN ADDITION

The "Total Base Price less Discount" may be discounted by a **FURTHER 10%** by any Small, Medium or Larger Organisation (as defined above) if that organisation has within the previous 12 months sent one or more people to an open "How to Win Tenders" Workshop organised by TfC.

PLEASE NOTE This further 10% reduction is not available to those attending training courses delivered by TfC but arranged by other organisations.

Tendering for Care

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Support for Tendering by Providers of all types of Care Services

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Details of Membership

January 2010

Tendering for Care (TfC) helps companies and charities to tender successfully for public sector contracts. We provide training courses and help Members to write successful bids and tenders, and with all aspects of the tendering processes. We specialise in working with providers of all types of health, social and medical care services as well as housing associations and consultants. Our services have a proven track record in helping a wide variety of Members to tender successfully. Members range in size from an annual T/O of £150,000 to that of £200 million. The service builds on 10 years experience in providing a similar, but paper-based service for the Further Education, Colleges and Universities during the 1990s. New technology has enabled TfC to provide its current range of services for providers in the care sectors since the Summer of 2006. We aim to help our Membership with the information and support which they need to maintain their competitive edge and tender successfully for public sector contracts.

What does TfC Offer?

A set of flexible, tried and tested tendering and bidding support packages. Each package offers specialist information and support for the preparation of successful bids and tenders by companies and charities across the care sector. TfC Membership is structured on a menu based set of subscription levels to enable each Member to select the level which best meets their particular needs.

Bronze Membership provides:

Offers a set of packages from which Members may select either singly or in combination with other services according to their tendering requirements. The Subscriptions are quoted at the "Base Price" price to which the Discounts described earlier may be applied as appropriate.

BRONZE H

TfC Helpline provides an e-mail and telephone help in response to queries regarding any tendering or procurement matters. Please note that responses are for guidance purposes only. Whilst we are happy to give initial general legal direction and indicate where further legal matters might usefully be pursued, we are not lawyers and do not provide legal advice. Telephone consultations must be booked in advance. This service does not provide model documents or templates. Upon registration the organisation is asked to identify one individual who may send and receive queries.

The Package allows for up to 10 queries in a year (further queries are charged on a pro rata basis

Annual Subscription £600.00 + VAT = £705.0

BRONZE W

www.tenderingforcare.com **Members' area.** The TfC website provides an invaluable resource for those involved in the tendering process. Documents include a detailed guide to pricing a tender; Key Performance Indicators for an Environmental Policy and much more. The service gives access to the website for up to two individuals who are identified at the time of registration.

The Package provides for full access via a password protected gateway.

Annual Subscription £470.00 + VAT = £552.25

BRONZE U

Introduced in July 2007 at the request of our Members, two weekly e-journals "Staying Ahead" and "upDATE" The journals are published weekly and distributed by e-mail, on 50 weeks of the year. We believe that there is no such thing as "tender readiness". We have evidence which shows that in

this rapidly changing world of procurement regular and frequent specialist information provides the basis upon which companies and charities are able to prepare effective and winning tenders. These two journals are now well established in the care sector as the tools which meet this need. BRONZE U Membership can be discounted at the rates set out earlier, but does **NOT** qualify for reduced rates at Tfc Workshops, Briefings and other events.

Annual Subscription £120 + VAT = £141.00

Silver Membership provides:

Selected calls to tender in your chosen areas of interest provided once each by e-mail

- **Calls to tender in the operational areas** (e.g. day services, domiciliary care, housing, children's services, elderly people, nursing, primary care, GP out of hours, consultancy, etc.) specified by the Member as published in the OJEU. We can include calls from Ireland, any other EU member state, the USA and Australia. The information will include all open, restricted, framework and negotiated calls, PINs and competitive Dialogue calls. The selected calls are sent to the Member by email on Friday mornings. Typically these calls are for tenders for contract values in excess of £156,442. Although the Regulations allow Part B tenders (most health and social care contracts fall into this group) not to be published in the OJEU, there is a marked trend in public sector purchasers tending to do so. Currently about 20% of all relevant tenders are published in this way;
- **Calls to tender below the value of £156,442.00** published by up to five named Local Authorities in the same specified operational areas. [Where open calls to tender and/or Framework membership are for contracts valued at less than £156,442 then these may be published in a variety of places, sometimes in the OJEU. We will monitor these sources for you. [If you wish to monitor more than 5 Local Authority areas please see Note D below];
- **"Staying Ahead" and "upDATE"**, the Tfc weekly e-journals. Regular news, updates and information related to procurement and tendering, published 50 times each year. We monitor and provide news from a wide range of sources. Our members tell us that this is a highly valued resource which has contributed significantly to their capacity to tender effectively. These are specialist e-journals for all those involved in tendering to provide care, housing or consultancy services to the public sector. Key developments to watch are:
 - a) Changes in the law, case law, new regulations such as the Remedies Directive implemented on 20.12.09;
 - b) EU and government policy, decisions taken by local authorities;
 - c) Potential opportunities particularly those arising from the implementation of supply chain purchasing; and
 - d) The development of collaborative working including sub-contracting.

(For tender preparation see Note A below)

Annual Subscription – £450.00 + VAT = £528.75

Calls to tender are sent to up to three email addresses which you identify. For each additional address or for each group Member please add £256 + VAT = £300.80. This is not available for Trial Silver Membership

A three month trial of the Silver Membership is available for

£150.00 + VAT = £176.25

Silver Trial Membership does **NOT** qualify for discounts set out earlier or reduced "Members" rates at Tfc Training Workshops, Briefings and other services.

Silver Trial Members converting to Annual Silver will be charged the balance of the annual subscription for the remaining 9 months.

Gold Membership provides:

All of Silver Membership plus:

- **Selected calls to tender in your chosen areas of interest provided once each by e-mail;**
- **Calls to tender** below the value of £156,442.00 published by the public sector purchasers (Local Authorities, PCTs, NHS, etc.) in your specified operational areas.

- **Website** Access to a password protected internet based information resource covering areas such as appraisal matrices, FOIA implementation, court judgements, New and updated procurement procedures, Using the Freedom of Information Act checklists, etc.;
- **Priority places** at TfC Training Workshops and Briefings. These will address matters such as – Increasing your PQQ score; Understanding Public Sector Tendering; Due Diligence for Tendering; The Principles of Tender Pricing; Preparing Successful Tenders, etc. Places for Gold and Platinum Members will be available at a discounted rate;
- **Support and advice only relating to the preparation of four applications per year** which may include open tenders, Framework membership applications, invitations to tender within a Framework. This service will offer a dummy appraisal of the draft tender documents, as *prepared by the Member*, Our response will mirror that of actual tender appraisal and will include suggestions as to how the tender might be improved.
- **Up to two face to face mentoring meetings in Chesterfield or London** in order to discuss any aspect of your approach to tendering. Typically these meetings last for up to 2 hours and are for up to four people. We are happy discuss past or current tenders and organisational strategy for improving your public sector tendering success.
- **An email Helpline** providing comments on up to 10 queries each year. Please see BRONZE H Membership for full details;

(For tender preparation see Note A below)

Annual Subscription – £2,560 + VAT = £3008.00

Calls to tender are sent to up to three email addresses which you identify. For additional addresses, or for group Membership please add £256 + VAT = £300.80 for each additional e-mail recipient.

Platinum Membership provides:

All of the benefits of Gold Membership plus:

- The preparation and writing of tenders or bids for two contracts in the public care sector. These may be for an open tender and/or membership of Frameworks. We will provide you with a checklist of the corporate documentation and information which we will need in order to prepare a competitive tender. We enter into a Non Disclosure Agreement before starting work. Tendering and bid writing services should be booked well in advance in order to ensure that we avoid conflict of interest. We operate on a "first come" basis;
- If you are in a Framework, this package also includes the preparation of two tenders in response to invitations from the relevant authorities.
- Platinum Membership may be converted into consultancy time if you require help with a number of tenders over a period. We will be pleased to discuss this very cost effective option.

Annual Subscription – £5,760 + VAT = £6768.00

Additional Services

For full details of the TfC services please go to the "TfC Tendering Support Suite" on our website

The following Notes relate to services that can be purchased by Members as needed as additions to the above Subscriptions.

NOTE A

Tender and bid writing services can be purchased by Members at all levels provided that there is no conflict with the requirements of existing Platinum Members who will have priority. Typically an open tender or an application for inclusion in a Framework takes in the **region of 28 hours to prepare**. A Method Statement in response to an invitation to tender for those who are within a Framework normally takes less time.

– For the preparation of a tender please contact us for a quotation.

Fee for a review only of all types of tenders, including Framework applications
£400 + VAT = £470 (Please note, this is a discounted rate for members only)

NOTE B

In order to ensure that we can comply with requirements regarding conflict of interest the number of Platinum Members is limited to 10.

NOTE C

For Members wishing to target specific Local Authority areas in England we can produce an in-depth report on authorities selected. These reports will depend on available information. We will, for example look for information such as level of involvement in e-procurement and in e-auctions; where available, details of current contracts, values and when the contract periods end; any recent contracts awarded or Frameworks completed; any available information on procurement strategy; any notices giving prior indication of intention to procure services in the near future, typically within the next 6 months.

Fee – For in-depth reports £400 + VAT = £470 per Local Authority (Please note these fees cannot be provided at discounted rates)

NOTE D

Silver Members may extend the service in order to meet their changing requirements. The standard service includes information on "calls to tender published by up to five named Local Authorities in England as identified by the Member". Additional Local Authorities in England can be added to the basic five in blocks of up to 10. Each additional block incurs an additional annual fee. For Silver Members wishing to cover all 147 English Local Authorities and PCTs in England we are able to provide full UK coverage for a fee equivalent to 5 additional blocks (£250 + VAT = £293.75)

Fee – For blocks of 10 Local Authorities - £50+ VAT = £58.75 per block, per annum. (This additional service is not available to Trial Silver Members)

NOTE E

For details of our "TfC Tendering Support Suite" of services which include bid and tender writing; mentoring; undertaking Due Diligence for Tendering and for our current programme of training courses, please visit our website at www.tenderingforcare.com

We can also supply Model policies and procedures:

Environmental Policy

A conflict of interest 'Certification pack for Directors and Trustees.

Please contact us for details

We provide a range of procurement related consultancy services the rates for which are negotiable. Our standard day rate is £1,200 plus VAT. This is discounted to £900 plus VAT per day for charities, whilst our rate is £700 per day plus VAT for TfC Members. Travel and o/night costs (if required) are charged as necessary.

Please contact us for a quotation

Tendering for Care Membership Registration

Company/Organisation

Address

..... Post Code

Main Contact/Recipient name

Telephone Fax

Main Contact email address

NB. Silver, Gold and Platinum memberships provide for up to Three recipients of emailed Information and Updates. The fee for each additional recipient is as set out below. Please list ALL recipients in section **D**.

Silver Trial membership provides for a single recipient only, does not qualify for any discounts and is not renewable. However, Updates & Staying Ahead published during the membership period will be sent.

Please supply services and information at the Level(s) indicated:

Bronze

Helpline £705.00 £

Web access £552.25 £

Updates & Staying Ahead £141.00 £

Silver £528.75 £

Additional blocks of Local Authorities
 Please complete **C**. below _____ £

Gold £3,008.00 £

Platinum £6,768.00 £

Additional email recipients @ £300.80
 Please complete **D**. below _____ £

Total Base Price £

Discounts

Small company/charity – annual turnover less than £1m 20% £

Medium company/charity – annual turnover over £1m
 and less than £3m 15% £

Larger company/charity – annual turnover over £3m
 and less than £5m 10% £

Major company/charity – annual turnover over £5m 0% _____

Publicly Funded organisation – e.g. PCT, Local Authority, etc. 0% _____

Total Base Price less Discount £

Extra Discount for Small, Medium and Larger company/charity

If a staff member has attended Training organised by Tfc within the last 12 months (events arranged by other organisations and **In-House events do NOT qualify**) you may deduct a further 10% from the **Total Base Price less Discount** above £:

Discounted Total £

All amounts include
 VAT @ 17.5%

If you qualify for discounts:

Please first apply this Discount to the **Total Base Price**

Then apply the Extra 10% to the **Total Base Price less Discount**

Silver Trial (3 months) £176.25 £

If you have opted for any Bronze items add above Discounted Total £

Total £

A. For Silver and Silver Trial members only

Please identify up to **FIVE** Local Authorities and/or PCTs in England from which you wish to receive details of calls below the value of £154,000

B. For Silver / Silver Trial / Gold / Platinum members

Please identify up to **FIVE** Operational Areas for which you wish to receive details of calls. (e.g. independent living, primary care, housing, GP out of hours, consultancy, etc.)

Please identify up to **SIX** countries in which you are seeking opportunities (e.g. England, Scotland, Wales, named European states, USA, Australia, etc.)

C. Additional Service available for Silver Members

In addition to the 5 Local Authorities/PCTs named in A.above you may wish to receive calls issued by other English Local Authorities. You may add these in blocks of up to 10 @ £58.75 per block per annum. To cover ALL 147 English Local Authorities the additional fee is £293.75 per annum. **PLEASE NOTE** – this service is not available for Silver Trial Members.

Please add Local Authorities as follows:

- None
- One Block£58.75
- Two Blocks£117.50
- Three Blocks ..£176.25
- Four Blocks£235.00
- ALL LAs.....£293.75

Block 1	
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Block 2	
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Block 3
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Block 4
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D. For Silver, Gold and Platinum members only		
Email addresses of Recipients for Information and Updates		
	Name	Email address
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14		

We would like our Membership to commence on

Cheque enclosed for £: in accordance with the selection(s) above.

Please Invoice. Email Address for Invoice

Our Order No We will pay by Cheque

We will pay by BACS

I/We confirm that I/we have read and accept the Terms and Conditions of Membership as set out below.

Signed..... Date.....

Name.....

Position.....

Terms and Conditions of Membership

1. **Membership.** Project Development and Support Ltd (the Company) will provide services to the Organisation (the Member) named on page 1 of this registration form on the basis of the Company's published paper entitled "Tendering for Care – Support for Providers of Care Services in the Voluntary and Independent Sectors – Details of Membership" (Membership Details). The Company reserves the right to revise Membership Details from time to time and undertakes to notify the Member within 14 days of any revision(s) with the proviso that any revision of membership fees will not take effect until the date of renewal of membership.
2. **Good Faith.**
 - a. Guidance, information or any other material (the Materials) provided by the Company to the Member is done so in good faith. The Member should take the necessary legal, financial and other relevant professional advice before placing any reliance or acting upon said guidance, information or other material or anything contained therein.
 - b. The Materials are provided to the Member for its own use only and must not be used by or onwardly transmitted by any means to a third party.
 - c. The Company does not provide any guarantee that any searches or monitoring activities will produce a 100% result from any or all Local Authority areas and/or the Member's stated Operational Areas.
3. **Confidentiality.** The Company will keep and ensure that its personnel will keep the Member's confidential information (meaning any unpublished information relating to the Member's business plans finances technology or other know-how received during the period of membership) secret and confidential and not at any time for any reason whatsoever disclose them to a third party except as may be required by law. The Company's obligations under this clause will survive the expiry or termination of membership.
4. **Document Preparation.** In the event of constraints of time upon the Company for the preparation of documentation as described in the Membership Details under Additional Services, Note A, Platinum Members will take precedence followed by Gold and then Silver.
5. **Conflict of Interest.** Subject to clause 4. In fulfilling requests for the preparation of documentation the Company will seek to avoid any conflict of interest arising due to two or more Members requesting the preparation of documentation in respect of the same expression of interest application bid or tender.
6. **Fees.** Fees not paid at the time of registration are due for payment within 14 days of the date of the Company's invoice.
7. **Cancellation.** If membership is cancelled for any reason the Member will be entitled to a refund of the pro rata amount of their membership fee remaining from the date the Company receives notice of cancellation less an administrative charge of £94.00 (Inclusive of VAT).
8. **Copyright.** The Copyright of all material used or produced by the Company or transmitted to the Member for the Member's use will remain with the originator of such material other than where the Company prepares papers, expressions of interest applications bids tenders or other documentation for the Member when the Copyright will be vested in the Member or as the case may be.

January 2010