

Request for Quotation – HR support for Internal Policy Review

Background

Growth Platform has recently undertaken a full internal review around Race and Equality. Following this review, we are now planning a full review of all our policies around HR, working arrangements, health & wellbeing, contracting, communications etc. This will ensure that we are meeting the recommendations of the Race & Equality review but also assist with our re-accreditation of the Workplace Wellbeing Charter.

Requirement

We are seeking a HR professional to work with us on an internal audit of our current HR policies to ensure that Growth Platform is not only legally compliant but also has a suite of staff policies which demonstrate best practice on Equality, Diversity and Inclusion and create an open, transparent and flexible working environment.

- 1) Full review and update of existing relevant policies (see Appendix A).
Please note that Appendix A lists all our current policies. In reviewing this list please identify those which have a legal requirement and those that would be best practice to have.
- 2) Identification and development of new policies (Appendix B)

The Brief

To work with the Growth Platform team to: -

- Ensure Equality, Diversity and Inclusion best practice is embedded within all policies and practices.
- Update existing policies ensuring they meet legal requirements (where applicable)
- Develop and produce new policies ensuring they meet legal requirements (where applicable)
- Ensure the suite of policies and procedures include a robust review cycle, identifying those requiring annual review.
- Design and implement onboarding programme for new employees becoming integrated into Growth Platform more effectively.

Responses

Responses are sought from those organisations and individuals that can provide the above services. Please state your daily rate and the number of expected days to complete the project. Anticipated project completion date is 7th March 2022.

Indicative Budget

Circa £5,000

Project Timetable

The planned project timetable is as follows, please note these dates are subject to change.

RFQ Issued	21 st January 2022
RFQ Submission Deadline	1 st February 2022, 5pm
Appointment Decision	4 th February 2022
Contract Start	7 th February 2022
Contract Completion	7 th March 2022

Evaluation

When awarding this contract Growth Platform reserves the right not to accept the lowest price tender, but the most economically advantageous tender taking into consideration the award criteria below. In the event that tenderers score under 65 the Growth Platform reserves the right to re-advertise the opportunities.

Evaluation Criteria

In the event that all tenderers score under 65, Growth Platform reserves the right to re-advertise the opportunity.

Quotations will be assessed and scored on the following criteria:

- **Quality/ Technical Merit (60%)**
Technical and professional capability to deliver the requirement?
What resources they intend to use?
- **Delivery timescale (25%)**
Can the supplier meet the timescales/deadline?
- **Cost/Value for money (15%)**
Does the supplier offer value for money? This will not necessarily be the cheapest quote

Scoring Methodology

Score	Meaning
0	Unacceptable response. Requirement level is not met. Many important issues are completely un-addressed or response wholly inadequate or inappropriate. Concerns are serious and risk levels unacceptable for many areas.
2	Poor response. Requirement levels are adequate for only some important issues. Some important issues are largely incomplete. Concerns are serious and risk levels unacceptable for some areas.
4	Adequate response. Requirement level is partially met. Overall the proposals are satisfactory, but some issues are weak. Risk levels apply but Bidder has demonstrated understanding of how they will meet all minimum requirements.
6	Good response. Requirement level is partially met, competence is demonstrated in all areas but there is scope for more detail and more depth in some areas.

8	Very good response. Requirement level is met with only a few minor weaknesses or queries. Competent bid demonstrating overall understanding of requirements and experience in all areas.
10	Excellent response. Requirement level fully met. All key issues addressed. Range of examples of good practice, experience, understanding of requirements.

Deadline and Submission

Proposals are required by **Tuesday 1st February 2022** at 5pm electronically to Carolyn Knott at info@growthplatform.org

Conditions of RFQ

- Please be aware that due to the relatively low indicative budget for this work (i.e., less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this RFQ process at any time and not award a contract.

Appendix A (full list of Growth Platform statements and policies)

Adoption Policy
Alcohol and Drugs Policy
Annual Leave
Communications Policy
Complaints Policy
Counter Fraud Policy
Data Protection Policy
Dignity at Work Policy
Diversity Statement and Policy
Disciplinary and Dismissal Policy
Environmental/Sustainable Policy
Expenses Policy
Flexible Working Policy
GDPR Policy
Gifts and Hospitality Policy
Grievance Procedure
Health & Safety Policy
Healthy Eating Policy
ICT Policy
Maternity Policy
Media and Social Media Policy
Mental Health Policy
Menopause Policy
Paternity Policy
Parental Leave Policy
Physical Activity Policy
Political Activity Policy
Privacy Policy
Procurement Policy
Recruitment and Selection Policy

Retention Policy
Smoking Policy
Sickness Policy
Time off for Dependants Policy
Whistleblowing Policy
Working Arrangements

Appendix B (policies/statements not currently existing)

Hybrid Working / Working from Home Policy
Modern Slavery Statement and Policy
Onboarding Programme for new employees
Social Value Statement and Policy