

# **Ministry of Justice (MOJ) programmes expression of interest**

Business2Business is a high performing, mainstream and BAME specialist employability and skills provider. With over 38 years’ experience, we have helped many thousands of employers recruit the staff they need and tens of thousands of job seekers find the job they want. With a strong track record of leading publicly funded programmes, extensive and enduring employer engagement and a sector-wide reputation for innovation and continuous improvement, we intend to bid for the Future Skills Programme, the Prison Education Service, the HMPPS Creating Future Opportunities (CFO) Evolution and other future MOJ procurement competitions.

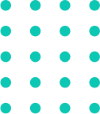
***We intend to establish innovative delivery solutions that make a substantial and lasting difference to the life chances of offenders.* *A strong team of subject matter experts will be supporting our proposal.***

To enable this, we invite applications to join our supply chain from dynamic and dedicated providers with experience and expertise in supporting offenders with multiple and/or complex needs in prison and/or in the community. We are particularly keen to receive expressions of interest from organisations that:

* can provide case worker support and developmental activities that enable offenders with multiple and complex needs to progress into education and work;
* can provide education, training, work and other beneficial activities within prisons and/or the community; and
* have prior experience of supporting offenders; and
* have delivered publicly funded programmes.

If you would like to apply to become a supply chain partner, please complete the EOI below and return it to [enquiries@business2businesslimited.com](mailto:enquiries@business2businesslimited.com) by 5pm on Wednesday 31st May 2023.

We will identify appropriate organisations through a fair and open process based on the information supplied in response to the questions, ensuring full geographical coverage by relevant, skilled providers.  Please note that additional information may be requested as part of our due diligence procedures.



#### **Please try to stay within word limits where stated. Bullet point responses are fine.**

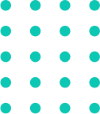
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| 1.0 Organisation details |  |
| **Name of organisation** |  |
| **Name of main contact** |  |
| **Job title** |  |
| **Contact e-mail** |  |
| **Contact telephone number** |  |
| **Contact mobile number** |  |
| **Please confirm whether you wish to receive further communications by email or telephone contact about future partnership opportunities, which may include the following but not limited to: opportunity notices, news and events. Upon request, we can provide our privacy notice.** | Yes  No  es 0 No 0 |
| **Head office address** |  |
| **Website** |  |
| **Type of organisation (public, private, VCS)** |  |
| **Number of staff** |  |
| **Matrix Accredited?** |  |
| **Company / Charity Number** |  |
| **VAT number** |  |
| **Latest Ofsted Grade (for skills providers only)** |  |
| **Date of last Ofsted inspection (for skills providers only)** |  |
| **Legal status** | Private Limited Company  Public Limited Company  Registered Charity  Public Sector  Other (please describe):  Company |

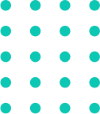
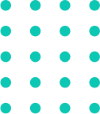
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| 1.1 Provider type: Please indicate what type of provider you are | Heading |
| **IAG / employability service provider**  Able to deliver caseworker supported IAG/employability interventions in prisons and/or the community |  |
| **Skills provider**  Able to deliver long and short skills interventions e.g. Apprenticeships, Functional Skills qualifications, sector-specific work academies, bootcamps etc. |  |
| **Specialist intervention provider**  Able to deliver developmental activities relevant to offenders to prepare them to progress into education and/or work |  |
| **Partner**  Delivery of complementary services such as support linked to accommodation, money management, substance use and relationships |  |

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| 1.2 Services offered: Please indicate which services you can offer | Heading |
| **Sustained support throughout the customer journey via case workers, key workers, personal advisers and/or mentors** |  |
| **Needs assessment** |  |
| **Person-centred action planning** |  |
| **Motivational/developmental activities** |  |
| **Employability skills provision** |  |
| **Job matching and application support** |  |
| **Support to prepare offenders for self-employment** |  |
| **English skills provision** |  |
| **English for speakers of other languages (ESOL) provision** |  |
| **ICT skills provision** |  |
| **Life skills and / or personal and social development skills provision** |  |
| **Sector-based work academy programmes (SWAPs)or other similar intensive short duration pre-employment skills provision/ industry certified training** |  |

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| **Apprenticeships provision** |  |
| **Support for people with drug or alcohol dependency** |  |
| **Mentoring support** |  |
| **Organising volunteering opportunities for participants in other organisations** |  |
| **Organising work experience/job shadowing opportunities for participants in other organisations** |  |
| **In-work support** |  |
| **Debt, Money Management and financial advice** |  |
| **Housing advice and/or support** |  |
| **Substance use advice and support to access recovery services** |  |
| **Family relationship support** |  |
| **Signposting to local services and community groups to strengthen inclusion and well-being** |  |
| **Providing advice and signposting to other publicly available advice and information services** |  |

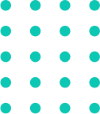
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| **1.3 Service details**:Please provide a brief overview of your organisation and a description of your usual service offer for offenders / ex-offenders (max 400 words) |
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| **1.4 Prior experience**: For two publicly funded programmes, please state the:   * Contract name/funder * Delivery Geography * Contract start & end date * Brief programme overview * Performance against target * Annual volumes * Annual contract value |
| **Contract one (max 300 words)** |
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| **Contract two (max 300 words)** |
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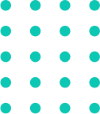


1.6 Your partnerships: Please list your key partner organisations and the support they offer to the individuals you signpost to them. (200 words) e.g. skills, welfare and specialist support providers.

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| **1.5 Staff capacity**: Please describe the number, expertise and qualifications of staff that are available provide services from summer 2023 onwards (max 300 words) |
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| Partner organisation: | The support they provide: |
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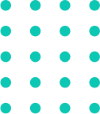




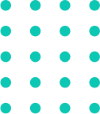
1.8 Please state the location of your delivery premises.

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| **1.7 Your employer engagement**: Please provide a brief description of your employer engagement activity. (300 words) |
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| Address | Would you be able to accommodate other partnership providers at this venue? |
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|  | Heading |
| 2.0 Please indicate which policies your organisation has developed | Yes |
| **Fraud Protection** |  |
| **Data Protection and Security** |  |
| **Equality and Diversity** |  |
| **Health and Safety** |  |
| **Quality** |  |
| **Safeguarding policies and procedures** |  |
| **Prevent Strategy or System in place that has 'due regard' to the risk of participants being drawn into terrorism, including preventing extremists from seeking to radicalise and supporting those learners perceived to be at risk of extremist influences?** |  |
| **If you are a relevant commercial organisation as defined by section 54 of the Modern Slavery Act 2015, are you compliant with the annual reporting requirements?** |  |
| **Complaints and Harassment** |  |
| **Environmental Sustainability** |  |
| **Anti-Bribery Policy** |  |
| **Business Continuity** |  |
| **Business Code of Ethics** |  |
| **Disciplinary & Grievance Policy** |  |
| **Whistle-blowing Policy** |  |
| **Recruitment & Personnel Policy** |  |
| **Other (please state):** |  |



2.1 DBS

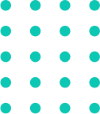
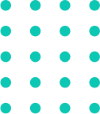
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| Are all your delivery managers and staff DBS checked? | Yes | No |

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| 2.2 Please detail any standards and accreditations your organisation currently holds or is working towards | Heading |  |
|  | Achieved | Working towards |
| **Cyber Essentials** |  |  |
| **Cyber Essentials Plus** |  |  |
| **Investors in people** |  |  |
| **Merlin standard** |  |  |
| **MATRIX** |  |  |
| **PQASSO** |  |  |
| **Customer First** |  |  |
| **Momenta Accredited** |  |  |
| **ISO27001** |  |  |
| **ISO9001** |  |  |
| **ISO14001** |  |  |
| **EQFM Excellence** |  |  |
| **IPPF** |  |  |
| **Training Quality Standard** |  |  |
| **Total Quality Management** |  |  |
| **Disability Confident** |  |  |
| **Mindful Employer** |  |  |
| **Race at Work Charter** |  |  |
| **Youth Friendly Employer** |  |  |
| **Ban the Box signatory** |  |  |
| **Other (please specify)** |  |  |

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| Last financial year turnover |  |
| Last financial year profit / loss |  |
| Value of employer’s liability insurance |  |
| Value of public liability insurance |  |
| Value of professional indemnity insurance |  |

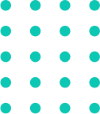
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| **Can you provide three years’ audited accounts or prepared financial statements(including profit loss and balance sheet)?** | Yes | No |
| **Has your organisation had any contracts terminated over the last three years** | Yes | No |
| **Has a receiving /administrative or winding up order been made against the organisation or an individual or has a winding up order been passed or a receiver, manager, administrator equivalent been appointed?** | Yes | No |
| **Have any of the Directors, senior managers or trustees of the organisation been found guilty of fraud, been involved in any company which has had a winding up order or had an administrator appointed or been disqualified from being a director?** | Yes | No |
| **Are there legal proceedings, including bankruptcy or winding up petitions in progress that may affect the performance of contract obligations or has the organisation been prosecuted under EU/National law in the last three years?** | Yes | No |
| **Has the organisation ever failed to fulfil any obligations regarding the payment of social security/UK taxes or possession of a licence/membership of an organisation where the law required it?** | Yes | No |

2.3 Due Diligence: Please provide some brief financial details, full due diligence will take place at stage 2



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| **2.4 Please include any additional information here that you would like to submit** upto 500 words |
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**Annex 1 Description of forthcoming MOJ opportunities**

The following extracts from recent market engagement events are provided to help potential supply chain partners consider their capacity to deliver the programmes. Please note that these details are not a full description of the requirements and as these details were published during market engagement, the requirements may change or not proceed.

**a)     The Prison Education Service**

The 2021 Prison Strategy White Paper announced a commitment to deliver an improved Prison Education Service which equips prisoners with numeracy and literacy skills and improved skills for jobs on release. Key Performance Indicators (KPIs) will be designed for each education service in the core contract, including: Curriculum, Screening and Assessment, Additional Needs Support, and Libraries.  Procurement of eleven regional lots will commence between June and July 2023. Contract award will be in August 2024 and contract Go-live in April 2025. The contract will be for an initial 4 years, with an extension period at the discretion of MoJ/HMPPS for up to 3 years. Social value within the tender requirement will focus on a) Creating employment and training opportunities; in particular for Prison Leavers and b) to Influence staff, suppliers, customers and communities through the delivery of the contract to support strong, integrated communities; in particular to support prisoners approaching release.

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| **2.5 Declaration** |
| **I declare that to the best of my knowledge the information given in this application is reliable, accurate and true (electronic signatures are acceptable)** |

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| Name: |  |
| Signature: |  |
| Position: |  |
| Authorised to sign on behalf of: |  |
| Date: |  |



**a)     CFO Evolution**

The CFO programme supports hard to help groups who cannot, or cannot effectively, access mainstream education and employability provision through the PES and once released, through community-based learning and further education. The cohort includes “prolific offenders, people who have committed violent or sexual offences and people who present public protection issues”. Participants therefore benefit from focused interventions within a protected environment. CFO Evolution combines previous CF03 Custodial (including CFO3 Wing), CF03 Community and CF03 activity hub delivery. CFO Evolution will be provided in nine lots encompassing a total of 90 prisons and 15 community-based activity hubs (plus satellites). CFO Evolution Support workers/tutors will be embedded in the prison induction programme and be involved in delivering to a greater or lesser extent all the following stages:

* Reception and assessment
* Support to enter core CFO programme provision (non-formal learning stepping stones into formal education, training and work-based learning within the prison)
* CFO wing provision (re-habilitation programme for those with the greatest level of need)
* Pre-release support
* Through the gate support
* CFO activity hub support
* Community integration support including further learning /employability provision

The ITT launches on 2nd May 2023 for nine regional lots with a submission deadline on 2nd June 2023. Contract award is in November 2023 and Go-live in April 2024.

**a)     Future Skills Programme**

The Future Skills Programme (FSP) is a new sector-specific training initiative through the Employability Innovation Fund established through the Prison White Paper 2021. The Authority is seeking suppliers to develop innovative approaches and skills training courses to equip prisoners in the last six months of their sentence with the necessary skills to obtain and sustain jobs for the future. The courses will:

* deliver sector-specific training to develop prisoners with the skills and confidence to secure related, local employment on release
* be innovative in their delivery design and resources (for example, interactive training sessions, employers meeting with participants throughout the course, use of new technologies etc)
* align with employer needs
* offer prisoners the opportunity to meet and learn from people working in the sector
* create a pipeline of future employees with industry-recognised skills
* be delivered in available spaces in prisons (for example, prison grounds, classroom-based learning, or workshops), and
* offer training providers and employers the opportunity to collaborate in a new and innovative way
* include a job interview for a genuine vacancy and/or job offer for everyone who completes a Future Skills Programme course.

The ITT launched on 17th March 2023 for 17 lots across England and Wales. Contract Start is on 17th July 2023 with contract delivery taking place between 2023 and 2025.

