A logo for a fast track city

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**Fast-Track Cities London: Getting to Zero Collaborative**

**Application Form**

Please ensure this application is completed in full before submissions. Forms should be submitted via email to [rf-tr.londonftci@nhs.net](mailto:rf-tr.londonftci@nhs.net).

Please put: **FTCI Getting to Zero Collaborative** in the heading, you will receive a confirmation email that your bid has been received, if you don’t receive confirmation, please contact us to confirm your bid has been received.

The closing date for applications is 12pm mid-day on Tuesday 7th November 2023.

Details of the scoring process are in Appendix A at the end of the application process. Weighting is noted at the end of relevant sections.

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| 1. Project Lead |
| * 1. Full name: |
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| * 1. Email: |
|  |
| * 1. Phone number: |
|  |
| * 1. Job title: |
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| --- |
| 1. Lead organisation |
| * 1. Organisation name: |
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| * 1. Address: |
|  |
| * 1. Postcode: |
|  |
| * 1. Website: |
|  |
| * 1. Type of organisation: |
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| 1. Confirmation of availability for clarifying presentations:   *Bidders may need to clarify and discuss their bids with the independent approval panel on Monday 20th November. We will notify bidders at close of play on Thursday 16th November if they are needed. These dates can be subject to change depending on procurement processes.* |
| We are available for discussions on Monday 20th November |

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| 1. Collaboration and partner organisations   *Please list the other organisations you will work with on the project and briefly outline their role.* | | |
| *Organisation Name* | ***Role*** | ***Approx. % of work delivered by each partner*** |
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| 1. **Funding**   *Is this proposal already funded or part funded by other organisations or funding streams?* |
| Text (max 250 words) |
| **(Pass/Fail) \*Panel reserves the right to disqualify bids already funded or part funded at their discretion. This will be on a case by case basis.** |

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| 1. Problem and rationale (Why are you applying?)   *Consider why you are proposing this project, the issue you are trying to solve, your target group, geographical area and case for the project’s importance.* |
| Which Fast-Track Cities priority area does your application address:    Embedding a peer support network in HIV clinics across London    Improving the quality of life and well-being of people living with HIV    Re-engaging people diagnosed with HIV who are no longer accessing care or treatment |
| Pass/fail – your bid will be rejected if your project does not address one or more of these priority areas. |
| *Text (max 250 words)* |

**7. Project description (What are you going to do?)**

*This should be a summary of the project as a whole. Give a succinct description of the project itself and the actions that you will take (max 500 words).*

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| 8. Duration of the project and funding requested – value for money  *We will be using a competitive dialogue procurement process. Therefore, please indicate the duration of the bid, the amount of funding you are requesting and a high-level breakdown of what you plan to spend the grant on.*  *NOTE: Only bids above £25,000 will be considered as part of this programme.*   |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Total amount requested per year (£):   |  |  | | --- | --- | | **Year one** |  | | **Year two** |  | |  |  | |   *Where do you plan to invest the funding, is your bid negotiable up or down and what more could a funding adjustment achieve? (max 1000 words)* |
| Weighting 30% |

**9. Benefits and deliverables (What outcomes will your project deliver?)**  
 *What outputs and measurable outcomes are you aiming to achieve and by when? (max 1000 words).*

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| **Weighting 40%** |

**10. Target population groups**

*The programme is looking to target underserved communities and populations. Please tell us how your project will achieve this with particular reference to BAME communities or other relevant underserved communities (max 250 words).*

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| **Weighting 10%** |

**11. Risks**

*Identify potential risks for the project and the impact this may have. Record any mitigation that could be put in place to manage the risks and where you think the Getting to Zero collaborative programme might support these risks (max 250 words).*

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| **Weighting 10%** |

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| 11. Social value  *How does your organisation promote social values and diversity in everyday business? (max 400 words). Please consider the following to aid your submission:*   * *Covid 19 recovery: How does your organisation help local communities to manage and recover from the impact of COVID-19?* * *Reducing economic inequality: How does your organisation create new jobs, new businesses and new skills (e.g. support entrepreneurship, training opportunities, address skills gaps and create opportunities for those who face barriers)?* * *Equal opportunity: How does your organisation reduce the disability employment gap and tackle workforce inequality?* * *Wellbeing: How does your organisation improve health and wellbeing and improve community integration?* * *Local engagement: How would your organisation ensure that the population local to the Authority is provided opportunities for employment and/or development?* * *Sustainability: How would your organisation ensure that any initiatives are in line with environmental sustainability and a net-zero carbon emissions target?* | |
|  | |
| Weighting | **10%** |

**Appendix A: The scoring process consists of the following stages:**

1. **Application review**

Following the deadline for submissions (7th November), the FTC Programme team will conduct an initial review of bids based on the evaluation criteria and will create a longlist of applications. This will be completed on Thursday 9th November 2023.

1. **Individual scoring and moderation**

On Thursday 9th November, the independent evaluation panel will receive a pack consisting of the longlist of bids submitted, along with a scoring matrix spreadsheet. Panellists will have one week to independently review the bids, conduct an initial round of scoring and decide any key questions/lines of inquiry ahead of the provider presentations.

A moderation meeting will take place on Monday 16th November, chaired by the FTC programme team to review the initial scoring, clarifying questions and decide on a shortlist of organisations.

1. **Provider presentations – clarifying questions**

A round of presentations will then be scheduled for 20th November (am/pm) to ask bidders any questions about their submissions and negotiate bids before the final round of scoring.

Presentations will be held virtually, and invites will be distributed by the FTC programme team.

1. **Final moderation and scoring**

Panellists will undertake final individual scoring of each of the bids received, against the selection criteria. Weighting is as follows:

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| Value for money | 30% |
| Benefits and outcomes | 40% |
| Target population groups | 10% |
| Risks | 10% |
| Social values | 10% |

Each bid will be scored using the same scoring matrix shared with panellists on 9th November, with new scores reflecting any additional information received during presentations and the bidders with the highest scores will be successful.

Successful bidders will be informed by the FTC programme team week commencing Monday 20th November 2023.

**Scoring**

**0 Non-compliant**

No response or partial response and poor evidence provided in support of it. Does not give the Panel confidence in the quality of the bid.

**1 Weak**

Response is supported by a weak standard of evidence in several areas giving rise to concern about the quality of the bid.

**2 Minor reservations**

Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail and/or evidence giving rise to some concerns about the quality of the bid.

**3 Good – a compliant response**

Response is comprehensive and supported by good standard of evidence. Gives the panel confidence in the quality of the bid.

**4 Very good**

Response is comprehensive and supported by a high standard of evidence. Gives the Panel a high level of confidence in the quality of the bid. Exceeds the Panel’s requirements in some respects.