

Section 1		Essential criteria	
Criteria No. 4 - VALUE FOR MONEY THROUGH COMPETITIVE HOURLY RATES.			
<p>This information should be submitted in a <u>sealed envelope</u>, as it will only be looked at during Stage 6 of the selection process, after the other essential criteria have been assessed. Please ensure this information is <u>not</u> contained elsewhere in the documents you return to us. Please note that you will <u>not</u> be able to adjust the price you have tendered after the tender closing date.</p>			
Details of applicant			
Name of organisation			
Main contact name at organisation			

VAT

Please give hourly rates excluding VAT. We will assess bids on your hourly rates exclusive of VAT.

We are assuming all applicants will be registered for VAT. If you are not registered for VAT, please say so, and we will gross your hourly rate up to include VAT so we can compare it realistically with other applicants' hourly rates.

HOURLY RATE GUIDANCE

This is an open tender in which we are looking for competitive bids. There is no minimum or maximum hourly rate set for applicants to follow. However, applicants offering an hourly rate of over £50.00 per hour (excl VAT) are very unlikely to be successful, as this approximates to the current hourly rate for legal aid work.

Please note that it is in your interests to complete every question on this Price Bid Form. If you choose not to opt for a particular option (e.g. minimum contract size) you risk being assessed less favourably than other applicants.

CONTRACT TERM

You are applying for a contract for a pilot with an initial 12 month term, with the option for the LSC to extend it by a further 12 months.

Telephone Advice Price Bid Form

Family Pilot Phase 1 (beg July 2007 – end June 2008)		
1	How many hours of telephone advice are you applying for?	
2	At what hourly rate (excl VAT)?	
3	How many FTE caseworkers do you propose to use to deliver these telephone advice hours?	
4	How many hours would you be willing to expand your service by if the need arose during the pilot term?	
5	At what hourly rate? This may be the same as or different to the hourly rate stated above at (2). See the notes on expansion costs below.	
6	What is the minimum number of hours you would accept if we wanted to award you a contract at the hourly rate in (2) above but could not award you the number of hours you applied for in (1) above? In other words, what is the minimum number of hours you would be interested in providing?	

Expansion costs (5 above)

It is possible that we may need to increase contract sizes to reflect demand for the service. In this section, we are looking to understand the impact of you providing additional hours on your costs, and at what point economies of scale are achieved as overheads are covered.

If it helps you, please indicate in the table below how many hours of family telephone advice you could offer over and above your initial bid at (1) above.

Number of additional family telephone advice hours you could deliver per annum, over and above your initial bid at (1) above	New hourly rate (if applicable) based on maximum number of additional hours proposed
Up to 500 additional hours	
Up to 1500 additional hours	
Up to 2000 additional hours	
Up to 2500 additional hours	
Up to 3000 additional hours	
Up to 3500 additional hours	
Up to 4000 additional hours	
Up to 4500 additional hours	

Hourly rate break down

Please provide a list of costs included in your gross hourly rate, so that we can check you have considered everything – e.g. wages, tax, National Insurance, rent, IT, supervision, file review, administration, telephone bills (excl cost of outgoing calls), stationery, postage costs (communicating with clients), travel to liaison meetings, time spent attending liaison meetings, any other costs and expenses, etc.

NOTE: This Price Bid Form is part of your Application Form. You should, therefore, read the declaration at the end of the Application Form (above the signature box), which applies equally to the information given in this Price Bid Form.

Signed:	Organisation:
Name: Status:	Date: