

<b>Section 1                      Essential criteria for providing the service</b>	
<p><b>1. VALUE FOR MONEY – where you are posting your Application Form, this information should be submitted in a <u>sealed envelope</u>, as it will only be looked at during Stage 4 of the selection process, after the other essential criteria have been assessed. Where you are emailing your Application Form, this document will be placed in a sealed envelope until Stage 4. 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.</b></p>	
<b>Details of bidder</b>	
Name of organisation	
Main contact name at organisation	
<p>What hourly rate are you bidding at per adviser?</p> <p>Please give figures excluding VAT and state whether VAT is additional or not applicable.</p> <p>For the avoidance of doubt, you should bid a gross hourly rate.</p>	
<p>Please provide a break down of how your gross hourly rate has been calculated, so that we can check you have considered everything – e.g. wages, tax, National Insurance, rent, supervision, file review, administration, telephone bills, stationery, postage costs (communicating with clients), travel to and from the outreach centre(s), time spent attending the outreach centre(s) and any other costs and expenses.</p>	