

**Ministry of Justice
Transforming
Rehabilitation
Competition**

**Request for Information
(RFI)**

Tier 2 and 3 Providers

Instructions

1. About us

The GEO Group UK Ltd

The GEO Group UK Ltd (GEO) is a wholly-owned subsidiary of the GEO Group Inc., a world leader in providing private custody, transport and offender management services around the world. In the UK, we operate and manage Immigration Removal Centres on behalf of the Home Office and, through a joint venture, provide prisoner transport for the Ministry of Justice across England and Wales.

Delta Rehabilitation Ltd

Delta Rehabilitation Ltd (Delta) is mutual from the Humberside, Lincolnshire and York and North Yorkshire Probation Trusts.

Mercia Community Action

Mercia Community Action (MCA) is a staff mutual formed from the West Mercia and Warwickshire Probation Trusts.

Willowdene Farm

Willowdene Farm (WF) is a social enterprise based in Shropshire and provides drug rehabilitation and training for offenders.

This Request for Information (RFI) is being managed by GEO on behalf of all the above entities. However, all entities will be involved in the evaluation of responses received. Bidders should therefore note that reference to GEO in this document extends to Delta, MCA and WF unless otherwise explicitly stated.

2. Request for Information

2.1 What are we requesting ?

We are looking for proposals from private and 3rd sector organisations who have particular expertise around the management of offenders, reducing re-offending and helping offenders to turn their lives around.

Organisations who have such expertise in the areas in which we intend to bid, are invited to submit their proposals to us, using the format set out in Annexes A, B and C to this RFI.

2.2 Which services are we looking for ?

We have particular interest in the following categories of service which will help to reduce re-offending rates:

- Drugs and alcohol rehabilitation
- Education and training
- Entry to employment
- Health services, including mental illness
- Restorative Justice
- Accommodation and housing
- Relationships
- Enhanced thinking skills
- Finance and debt

Organisations responding to this RFI are required to set out in their response the category or categories into which their services fall. However, organisations who offer a service which falls into a category not listed are nonetheless encouraged to respond, explaining clearly what it is they offer and the evidence to show that it works in reducing re-offending.

We welcome responses from organisations of all sizes. Our focus is on engaging those who deliver services who which have a good track record of reducing re-offending rates irrespective of size. Small organisations are therefore actively encouraged to respond to this RFI so long as they can evidence how their services reduce re-offending rates.

2.3 In which regions are we looking for these services?

We are particularly interested in hearing from organisation who provide the above services in the following areas:

- Derbyshire
- Humberside
- Leicestershire
- Lincolnshire
- North Yorkshire
- Nottinghamshire
- South Yorkshire
- Staffordshire
- Warwickshire
- West Mercia
- West Midlands

2.4 ICT

Please do not respond to this RFI if your service is **only** about the provision of ICT. This RFI is aimed at those who work directly with offenders. Separate arrangements will be made for ICT provision.

2.5 Supply chain management

GEO is committed to working with 3rd Sector organisations in accordance with the HM Government's Compact, published by the Cabinet Office in 2010, and the Ministry of Justice's Industry Standards Partnering Agreement (ISPA).

If you are prepared to accept an element of risk to your service (i.e. Payment by Results), please make this clear in your response.

2.6 Responding to this RFI

Organisations responding to this RFI must use the Microsoft Word Template attached at Annexes A and B to provide their response. Annex C (Financials) forms a separate document and must be submitted in Microsoft Excel. If you need to submit attachments to your response, please make sure they are clearly marked with the name of your organisation and the question to which they refer.

As part of the RFI process, we wish to assure ourselves that any provider has the resources and capabilities to provide the relevant services with consistent quality and value for money.

In particular, we are looking for information about:

- The service provided
- Where it is provided
- The evidence to demonstrate that the service reduces re-offending rates
- Financial stability
- Willingness to accept risk
- The cost to us of providing the service.

We are happy to answer clarification questions about our requirements, which should be sent by no later than 08 April to: TR@geogroup.co.uk

Bidders should send their completed RFI documents (Annexes A, B and C) by e-mail to TR@geogroup.co.uk by no later than 5pm on **11 April 2014**.

Bidders will be responsible for meeting all costs of preparing and submitting a response to this RFI.

The signed declaration form must be completed and submitted with the bidder's response.

All responses are to be in Times New Roman 14pt.

3. Timescales

Timetables for this RFI exercise are:

Date	Activity
WE 14 March	Request for Information (RFI) issued
08 April	Last date for clarification questions
11 April	Deadline for return of the RFI (Annexes A, B and C)
25 April	Bidders will receive an acknowledgement their proposal has been received and informing them of next steps

The above outline timetable is for guidance only at this stage of the process and remains subject to change.

4. Confidentiality

The nature of this tender may involve the passage of sensitive information about the nature of our business and that of the Ministry of Justice. It is a requirement that organisations responding to this RFI do not share details of the service, prices or any other sensitive information to any third party without prior written agreement of GEO.

In return, GEO will treat all information provided by bidders strictly confidential.

By responding to this RFI, bidders accept that GEO may use information provided in our own bids to the Ministry of Justice under the Transforming Rehabilitation Competition.

5. Pricing

5.1 Pricing

GEO wants to understand the total cost for the provision of the service.

We would appreciate pricing metrics based on individual offenders or on group provision, including identified group size, for each of the range of services you can make available, for each of the CPAs you wish to offer these. Bulk discounts will be taken into account either for increased volumes or for bids covering more than one CRC area. Prices should exclude VAT, with an indication of whether VAT is chargeable.

5.2 Payment Terms and Risk Transfer

A key component of the TR competition for GEO will be the ‘payment by results’ basis of the payment mechanism. However, these payments are ‘symmetrical’ including extra (positive) reward for higher achievement and (negative) financial penalties for under-achievement.

Bidders should indicate whether they wish to offer GEO:

- Services at fixed prices per unit.
- Services at a fixed payment per unit with positive potential PBR payments.
- Service at a fixed payment per unit with positive and negative potential PBR payments.

For those who are prepared to offer GEO a PBR approach, we are looking to model payments on the basis of share of the fixed budget (if a provider delivers 5% of the service by budget, they will be eligible to a similar fraction of the PBR payment for that cohort, subject to the degree of risk they are willing to take on). Providers who only wish to offer with positive potential PBR payments should anticipate a lower share of PBR payments.

Providers who wish to provide prices including a PBR component will, if successful in progressing to negotiation, will be asked to provide confirmation they have the capital available to service this.

6. Evaluation & Selection Criteria

GEO will be looking for the tender which offers the best value for money based on a sound operational solution at the most competitive price. Our evaluation of the RFI will therefore look for:

- Demonstration of capability to deliver the requirements
- Evidence that services will reduce re-offending rates
- Ability to work collaboratively with GEO to deliver a high quality proposition to the Ministry of Justice

- Where bidders are prepared to accept a degree of PBR risk, the organisation has the capital available to make the offer credible.

GEO reserves the right to select any or none of the bidders.

7. Questions

Any clarification questions about this RFI should be sent to TR@geogroup.co.uk by 08 April 2014.