



COMPETED FUND FOR PCC VICTIMS' SERVICES COMMISSIONING 2014/15 Specification

Background

1. The Ministry of Justice announced on 25 February 2014 a Competed Fund of up to £12m for Police and Crime Commissioners for victims' services commissioning in 2014/15. All PCCs are given an opportunity to bid for further funding to support priority categories of victims of crime (as defined in the Victims' Code) to help them cope with the immediate impacts of crime and, as far as possible, recover from the harm they have experienced. Bids covering specialist and/or innovative approaches to service provision are encouraged.
2. More money than ever before is being made available to support victims of crime. The PCC budgets for 2014/15 and 2015/16 have been set on stable, population based formula to ensure consistency and appropriateness of funding. This further funding of up to £12m is available for use in 2014/15 only.
3. Acknowledging that PCCs are at different stages in developing their commissioning strategies for victim support services, we believe this additional funding is best targeted at those who can demonstrate the need and have realistic plans to spend within the financial year of 2014/15. Any funding that is awarded from the Competed Fund must be spent within 2014/15 – it cannot be 'rolled over' to next year, in accordance with HMT 'Managing Public Money' spending rules.
4. The Competed Fund is a one-off funding opportunity. Therefore PCCs should give due consideration to the sustainability of additional services they may commission with the additional funding, if successful. The MoJ will also expect PCCs to ensure that the receipt of any funding from the Competed Fund does not impact, due to re-allocation of resources or otherwise, upon their ability to spend their confirmed 2014/15 victims' commissioning budget.

Awards

5. The Competed Fund of up to £12m represents almost half of the overall budget for victims' services that will be allocated to PCCs for 2014/15. Therefore, any additional funding secured through the bidding process can be a significant boost to a PCC's budget. In order to ensure transparency of the award process, whilst ensuring that plans to spend within 2014/15 are realistic, the total maximum amount of additional funding that any PCC can receive from the Competed Fund will equal their allocated budget for victims' services for 2014/15 (excluding funding for Restorative Justice and DV/SV, and before deductions have been made for continuation of the Victim Support model (where applicable)). To check the maximum amounts for individual PCCs, please refer to Annex A and the column for *Victims' Services Budget* (highlighted in yellow).
6. For example, a PCC whose victims' services allocation is £2.5m for 2014/15 will be able to bid for a maximum of £2.5m from the Competed Fund. Setting a maximum will help ensure, for example, that a handful of high-cost projects do not exhaust the entire Fund.

7. It will be the responsibility of the PCC to ensure they do not bid for funding above their limit, even if they submit bids for several projects (individually or jointly with other PCCs).
8. In the event that the total amount that a PCC bids for exceeds their limit, MoJ may reject all bids through which that PCC is seeking additional funding.

Bidding process

9. PCCs will be invited to submit bids using the application form, which will need to be returned to MoJ via email to victimservicescommissioning@justice.gsi.gov.uk by **noon on Friday 9 May 2014**. Please note that no attachments to the application forms will be accepted – all the information relevant to the bid will need to be contained within the application form. A PCC can submit a bid solely for their own area, jointly with other PCCs or a combination of both.
10. A PCC can submit a bid that proposes multiple service(s)/project(s) on a single application form (making clear how answers apply to each of the component parts). However, in some cases PCCs may feel that a separate application form is necessary in order to better differentiate between their proposed service(s)/project(s).
11. If there is a bid for a service that potentially covers multiple regions or the whole of England and Wales, PCCs are required to make a joint bid with the other PCCs whose areas are covered.
12. PCCs working together to submit a joint bid should ensure that they clearly indicate on the application form how any funding should be split between the PCCs if successful. The maximum award size set above will still apply, so PCCs will be asked to confirm on the application form the totality of their bids (whether they are individual or joint) to ensure that no-one will be bidding above their maximum.

Evaluation

13. Officials from the Ministry of Justice will evaluate the bids according to set criteria (described in detail below) and make recommendations to the Ministers on successful applications. The evaluation panel will consist of officials from legal, analytical services, finance, procurement and policy teams.
14. The final decision will rest with Ministers and there will be no internal appeal procedure.

Criteria

15. Bids for funding from the Competed Fund will firstly be assessed against the following criteria:

Showstopper Criteria (Question 1.3 and Section 4 of the application form)

- a) Ability to spend in 2014/15: all bids for funding from this Fund will need to show that the PCC will be able to spend it within the financial year
- b) Targeting priority categories of victims: the additional funding will only be available to support victims of the most serious crime, persistently targeted victims or victims who are vulnerable or intimidated (*for a more in-depth description, please see Annex B*)
- c) Cope and recover: the additional funding will be used to support victims of crime to cope and, as far as possible, to recover

16. PCCs are asked on the application form to confirm that they will comply with these criteria. If the details in the other sections of the application form do not support the confirmation, MoJ may reject the bid. The scoring matrix is attached at Annex C.
17. Each of the three showstopper criteria must receive a minimum score of 80 ('acceptable'), giving a minimum total of 240 (out of a possible 300), in order for the bid to proceed further in the evaluation process. If they do not reach this standard, the bid will be rejected and no further evaluation of the bid will be undertaken.
18. If the bid passes the Showstopper criteria, the quality criteria will be evaluated and scored using the same method as Showstopper criteria (Annex C). The quality criteria will not be weighted.

Quality Criteria (Section 5 of the application form)

- d) Specialist and/or innovative approaches to service provision: does the bid cover/include specialist and/or innovative approaches? Describe any elements of your proposed service(s)/project(s) that include specialist/innovative approaches.
 - e) Fit with eight categories of need (defined in the Victims' Services Commissioning Framework): how will the proposed service(s) target the eight areas which support services should aim to help victims with during the course of their intervention: mental and physical health; shelter and accommodation; family friends and children; education, skills and employment; drugs and alcohol; finance and benefits; outlook and attitudes; and social interactions?
 - f) Confidence in capacity to deliver: given that the funding is available for 2014/15 only, how ready are service providers to deliver? What are the resource requirements and delivery timescales of the proposed service(s) or project(s)? Will you have a project plan and suitably experienced staff that will enable you to monitor risks to delivery and critical milestones?
 - g) Needs assessment and equality related considerations: what does your needs assessment show as the main issues to tackle that relate to victims in the priority categories? How does this service(s)/project(s) fit with your assessment? What equality considerations have been made in the development of this bid? Are there any particular equality related issues that you aim to target with the additional funding?
 - h) Plans to monitor and measure outcomes: how will you measure success? How will you know that your service(s)/project(s) delivered the required outcomes for victims? How will the proposed services have an impact on your future plans for commissioning support services, and how will you know that your service delivered the outcomes you hoped for? What will be the tangible results that victims in your area will see?
19. For the quality criteria, the answers will need to score a minimum total of 330 points (out of a possible 500) in order for the bid to be considered for funding and proceed to be ranked.

Ranking and Allocation of Funding

20. Following the scoring of the responses to the showstopper criteria (Section 4), and then the quality criteria (Section 5), the scores from both sets of criteria will be added together and the bids will be ranked from highest scoring to lowest. Funding will be allocated in rank order until there is nothing left in the Fund.
21. PCCs are required to give information under the Strategy Statement (Section 2), and also information on the wider benefits and financial the scalability of their proposed

service(s)/project(s) (Sections 6.1 and 6.2, respectively). Whilst the answers to these sections will not normally be scored by the panel, Sections 6.1 and 6.2 may be evaluated in the following scenarios using the scoring matrix (Annex C):

22. In the event that the value of a single bid exceeds the remaining Fund sum, the response to Section 6.2 will be evaluated using the scoring matrix (Annex C). If the response achieves a score of at least 70 (Minor Reservations) and the scaled down value of the proposed service(s)/project(s) falls within the remaining Fund sum, the scaled down project will be awarded a grant. If the response to Section 6.2 fails to achieve a score of at least 70 (Minor Reservations), or if the value of the scaled down project exceeds the remaining fund sum or a scaling option has not been provided, the bid will be rejected and next highest ranked bid will be considered instead.
23. In the event that two or more bids achieve the same ranking and their total value exceeds the remaining Fund sum, their responses to Section 6.1 (wider benefit) will be evaluated using the scoring matrix (Annex C). The bids will then be ranked in the order of these scores and will return to be considered for funding as per the process in paragraph 22.

Timescales

24. Completed application forms must be submitted **by noon on Friday 9 May 2014 via email** to victimservicescommissioning@justice.gsi.gov.uk. We will announce the results by the middle of June. We will aim to make payments to successful PCCs by the end of June, which will be contingent on the return of signed Grant Agreements from PCCs.
25. Bidders are invited to submit any queries they have in relation to the additional funding and the application process by **Wednesday 1 May 2014**. These should be submitted to the email address above.

Grant conditions and requirements

26. This additional funding will be available to support priority categories of victims of crime. It **cannot be spent on capacity or capability building** (for which PCCs have received separate funding), whether PCC or VCSE focused. However, it can be spent on pre-sentence and victim-led Restorative Justice services for victims of crime in the priority categories, if you so wish.
27. Successful PCCs will receive a specific grant agreement for any successful bid. For example, if PCC1 submitted an individual bid and a joint bid with PCC2 and PCC3, and both bids are approved PCC1 will then receive two grant agreements: one individual and one joint agreement. Payment will be made only when MoJ has received the signed grant agreement (in the case of a joint agreement, the grant will need to be signed by all parties).
28. We will require successful PCCs to submit updates (as specified in the grant agreements) on their plans and spend position in year, so that any under spends can be identified in a timely manner and returned to the MoJ. We will ask for last updates in April 2015 confirming final spend up to 31st March 2015 along with information on the outcomes for victims.
29. We will also require PCCs to report any issues that may severely impact spending this additional funding outside the reporting cycle, outlined above, as they arise, so that issues that occur earlier or later in the year can be brought to our attention and resolved in-year.

30. If any Grant Funding provided by the Authority is used to procure goods or services and VAT is included in the cost, the Recipient shall recover that VAT from HM Customs and Excise where it is recoverable and use it to deliver the services required under this Grant Agreement. The Grant Funding is the total amount payable by the Authority and is inclusive of all Value Added Tax payable under the Value Added Tax Act 1994.

Q&A

31. We have summarised some questions and answers, and other clarifications, below.

Q1: What is the purpose of the Competed Fund?

A: This money is to be used to deliver positive outcomes for victims of the most serious crimes, persistently targeted victims, or victims who are vulnerable or intimidated.

Q2: Where has this funding of up to £12m come from?

A: This funding has come from additional receipts from offenders, raised through the Victim Surcharge, Penalty Notices for Disorder and Fixed Penalty Notices.

Q3: Why are you asking PCCs to compete for this extra funding?

A: We believe a competitive process is the most effective way to ensure that this extra funding goes to those who can demonstrate the need for it. We also acknowledge that PCCs are currently at different stages in developing their commissioning strategies, and as the funding cannot be rolled over to next year, it should go to those who are in strongest position to spend this additional funding productively and in a timely manner that does not affect their ability to spend their PCC budget for victims' services.

Q4: When will PCCs be told if their bid applications have been successful? When will any money be received?

A: We will contact all applicants to notify them of the outcome by middle of June 2014, with payments being made as soon as possible thereafter, contingent on the return of signed Grant Agreements from the PCCs. We will aim to make the payments by the end of June 2014.

Q5: What is the maximum funding that a PCC can bid for?

A: The sum total of a single PCC's bids (made individually and collectively with other PCCs) must not exceed their total budget for 2014/15. For example, a PCC whose budget for 2014/15 is £1.8m cannot bid for more than £1.8m of additional funding from the Competed Fund.

Q6: Can PCCs make as many bids as they want?

A: Yes, provided that the sum total of a single PCC's bid(s) (made individually and collectively with other PCCs) does not exceed their maximum bid amount. In the case of joint bids, please submit one bid per consortium (whether or not that includes several services/projects).

Q7: Should a PCC, bidding solely for their area, make their bid with all of their proposed services/projects on a single application form?

A: A PCC can submit a bid solely for their own area, which proposes multiple services/projects, on a single application form. This may be advisable, especially if the responses to questions on the application form are common for the proposed services or projects, or the services or projects are related. It must be clear from the application form how answers apply to each of the component parts). In some cases, PCCs may feel that

a separate application form is necessary in order to better differentiate between their proposed service(s)/project(s).

Q8: Is it possible for an individual or a joint bid to receive only partial funding from the Competed Fund?

A: Yes. Whilst the principle of the Competed Fund is to award the requested funding in full to PCCs, a situation may arise in which the value of a successful bid exceeds the remaining Fund sum. In this case, Section 6.2 will be evaluated by the assessment panel and, as a result, a bid may be partially funded (see paragraph 22 above for more detail).

Q9: How will the money be distributed amongst any PCCs who make joint bids?

A: PCCs will be asked to confirm, in Section 3 of the Application form, how any funding should be split between them. Funding will be supplied to each PCC as specified there.

Q10: What if one PCC wants to bid for a service that could potentially cover the whole of England and Wales?

A: If a PCC is interested in bidding for a service that covers multiple regions (or the whole of England and Wales), they will need to approach the other PCCs in order to make a joint bid.

Q11: What if I want to appeal the result of my bid?

A: The final decision rests with Ministers and there will be no internal appeal process.

Q12: What types of service(s)/project(s) should PCCs be proposing to use this fund for?

A: It is really up to the PCC, using their needs assessments as a guide, to decide what additional services are appropriate in their local area to support victims in the priority categories. We expect to see a wide variety of bids, so it would not be helpful to be overly prescriptive at this stage. We do encourage bids that cover specialist and/or innovative approaches to service provision, but PCCs should bear in mind that the Competed Fund may not recur in future financial years. All decisions on additional funding will be based on the criteria detailed in this specification document, so we would encourage you to allow yourself sufficient time to put together a compelling and clear bid.

Q13: Can PCCs make a bid for services or projects that relate to Restorative Justice?

A: Yes – as long as good evidence is provided, in their application, that the funding will be put towards pre-sentence and victim-led Restorative Justice services for victims in the priority categories.

Q14: Must bids be for specialist and/or innovative approaches to service provision?

A: No, but specialist and/or innovative approaches are encouraged and will form part of the assessment criteria.

Q15: What types of service(s)/project(s) should PCCs not be proposing to use this fund for?

A: This funding will not be available to support capability/capacity building. We would also ask PCCs to consider carefully the sustainability of any larger projects or services they propose to use this funding for in 2014/15.

Q16: When must the funding be spent by the PCCs?

A: All funding from the Competed Fund must be used by the end of the 2014/15 financial year.

Q17: If it becomes apparent that a PCC is likely to under spend, after the funding has already been issued, should they let anyone know?

A: Yes. PCCs must immediately notify MoJ Finance and Victim Services' Commissioning teams if, at any point, it appears that not all of the additional funding will be spent during the 2014/15 financial year.

Q18: Will a similar fund be available for PCCs for the 2015/16 financial year?

A: No. However should receipts from offenders in 2015/16 exceed the PCC indicative budgets, the Ministry of Justice will consider the most appropriate method for allocating any extra funding.

Q19: Will PCCs have to submit any information/data to the Ministry of Justice?

A: Yes. You will be asked submit information on your plans to spend the additional funding in year, so that we can identify any potential under spends in time. In April 2015 you will be expected to submit a return that confirms your final spend and (indicative) outcomes for the services you've provided or commissioned.

Q20: What will happen with any money that may be left over in the Fund?

A: This fund provides potential additional funding of up to £12m to PCCs. In case successful bids do not exhaust the funding available, MoJ will consider how to spend it in the best way and will inform PCCs of any decisions taken. The same applies in the unlikely event that none of the bids submitted reach an acceptable standard – we will then consider the best way to spend the money on victims' services within 2014/15, and will inform PCCs in the same way.

32. Please ensure that you submit any enquiries and further questions about the bidding process to us, in writing, to the email address below. Where the answer may be of material significance to other bidders, the anonymised question and answer will be made available to all PCCs, via the APCC weekly newsletter, during the bidding stage.

How to contact us

33. If you have any questions, please contact us via email on:

victimservicescommissioning@justice.gsi.gov.uk