EXPLANATORY MEMORANDUM TO

THE REPRESENTATION OF THE PEOPLE (ELECTION EXPENSES EXCLUSION) ORDER 2013

2013 No. [XXXX]

1. This explanatory memorandum has been prepared by the Cabinet Office and is laid before Parliament by Command of Her Majesty.

This memorandum contains information for the Joint Committee on Statutory Instruments.

2. Purpose of the instrument

2.1 This Order amends the Representation of the People Act 1983 to exclude grant awards made by the Access to Elected Office for Disabled People Fund ('the Fund') from the definition of election expenses. The Fund has been established by the Government Equalities Office to award financial support to disabled persons who will (or wish to) stand for elected office. In order to give full effect to the Fund policy, the Order amends existing provisions on 'electoral expenses' which would otherwise cause difficulties for the proper operation of the Fund. This is because disabled and non-disabled candidates would otherwise not be treated equally as regards the incurring of expenses, in that disabled candidates who received monies from the Fund to remove or mitigate disability barriers would, amongst other things, have to count such expenditure against their election expenses limit. This would have the effect of reducing the amount they could spend on other electoral expenses. Whereas in contrast the non-disabled candidates would incur no such disability related expenses and so would benefit from the advantage of having the entirety of their election expenses limit to spend on other election expenses

3. Matters of special interest to the Joint Committee on Statutory Instruments

3.1 A previous version of this Explanatory Memorandum described the Fund by using a shortened form of its title. Namely "the Access to Elected Office Fund" instead of the correct long title of "the Access to Elected Office for Disabled People Fund" which is the form used in the Order, the Explanatory Note, and in all the formal agreements relating to the Fund (such as the Invitation to Tender dated the 6th March 2012 which is annexed to this document). The Cabinet Office apologises for this oversight, and has corrected this Explanatory Memorandum accordingly.

4. Legislative context

4.1 This Order is made under the power provided by paragraph 15(1) of Schedule 4A to the Representation of the People Act 1983 (as amended). It amends Part 2 of Schedule 4A of the Representation of the People Act 1983. Schedule 4A (as introduced by s.90ZA) provides for the definition of the term 'electoral expense' with part 1 setting out matters that are to be considered 'election expenses' and part 2 setting out a list of matters excluded from being "elections expenses". The

classification of an expense as an 'election expense' has a number of regulatory consequences in the Act, including the fact that under section 76 of the Act candidates are subject to a limit on the amount that can be spent on election expenses (the specific amount of the limit varies depending on the type of election concerned).

4.2 The Order makes provision for a new Paragraph 7A to be inserted into Part 2. New paragraph 7A exempts certain expenditure by or on behalf of disabled candidates from being considered 'election expenses'. However in order to benefit from the exemption from being an 'election expense' the expenditure must be;

- Designed to remove or reduce the barriers to seeking elected office faced by disabled candidates (Article 2, inserted paragraph 7A(1)),
- An expense that arises as a consequence of the candidate's particular disability (Article 2, inserted paragraph 7A(1)),
- Defrayed or reimbursed by a grant awarded from the Access to Elected Office for Disabled People Fund. However, if the expense is greater than amount of the grant provided by the Fund then the exemption only applies in relation to the amount of the expense that is covered by the Fund (Article 2, inserted paragraph 7A(2)),
- In accordance with the terms and conditions of the grant made from the Access to Elected Office for Disabled People Fund (Article 2, inserted paragraph 7A(2)).

4.3 The provisions set out above therefore provide that only matters of expenditure that a disabled candidate would face, but a non-disabled candidate would not face, are to be exempted from the definition of expenses. Matters of expenditure that would be common to both disabled and non-disabled candidates, such as the normal printing of campaign leaflets for distribution to the public, would not fall within the scope of this exemption or within the scope of the Fund. However where a disabled candidate requires specially adapted transportation in order to participate in door-to-door campaigning on a level basis with a non-disabled candidate, then such an additional expense is likely to fall within the scope of the Fund and providing it satisfies the conditions set out in paragraph 4.2 above is likely to fall within the scope of this exemption.

5. Territorial Extent and Application

5.1 This instrument applies to all of the United Kingdom. However the Fund only applies to UK Parliamentary elections, local elections in England (except parish council elections), Greater London Authority elections, Mayoral elections in England and Police and Crime Commissioner elections in England and Wales.

6. European Convention on Human Rights

6.1 The Minister for Political and Constitutional Reform has made the following statement regarding Human Rights:

In my view the provisions of the Representation of the People (Election Expenses Exclusion) Order are compatible with the Convention rights.

7. Policy background

7.1 The Access to Elected Office for Disabled People Strategy reflects a Coalition Government commitment to introduce extra support for disabled people who want to become MPs, Councillors or other elected officials. The Strategy's main element is the Fund, which will distribute £2.3 million in grants from July 2012 to June 2014. The Fund is designed to meet the additional costs that a disabled person may face - such as extra transport costs or sign language interpreters - when seeking to stand for selection by a political party or election. Details of the Fund can be found at https://www.access-to-elected-office-fund.org.uk/

7.2 The Government ran a public procurement exercise to find an administrator for the Fund, appointing Digital Outreach (operating as "Convey") to the role. As a registered company, Convey is a permissible donor and therefore, as the body that independently makes funding decisions on applications to the Fund, is permitted to award payments to candidates. The Invitation to Tender for the Access to Elected Office for Disabled People Fund is annexed to this document.

7.3 Generally, election expenses need to be reported on a candidate's expenses return and will usually count towards the relevant candidate's expenses limit. The fact that the disability related expenses the Fund will cover could count towards the election expenses limit is undesirable, as it reduces the equalising intention of the Fund. – Many of the kind of items the Fund is proposing to award grants for, such as British Sign Language interpreters are expensive and non-disabled candidates will thus have a proportionally higher spending limit than the disabled candidates who have incurred such extra costs. This may deter disabled people from applying for support from the Fund or seeking access to elected office.

7.4 There is significant interest in the Fund and Convey has contractual responsibility for publicising it. The May 2013 and 2014 local elections will provide the key opportunity for the Fund, not only because of the number of seats being contested, but also because local elections tend to attract the highest number of independent candidates who are most likely to need support from the Fund. To enable that funding, this Order must be made before 27 March, the start of the regulated period, the point from which candidates will be subject to limits on their expenditure.

8. Consultation Outcome

8.1 The Electoral Commission (EC) have been consulted on this instrument as required by paragraph 15(3)(b) of Schedule 4A of the Representation of the People Act 1983.

8.2 Some drafting issues raised by the Electoral Commission during informal consultation have been incorporated in the Order. In respect of the points made in the Commission's formal consultation response, the Government considers that there are two principal issues:

8.3 The Order refers to removing or mitigating *'barriers'* to elected office associated with a candidate's disability. The EC contends this is a novel use of the word in legal terms and it is difficult to interpret its meaning and policy intention. As

a result, the EC is concerned that there is scope for the Fund administrator to make grant allocations for a far wider range of matters than was intended.

8.4 The Government's view is that 'barriers' means both things that merely impede progress or success, as well as things that prohibit progress or success altogether. The term 'barriers' is therefore the most appropriate for the Order. The fundamental difference appears to be that the EC would prefer the exemption to be defined by an exhaustive list for reasons of certainty. However, the Fund has been set up on the basis that it must be able to fund any potential expense that arises from the mitigation of a barrier to elected office that occurs because of the candidate's disability. Consequently it is impossible to define the exemption in the terms of an exhaustive list. A non-exhaustive list of expenses it will pay for would equally be unsatisfactory, because it will necessarily not mention everything covered. Therefore in order to provide certainty we have sought to define the exemption through descriptive principles that, as required, exactly match the scope of the Fund.

8.5 Further, the Order as drafted has the effect of imposing the test that expenses are only exempted provided they are aimed at removing or reducing the impediments disabled candidates face when seeking elected office. There is a further requirement that the impediments must directly result from a candidate's disability.

8.6 Even if the 'barriers' test is met, the Order also requires that for any spending to be exempt, it must be in line with the Fund's terms and conditions. The Commission is not convinced that the terms and conditions are fit for purpose as currently drafted, believing they cannot be relied on to accurately define what is and is not exempt from spending limits.

8.7 The Government does not agree that it is the terms and conditions that define the exemption, as this is done by the text of the Order. The reference to terms and conditions in the exemption is so as to ensure an individual who fraudulently obtains funding does not benefit from the exemption. In practice the terms and conditions are likely to help provide practical guidance, but it remains the case that the definition of the exemption is the wording set out in the Order.

8.8 The Electoral Commission's response is published at: http://www.electoralcommission.org.uk/__data/assets/pdf_file/0004/153733/Access-to-Elected-Office-expenses-exemption-Statutory-Instrument-consultation-response-29-1-2013.pdf

9. Guidance

9.1 The Electoral Commission has published detailed guidance for election candidates on its website:http://www.electoralcommission.org.uk/guidance/resources-for-those-we-regulate/candidates-and-agents. This includes information on candidate spending limits and election expenses rules. The Government is working closely with the Electoral Commission to update this guidance to alert disabled candidates to the Access to Elected Office for Disabled People Fund and the impact of Fund payments on their elections spending limits. The Electoral Commission will also update the guidance to encourage recipients of the Fund to voluntarily disclose any awards.

9.2 Convey, the Access to Elected Office for Disabled People Fund administrators, have also provided detailed guidance on the Fund's remit and application on their website: http://www.access-to-elected-office-fund.org.uk/apply/application-form-guidelines/

10. Impact

10.1 A full regulatory impact assessment has not been prepared for this instrument because no impact on the private or voluntary sector is foreseen.

11. Regulating small business

11.1 The legislation does not apply to small business.

12. Monitoring & review

12.1 The Access to Elected Office for Disabled People Fund launched as a pilot exercise in July 2012 and is expected to run until the 30th June 2014. The Order consequently makes provision in inserted paragraph 7A(4) for the order to expire on that date.

12.2 There is a policy commitment to review the impact of the Fund after the local elections scheduled for May 2013. The assessment, to be undertaken by the Government Equalities Office, will consider whether or not the Fund has met its aim of supporting disabled people to stand as candidates for election.

13. Contact

Nayela Munir Fjeld at the Cabinet Office, Tel: 0207 271 1411, email: nayela.munirfjeld@cabinet-office.gsi.gov.uk can answer any queries regarding the instrument.

Home Office

Invitation to Tender for the Access to Elected Office for Disabled People Fund Grant Administration Tender Reference: GR003

6th March 2012

1. Introduction ……3
1.1 Introduction to the PCoE……..4

2. Information and Instructions on Tendering Procedures……..5
2.1 About These Instructions……..6
2.2 Contact Information……6
2.3 Communications……..6
2.4 Contract Terms and Conditions……7
2.5 Contract Duration……7
2.6 Acceptance of Tender……7
2.7 Variant Bids……7
2.8 Evaluation of Proposals……7
2.9 Procurement Timetable……..9

3. Information to be Provided……..10
3.1 Information Required……11
3.2 General Information……..11
3.3 Specific Information……..11
3.4 Confirmations……..12
3.5 Prices and Charges……12

4. Additional Information……..13
4.1 Payment and Invoicing……..14
4.2 Contract Price Adjustments……..14
4.3 Sustainable Procurement……..14

5. Specification……..15
5.1 Services Requirements……...16

1. Introduction

1.1 Introduction to PCoE

1.1.1 Operating since September 2008, the Procurement Centre of Excellence (hereafter referred to as the PCoE), is a department based at Concept House, Cardiff Road, Newport, South Wales. The centre was formally opened on 23 June 2009 by Nigel Smith, chief executive of the Office of Government Commerce.

1.1.2 The centre is made up of four teams:

- **Category Management** – manages the procure to pay process
- **Buying services** – offering assisted and spot buying capability and a procurement helpdesk
- **Business Intelligence Team** – producing market and supplier intelligence
- **E-enablers team** – providing management information and a procurement toolkit with sourcing and spend analyser capability

1.1.3 The PCoE has been designed to enable the Home Office and UKBA to take a more collaborative approach to commercial and procurement activities across key areas of business.

1.1.4 The objective of the PCoE is to consolidate all non-strategic procurement activities – this is happening using a phased approach providing a procurement capability for its customers throughout the business by:

- Making the process easier for the end user
- Better use of its buying power
- Delivering value for money

1.1.5 For background information on the Home Office, please use the following link http://www.homeoffice.gov.uk/

2. Instructions and Information on Tendering Procedures

2.1 About these Instructions

2.1.1 These instructions are designed to ensure that all tenders are given equal and fair consideration.

2.2 Contact Information

2.2.1 All communication must be done via the Home Office PCT

2.2.2 Information and assistance on the tool can be obtained through the Procurement Centre of Excellence by contacting the PCT Helpdesk on 01633 811 600 or emailing eEnablers@homeoffice.gsi.gov.uk

2.2.3 You will need to register for the event and if you are not already registered then please make contact as relayed above.

2.2.4 Any Tender response left at “Draft Bid” status on the PCT tool at the Tender receipt cut off time will be deemed a non-compliant bid and will NOT be assessed further.

2.3 Communications

2.3.1 The evaluation process will be systematic, thorough and fair. To preserve equity and confidentiality, all tenders will be processed through the Authority's eSourcing Tool (PCT). Late tenders will be marked as such and the Authority will be under no obligation to consider such tenders. In order that common standards of evaluation are applied, the Authority will seek to ensure as far as possible that the evaluators remain the same.

2.3.2 Nothing herein or in any communications made on behalf of the PCoE shall be taken as constituting an agreement, offer or representation between the PCoE and any party (save for a formal award of contract made in writing by or on behalf of the PCoE) nor shall they be taken as constituting an agreement, offer or representation that an agreement shall be offered in accordance herewith or at all.

2.3.3 The PCoE may, at its own discretion provide written copies of questions and answers to all other tenderers bidding for this requirement.

2.3.4 The PCoE may require interviews with, or presentations by the tenderer in order to carry out clarification on elements of the proposal. Such requirement shall imply no obligation on the part of the PCoE and the tenderer shall be responsible for any of its own expenses incurred. The PCoE reserves the right to visit the tenderers premises prior to any contract award being made, and will remain responsible for its own expenses incurred.

2.4 Contract Terms and Conditions

2.4.1 The contract is offered under the Home Office Terms and Conditions a copy of which accompanies this document.

2.4.2 All relevant Terms and Conditions and Service Level Agreements associated will apply. Where any of the paragraphs contained within this document conflict with the Terms and Conditions, this document will be deemed to take precedence.

2.4.3 Bidders should note that the Authority will be focussed on containing and controlling costs and scope and will be actively seeking discounts on rates.

2.5 Contract Duration

2.5.1 The contract period shall be April 2012 until March 2014. The contract will be on a 'call off' basis, meaning that volumes of work, if any, cannot be guaranteed.

2.5.2 Pricing will be held firm for the duration of the contract.

2.6 Acceptance of Tender

2.6.1 PCoE does not bind itself to accept any tender. PCoE also reserves the right not to accept a tender for part or for all of the requirements. The procedures described in these notices and instructions are for guidance only. The PCoE reserves the right to annul the tender process and not award contract. The PCoE will not be responsible for any costs incurred in the preparation of a bid.

2.6.2 Bidders should note that in order to be eligible to submit a valid tender, the bidder is required to be a permissible donor under the Political Parties, Elections and Referendums Act 2000. Full detail of the legislation and eligibility criteria can be accessed via the following link:

Permissible Donor Legislation

2.7 Variant Bids

2.7.1 Bidders are welcome to submit a variant bid, but only in addition to the provision of a compliant bid. Full details supporting the variant bid must be provided. The Authority reserves the right not to consider variant bids submitted.

2.8 Evaluation of Proposals

2.8.1 PCoE are required under Government purchasing initiatives to continually seek competition for the supply of goods and services in order to obtain optimum

value for money. This does not always mean accepting the lowest price and an assessment will be made of the quality of the services offered, to determine the whole life cost as apposed to initial costs.

2.8.2 The contract will be awarded on the basis of the most economically advantageous tender. That is to say, when considering all the factors, the proposal that enables the PCoE to achieve best value for money.

2.8.3 In addition bidders' should note the attached list of criteria will also be used to evaluate the proposals. It is therefore essential that the proposal addresses the following:

Evaluation Criteria	**Weighting**
Disability Awareness	15%
Service Delivery	20%
Innovation and Added Value	15%
Awareness of political and electoral issues	15%
Pricing	25%
Presentation	10%

2.9 Procurement timetable

Milestone	Date
Issue Invitation to Tender	Tuesday, 6th March 2012
Bidder's Conference (To be held in London)	Tuesday, 13th March 2012
Deadline for receipt of questions	Friday, 16th March 2012
Clarification responses issued	Wednesday, 21st March 2012
Deadline for receipt of tenders	12.00pm Friday, 23rd March 2012
GEO Evaluation	Friday, 30th March 2012
Post tender clarification meetings (if necessary)	Tuesday, 3rd April 2012
Award of contract	Friday, 6th April 2012
Pre-Contract Meeting (London)	Tuesday, 10th April 2012
Contract commencement	Monday, 16th April 2012

3. Information to be provided

3.1 Information Required

3.1.1 The Bidder shall take note of and fully comply with the notices and instructions set out below. The proposal **MUST** be submitted via utilisation of the electronic bid system EMPTORIS. The proposal must be set out into 4 clearly marked sections headed:

- General Information
- Specific Information
- Confirmations
- Prices and Charges

3.2 General Information

3.2.1 The bidder shall include the following in the section **General Information**:

- The EMPTORIS reference to which the bid relates – GR003;
- The full name and address of the bidder;
- The name(s) and telephone number(s) of the bidder's representative(s) whom the PCoE may contact in relation to the bid;
- Such other information relevant to the provision of the Services i.e. details of any relevant accreditation;
- Environmental policy statement.

3.3 Specific Information

3.3.1 The tenderer shall include the following in the section headed **Specific Information:**

a) Disability Awareness
b) Service Delivery
c) Innovation and Added Value
d) Awareness of Political and Electoral Issues
e) Pricing

3.4 Confirmations

3.4.1 The Tenderer shall include in the section headed **Confirmations** the following:

- Confirmation that the services tendered for are those specified in Section 5;
- Confirmation of acceptance of the Home Office Terms and Conditions and that these shall govern the provision of the services specified at Section 5 and any resultant contract;
- Confirmation that the proposal contains a full cost breakdown and that all costs have been stated;

3.5 Prices and Charges

3.5.1 The Tenderer shall include in the section headed **Prices & Charges**, the following information in respect of the services detailed in Section 5:

- A full breakdown of the charges for performing the services.
- Any discounts stating Gross and Net charges, for example, for prompt payment (NB correctly submitted invoices will be paid within 10 days);
- All charges shall be shown net of Value added Tax ("VAT") and the current appropriate rate of VAT shall be stated;
- The prices and charges tendered for must be firm for a period of 180 days from the tender return date and denominated in sterling.

4. Additional Information

4.1 Payment and Invoicing

Payment will be made in arrears following completion of agreed milestones.

4.1.1 Invoices should show all details reasonably necessary for payment to be made. Each invoice **MUST** state a valid purchase order number as issued by the PCoE and include an elemental breakdown of services supplied.

4.1.2 The preferred method of execution is Electronic Invoicing (E-Invoicing) and where possible the supplier should use this method of delivery.

4.1.3 Payment will be made following receipt of a correctly submitted invoice. All invoices should be submitted for the attention of Accounts Payable at the following address:

Home Office Shared Service Centre
PO Box 5015
Newport
Gwent
NP20 9BB
Tel: 0845 0100 122
E: post-room-rescan@homeoffice.gsi.gov.uk

4.2 Contract Price Adjustments

4.2.1 The contract prices shall be firm for the duration of the agreement.

4.3 Sustainable Procurement

4.3.1 The contractor shall comply in all material aspects with all environmental laws and regulations in force from time to time in relation to the service. The contractor shall promptly provide all such information regarding the environmental impact of the service as may be reasonably requested by the PCoE. All written outputs, including reports, produced in connection with the tender should, where possible, be produced on recycled paper containing at least 80% post consumer waste and used on both sides where appropriate.

5. Specification

5.1 SERVICES REQUIREMENTS

Objectives of the grant fund

The Government Equalities Office (GEO) has an opportunity relating to the provision of administration services for a groundbreaking innovative fund. It is designed to provide funding for disabled people who want to gain access to elected office and whose disability is causing an additional barrier to them doing so.

Disabled people can face additional costs when they attempt to get elected compared to their non-disabled peers. Those individuals will be able to apply for funding from the fund in order to meet the additional disability-related support needs they have which are impeding their chances of either being selected to stand for election or in standing for election.

An independent administrator is needed to administer this fund, process all applications to it, including processing claims from successful applicants and support the work of an advisory panel (see below). Upfront costs to set up the process will be paid to the administrator plus bonus payments when funding is distributed. The administrator will be expected to fund reasonable local travel and other expenses for the panel members.

An independent advisory panel will be set up to make recommendations to the administrator on who should receive funding from the scheme. They will be paid expenses only. They will consider issues such as the evidence relating to the individual's disability- related barrier to elected office and the quality of their business case for funding.

Individuals can apply to the fund if they wish to stand in UK Westminster elections, local elections in England, GLA elections, Mayoral elections in England, and Police and Crime Commissioner elections.

Size of grant fund

The fund will run until end of 13/14 and has an expected fund value of up to £2.6m (which includes grants and administration costs).

Timescales for delivery

We want the fund to be open to applicants and ready to assess and distribute funding by June 2012.

In order to achieve this we want the supplier to provide information on how they intend to run the application, assessment and payment process by end of April 2012.

Broad criteria for decision making within the fund

In order to administer the fund the supplier and advisory panel must be politically neutral

The administrator must also be a permissible donor as set out in the Political Parties, Elections and Referendums Act 2000. [http://www.legislation.gov.uk/ukpga/2000/41/section/54] The list of permissible donors is provided in Section 54(2) of the Act

A permissible donor can be:

(a) an individual registered in an electoral register;

(b) a company registered under the Companies Act 2006, and incorporated within the United Kingdom or another member State, which carries on business in the United Kingdom;

(c) a registered party (other than a Gibraltar party whose entry in the register includes a

statement that it intends to contest one or more elections to the European Parliament in the combined region – for further information on this and other registered parties whose entry in the register includes such a statement, please refer to the legislation at the link provided);

(d) a trade union entered in the list kept under the Trade Union and Labour Relations (Consolidation) Act 1992 or the Industrial Relations (Northern Ireland) Order 1992;

(e) a building society (within the meaning of the Building Societies Act 1986);

(f) a limited liability partnership registered under the Limited Liability Partnerships Act 2000, which carries on business in the United Kingdom;

(g) a friendly society registered under the Friendly Societies Act 1974 or a society registered (or deemed to be registered) under the Industrial and Provident Societies Act 1965 or the Industrial and Provident Societies Act (Northern Ireland) 1969; and

(h) any unincorporated association of two or more persons which does not fall within any of the preceding paragraphs but which carries on business or other activities wholly or mainly in the United Kingdom and whose main office is there.

Essential criteria

Applicants must provide evidence to the supplier relating to their disability. Disability is defined as set out in section 6(1),(2),(3),(5) and (6) of the Equality Act 2010 and the Equality Act 2010 (Disability) Regulations 2010 (2010/2128) and any other legislation/amendment notified to the supplier from time to time by the Customer.

Applicants must provide evidence to the Administrator and advisory panel of

- the barrier they face in reaching elected office and how this relates to their disability.
- how the disability-specific barrier that they have identified will be overcome through support from the fund.
- Applicants must also provide a statement with evidence of their commitment to reaching elected office

Nature and type of civil society organisations to be reached through the fund

The fund will be given to the administrator to provide money to disabled individuals.

Any specific proposals/conditions for delivery of the fund

Applications

The supplier must promote the fund and its application process to relevant disabled people.

The supplier must design an application process, assessment and audit process and mechanism for providing individuals with funding.

The supplier must provide advice to individuals who want to apply to the fund.

This application process must be accessible to disabled people with a range of support needs at all stages.

The supplier must acknowledge all applications to the fund.

The supplier must handle all personal data relating to the fund securely, in accordance with data protection and confidentiality principles.

Decision making

The supplier must undertake initial checks on the application (does the applicant provide evidence of a disability related barrier, does the applicant confirm they are eligible to stand in elections, does the applicant provide evidence they are committed to reaching elected office) before passing the application to the panel for recommendation.

The supplier must advise the panel of the amount of funding currently available before they make their recommendations

The supplier must pay reasonable expenses to all those involved in the panel.

The supplier must record details of all recommendations made by the panel and make this information available to GEO on request.

The supplier must put in place a complaints handling and dispute resolution process.

Distribution of funding

Once the panel has notified the supplier of their decisions, the supplier must notify the Government Equalities Office of the amount of funding they intend to distribute.

The supplier must provide a quarterly detailed breakdown of how many individuals are awarded funding, the nature of the support offered, and the total amount of funding awarded.

The supplier must notify successful applicants and give them grant letters stating the conditions of funding.

The supplier must decide when to give the money to the individuals and distribute the funding.

Management information

The supplier will be responsible for ensuring that the funding is spent in an appropriate way, with due regard to the principles of propriety and public accountability. This will include getting any appropriate evidence from the applicants, and making sure that that they (the supplier) has applied the necessary due diligence and has audit procedures in place The supplier must financially monitor the funding awarded and provide quarterly reports to the GEO

The supplier must provide management information to the GEO on request and be prepared to publish details of grants made where necessary

The supplier must provide a number of case studies per year of those successfully applying to the fund subject to appropriate confidentiality and data protection principles.

Proposed nature of evaluation of the fund

We expect that the effectiveness of the fund of getting disabled people into elected office will be evaluated as part of an independent evaluation of the access to elected office programme and will be carried out by another supplier.

We will expect the suppliers to cooperate in this evaluation process, including supplying any necessary information to the evaluators.

Commencement Date

The fund should be open for applications by June 2012.

Completion Date

It is anticipated that the fund will close in March 2014

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Pricing

There is no formal ceiling for this work. However, price is of central importance and scoring will be weighted to reflect price competitiveness.

Suppliers should provide information on how much upfront costs they intend to use to set up the programme, and should consider this when setting the level of reward for distributing money.