

**THE SOCIETY OF REHABILITATION AND CRIME PREVENTION,  
HONG KONG**

**Jockey Club “Craft Your Life Together” Co-living Community Project  
(JCCCP)**

**Brief**

**for**

**Social Impact Assessment (SIA)**

**Research & Consultancy Service**

**Employer:**

**The Society of Rehabilitation and Crime Prevention, Hong Kong  
(SRACP)**

**13<sup>th</sup> March 2020**

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## **1. Introduction**

The Society of Rehabilitation and Crime Prevention, Hong Kong (SRACP) intends to appoint a Research & Consultancy Service for the research of Social Impact Assessment (SIA) for Jockey Club “Craft Your Life Together” Co-living Community Project (JCCCP) to support the design and development of a co-living service model, a research framework and assess the social impact of a 24-month Pilot Run Stage and a 36-month Service Implementation Stage. The research project is expected to span over 6 years covering the two stages, as well as the period before, in-between and after the two stages.

## **2. The Society of Rehabilitation and Crime Prevention, Hong Kong (SRACP)**

SRACP formerly known as The Hong Kong Discharged Prisoners’ Aid Society, is a government recognised charitable organisation established in 1957. With the dedication and perseverance, the work of SRACP gradually came to be recognised and valued by the public. In 1959, SRACP received its first government subvention and since then yearly subvention has been granted to sustain the rehabilitation service for offenders and discharged prisoners. SRACP was incorporated as a non-profit making limited company under the Companies Ordinance on 23<sup>rd</sup> September 1966.

SRACP has been providing quality rehabilitation and multifarious services for the betterment of Hong Kong residents who are charged with criminal offence, have been convicted of crimes, or released from prisons since its establishment. In the past four decades, we also strive to provide community education, mental health service and crime prevention programmes for the general public of Hong Kong. Our services include individual and family counselling, hostels, recreation, court social work, vocational training and employment, mental health service, community education and volunteer programmes, etc.

## **3. Jockey Club “Craft Your Life Together” Co-living Community Project (JCCCP)**

### **3.1 Background**

Mental health remains a key area that SRACP strives to work on since 1970s. Apart from providing mental health services for ex-offenders to solve family, emotion and behavior related problems, SRACP also addresses the increasing awareness on mental wellness issues among the general public since 1997. SRACP currently operates four halfway houses to provide transitional accommodation and rehabilitation services for persons in mental recovery, and train them to be independent and self-sufficient.

In recent years, youth and residential services are two new foci in SRACP’s service development. In addition to operating hostels for ex-offenders and halfway houses for persons in mental recovery, SRACP is also exploring a new service direction in launching and advocating cross-generation and cross-background co-living model that provides transitional accommodation and enhancement services for persons with disadvantaged backgrounds in particular out-of-home youths.

### 3.2 Redevelopment of Shau Kei Wan House (SKWH)

SKWH is a purpose-built halfway house operated by SRACP since 1995 providing a transitional period of residential care for male service users who have history of mental illness to achieve an optimal level of functioning for the purpose of community reintegration.

Considering the site is located in a prime urban area of development potential and is now extensively under-utilised, SRACP has acquired the support from The Hong Kong Jockey Club Charities Trust for a redevelopment of the site. A new multi-storey building comprised of a halfway house and co-living units is planned to provide residential, rehabilitation and transitional supports for persons in mental recovery and out-of-home youths.

Commencing in December 2018, Jockey Club “Craft Your Life Together” Co-living Community Project (JCCCP) consists of three stages state as follows. Two researches on the service model and on Social Impact Assessment (SIA) will be carried out across the 2-year Pilot Run Stage and the 3-year Service Implementation Stage respectively.

Stages	Tentative schedule
Stage 1: Redevelopment Stage of the SKWH	2019- 2023
Stage 2: Pilot Run Stage	Jun 2020- May 2022
Stage 3: Service Implementation Stage	2023- 2026

Site location:

- 8 Tai Lok Street, Shau Kei Wan, Hong Kong

Proposed 22-storey residential building:

- A government-subsidised halfway house located on the first four storeys offering some 42 places for persons in mental recovery
- A youth co-living dormitory located on the upper floors offering some 96 places for out-of-home youths



## **4. Scope of the Research & Consultancy Services**

SRACP intends to appoint a Research & Consultancy Service for the research of Social Impact Assessment (SIA) for Jockey Club “Craft Your Life Together” Co-living Community Project (JCCCP) to support the design and development of a co-living service model, a research framework and assess the social impact of a 24-month Pilot Run and 36-month Service Implementation.

### **4.1 The SIA**

#### **4.1.1 Background**

Overseas studies have long been suggested those youths left from Residential Child Care Services faced a considerable amount of transitional difficulties. Without proper support and assistance, these difficulties may eventually turn into more severe problems like mental illness, unemployment, homelessness, and difficulties with interpersonal relationships and social functioning. Services, such as transitional housing and independent living skills programme, which promote and improve the transition of out-of-home youth are then called for.

Although these problems are well-known in western countries, they are seldom discussed and addressed in Hong Kong. Thus, JCCCP aimed to fill this service gap. Nonetheless, as JCCCP is the pioneer project in the field, a local, evidence-based service model is lacking. As such, a research study will be designed, aimed at generating a practice-informed, evidence-based service model meanwhile a comprehensive evaluation of this service model is required to examine its effectiveness.

A service model research team has been established to develop the JCCCP’s service model as well as its related components. The service model research team is made up of the Research and Development Division of SRACP and a research team from a local university. The service model research team will generate a service model which includes the following components:

- problem definition and conceptualization
- theorization of the practice approach
- methods of service user identification
- methods of service user engagement
- methods of assessments
- intervention infrastructures and activities

While the service model research team will develop and test the JCCCP’s service model, an Social Impact Assessment (SIA) research team is planned to be established to perform the function of evaluation and SIA conduction. As such, a SIA research team is called for to conduct a SIA on JCCCP and its service model.

### 4.1.2 Objective of SIA

To determine the impacts of JCCCP and its service model on the transition of out-of-home youth, a comprehensive evaluation of it is crucial. The following are some of the core questions that will need to be answered through SIA:

- a) What impact does JCCCP have created at the individual level, organisational level and societal level?
- b) What is the Social Return on Investment (SROI) of JCCCP? How effective is its service model in comparison with other service models with the similar objective in the field?
- c) What are the factors of JCCCP that significantly influence its effect on the transition of out-of-home youth?
- d) Based on the outcome of the questions above, how does JCCCP and its service model can be improved and what other services can be designed for out-of-home youth? What policy recommendations can be drawn from the outcome of this SIA?

### 4.1.3 Scope of SIA

To address these questions, *SIA is expected to be conducted in conjunction with SROI*. Tenderers should propose suitable methods as part of the research design phase of this work. The proposed methods should take into consideration procedures to match with the research of service model development, which designed by the service model research team, to ensure valid evaluation.

## 4.2 Consultancy Service for the development and evaluation of a new service model

### 4.2.1 Background

With an aim to support the development of a new co-living service model combining the existing Recovery Model adopted in SRACP's halfway houses for persons in mental recovery and a new Foyer Model to be introduced from overseas for out-of-home youths, the effectiveness of the co-living service model and various kinds of programmes will be tested in the 24-month Pilot Run Stage. Based on the service model testing result and the findings of SIA, evaluation and modification works will be carried out during the stage, the period before and after the implementation of the 36-month Service Implementation.

After the Pilot Run Stage, a one-stop transitional residential and support service is expected to be implemented in the new co-living building in 2023. A comprehensive research on the effectiveness of the new service model will be conducted. Based on the findings, improvement works will be carried out to enhance the service of JCCCP.

#### **4.2.2 Objective of Consultancy Service**

Quality consultation that provides evidence-informed recommendations to JCCCP for the improvement of its services as well as service model on the transition of out-of-home youth.

#### **4.2.3 Scope of Consultancy Service**

Consultation is expected to be provided along the project period. Based on the findings of SIA, recommendations with improvement measures for both 24-month Pilot Run and subsequent 36-month service have to be proposed and reported to the project team as well as the Steering and Programme Committee of JCCCP.

#### **4.3 Accreditation and certification**

The selected Consultant is also expected to assist SRACP on the acquirement of related certificates and the participation of related accreditation systems for the Project and other related projects of the Society.

### **5. Tender Specifications and Requirements**

JCCCP requires the services of a highly specialised, consistent and independent research team to conduct SIA and provide consultancy service as per the objective above. The tenderer is required to meet the following eligibility and requirements as detailed below:

#### **5.1 Eligibility**

- 5.1.1 Tenderer must demonstrate more than 3 years experiences in relevant fields.
- 5.1.2 Tenderer must be able to demonstrate evidence of the following technical and professional knowledge and skills:
  - a) Familiarity with conducting SIA and SROI;
  - b) Experience in evaluation analysis and data collection methodologies in social welfare project;
  - c) Experience in SIA report compilation and accreditation (local or overseas).
- 5.1.3 Tenderer must avoid and disclose to JCCCP of any real, perceived or potential conflict of interest that they may have with JCCCP or any entities in the research project. An apparent or actual conflict of interest may exist where an individual or entity has different, and potentially conflict, duties or relationships with respect to other individuals or entities within the research project and JCCCP.

## **5.2 Tentative Timeframe**

5.2.1 The research is expected to span over 6 years including the 24-month Pilot Run Stage and the 36-month Service Implementation Stage, as well as the period before, in-between and after the two stages. Key commencement dates as follows:

- Research & Consultancy Service: April 2020
- 24-month Pilot Run Stage: Jun 2020
- 36-month Service Implementation Stage: Q3 2023
- Finalisation of accounts: 12 months after completion of the Project

5.2.2 The key dates above are tentative, and are only for the information of the Consultant. The Consultant is required to verify the accuracy of all the key dates in the Brief and Agreement, report and seek Employer's Representative in case of discrepancy in the key dates within 4 weeks of the due date for commencement of the Agreement.

## **5.3 Deliverables**

5.3.1 Successful tenderer is expected to deliver a progress report every 6 months and a final report at the end of the research period of both the Pilot Run Stage and the Service Implementation Stage.

5.3.2 Successful tenderer is expected to deliver at minimum two SIA reports, including the findings of SROI and service model improvement recommendations (one for JCCCP's 24-month Pilot Run and one for the 36-month service), and support the JCCCP team to attain local or overseas report assurance and accreditation.

5.3.3 Successful tenderer is expected to conduct at minimum one in-house SIA training and develop a SIA training kit for the JCCCP team for future training usage.

5.3.4 Successful tenderer must also work with the JCCCP team on communication plans to disseminate the research findings. A clear communication plan must be developed with detailed information of the plan along with respective timelines within the research period.

## **5.4 Additional Requirement**

5.4.1 All research commissioned by successful tenderer must also involve the Research and Development Division of SRACP and the Steering and Programme Committee of JCCCP, which consists of both internal and external experts in the particular topic.

5.4.2 Successful tenderer must follow the SRACP's Research Ethics Standards and must ensure that they abide by the standards throughout the research period.

## **6. Submission Requirements**

- 6.1 Tenderers shall comply with the following conditions:
  - 6.1.1 the consultant team must include a company or firm registered in the Hong Kong SAR, with an office in Hong Kong;
  - 6.1.2 must include members who have relevant prior experience and qualifications in provision of the type of services described in this brief;
  - 6.1.3 must declare by using Form D in the submissions any actual, potential or perceived conflict of interest or involvement which may arise with respect to the consultancy services. Any involvement or interest declared would be carefully considered but would not automatically bar the applicants from being further considered in the selection process.
- 6.2 Document required:
  - 6.2.1 A Technical Proposal detailing the approach or methodology to be used for the evaluation process, scope/focus of research and budget requested.
  - 6.2.2 Curriculum vitae of key project team members involved in the project, detailing qualifications, training and relevant experience.
  - 6.2.3 Background details and particulars of the company or organisation the tenderer on behalf.
- 6.3 Tenderers are required to submit One original and Two hard copies, and One CD copy of their submissions together with the completed forms with the supporting documents. The copies of the submissions should be marked with "COPY" on the covers and all submissions should be in A4 portrait format and a minimum font size of 12.
- 6.4 In addition, potential tenderers are entitled to attach to their submissions other relevant supporting documents including curriculum vitae of key personnel to be appointed on the Project, organisation chart, letters of association and reference letters.
- 6.5 The submission in response to this tender invitation is required to be submitted in English.
- 6.6 Tenderers are required to confirm in tender submission letter that they agree to abide by the technical and fee proposals for a period of one hundred and eighty (180) days from the due date for submission.
- 6.7 Tenderers who do not abide by the rules, requirements or conditions as set out in this brief may be disqualified. Any disqualification shall be at the absolute discretion of SRACP. The decision of SRACP shall be final and binding on all parties concerned.

## 7. Tender Procedure

- 7.1 An open tender procedure will be adopted following SRACP's procurement policy. Tender documents will be posted on SRACP's website and send to shortlisted Consultants.
- 7.2 A Single-stage Two-Envelope Bidding Procedure will be adopted. Potential consultants are requested to submit detailed Technical Proposal and Fee Proposal to SRACP in two separate and sealed plain envelopes before 12:00noon, 30<sup>th</sup> March 2020. Late submission will not be considered.
- 7.3 A Tender Assessment Panel with at least three members consisting of SRACP's representative and research professional will be established to assess the submissions.
- 7.4 Weighting of the proposal: Technical Proposal (75%) : Fee Proposal (25%)

## 8. Submissions Evaluation

- 8.1 Assessment Panel will be set up to evaluate the tender submissions of the applicants. SRACP will assess the submissions based on the following criteria:

Section	Assessment Criteria	Weighting
Staffing	(i) Curriculum vitae of tenderer. (ii) Staff organisation chart with highlights on the efficiency and effectiveness of the organization. (iii) Responsibilities and degree of involvement of core personnel.	15%
Consultants Experience	(i) Relevant experience and knowledge of consultant and core personnel.	15%
Response to the Project Scope	(i) Understanding of Objectives. (ii) Identification of Key Issues. (iii) Appreciation of project constraints/risks and special requirements. (iv) Design and ideas of research methodology (for SIA with SROI).	30%
Methodology and schedule	(i) Research methods to facilitate the execution and implementation of the service model. (ii) Research schedule with highlights to demonstrate the execution and implementation of the service.	30%
Additional Services	(i) Additional services to be proposed by tenderers	10%
<b>Total :</b>		<b>100%</b>

## 9. Award of Contract

9.1 The tender submission, if accepted, will be concluded as a service contract with the SRACP. The successful service provider will receive a letter from the SRACP for acceptance of offer. This letter of acceptance shall constitute a binding contract. Service providers, who do not receive any notification within 90 days from the closing date, shall assume that their quotations have not been accepted.

9.2 Commencement date is tentatively scheduled for April 2020.

## 10. Schedule of Fees

10.1 Overall project duration will be approximately 6 years or more. Payment will be settled by phases in accordance with the tentative schedule states below.

10.2 Interim payment will be made following the completion of key milestones of different phases in accordance with this Brief and to the satisfaction of SRACP and the presentation of related invoices. Payment will be made within 90 days of the date of such presentation.

Phase	Tentative schedule	Key milestones	Interim Payment	
<b>Phase 1 (2020-2022) :</b> 24-month Pilot Run Stage (Commence in mid-2020 tentatively)	July 2020	Completion of research framework	20%	100%
	Jan 2021	Approval of half-year report	15%	
	July 2021	Approval of half-year report	15%	
	Jan 2022	Approval of half-year report	15%	
	Jul 2022	Approval of half-year report	15%	
<b>Phase 2 (2023-2026) :</b> 36-month Service Implementation Stage (Commence in mid-2023 tentatively)	Dec 2022	Approval of final report for Pilot Run Stage	20%	100%
	Apr 2023	Completion of research framework	20%	
	Jan 2024	Approval of half-year report	10%	
	July 2024	Approval of half-year report	10%	
	Jan 2025	Approval of half-year report	10%	
	July 2025	Approval of half-year report	10%	
	Jan 2026	Approval of half-year report	10%	
July 2026	Approval of half-year report	10%		
<b>Additional service :</b> Report assurance and accreditation	Throughout the project period	Acquirement of report assurance and accreditation	Assurance and Accreditation Fee to be settled by SRACP	

## **11. Confidentiality**

11.1 The assessment process of the tender invitation will be carried out in strict confidence. SRACP shall not disclose the details of the assessments. All participants agree to waive any right to seek information or data about the assessment on their submission materials or entry during or after the completion of the tender procedure. Before the completion of the tender procedure, any person, without prior written authorisation of SRACP, shall not disclose, exhibit or publish the submitted proposals or any materials related to the tenders in any form. Any unauthorised publicity or disclosure of any submitted proposal or any materials related to the tender invitation by a participant may result in disqualification of that submission.

## **12. Cancellation of Tender Invitation**

12.1 Without prejudice to SRACP's right to cancel the Quotation, where there are changes of requirement after quotation closing date for operational or whatever reasons, SRACP is not bound to consider any conforming quotation and reserves the right to cancel the Quotation.

## **13. General conditions of employment**

- 13.1 Amendments to the Brief
- (1) The Employer shall make any changes to the Brief which he considers necessary or desirable for the successful completion of the service agreement.
  - (2) Any queries or suggestions for amendments to the Brief shall be referred to the Employer for his clarification or instructions regarding further action.
- 13.2 Exclusive ownership
- (1) The Employer shall become the absolute and exclusive owner of all deliverables and all intellectual property rights.
  - (2) The Consultant shall undertake and warrant to the Employer that to the extent that beneficial ownership of any intellectual property rights subsisting in any deliverables are vested in anyone other than the Consultant.
  - (3) The Consultant shall indemnify the Employer against all claims, proceedings, actions, damages, losses or expenses incurred or sustained by the Employer arising from the use of the deliverables and the intellectual property rights, in connection with any breach by the Consultant and/or his designated persons and agents. The indemnity herein shall survive termination of this Agreement.

(4) “Deliverables” means all data, report, documents, software, certificates and other items described in the Brief which are to be produced by the Consultant under the service agreement.

### 13.3 Confidentiality

(1) Except as necessary for the performance of the services, the Consultant shall not (except with the prior written consent or as instructed by the Employer) disclose any information of this Project, or any data, report and document generated or produced by the Consultant pursuant to the services, to any person other than a person or agent employed or engaged by the Consultant in carrying out the service agreement.

(2) Any disclosure to any person or agent permitted under sub-clause (1) of this Clause shall be in strict confidence and shall be on a “need to know” basis and extend only so far as may be necessary for the purpose of the service agreement.

(3) The Consultant shall take all necessary measures to ensure that the person(s) or agent(s) as mentioned in sub-clause (1) are aware of and shall comply with the confidentiality and non-disclosure provisions contained in the service agreement.

(4) The Consultant shall not without prior written consent of the Employer publish, either alone or in conjunction with any other person, in any newspaper, magazine, periodical or through any electronic medium, any article, photograph or illustration relating to the service agreement.

### 13.4 Care and diligence

(1) The Consultant shall exercise all reasonable professional skill, care and diligence in the performance of all and singular the Services and, in so far as his duties are discretionary, shall act fairly between the Employer and any third party.

(2) The Consultant shall report to the Employer any errors, omissions and shortcomings of whatsoever nature of which the Consultant becomes aware in the performance of the Services.

(3) The Consultant shall indemnify the Employer against all claims, damages, losses or expenses arising out of or resulting from any negligence in or about the conduct of and performance by the Consultant, his servants and agents, of all and singular the Services. The indemnity herein shall survive termination of this Agreement.

- (4) In the event of any errors or omissions for which the Consultant is responsible and as a result of which re-execution of the services is required, the Consultant shall, without relieving any liability and obligation under the service agreement, at his own cost re-execute such services to the satisfaction of the Employer's Representative.
- 13.5 Instructions and procedure (1) The Consultant shall comply with all reasonable instructions of the Employer. The Consultant shall follow the Employer's procedures so far as possible and shall obtain the prior approval in writing of the Employer's Representative to major departures from such procedures. Nothing in this clause shall be deemed to affect the responsibility of the Consultant in connection with the service agreement.
- 13.6 Attendance at meetings (1) The Consultant shall, if reasonably possible, attend or be represented at all meetings convened by the Employer's Representative to which he may be summoned and shall advise and assist the Employer and the Employer's Representative on all matters relating to the Services.
- 13.7 Payment (1) Payments under this Agreement shall be made in accordance with the Schedule of Fees. Interim payment will be made following the completion of key milestones of different phases in accordance with this Brief and to the satisfaction of SRACP and the presentation of related invoices. Payment will be made within 90 days of the date of such presentation.
- (2) The Consultant shall obtain the prior written approval of the Employer prior to entering into any commitment for expenditure for which there is provision for reimbursement or payment under the Schedule of Fees.
- 13.8 Employment and replacement of key personnel (1) The Consultant shall obtain prior written approval from the Employer for any changes of the Organisation Chart or replacement of key personnels of the Research Team as listed on Form C.
- 13.9 Declaration of interest (1) On appointment and during the currency of the service agreement, the Consultant must declare any interest if it is considered to be in real or apparent conflict with the services. The Consultant shall not undertake any services, which could give rise to conflict of interest, except with prior approval of the Employer which approval shall not be unreasonably withheld.

13.10 Suspension,  
resumption or  
termination

- (1) This Agreement may be suspended or terminated by the Employer at any time, by the Employer giving the Consultant one month's notice in writing.
- (2) In the event of suspension or termination the Consultant shall be entitled to reimbursement of the actual cost of or an amount in fair compensation for any financial commitment or obligation outstanding after the giving of notice of suspension or termination which he may have properly incurred in accordance with this Agreement prior to the giving of the notice of suspension or termination.

#### **14. Enquiries**

- 14.1 For any enquiries and / or clarification queries, please submit in writing to Subject Officer with details as below:

Ms. Kara SZETO  
Project Manager  
Tel : (852) 3588 0607  
Fax : (852) 2865 1089  
Email: pm\_jcccp@sracp.org.hk

## FORM A – GENERAL INFORMATION

### 1. The Applicant:

Name of Organisation : \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_

Job Title: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### 2. Applicant's Organisation:

Type of organisation (e.g. institution, private company, public company, subsidiary, partnership, etc.)

\_\_\_\_\_

Applicant's Status in Hong Kong (head office, branch, subsidiary, etc.)

\_\_\_\_\_

Date and Country of Registration:

Applicant: \_\_\_\_\_

Head office: \_\_\_\_\_

### 3. Commercial Registration in Hong Kong:

Date of Registration: \_\_\_\_\_

Registration Number: \_\_\_\_\_

Valid until: \_\_\_\_\_

Please include a copy of the Applicant's HK Business Registration Certificate.

## FORM B – PAST EXPERIENCE

Experience in Research & Consultancy role of similar scale SIA/SROI projects completed in the past 3 years and / or Work in Progress (in particular related to Community related research projects either in Hong Kong or overseas):

Project Name (please specify project nature)	Brief Project Description including the Scope of Services / Duties / Roles of the Consultant	Key Personnel	Client / Employer Contact	Project Cost (HK\$)	Year of Completion

## FORM C – SCHEDULE OF KEY PERSONNEL

Applicant shall deploy persons with relevant expertise and qualifications as required to perform the research & consultancy services. Please submit the curriculum vitae of the Key personnel as attachments.

Name of Applicant and Team Member(s)	Title / Position	Anticipated % of Allocation in this Project

## FORM D – DECLARATION FORM

To: The Society of Rehabilitation and Crime Prevention, Hong Kong (SRACP)

Re: Response to Tender Invitation for Research & Consultancy Service for the research of Social Impact Assessment (SIA) for Jockey Club “Craft Your Life Together” Co-living Community Project (JCCCCP)

### Declaration

1. [I / We]\* fully agree and accept the requirements, terms and conditions in the Tender Invitation and its supplements thereto [if any] and will also accept the decisions made by SRACP regarding all aspects of the Tender Invitation.
2. [I / We]\* declare that [I / we]\* [do have / do not have any]\* actual, potential or perceived conflict of financial or personal interest or involvement which may arise with respect to our participation in the Tender Invitation.
3. [I / We]\* declare that [I / we]\* [do have / do not have]\* a close personal or business relationship with any of the persons involving in the project.
4. [I / We]\* would like to seek SRACP’s evaluation of or attention to the circumstances below:-

Items to declare:

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(attach separate pages if required)

5. [I / We]\* also undertake that should such a conflict arise at any time during the course of the Tender invitation, [I / we]\* will inform SRACP immediately.
6. [I / We]\* consent and hereby authorize SRACP to investigate and verify any information of [my/our]\* declaration provided herein with any third parties.

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Company Name

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Authorized Signature

Date:

\* Delete as appropriate

# Please cross out the entire paragraph if not applicable

## FORM E – FEE PROPOSAL FORM

To: The Society of Rehabilitation and Crime Prevention, Hong Kong (SRACP)

Re: Response to Tender Invitation for Research & Consultancy Service for the research of Social Impact Assessment (SIA) for Jockey Club “Craft Your Life Together” Co-living Community Project (JCCCP)

### Fee proposal

[I / We]\* submit our Fee Proposal as follows:

1. Fee Basis : Lump Sum
2. Total Fee : HK\$ \_\_\_\_\_

All out-of-pocket expenses including travel, photocopying, salaries and sur-charge are deemed to be included in the Total Fee.

3. Breakdown by phase and item:

Items	Amount (HK\$)
Phase 1: 2-year Pilot Run	\$
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Phase 2: 3-year Service Implementation	\$
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Additional services: Report Assurance and Accreditation	\$
1.	\$
2.	\$
3.	\$
4.	\$
5.	\$
Total Lump Sum Fee	\$

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature  
Date:

\* Delete as appropriate