



Procurement Strategy Sheet (PSS)

(For Procurements valued at £10,000 or more)

Instructions: Please see the Procurement Strategy Sheet (PSS) Guidance document if you need further assistance completing this form.

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| Contract Reference Number (this number must be referenced on all purchase orders raised) | BIG001-1105_PSS_Thriving Communities Research |
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Contact Details

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| Requestor Name | Laura Venning |
| Requestor Email and Telephone | laura.venning@tnlcommunityfund.org.uk 020 7211 1766 |
| Budget Holder Name | Tamsin Shuker |
| Budget Holder Email and Telephone | Tamsin.shuker@tnlcommunityfund.org.uk 020 7842 4248 / 07837 259449 |
| Directorate | KLP/Funding Development |
| Cost Centre | IEVA |

Instruction

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|---|--|
| Contract Reference Number | BIG001-1105 |
| Title of Procurement | Thriving Communities: understanding the context |
| Cost including VAT | Up to £35,000 (inc. VAT) |
| Costs within Approved Budget? | X Yes <input type="checkbox"/> No |
| Initial Contract Term | From: 14 February 2020 To: 30 April 2020 |
| Extension Periods (in months/years) | Extension 1 From: 30 April To: 30 June Extension 2 From: To: |
| Required Contract Start Date | 14 February 2020 |
| Procurement Lead Officer | BIG001-1105 |
| Who will be the Contract Manager? (Name, Position, Extension) | Laura Venning, Senior Evaluation Manager, 1766 |
| Will this Procurement be subject to DCMS and/or Cabinet Office Spend Controls? (see DCMS guidance document named 'Implementing the Additional Spend Controls and Authorisations 2018') | Category: Research DCMS Spend Control: <input type="checkbox"/> Yes X No Cabinet Office Spend Control: <input type="checkbox"/> Yes X No |



Additional Information

Scope

- Summarise the services and the reasons why they are required
- Describe and provide a detailed breakdown of goods, services or work required
- Include estimated costs
- Include contract deliverables

Summary of the services:

Building on research that has been completed reviewing the evidence about how interventions contribute to Thriving Communities, this project will provide context to the evidence about what enables a community to thrive via secondary research (using existing reports and other materials) related to priority areas of interest and develop engaging summaries to share the evidence externally.

This will involve a multi-stage process, as follows:

1. Review the existing report and recommend priority areas to add context to, for us to agree
2. Carry out secondary research to contextualise the agreed areas
3. Write a report that includes this additional contextual information
4. Write 4 to 6 summary outputs on thematic areas from the report, for an external audience (focus and number tbc)

Why required:

The Fund's purpose is to support people and communities to thrive. Earlier this year we commissioned research to identify evidence about interventions to underpin our model outlining how the work we fund contributes to a 'thriving community'. This research was successfully completed, and it uncovered the need for more contextual evidence about thriving communities. This is necessary so that we can more fully understand the implications of the evidence and use it with our funding staff and externally. This work will provide us with the evidence and tools we need to articulate how we enable communities to thrive, driving our evidence strategy.

Services required:

We require research expertise to identify key areas of interest within the Thriving Communities report and add further contextual information in identified areas. We also require a number of thematic summary outputs to enable the sharing of this evidence both internally and more widely with the sector. We will leave the exact methodology open to suppliers.

Estimated costs:

£35k inclusive of VAT

Deliverables:

- Set up meeting
- Agreed approach and plan for carrying out the research project
- Recommendation for priority areas to focus on



- Full report including additional contextual information on agreed priority areas
- 4 to 6 summary outputs that present information from the original report and the additional contextual information in an engaging way, for an external audience (focus and number tbc)
- Debrief meeting

Implications/Risk to The Fund if the Goods/Services are not Procured

The implication of not doing this research is that we will not be able to communicate clearly with our internal and external stakeholders about the evidence that underpins and supports its strategy and purpose.

How will these Goods/Services Offer The Fund Value for Money?

Provides VFM by giving us confidence that we are investing resources in developing the most needed and beneficial evidence for colleagues and customers.
We will also ensure VFM via a robust evaluation process that selects the supplier offering the best balance of quality and cost.

Conflicts of interest

- Indicate any known or suspected conflicts of interest in relation to this prospective procurement

What Works Centre for Wellbeing and Happy City carried out the initial research project for us, and so might have privileged information that puts them in a beneficial position to bid for this work. We will share the existing research with all interested parties to help level the playing field and write the tender carefully to ensure that it is accessible and open to all potential bidders.

Contractual Terms and Conditions of Contract

TNLCF Standard Contract

Framework and Call Off Terms of _____ Utilised

Other; please indicate

Sustainable Procurement Considerations

- Can you embed sustainable procurement into your tender (e.g., deliveries on the same day, consolidation of orders, etc.)?
- Can you help the environment (e.g., requesting a product made from recyclable materials)?

Further information on sustainable procurement is available from procurement.

We will only request printed materials from our suppliers if absolutely necessary, and instead will work predominately with electronic documents. Wherever possible we will conduct meetings with the supplier on the phone/ electronically too - to minimise travel required.



Social Value

- Does your procurement address any social issues (e.g., unemployment; requiring the provider to offer training placements to the long term unemployed)?

The research will help us to develop our priority evidence needs - which in turn is about helping us, and our grant-holders, to achieve the greatest social value we can.

Evaluations/Research/Monitoring

- Will your procurement or the contract resulting from it have requirements for research or monitoring of the progress of statistics/data/subjects?

Yes. This request has come from the in-house evaluation and research team and they have and will inform the requirements.

Inclusion/Diversity/Equality Considerations

- Have you considered how the services or goods you are procuring will meet the needs of different users?

- Supplier will be required to consider the needs of different users in the design and methodology of the research.
- Reporting will be provided in different formats - a written report, an online dashboard portal, and a face to face presentation.

General Data Protection Regulation (GDPR)

Will you be doing any of the following?:

- Collecting information about living individuals
- Sharing information about living individuals with organisations or people that previously did not have access to it
- Using new technology that collects or uses data of a personal nature
- Using personal data to reach decisions as part of an automated process
- Creating aspects of a contract or using data that an individual may find to be intrusive or private

If you have ticked any of the above, then you will need to ensure your tender process addresses the provisions of the General Data Protection Regulation (GDPR). Assistance is available by contacting GDPRMailbox@tnlcommunityfund.org.uk.

- This tender will not be doing as described by any of the items listed above

External/S43 Funding and Use of Logos

Is any portion of the budget for this procurement externally funded? (e.g., S43, ESF, ERDF, etc.)?

- Yes No

Does the external funder (e.g., ESF, ERDF) require you to use specific logos on tender documents? (NOTE: Please refer to the funding agreement for further information)



Yes No

IT/Service Design/Engagement

- Does your procurement have IT elements (e.g., creation of a website, support existing software, maintenance services, etc.)?
- Have you consulted with IT and/or the Digital team?

Does your procurement have IT elements:

Yes No

Does your procurement have Digital/Service Design elements:

Yes No

Name of person(s) consulted in IT and/or Digital:

Procurement Remarks
(Procurement Team to Provide)

Risk Level: Low

Reasons for Above Risk Level: A compliant open tender will be administered

Please note route to market and reasons: The CCS RM6018 Research Market Place framework was reviewed and the most relevant suppliers with knowledge about thriving communities and community wellbeing (identified via previous research) are not on this framework. This is a specialist piece of work, requiring niche knowledge, therefore, a formal below OJEU tender to market will yield the best result/

Are there any GDPR considerations? No



Approvals

(Type N/A in signature blocks, if approval level is not applicable)

| Role | Approval Level/ Anticipated Total Contract Value (inc. VAT) | Name | Signature | Date |
|---|---|---------------|----------------------|------------------|
| Requestor | Must sign | Laura Venning | <i>Laura Venning</i> | 06 January 2020 |
| Procurement Team Lead | Must sign | Jazz Bansal | <i>Jazz Bansal</i> | 24 December 2019 |
| Evaluations/ Research/ Monitoring Lead | If applicable to procurement | N/A | | |
| GDPR Lead | If applicable to procurement | N/A | | |
| Budget Holder (or approved delegate) | Must sign | Tamsin Shuker | <i>Tamsin Shuker</i> | 24 December 2019 |
| Director (or approved delegate) | £10,001 to £250,000 | Gemma Bull | <i>Gemma Bull</i> | 06 January 2020 |
| Chief Executive | £250,001 and over | N/A | | |
| Board Chair | £250,001 and over | N/A | | |