**Request for information**

**FOR**

**Northlands Park Youth Investment Proposal**

1. **BACKGROUND TO THE REQUIREMENT**

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| Contact Details | | |
| Client Organisation | Basildon Borough Council | |
| Contact Email Address | All communication via the Delta portal | |
| Return of Tender | | |
| Method of returning Tender | Via the Delta Portal.  Tender submission via the Delta portal | |
| Procurement Timetable | | |
| Return date for this RFI | Please return no later than 12 noon, 31st March 2023 | |
| Project | | |
| Title | | Title : Youth Modular Build |
| Brief Description | | **The Facilities**  The facilities include a cafe, walking, picnic, fishing lakes, flower gardens, a children's playground, a skatepark and a multi-use sports area. The park covers an area of around seventy acres.  Large investment into the play area, ball court and skate park are due in 2023. This will create an outstanding free public amenity for the community.  **Activities**  Basildon Parkrun takes place every Saturday morning at 9am, the course is three laps of the park taking in the lakes.  Northlands Park is also home to Park Play every Saturday morning from 10am which is a two-hour long community-led play session of fun and games for everyone.  Every year Basildon & Pitsea Carnival parade begins at De La Salle school and makes its way along Whitmore Way and commences at Northlands Park, which hosts a variety of stalls, activities, music and fun. This provides a great opportunity for community groups to get together and showcase what they do.  Northlands Park is used by community groups for mental health walks, and it is a great place for picnicking too.  **The Proposal**  Expressions of interest are being sought for the following premises: -  • Northlands Park – Youth Hub  Basildon Borough Council are seeking funding from the Governments DCMS – Youth Investment Fund for a modular Youth Facility to be sited in Northlands Park.  This building is proposed to be c.100sqm in size. The modular self-contained building will have its own toilet facilities, kitchen area as well as a communal area for indoor youth activities.  The hiring of this building will align with the aims or objectives of Basildon Borough Council’s Inclusion and Diversity policy, encourage community-led activities and support communities to feel a sense of belonging in line with the council’s Connected Communities policy and strategy.  If your organisation works with young people between the ages 11 and 18 years (or up to 25 years for young people with Special Educational Needs and Disabilities) and would like to be involved either as a lead group (lease holder and facility facilitator) or to use the proposed facility for your youth activities, then please complete the form below.  **Responsibilities**  The proposed building will be in the ownership of Basildon Borough Council, but the council are looking to partnership with a youth organisation who will be the lessee of the facility and responsible for its operation.  The lease will be a full repairing lease and as such the chosen partner will be responsible for all utility bills and the general upkeep, repair and maintenance of the building.  The delivery partner will operate suitable sessions for young people from the facility (and adjoining green space as agreed by Basildon Borough Council), whilst supporting access from other youth delivery organisations that are keen to operate suitable youth provision from the facility |
| Location | | Northlands Park, Basildon, Essex |
| Estimated value (£) | | TBC |
| Anticipated commencement date | | TBC |
| Anticipated completion date | | TBC |
| Standard form of contract (if known at this stage) | |  |

1. **EARLY MARKET ENGAGEMENT QUESTIONS ONLY**
   1. The Client requests your responses to the following questions. The Client has no obligation to use the information to inform any subsequent procurement exercise.

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| **EARLY MARKET ENGAGEMENT INDICATIVE QUESTIONS ONLY** | | **Expected Content** |
| 1 | **Proposed Use / People**  Does the application demonstrate an understanding of Basildon Council’s relevant Corporate Plan promises and how these will be contributed to?  [Corporate\_Plan\_2022-26.pdf (basildon.gov.uk)](https://www.basildon.gov.uk/media/11320/Corporate-Plan-2022-26/pdf/Corporate_Plan_2022-26.pdf?m=637943448673900000)  Does the application demonstrate tangible community benefits that will contribute to transforming and creating opportunities for young people within the borough and specifically the Felmores / Northlands Park area?  Does the applicant have local knowledge of the needs within the specific area and have worked in Basildon previously? | * How the organisation will create a place where young people are happy, healthy and active. * How the organisation will support those who are vulnerable or less able to help themselves. * How the organisation will contribute to improving the health and wellbeing of young people and thus quality of life. * How the organisation will provide education or skills to enable young people to create their own success. * How the organisation will build on the feeling of belonging and encourage local pride * Local knowledge of the needs / opportunities within the Felmores / Northlands Park area, especially in relation to young people and families |
| 2 | **Opportunities for partnership working.**  Does the application demonstrate a commitment to work with other organisations or groups within the park either as a lead partner or working as a consortium of community groups? | * How the organisation will complement other organisations and community leaders based in the park/ area. * Willingness to work with other relevant organisations to deliver good quality youth activities in the locality. |
| 3 | **Governance/Policies and Procedures**  Does the application demonstrate that the organisation promotes inclusivity?  Does the organisation have a Safeguarding Policy and DBS trained staff / volunteers? | * Inclusion and Diversity Policy. * Safeguarding Policy that complies with Southend, Essex & Thurrock (SET) Safeguarding and Child Protection Procedures.   The Policy should include local procedures for staff to follow where they have a safeguarding concern, along with an identified Designated Safeguarding Lead.   * Staff / Volunteers have had appropriate safeguarding training which is refreshed bi-annually as a minimum standard * DBS information * Services available to all young people. * Disclosure and Barring Service for all employees / volunteers that meet the criteria. * DBS checks are carried out in line with the requirements of the * Any priorities to target specific groups e.g. those with a disability, those with mental health issues or those with learning difficulties etc and how they will do this. |
| 4 | **Sustainability.**  Does the application demonstrate how the organisation is to be operated and sustained financially and able to ensure delivery ongoing over the course of the proposed lease agreement? | * How the organisation is funded and plans for future funding to ensure sustainability (inclusive of paying bills and maintenance of the proposed facility). |
| 5 | **Quality of references and supporting documents.** | * Has the applicant any references of working with other organisations in the area previously * Quality of references from locality |
| 6 | **Liaison and contact with Basildon Borough Council**  Has the applicant worked in collaboration with Basildon Borough Council previously | * Evidence of other projects working with Basildon Borough Council and their success. |

1. **Next Actions for interested parties**

3.1 Please submit your Expressions of Interest to this requirement using the Delta Access Code: R4232Z23PC

**END**