

Dursley Town and Cam Parish Councils.

INVITATION TO TENDER FOR A 3 YEAR SERVICE LEVEL AGREEMENT FOR YOUTH PROVISION

1. Organisations¹ are invited to tender to:

- **Develop, manage and deliver demand-led youth provision in Cam and Dursley.**
- **Facilitate and develop youth participation and representation in Cam and Dursley working within and complementing current frameworks**

¹ **Organisations might include social enterprises, charities, co-operatives, staff mutuals, community interest companies.**

2. Source of financing

Dursley Town Council and Cam Parish Council have allocated funding for the provision of youth work for the period 2018 – 2021, which may be supplemented by further grant or project funding over course of the SLA.

3. Tender allocation

An annual sum in the region of £50,000 made up of £35,000 from Dursley and £15,000 from Cam, is available for the provision of the core work outlined in this document. This is to include staffing, volunteer costs and related insurance, travel, preparation time and marketing. The commissioned organisation will also provide its own transportation, ICT and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people detailed above.

Please note:

- The Vibe Youth Centre in Dursley and Cam Woodfields Youth and Community Centre will be made available and funded by the host community to deliver youth work out of. The tender supporting information document contains details of facilities and equipment available at each location.
- It is possible that the annual sum available for core work, specified above, may be supplemented by further funding sources for additional activities.

4. Method of payment

Payment will be made quarterly in advance, subject to satisfactory reporting and meeting agreed outcome/output targets. This will link with quarterly monitoring reports/meetings.

5. Eligibility

Dursley Town and Cam Parish Councils will welcome applications from organisations with:

- Relevant and demonstrable experience in working with young people aged 11 - 19
- Ability to provide appropriate youth and community work programmes which are positive and progressive
- Ability to provide appropriately qualified personnel
- Ability to develop flexible and adaptable provision
- Commitment and proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partners
- Ability to manage the service and deliver to timescale and budget

6. Location for the delivery of the service

Direct, core youth service provision is to be based in the Vibe Youth Centre, Dursley and Cam Woodfields Youth & Community Centre. Other activities may be delivered in other areas or locations.

Delivery period: It is anticipated that the SLA period will be from September 2018 – August 2021, with the possibility to extend for a further two years subject to review and available funding.

7. The Commissioner of the Service

Dursley Town and Cam Parish Councils are the combined commissioners of the Service Level Agreement.

The SLA will be monitored by a group which includes representatives from both councils, Dursley Tabernacle and other community representatives. A quarterly review meeting will be held to monitor progress and reports will also be supplied to both councils.

Dursley Town and Cam Parish Council's also work with a range of organisations and youth groups to develop and complement current provision and identify future needs

The operating office for the Service Level Agreement is: Dursley Town Council, Jacob's House, Castle Street, Dursley, Gloucestershire GL11 4BS.

8. Objectives of the Service

- 1) A core of high quality, direct youth service delivery to young people (11-19 years) in Cam and Dursley. This will be informed initially through the results of consultations already conducted in the settlements with young people and the wider community.
- 2) Regular review of provision with young people, leading to ongoing development through determination and filling of gaps in delivery

- 3) A voice for young people from Cam and Dursley, through maintenance and strengthening of linkages between them, key stakeholders (such as Stroud District Youth Council and Can and Dursley Youth Forum).
- 4) Development of citizenship through youth participation and involvement

9. Outcomes of the service

Project delivery outcomes will be developed between Dursley Town and Cam Parish Councils and the successful provider.

10. Monitoring

The successful organisation will be required to report on service delivery, against agreed outcomes/outputs, and provide a strategic overview of youth-led demand to Dursley Town and Cam Parish Councils in regular monitoring and review meetings to help plan for future development and delivery. A formal written progress report of the service will be required on a three-monthly basis. The Service Level Agreement will include a process for managing poor performance which could include termination of the agreement or withholding payment if the service is not being provided to a satisfactory level.

11. Submission of tenders

Applications should be submitted using the form provided. All tenders should be emailed to: clerk@dursleytowncouncil.gov.uk using the subject heading 'Youth Tender Submission'. In addition to submission by email, signed copies should be posted to: Dursley Town Council, Jacob's House, Castle Street, Dursley, Gloucestershire GL11 4BS. Please mark the envelope **Youth Tender Submission**. Tenders must be received on or before: Wednesday 7th March 2018.

12. Process to evaluate tenders

Representatives from Dursley Town and Cam Parish Councils will be appointed to review submissions and invite those organisations most closely meeting the criteria below to attend for interview.

Dursley Town and Cam Parish may select an independent advisor to assist with assessment of the organisations invited for interview.

Dursley Town and Cam Parish Councils are committed to equal opportunities and all applications will be considered on their merits.

13. Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria:

- Experience of similar work and track record.
- The quality of the proposal in relation to the identified needs in the towns/parishes
- The ability to offer a range of youth work provision to include center based, detached street based, other activities, advice and support plus youth participation
- Value for money which includes reference to added value such as volunteer in-kind support.
- Evidence of partnership working.
- Evidence of a clear understanding of the existing local structures for youth provision and youth representation.
- Evidence of local need and changing nature of youth provision
- Adaptability and ability to respond to need
- Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- Evidence of ability to work within the timeframe and budget.

14. Timetable

- The tender document will be advertised for four weeks from 7th February 2018
- The closing date for submissions is 12 noon on 7th March April 2018
- Presentations and interviews will take place during April/May 2018.
- The successful agency will be appointed in June/July 2018.
- The SLA is to be issued by 31st July 2018.
- A handover period (if applicable) to be carried out during August 2018.
- The Service Level Agreement will commence on the 1st September 2018 (by agreement) with development work (building on previous consultation analysis outlined in Appendix 3 of the Tender Supporting Information document) and launch marketing. It is envisaged that core sessional youth service provision will be in place by the beginning of September.

15. Availability of additional information

Additional information is available in the Tender Supporting Information document and the proposed Service Level Agreement (SLA).

If you have any queries, please email clerk@dursleytowncouncil.gov.uk