



Tender Opportunity: Provision of the Youth Activities Commission 2024

Closing date for Tenders: noon on 1st March 2024

Yate Town Council invite interested parties to tender for the opportunity of Youth Activities Commission 2024.

This Invitation to Tender sets out the Town Council's requirements and explains how to submit a compliant bid for the contract and how the Council will choose its suppliers from the bids submitted.

The following documents have been prepared to assist as part of the tender:

- Youth Commission Service Schedule 2024 inclusive of:
- Appendix 1: Sample monitoring form
- Appendix 2: Form of Tender, Anti-collusion Certificate and Climate and Planet Declaration.

The anticipated budget for the Youth Commission contract is up to £66,000 (excluding VAT) per annum, to commence 1 April 2024 until 31 March 2029, increased annually by RPI as of September in the previous year, to reflect reasonable expenditure to be incurred for the 5-year period.

The tender process will open on 2nd Feb 2024 and run for 4 weeks until noon on 1st March 2024.

How to tender:

Please read each document carefully and make sure you understand and meet the requirements before submitting your bid before the deadline.

Please review the attached Youth Commission Service Schedule 2024 and return the following documents as part of your tender submission:

- Signed Form of Tender, Anti-collusion Certificate and Climate and Planet Declaration;
- Detailed specification of services to be provided in response to the Youth Commission Service Schedule 2024;
- Breakdown of estimated expenditure per annum for financial years 2024/25, 2025/26, 2026/27, 2027/28 and 2028/29), costs should accommodate:
 - Staffing costs for each session in line with risk assessments;
 - Facility hire;
 - Staff training & development;
 - Operational costs including project work materials, venue hire and overheads;
 - Administration costs;

- Written description of added value – additional investment, fundraising, activity, and service opportunities for Yate residents, that can be offered by your organisation, to the YTC provision/users;
- A minimum of 3 references, from projects with similar scale/financial value;
- Evidence of the impact of the providers work on outcomes for young people; the provider should demonstrate the capabilities of their organisation, including case study examples. The medium of this submission is for the provider to decide.

NB* Financial checks may be undertaken on selected contractors, post-tender and prior to appointment, depending on contract value.

Please return all tenders via email to tenders@yatetowncouncil.gov.uk no later than 12noon on 1st March 2024. Tenders submitted via any other method will not be considered.

Please contact the Community Projects Manager, Leah Collier, directly should you have any questions regarding the details of the tender. Email to:

LCollier@yatetowncouncil.gov.uk

Assessment of Tenders

Tender documents will be assessed and scored as follows:

Excellent - High quality provision of services meeting the requirements of the Specification and exceeding performance standards. Requires minimum input from the purchaser in dealing with issues.

Good / Very good - High Quality provision of services which meets the requirements of the Specification with little input from the Purchaser in dealing with performance issues.

Adequate / Satisfactory - Reasonable quality of service provision, specification met but response limited.

Poor / Unsatisfactory - Provider requires input from the purchaser to meet basic quality standards, Specification not met in full.

Tendering organisations may be asked to make a further presentation, or submit further documentation, to support their tender and/or address any concerns identified by YTC, in the tender review process.

It is prohibited for prospective contractors to contact Yate Town Councillors or Staff to encourage or support their tender outside of the prescribed process outlined below.

Timeline for assessment and award of contract

The decision process and key dates will then be as follows:

- All tenders will be opened and reviewed, within 7days of 1st March 2024;
- We may contact you at this point if we have any queries about your tender or require any clarification;
- A synopsis of the tenders will be presented to the Youth Strategy Sub-Committee of Yate Town Council to review and formal awarding of the contract will take place thereafter;
- Tender submissions may be used for public consultation activities;
- We will respond to everyone who submitted a valid tender to notify of the outcome no later than 12th March 2024.

We look forward to receiving your tender.

A handwritten signature in black ink, appearing to read 'Hayley Townsend'.

Hayley Townsend

Town Clerk