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**Provision of Youth Support Services**

**Invitation to Tender**

**Client:**  Woodley Town Council

 The Oakwood Centre

 Headley Road

 Woodley

 Berkshire

 RG5 4JZ

 0118 969 0356

 Contact: Kevin Murray – Deputy Town Clerk

 Email: kevin.murray@woodley.gov.uk

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| **1. Introduction** |

Woodley Town Council has provided support services to young people in the town for many years, via a service level agreement with a dedicated service provider. This provision ended in 2020 and the Council determined to continue providing support to young people, under a new service level agreement, and in accordance with a newly developed youth strategy.

The Council does not have a statutory duty to provide youth support services, but wishes to provide added value services to compliment the statutory services provided by Wokingham Borough Council. The Town Council strives to provide support to young people at a very local level and ensure that Woodley remains a safe and welcoming place to live and visit.

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| **2. Youth Strategy** |

In 2021 the Council reviewed the services provided and developed a new **Strategy for Youth Services 2022-2027**. This is available to download in full from the published invitation to tender on the Government Contract Finder website.

The Strategy for Youth Services considers nine key priorities for the service to address, and identifies a mix of ‘activity based’ and ‘street based’ approaches as being realistic and achievable within the available budget (currently £27,000 p.a.)

Tender submissions should show how the organisation intends to meet the identified priorities set out in the strategy.

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| **3. Service Level Agreement**  |

The Draft Service Level Agreement is included with this Invitation to Tender. It is envisaged that the agreement shall have an initial term of 3 years, with a potential extension of a further 2 years.

The quantity, frequency and scheduling of detached sessions will be flexible – through discussion and agreement on the best way meeting the needs of young people, taking into account other activities/workshops being carried out. Where agreed changes to the activities under the SLA are made, these may be reflected in the value of the funding under the SLA.

The Town Council can support the Service Provider by providing a venue/location for pop ups/workshops. This may include some outreach work to supplement the detached work.

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| **4. Equality**  |

The Council is required to demonstrate how it meets the requirements of the **Public Sector Equality Duty** (PSED) in the services it provides – either directly or via third party providers. Tender submissions should include sufficient information to demonstrate how the organisation’s activities and approach meet the requirements in relation to the protected characteristics set out in the PSED.

Protected characteristics

* Race
* Gender
* Disability
* Gender re-assignment
* Age
* Religious belief
* Sexual orientation
* Pregnancy/Maternity
* Marriage and civil partnership

The Council’s Equality Impact Assessment for the provision of youth support services is included for information with the published invitation to tender.

Tender submissions should include an appropriate Equality Policy for the organisation. **Please note that a fail in this section will mean a failed submission.**

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| **5. Format of submission**  |

**Please complete all sections 1 – 8 of the Submission Document.**

You can provide as much information as you wish and include additional documentation. Tenders will be evaluated on the basis of the information provided. You should refer to the draft Service Level Agreement and the Strategy for Youth Services 2022-2027 when completing the submission.

Submissions and supporting documentation should be sent to;

Email: kevin.murray@woodley.gov.uk

Or via post marked **TENDER-CONFIDENTIAL**

Kevin Murray, Woodley town council, The Oakwood Centre, Headley Road, Woodley, Berkshire, RG5 4JZ

**DEADLINE FOR SUBMISSIONS: Midday on Friday 4 November 2022.**

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| **6. Additional Documents**Please also include a copy of the following documentation with your submission: |

* Organisation Chart
* Safeguarding policy
* Health and Safety Policy
* Recruitment Policy
* Training Policy
* Equality Policy
* Environmental policy
* Evidence of appropriate Employers Liability insurance - £10,000,000
* Evidence of appropriate Public Liability insurance - £10,000,000

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| **7. Form of contract**  |

The successful provider will enter into a Service Level Agreement with Woodley town Council. The agreement will be signed by both parties and operated in good faith for the period set out in the document.

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| **8. Timescale** |

It is expected that a provider will be appointed in November 2022. Details of anticipated timescales for deployment should be included in the submission.

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| **9. Evaluation** Submissions will be evaluated with each section scored as set out below.  |

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| **Documentation requested** | **Pass/Fail** |
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| **Section 1** | **Organisation Profile** | Mission Statement | 5 |
|  |  | How funded | 5 |
|  |  | **Sub Total** | **10** |
|  |
| **Section 2** | **Experience** | Similar service delivery elsewhere | 10 |
|  |  | Appropriately qualified staff | 5 |
|  |  | Details of staff numbers, full/part time | 5 |
|  |  | **Sub Total** | **20** |
|  |
| **Section 3** | **Budget & Finance** | Proposed hours/sessions | 5 |
|  |  | Itemised pay rates/scales | 5 |
|  |  | Overheads/admin costs | 5 |
|  |  | **Sub Total** | **15** |
|  |
| **Section 4** | **Approach & Deployment** | Resourcing/recruitment | 10 |
|  |  | Timescale/impacting factors | 5 |
|  |  | Engagement/raising profile | 5 |
|  |  | **Sub Total** | **20** |
|  |
| **Section 5** | **Measuring & Monitoring** | Statistical information | 5 |
|  |  | Case study information | 5 |
|  |  | Measuring success | 5 |
|  |  | **Sub Total** | **15** |
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| **Section 6** | **Additional Resources /Complimentary Activities** | Other activities / initiatives | 5 |
|  |  | Training opportunities | 5 |
|  |  | Advice resources / partners | 5 |
|  |  | **Sub Total** | **15** |
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| **Section 7** | **Equality** | Compliance with PSED | Pass/Fail |
|  |  |  |  |
|  |  | **Sub Total** | **Pass/Fail** |
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| **Section 8** | **Environment** | Environmental awareness and procedures in place | 5 |
|  |  | **Sub Total** | **5** |
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|  |  | **TOTAL MAX** | **100** |

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| **TENDER SUBMISSION – YOUTH SUPPORT SERVICES****WOODLEY TOWN COUNCIL 2022** |
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| **SECTION 1** **YOUR ORGANISATION** |
|  |
| **Address**  |
|  |
|  |
| **Contact** |
| Name:Position:Email:Phone: |
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| Status (e.g. charity, Business, Not for Profit Organisation) |
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| **Provide a profile of your organisation including;**Mission statementHow your organisation is funded |
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| **SECTION 2** **EXPERIENCE** |
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| **Provide information to demonstrate your organisation’s experience and expertise in delivering youth support services.**You should include specific projects you currently run/have run elsewhere, staff qualifications, number of full time/part time staff etc |
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| **SECTION 3** **BUDGET AND FINANCE** |
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| **Given the available budget, how would you envisage this would be spent in year one?** Include hours/sessions worked, pay rates for outreach workers, overheads and administration costs. Spread sheets or supplementary information can be provided separately. |
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| **SECTION 4** **APPROACH AND DEPLOYMENT**  |
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| **Provide information on how your organisation will approach delivery of the new service level agreement.** Include the following;How you will resource the new service provision e.g. recruiting new staff.Anticipated timescale for deployment.How you will engage with young people and the community in raising the profile of the service. |
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| **SECTION 5** **MEASURING AND MONITORING** |
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| **Provide information on how you will monitor and measure the activities carried out under the service level agreement.**Include details of the type of statistical and case study information that you will be able to provide to the Council in measuring the effectiveness of the service and identifying potential areas for change/flexibility in the service level agreement. Explain how you would measure the success of the services provided. |
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| **SECTION 6** **ADDITIONAL RESOURCES AND COMPLIMENTARY ACTIVITIES** |
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| **Provide information on other resources or facilities available to your organisation that offer added value and compliment the services provided under the service level agreement.**Include other support activities, initiatives, training opportunities, referrals, advice resources, partnerships etc. |
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| **SECTION 7** **EQUALITY (Please note: a fail in this section will result in a failed submission)** |
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| **Provide information to demonstrate how your organisation will ensure a fully inclusive service and meet the requirements of the Public Sector Equality Duty in delivering the service.**You should also include a copy of your organisation’s Equality Policy and recruitment policy with the submission. |
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| **SECTION 8** **ENVIRONMENT** |
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| **Provide information on how your organisation addresses climate emergency and environmental impacts of its activities.**You should also include a copy of your organisation’s Environmental Policy with the submission. |
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