Quote and Specification for a commissioned activity in the Norwich Opportunity Area

Reference **NCCQ41852 –** Community Communication Champions Evaluation & Consultancy

Please ensure you complete the following.

Provider Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person managing this bid \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **1. Norwich Opportunity Area Priority** | 1. Improve early speech, language, listening and communication |
| **2. Strand** | 1.3 Community Communication Champions |
| **3. Activity Name** | 1.3.2 Community Communication Champions Evaluation & Consultancy |
| **4. Background** | Norwich has been identified as an Opportunity Area by the Department for education to address poor outcomes at the Early Years stage. This activity is part of the [delivery plan](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/658582/Social_Mobility_Delivery_Plan_Norwich_v6__FINAL_.pdf).  Local partners tell us that pupils too often have poor communication, social and emotional skills at school entry and that there is more to do to engage parents. We know that children that are behind at age five: too often struggle to catch up in school; fall further behind their peers; and risk lower life chances.  We commissioned research with parents in Norwich to find out how they felt about supporting their child’s early speech and language, the availability of support, take-up of the funded childcare offer, and the original idea proposed by the priority 1 working group to provide a “kit” (Springboard box), containing items to promote more language interaction in the home.  The findings told us that:   * Parents in Norwich report a lack of speech and language support groups across the area * Families would welcome a resource box * Families would like more advice on how to support their children’s speech, language and communication skills * Families would like advice on where to seek help and the referral route for speech therapy   The Communication Trust have delivered CPD for early years settings and schools to support the development of our “Communication Champions” Network across Norwich. The network will provide a universal approach to speech, language and communication development in Early Years which all school staff, not just teachers, can use in their daily interactions with children, as well as staff in private, voluntary and independent settings.  To support parents as well as settings, Norwich OA have developed a strategy to support families with home learning. This has included recruiting a team of Community Communication Champions who will each work with a target ward in Norwich: University, Wensum, Mile Cross and Catton Grove. CCCs support neighbourhoods in each of these four wards and will make introductions with parents least likely to engage with support and encourage/accompany them to group speech and language sessions delivered by Elklan in their local area. CCCs will also provide resources, run group sessions within target neighbourhoods and link with local resources and support to stimulate language development in early years.  **We wish to award a contract to a provider to deliver evaluation and consultancy support. The purpose of this evaluation and consultancy support is primarily to determine what difference the home learning interventions have made, and whether children and parents who have been involved in the activities feel and/or derive any benefit from them.** |
| **5. Targeted individuals/schools** | Working closely alongside the Communication Champion Project Manager & Community Communication Champion team as a “critical friend”. Capturing feedback from a sample of:   * Parents and care-givers participating in Home Learning programmes delivered by Elklan * Parents and care-givers participating in Home Learning programmes delivered within target neighbourhoods by CCCs and wider community organisations * Parents and care-givers within target neighbourhoods choosing not to engage with support * Staff in local schools, settings and community organisations |
| **6. Anticipated costs and price cap** | **Price cap £30,000 to be inclusive of all activities** |
| **7. Outputs** | The successful Provider will be expected to work alongside the Community Communication Champion project to evaluate the success of a range of interventions, suggest further evidence based approaches and act as a “critical friend” throughout the duration of the project.  The CCC roles have been designed to work outside of existing structures to engage parents who are least likely to access or to positively engage with support by using innovative and creative approaches. The focus for a successful Provider will be:   * To evaluate the success of the range of approaches and interventions delivered by the CCC project within target communities in Norwich. * To further understand “what works” to raise awareness of effective strategies to improve speech, language and communication needs with “hard to reach” and/or “disadvantaged” parents. * To understand the impact of different interventions against value for money. * Understanding the value of social media networks and peer ambassadors for parents. * To evidence the impact of the CCC roles. * Working collaboratively with the CCC team through regular review meetings to improve planned delivery approaches with learning/evidence base gathered to date. * **Creation of a portfolio of case studies** to highlight “what works” to engage parents effectively to support their children’s early speech, language and communication needs. * **A first (formative) report by December 2019** to evaluate the impact of interventions delivered to date and share evidence base gathered. * **A second (and final) report by July 2020** to evaluate the success of the range of interventions delivered by the Community Communication Champions within their target neighbourhoods and the impact of the CCC roles.   Reports will be shared with the NOA Partnership Board, the DfE and other stakeholders such as headteachers, teachers, parents and care-givers. Reports and interim progress updates will also be shared with the NOA Priority 1 working group. |
| **8. Short term outcomes** | Partners in the Norwich Opportunity Area can identify the impact of specific interventions and use this understanding to plan for continued sustainable activity.  We have a shared understand of how to support the most hard to reach families and the barriers and challenges they face in accessing intervention. |
| **9. Long term outcomes** | Successful interventions to address deficits in early years speech, language and communication in similar contexts can be shared more widely across Norfolk and beyond following the Opportunity Area programme. |
| **10. Evidence base** | N/A |
| **11. Prospective providers should meet the following criteria:** | Expertise: Research in education, in particular, in early years and the development of speech and language skills.  Experience: Track record of carrying out effective analysis and publishing high quality research. |
| **12. Prospective providers are invited to submit:** | 1. Evidence of expertise and experience stated in section 11 above   (Weighting 35%) |
| Please type your response here (guide of 500 words) |
| 1. Approach to this project including methodology, staffing, and a description of any potential conflicts of interest and how you will deal with them (Weighting 35%) |
| Please type your response here (guide of 500 words) |
| 1. Price (weighting 30%) |
| 1. Details of your time, fees and expenses required to meet the outcomes and price cap   (weighting 30%)  Please type your response here £\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  (you may wish to show this as a table, you will be evaluated on the total, which is not to exceed the price cap) |
| **13. Timetable** | The deadline for clarifications is 10am 16th April 2019  Clarification questions to [Ashley.cater@norfolk.gov.uk](mailto:Ashley.cater@norfolk.gov.uk)  Proposals should be submitted by: 10am on Tuesday 23rd April 2019 by email to  [Ashley.cater@norfolk.gov.uk](mailto:Ashley.cater@norfolk.gov.uk) quoting NCCQ41852 - submission in the subject area  Please ensure you print/sign and return the attached terms and conditions. If you are successful, we will countersign and return to you  We will aim to notify applicants of the outcome by : Friday 26th April 2019  Project should be completed by: July 2020 |
| **14. Additional information** | More information on the Norwich Opportunity Area can be found on our website at [www.norwichopportunityarea.co.uk](http://www.norwichopportunityarea.co.uk)  The full contract value for the duration of the contract is up to £30,000.  A payment schedule will be set up with the successful Provider at contract set up which will confirm timescales for reporting requirements and forecast payments. This will include a review point in January 2020 to discuss findings from the first report submitted and ensure the quality and suitability of progress.  Please contact Ashley Cater – [Ashley.cater@norfolk.gov.uk](mailto:Ashley.cater@norfolk.gov.uk) |

Scoring method for quality

1. The score for each question will be divided by the maximum possible score of five (5) and then multiplied by the individual weighting for that question to give a weighted score.
2. Suppliers will be scored on their responses to the Supplier Questions in Section 12 in relation to the requirements of the specification. Each question is separately weighted.

Scoring method for Price

1. The price for this requirement is capped at £30,000. Prices bid above this cap will automatically receive a score of 0 and their bid will be rejected, regardless of the score achieved for quality.
2. The formula to be used to calculate the score for price is as follows:
   * The bid with the lowest total price will be allocated the maximum number of points, with other Bidders being awarded marks in proportion to this price, so that for example a total price that is 30% more expensive will receive 30% fewer marks, one that is 60% more expensive will receive 60% fewer marks etc.
3. A total of 30% of the overall score is allocated to Price.

Overall score

1. The Contract will be awarded to the Supplier whose quote results in the highest combined quality and price score.

The following descriptors are used to award scores for quality.

| ***Descriptor*** | ***Mark awarded*** |
| --- | --- |
| Applicant fails to provide a response or provides a response of such a poor standard as to provide no confidence that the Applicant could successfully deliver the project.  **If the approach or credentials receive a score of ‘0’, the entire submission will be rejected.** | 0 |
| Applicant provides a response of such a poor standard as to provide little confidence that the Applicant meets the requirements. The response shows **many or all** of the following issues:   * The information requested is only partially provided * The response appears likely to only partially meet the project outcomes * The response does not reflect accepted good practice/ has a weak evidence base * The response is insufficiently specific * The response appears not to deliver expected levels of detail, performance, expertise, outcome, supporting resources or other relevant characteristics * Supporting documents (where requested) are of insufficient quality, depth or relevance. | 1 |
| A response with some **clear strengths** but demonstrating **some** of the issues above | 2 |
| An acceptable response, with **some degree of weakness** but where the weakness does not cause fundamental concerns and is **outweighed by the strengths.** | 3 |
| A good response where the strengths clearly outweigh any minor weakness(es), and the **majority** of aspects below apply:   * All information requested has been provided in full * The response clearly explains how outcomes will be met * The response reflects accepted good practice/has a strong evidence base * The response is well tailored to specific stakeholders and circumstances * The response offers good levels of detail, performance, expertise, outcome, supporting resources or other relevant characteristics * Supporting documents (where requested) are of good quality, relevant and of sufficient depth. | 4 |
| An excellent response with no weaknesses, that provides confidence that the project outcomes would be fully met | 5 |