

REQUEST FOR QUOTE FOR THE PROVISION OF A STRATEGY FOR THE RESILIENCE AND WELLBEING OF OUR COMMUNITIES

Introduction

Winchester City Council (“the council”) is seeking to appoint a professional consultancy to undertake work in the second half of the 2024/25 financial year to produce a strategy to enhance the resilience and wellbeing of our communities, which will provide strategic direction for our work with communities across the district and underpin the work of the council’s Community and Wellbeing service.

One of the five priorities in the Council Plan is:

LIVING WELL

We want all residents to live healthy and fulfilled lives, to feel safe and secure in their neighbourhood, and enjoy the recreational and cultural opportunities that the district offers. We want to ensure the district offers the right facilities to support good physical and mental health for all ages and abilities.

We will....

- Support for those most affected by the cost of living.
- Close work with local charities and voluntary organisations helping those most in need.
- Focus on the most disadvantaged areas, communities and groups, supporting a greater diversity of residents.

The council has supported, and worked with, communities across the district for many years. However, in recent years there have been local, national and international events that have significantly impacted on the lives of people and how communities function and interact.

- New communities are emerging, in particular at major housing development areas (MDA) in the district.
- The cost-of-living crisis has challenged many people and households, including some who are unused to needing support and assistance.
- The war in Ukraine, and unrest in other parts of the world, have contributed to an influx of people from different cultural backgrounds, increasing the diversity and mix of our communities.
- The COVID-19 pandemic affected everybody, impacting people’s physical and mental health and fundamentally changing the way that they interact.

Throughout all of these challenges, the communities of Winchester district have come together to support their most vulnerable members, utilised their knowledge to identify issues and provide appropriate solutions, provide a collective voice to advocate and lobby for change, and promote a sense of pride in the place in which they live. In doing so, they enhance the vibrancy and inclusivity of their communities and the health and wellbeing of people living in the area.

This new strategy will consider the role of the council in nurturing our communities and creating an environment in which they can develop and thrive. It will reflect the ways in which

predicted population growth and societal trends will impact on the district's communities and reset our expectations of what strong, vibrant and resilient communities should look like during the period through to 2030.

Background

Winchester is the ancient capital of England, and the county town of Hampshire with its magnificent Cathedral and King Arthur's round table, but there is much more to the district than the city itself. Located in Hampshire, the district borders Basingstoke and Deane to the north, East Hampshire to the east, Fareham, Havant and Portsmouth to the south and Eastleigh and Test Valley to the west. The district is nestled at one end of the South Downs National Park, which contains 40.4% of the district.

As stated in the Winchester District Local Plan Part 1 – Joint Core Strategy, 16.3% of the district's population live within the South Downs National Park and 36% of its population live in Winchester Town. The population is described as well-educated and healthy, with 30% being qualified to professional status compared to 20% nationally.

Winchester is the least densely populated district in Hampshire, covering some 661 square kilometres (250 square miles) with over 50 rural settlements. The city itself is the largest settlement, but market towns and larger villages of note are Whiteley, Bishops Waltham, New Alresford, Colden Common, Denmead, Kings Worthy, Swanmore, Waltham Chase and Wickham. However, MDAs at Waterlooville, Winchester and Whiteley are driving growth that will see 15,400 new homes built in the period from 2020 to 2040.

There are 48 civil parishes within the district, represented by 44 town and parish councils and 4 parish meetings all of which place a critical role in community life and place shaping within their respective areas. The only unparished part of the district is the town area of Winchester, although a number of community associations exist in certain neighbourhoods to represent the interests of residents in those areas. There are many community buildings across the district, with almost every settlement having at least one, and these form an important focus for community life.

Prior to COVID and the cost-of-living crisis there were many hundreds of community and voluntary groups, from large charities down to small, local informal groups. Some of these will have been lost during the challenges of recent years however, the voluntary sector in Winchester remains extensive and strong. A 2023 report on the state of the voluntary sector in Hampshire¹ highlighted that the impact of the cost-of-living crisis on the sector is yet to be fully realised but that the crisis, along with the pandemic, has resulted in an increased demand for VCSE sector services.

Specification

Details and scope of services required

The overall aim of this strategy is to provide strategic direction for our work with communities across the district and underpin the work of the council's Community and Wellbeing service.

¹ Action Hampshire. 2023. Hampshire's State of the VCSE Sector: March 2023. Winchester: Action Hampshire

Specifically, the strategy will need to:

- Address all communities across Winchester district and reflect the different strengths and challenges faced by our mix of city, market towns and dispersed rural villages.
- Reflect the diverse nature of our cultural communities and communities of interest – recognising the factors that bring people together, but also the tensions this can create.
- Identify the key stakeholders and partner agencies who have a role to play in supporting and developing strong, vibrant and resilient communities across Winchester district.
- Utilise an Asset Based Community Development (ABCD) approach to identify the key qualities of a strong, vibrant and resilient community and assess the extent to which Winchester's communities demonstrate these qualities.
- Explore how strong, vibrant and resilient community contributes to the broader health, social, economic and environmental wellbeing of the people and the area where they live.
- Be informed by engagement with key community stakeholders and identify those communities who are regularly under-represented.
- Consider national and regional strategies and guidance around building strong, vibrant and resilient communities, applying policy and good proactive approaches to recognise the specific nature of Winchester district.
- Set out strategic objectives and aims for action or intervention required to address any deficiencies in the strength, vibrancy and resilience of the communities across Winchester district –
 - Explicitly identify the role that Winchester City Council can play in this.
 - Recommend the issues, locations, communities or groups to which the council should direct its support to enable us to focus on those most in need.
 - Identify and prioritise the impacts and outcomes of the proposed council actions and interventions.
 - Include case studies (where appropriate) to demonstrate the practical application of the proposed council actions and interventions.
- Propose SMART indicators to reflect the resilience and wellbeing of our communities and by which we could review and monitor whether we are achieving our aims over the life the strategy.

Timescales

Action	Date
Invitation to quote issued	19 July 2024
Deadline for receipt of clarification questions	9 August 2024

Deadline for submissions	18 August 2024
Confirmation of successful consultant	30 August 2024
Inception meeting (to discuss the consultants proposed methodology, report structure, criteria, and programme of work)	w/c 16 September 2024
Key Milestone 1: Submit first draft of updated strategies.	December 2024
Key Milestone 2: Submit final draft strategy updates to the council.	January 2025
Consultants and council to agree final documents.	February 2025
Consultants to present findings to key council officers and Members.	March 2025

Consultants are invited to comment on the feasibility of the above timetable and the submission should include a detailed project plan, outlining all the individual steps required to achieve this, including steering group meetings and key sign off stages. This will then be agreed at the inception meeting. The development of the strategy will be subject to regular progress reporting throughout its duration in addition to the scheduled progress meetings as detailed above. Virtual meetings would be acceptable if deemed most cost-effective.

The consultant should expect to keep to an agreed timetable and keep in regular contact with the project manager, the consultants should provide a named contact to liaise closely with the council's project manager.

Conflicts of interest

You should identify any conflicts of interest which might occur were they to be awarded the contract and (if applicable) provide an explanation of how you would manage/mitigate any conflicts of interest identified in your response.

Existing Strategies and Policies

The emerging Strategy should complement and be consistent with a range of existing evidence-based documents. The following should be considered and referenced, where relevant, in the development of the new Strategy.

- Ward profiles [link](#)
- Council Plan 2020-25 [link](#)
- Homes for All Housing Strategy 2017-23 [link](#)
- Winchester District Local Plan 2019-39 (emerging) [link](#)
- Carbon Neutrality Action Plan 2023-30 [link](#)

Additional relevant information

Since the adoption of the previous Local Plan, new communities have emerged, and continue to grow and develop, at major housing development areas (MDA) in the following locations:

- West of Waterlooville, including Newlands
- Barton Farm (now known as Kings Barton), Winchester
- North Whiteley

Climate Change

Winchester City Council declared a climate emergency in June 2019 and a Nature Emergency in 2023. The council has set a target of being a carbon neutral district by 2030. *“Tackling the Climate Emergency and creating a greener district”* is a Council Plan priority and will be at the heart of everything the council does. 10% of the total evaluation award criteria is allocated to environmental and social value to reflect this commitment.

Contract Management

The council will work in collaboration with appointed supplier(s) to maximise all opportunities to strive for continuous improvement in service delivery and efficiencies.

A contract management framework is in place which sets out minimum best practice activities and frequency that these should occur, as well as who should be involved, depending on the risk of the contract. This contract has been assessed as low risk. To access the framework, please click [here](#) and see the "documents" section on the right hand side.

General Information for Suppliers

Contact details for this Quotation

Officer name: Steve Lincoln

Contact email address: communities@winchester.gov.uk

Contact telephone number: 01962 848 110

Suppliers should raise any clarification questions about this quote, to the above email address by *9 August 2024*. A log of all questions will be added to Contract Finder as soon as possible after 10 August 2024. If the Council considers a query may have a material effect on quotation responses, all suppliers will be notified without delay via email.

Submission of Quotations

All quotation response documents must be returned to the contact email address above by no later than *23:59 on 18 August 2024*.

When emailing your completed quotation to the Council you are strongly advised to request a "Delivery Receipt" as evidence of safe delivery.

Council action on receipt of Quotations

If there appears to be an error or omission in a quotation the council shall invite the Supplier to confirm the submitted price, including errors/omissions, or amend the submitted price to correct these errors/omissions. All amendments or confirmation of quotation must be confirmed in writing by the Supplier.

The council reserves the right to disregard any quotation where:

- (a) in the opinion of the council, there is sufficient doubt as to the Supplier's ability to perform the contract for the submitted price; or
- (b) it does not fulfil a mandatory or pass / fail requirement; or
- (c) it contains qualifications that conflict with the Request for Quotation instructions.

Quotations and supporting documents shall be in English and any contract subsequently entered into and its formation, interpretation and performance shall be subject to and in accordance with the law of England.

Freedom of Information

The Supplier acknowledges that suppliers are subject to the requirements of the Freedom of Information Act 2000 ('FOIA') and the Environmental Information Regulations 2004 and shall assist and cooperate with the council to enable the council to comply with its information disclosure obligations.

The Supplier acknowledges that, except for any information which is exempt from disclosure in accordance with the provisions of the FOIA, the content of this quotation is not Confidential Information. The council shall be responsible for determining in its absolute discretion whether any of the content of this quotation is exempt from disclosure in accordance with the provisions of the FOIA.

For the purposes of the requirement set out above, "Confidential Information" means any information which ought reasonably be considered to be confidential however it is conveyed, including information that relates to the business, affairs, developments, trade secrets, know-how, personnel and suppliers of the Supplier, including IPRs, together with all information derived from the above, and any other information clearly designated as being confidential (whether or not it is marked as "confidential") or which ought reasonably to be considered to be confidential.

By submitting a quotation response the Supplier hereby gives their consent for the council to publish this quotation in its entirety (but with any information which is

exempt from disclosure having been redacted in accordance with the provisions of the FOIA).

Local Government Transparency Code

We are required to comply with the Local Government Transparency Code, details of which can be found [here](#).

Data Protection and Privacy Policy

Please refer to the Council's [information](#) on our website to see how the council will use any personal data that you provide us with.

The Living Wage

The real Living Wage is the only UK wage rate that is voluntarily paid by organisations to ensure their staff are paid a wage, which meets every day needs.

Winchester City Council is an accredited Living Wage employer, certified by the Living Wage Foundation and this applies to both its own employees and its suppliers.

The Living Wage forms part of the councils social value criteria and where relevant:

- (i) Existing contractors should be encouraged to apply the Living Wage Foundation rates of pay.
- (ii) New suppliers should be encouraged to pay the Living Wage Foundation rates of pay and should be required to submit a plan on how they will implement the Living Wage Foundation rates of pay should they be awarded the contracts, when bidding for contracts.

For further information on the Living Wage Foundation, please click [here](#).

Evaluation and Award

Stage 1 – Mandatory Requirements

Stage 1 will be assessed on a pass/fail basis. Potential suppliers who self-certify that they meet the mandatory requirements will be required to provide evidence of this if they are successful at contract award stage. If the relevant documentary evidence referred to in the mandatory question is not provided upon request and without delay we reserve the right to amend the contract award decision and award to the next compliant bidder.

Business Standing (mandatory and discretionary grounds for exclusion - Pass/Fail Evaluation)

Business Standing – non-payment of taxes etc.

Grounds for mandatory and discretionary exclusion of a supplier for non-payment of taxes and social security contributions, are set out on this [webpage](#)², and should be referred to before completing these questions

Please confirm that you have met all your obligations relating to the payment of taxes and social security contributions, both in the country in which you are established and in the UK.

Yes ☐No ☐

If you have answered no to the question above, please provide further details under 'Response' below including the following:

- Country concerned,
- what is the amount concerned
- how the breach was established, i.e. through a judicial or administrative decision or by other means.
- if the breach has been established through a judicial or administrative decision please provide the date of the decision,
- if the breach has been established by other means please specify the means.

Response:

Please also confirm whether you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.

Yes ☐No ☐**Business Standing - Modern Slavery Act 2015: Requirements under Modern Slavery Act 2015 – Pass/Fail Evaluation**

Are you a relevant commercial organisation subject to Section 54 of the Modern Slavery Act 2015 if you carry out your business, or part of your business in the UK, supplying goods or services and you have an annual turnover of at least £36 million.

Yes ☐N/A ☐

If you are a relevant commercial organisation please

- confirm that you have published a statement as required by

Section 54 of the Modern Slavery Act. • confirm that the statement complies with the requirements of Section 54.	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/>
If you have answered YES to any of the questions about non-payment of taxes etc or NO any of the to the questions about Modern Slavery Act 2015 please explain what measures have been taken to demonstrate your reliability despite the existence of a relevant ground for exclusion. (Self-cleaning)	

Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions or the Modern Slavery Act 2015.

Insurance – Pass/Fail Evaluation

The Council's required insurance levels for this contract are specified below:

Insurance	
Does your organisation hold Employer's (Compulsory) Liability Insurance of not less than £5 Million: *It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders	Yes/No
Does your organisation hold Professional Indemnity Insurance of not less than £1 million:	Yes/No
If the answer is " No " to any of the above please confirm whether you would be willing to take out the appropriate level of insurance cover as set out above if you are successful in winning the contract? *	Yes/No

Stage 2

Any quotation that is accepted will be awarded to the most economically advantageous offer.

<p>Cost</p> <p>The lowest priced quotation will be awarded maximum points and all other quotations awarded points in proportion as below:</p> <p><i>Lowest Submitted Cost / Bidder's Submitted Cost × Weighting.</i></p>	<p>60%</p>
<p>Quality</p> <p>This will be assessed based upon 'Response to Specification' and allocated as follows:</p> <p>a) Strategy requirements</p> <ul style="list-style-type: none"> • A full methodology and project plan of how the project will be delivered. • Evidence of the ability to meet the project timetable. • Evidence of a clear understanding of the full requirements of the brief. <p>b) Experience and Management</p> <ul style="list-style-type: none"> • Evidence of consultant organisations experience for similar work (with client references). • Evidence of the project teams experience for similar work. • Knowledge of the local area and existing information. <p>c) Environmental and Social Value</p> <ul style="list-style-type: none"> • Evidence of the steps you will take to reduce carbon emissions whilst meeting the requirements of the specification. • Set out how you will embed sustainability into your proposal. The proposed approach to sustainability should directly link and support the Council's net carbon zero targets of 2024 and 2030. • Details of any ways in which the project will support apprentices and/or junior staff with skills development through this contract. <p>Each of the Quality questions within this submission will be scored based on the method detailed below and calculated as follows:</p> <p>The score for quality / 5 x the marks available = quality score for a sub criterion.</p> <p>A question which has a weighting of 10% and scores '4' (good) would be: $4/5 \times 10 = 8\%$</p>	<p>40% of which</p> <p>15%</p> <p>15%</p> <p>10%</p>

Each of the Quality questions within this submission will be scored in accordance with the following scoring model.	
The response exceeds the required standard, answers the question entirely with precision and relevance, and adds value and innovation as appropriate. Exceptional demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services. Strong evidence to support the response is provided, where appropriate, that the specified requirements will be exceeded with no concerns.	5 – Excellent
The response meets the required standard, answers the question fully and with relevance. Good demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services with. Good evidence to support the response, where appropriate is provided that the specified requirements will be met with no concerns.	4 – Good
The response meets the minimum required standard in an acceptable level of detail. Satisfactory demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services. Standard or generic evidence is provided to support the response, where appropriate that the specified requirements can be met without any /or limited concerns.	3 – Satisfactory
The response partially meets the minimum required standard and relevance but with some detail missing or not answered. Contains minor shortcomings in the demonstration by the Tenderer of the relevant ability, understanding, skills, facilities & quality measures required to provide the services. Limited evidence is provided to support the response, where appropriate, which, is inconsistent or in conflict with other proposals and raises concerns.	2 – Minor Reservations
The response fails to meet the minimum required standard. Inadequate detail is provided, which is not relevant to the question or there are significant omissions meaning there are considerable reservations of the Tenderer's relevant ability, understanding, skills, facilities & quality measures required to provide the services. Little or no evidence to support the response is provided and raises many concerns.	1 – Serious Reservations Submissions which receive a '1 – serious reservations' will not be considered further

No response or information is provided to allow proper evaluation, ability is not evidenced.	0 – no score – Fail Submissions that 'Fail' will not be considered further
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Award Process

Suppliers will be notified via email as soon as possible of any decision made by the Council during the quotation process, including notifying suppliers of the intended award.

Suppliers/Contractors/Consultants must not undertake any work until satisfactory completion of the Contract. Copies of the draft Contract and related documents will be sent to you for final review, prior to execution by the parties and subsequent completion of the Contract.'

As part of the notification of award process, suppliers will be provided with details of the points awarded for their submitted responses in line with the evaluation criteria above.

Terms and Conditions of Appointment

The standard Council Consultancy Agreement is provided as a separate attachment.

Supplier's Details

**QUOTATION FOR THE PROVISION OF CONSULTATIVE SERVICES TO
PRODUCE A STRATEGY FOR THE RESILIENCE AND WELLBEING OF OUR
COMMUNITIES**

Please complete the following and sign to confirm that your quotation is fully compliant with the Specification, and all Terms and Conditions as stated within this documentation:

Company Name:

Company Number:.....

Address:
.....
.....
.....

Telephone No:

E-mail:

Signed:

Print Name:

Position in Company:

Date:

Pricing Schedule

The Council requires fixed price proposals covering the specified scope of work. The council estimates that the overall fee quote to be in the region of £30,000 and, whilst it will be guided by the consultant's views on the time and personnel needed, it will carefully examine the fee breakdown submitted by consultants against the council's estimates.

Please complete the following pricing schedule in full. Prices must be in pounds sterling (exclusive of VAT) and inclusive of all expenses and disbursements. Fees must also include for all meetings.

Please add additional rows as required.

The council accepts there may be a requirement for stage payments. Please indicate where these might be required as part of the Methodology and include in your Pricing Schedule – Final balance on completion of the project.

Phase of work (in line with your attached breakdown of activities)	Personnel/ Discipline	Number of Hours (please state assumptions)	Day/charge rate per consultant for each stage	Cost (Whole cost fee, inclusive of all expenses and disbursements)
			£	£
			£	£
			£	£
			£	£
Whole cost for Supply of Consultancy Service				£ (This figure will be used for the Cost evaluation)

There is a possibility that additional work may arise that is not detailed in the scope of services. As a consequence, the above rates will be used to agree the fees for carrying out additional instructions (on either a fixed fee or time related basis, as appropriate).

Supplier's Response to Specification

This section carries 40% of the weighting and will be scored in accordance with the scoring regime described in the Evaluation and Award Section. The quality aspects of your submission will be evaluated on your response to the following questions, each of which is weighted according to its relative importance.

The Supplier's submission must include:

a) Strategy requirements

- A full methodology and project plan of how the project will be delivered to include, but not limited to:
 - Staging of payments (as mentioned in the 'price schedule')
 - Schedule of meetings
 - The maximum number of days for the duration of the project
 - Any escalation procedures to ensure the project remains on track.
- Evidence of the ability to meet the project timetable.

b) Experience and Management

- Evidence of consultant organisations experience for similar work (with client references).
- Evidence of the project teams experience for similar work.
- Knowledge of the local area and existing information.

c) Environmental and Social Value

- Evidence of the steps you will take to reduce carbon emissions whilst meeting the requirements of the specification.
- Set out how you will embed sustainability into your proposal. The proposed approach to sustainability should directly link and support the Council's net carbon zero targets of 2024 and 2030.
- Details of any ways in which the project will support apprentices and/or junior staff with skills development through this contract.