



Invitation to Tender – *Greater Manchester Talent Match* project – Mental Health Support

GMCVO is seeking tenders from potential providers in relation to the *Greater Manchester Talent Match* programme. We are looking for an organisation to deliver; a service that would provide signposting, information and training for Talent Coaches on the programme, to enable them to better support young people who are experiencing difficulties with their mental health and emotional wellbeing; and where there are gaps in services to provide direct support to young people on the programme. At present this is presenting a major barrier to young people entering into employment.

A full brief and requirements can be found below.

Potential providers should submit a completed tender application containing an outline of how they would approach the work by mid-day on **Friday 15th December 2017** by email/post, marked 'Talent Match Mental Health Support Bid – Private and Confidential'.

1. Overview/Introduction:

Greater Manchester Centre for Voluntary Organisation (GMCVO) is the voluntary sector support organisation covering the Greater Manchester region. The *Greater Manchester Talent Match* (GMTM) project, funded by the Big Lottery Fund and made up of a partnership¹, is looking for an organisation that would deliver a service that would provide signposting, information and training for Talent Coaches on the programme, to enable them to better support young people who are experiencing difficulties with their mental health and emotional wellbeing; and where there are gaps in services to provide direct support to young people on the programme.

Background on the *Greater Manchester Talent Match* programme is available at:

<https://gmtalentmatch.org.uk>

¹ *Greater Manchester Talent Match* Partnership consists of Greater Manchester Chamber of Commerce, The Co-Operative, Greater Manchester Skills and Employment Partnership, Addleshaw Goddard and Greater Manchester Combined Authority, Greater Manchester Youth Network and Greater Manchester Centre for Voluntary Organisation

2. Aims and objectives:

2.1 Outcome requirements:

It has been identified that many of the young people on our programme experience difficulties with their mental health and emotional wellbeing. Our Talent Coaches tell us that this is presenting a major barrier to young people entering employment. They also state that support is not always easily accessible and is inconsistently available across Greater Manchester.

Our aim is that the project would:

- Increase the number of young people entering employment
- Increase Talent Coaches' skills and knowledge of services and interventions
- Provide direct support to young people (where required) on *Greater Manchester Talent Match*
- Demonstrate the link between providing supporting young people experiencing mental health difficulties and their ability to gain and sustain employment
- To deliver a service across **the whole** of Greater Manchester region²
- Provide additional support where required for our Talent Coaches (where additional external supervision is needed)

We are aware that this is a 11-month project and our expectation is that the preferred provider(s) will be in a position to provide an immediate start in January 2018, with staff and resources already in place.

2.2 Impact required from the provider:

- To increase the awareness and knowledge of Talent Coaches relating to mental health and emotional wellbeing services and interventions
- Direct support for young people in managing their mental health and wellbeing
- Support the evaluation on the impact of the Talent Match programme.

2.3 Outputs that we are looking to achieve:

- A signposting service accessible for Talent Coaches. This would include working with the GMTM Opportunities Hub Officer to update the information on the *Greater Manchester Talent Match* Services Directory and providing information to Talent Coaches over the phone where necessary.
- Providing support to 66 Talent Coaches in how to support the young people they are working with. This will include group training sessions (e.g. Mental Health First Aid) and where necessary individual advice.
- Direct support and individual interventions for young people, where support is not already available in a timely fashion in their area. This may be in the form of short term Talking Therapies and/or individual support in managing stress.

² Greater Manchester region – Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Stockport, Tameside, Trafford and Wigan local authority areas

2.4 Delivery and Monitoring Meetings

As part of the contract we would expect that the contracted organisation will attend regular meetings with *Greater Manchester Talent Match* to provide evidence of monitoring and feedback of training progress with Talent Coaches. These will be agreed at contract stage.

2.5 Partnership Approach

We would be happy to consider a partnership bid. If this is the case, please specify in the proposal whom would be the lead partner and outline the roles and responsibilities of each partner. There is an additional section on the Application document (Appendix A) to allow the opportunity to describe the partnership delivery model in more detail.

2.6 Social Value

We are committed to acting in a socially responsible way and to influencing others with whom we work to do the same. In accordance with the Social Value Act 2012 we take into consideration social value in our decisions about how we commission our services and in addition want to ensure that who we work with has the potential to make a major contribution to delivering social, economic and environmental outcomes. (refer to Appendix C)

3. Proposal/Tender Requirements

We require a tender proposal containing an outline of how the provider would approach the work.

This should incorporate your proposed methodology and specific delivery plan model as outlined in section 6 below.

3.1 Finance

A total of £80,000 (inclusive of all incidentals and VAT) has been set aside for this work. Please include a full and specific breakdown of financial costs associated with your planned delivery. This will be assessed as part of the commissioning award decision making process.

3.2 Due Diligence

As part of the due diligence prior to contract award we will request to check your internal specific policies to ensure that they meet our requirements. Please indicate in your proposal that you have all the policies or will have these in place at contract inception.

Policies to be checked:

- Risk assessment procedures for off-site activities
- Safeguarding policy and procedures
- Equal opportunities and non-discriminatory practice
- Data protection and confidentiality policies
- Employers and Public liability indemnity insurance
- Health and Safety policy and procedures for staff and volunteers
- Complaints policy and procedures
- Lone working policy and procedures

We also may request references should we need to obtain further details relating to your organisation's performance.

4. Commissioning Timetable

Please find timetable (below) for the *Greater Manchester Talent Match* commissioning process schedule below. Although GMCVO does not wish to deviate from these timescales, if circumstances require any changes, potential applicants will be informed.



5. Commissioning Process Guidance

The *Greater Manchester Talent Match* commissioning process has access to a Commissioning Panel which consists of individuals with experience of administering grants and commissioning, addressing programmes for youth unemployment.

Process

Bidders should read through all of the supporting commissioning information (via hyperlinks and appendices). All submissions must be made via the Application document (Appendix A). No **attachments** or **appendices** will be considered.

Briefing Event

To assist the process *Greater Manchester Talent Match* will be holding a briefing event on **Wednesday 22nd November 2017** (10.30 am to 12.00pm) at GMCVO to allow potential bidders to ask questions and find out more information with regards to the procurement to assist with their proposal design and final application completion. Please see link below to book a place at the event.

https://gmtalentmatch.org.uk/event_booking

Before submitting your proposal, we recommend that you should read the guidance below thoroughly which includes the criteria for awarding scores, additional guidance for each question based on the criteria and question weighting. **Your application must be received before 12 noon on FRIDAY 15th December 2017.** *Any documents received after this date will not be considered.*

Applications can be received by email to commissioning@gmtalentmatch.org.uk or by post to *Greater Manchester Talent Match*, GMCVO, St Thomas Centre, Ardwick Green North, Manchester, M12 6FZ, marked 'Talent Match Mental Health Support bid – Private and Confidential'.

You will receive an email confirmation of receipt.

Bid Assessment

Bids will be scored according to agreed criteria by the Commissioning Panel.

There are three possible outcomes:

1. The provider is ranked highly by the Commissioning Panel and is shortlisted. The shortlisted provider will be invited to a meeting to discuss the proposal in more detail before final contract award decision is made.
2. The Commissioning Panel requires further information from the provider in order to make the decision. In which case following further assessment;
 - a) The organisation is shortlisted and invited for meeting as above.
 - b) The organisation is unsuccessful and will receive constructive feedback.
3. The organisation is unsuccessful
 - The organisation will be given constructive feedback, including information regarding the outcome of scoring.

6. Criteria for awarding score

In order to select a provider, we will be considering the following:

Methodology (max 7000 characters, approx. 1000 words)	40%
<p>Indicate your proposed 'methodology and approach' and demonstrate how you will;</p> <ul style="list-style-type: none"> • Provide an accessible signposting service for Talent Coaches • Work with GMTM Opportunities Hub Officer to update information on the <i>Greater Manchester Talent Match</i> Services Directory (How often and what information will be provided?) • Provide telephone support availability to our Talent Coaches • Specify your approach to providing group training sessions/professional forums to upskill our Talent Coaches and how you will work collaboratively with GMTM Development Officer to plan the delivery (this could include coaches accessing Mental Health First Aid training) • Indicate how you will provide availability for individual advice/counselling where required by our Talent Coaches (where additional external supervision is needed further to those coaches dealing with extenuating cases) • What type of Mental Health/Emotional Wellbeing support will be available for our young people (e.g. individual therapeutic support) and how it will assist young people in managing their mental health and wellbeing (specify timelines and availability) • Tell us how you will provide access to online resources and confidential interviewing spaces for use with young people • Ensure that the therapeutic intervention will move the young person nearer the labour market • How your service reach will cover the whole of Greater Manchester region • How your organisation will ensure data protection and confidentiality of beneficiary personal information and organisational information • Demonstrate your approach to measure outcomes using a nationally recognised outcome measurement tool (e.g. GANT 7/ PHQ9/WEBWEM/ CORE 10) including monitoring impact, pre, mid and post intervention. 	

Track Record (max 5600 characters, approx. 800 words)	30%
<p>Provide examples of your specific work of providing mental health support to young people and support workers in Greater Manchester.</p> <p>Confirm your current experience and knowledge of mental health support provision and reference to your current organisational delivery within Greater Manchester.</p> <p>Credibility of the team, highlighting experience and skills of your team in respect of mental health professional support to different cohorts. Indicate your planned delivery team members, their roles and their readiness to start the project immediately.</p> <p>Reliability and evidence of ability to deliver within timescales.</p> <p>How you will ensure the service will be ready to start promptly in January 2018 if you are successful in your application.</p> <p>Evidence of quality of output and reporting; detailed and thorough plans – clear presentation and easy to understand.</p> <p>The successful organisation will have relevant quality assurance mechanisms and a recognised accreditation.</p>	
Social Value (max 3500 characters, approx. 500 words)	20%
<p>Community benefit (or social value) may be the social or environmental impact or contribution to the local economy your organisation generates.</p> <p>Please provide examples specific to your organisation's work. Examples could be creating volunteering opportunities that benefit the wider community, the way you buy and use resource, supporting or creating social enterprise and/or businesses.</p> <p>Specify how you would use social value within this specific contract delivery.</p> <p>You may find GMCVO's social value statement useful when thinking of further examples of how your organisation creates community benefit.</p> <p>(refer to Appendix C)</p>	
Value for money (max 2100 characters, approx. 300 words)	10%
<p>The maximum budget allocated for the whole project is £80k (inclusive of all incidentals and VAT). Please demonstrate in your proposal how you deliver value for money and specify your intended costs.</p> <p>All prices quoted must be inclusive of VAT.</p>	
Partnership applications (max 5600 characters, approx. 800 words)	
<p>We will be happy to consider a joint partnership to work together on the project delivery. Please specify in the proposal whom would be the lead partner and outline the roles and responsibilities of each partner.</p> <p>Demonstrate how the partnership would be managed and provide your track record of previous partnership work.</p>	

Due Diligence	Pass/fail
Prior to contract award we may request references. We will also check to ensure that you have all the required policies in place (as specified in section 3.2)	

Questions

If you have any questions, please refer to our Frequently Asked Questions page:

www.gmtalentmatch.org.uk/commissioning-faq

If your question is not answered on the above page, please email commissioning@gmtalentmatch.org.uk with your question and you will receive a response within 3 working days. All questions that are asked (including those following briefing event) will be added to the commissioning webpage. The final date for submitting questions is Tuesday 12th December 2017, we will not be able to answer questions submitted after this date.

Feedback

GMCVO, as the lead partner, welcomes feedback about any aspect of the *Greater Manchester Talent Match* Commissioning Process. As part of the commissioning process we will conduct an evaluation of the whole process.

Application documents must be received by email commissioning@gmtalentmatch.org.uk or post *Greater Manchester Talent Match, GMCVO, St Thomas Centre, Ardwick Green North, Manchester M12 6FZ* by

12 NOON FRIDAY 15TH DECEMBER 2017

marked 'Talent Match Mental Health Support bid – Private and Confidential'

Supporting Information documents:

- Application form – Appendix A
- Social Value Statement – Appendix C