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Below-Threshold Tender Notice: Embedding the voice of young people in the Humber Violence Prevention Partnership

Reference number: VPP/25/YV

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# Instructions to tenderers

## Instructions

* + 1. The Humber Violence Prevention Partnership (HVPP) is seeking bids from suitably experienced organisations to provide a reliable and successful service for the activity described in Section 2 of this document.
    2. The value of this requirement is less than £25,000.
    3. It is anticipated that the successful bidder will be notified on Thursday 6 November 2025.
    4. It is anticipated that the contract will commence on Monday 10 November 2025.
    5. The duration of the contract will run from this date until 31 March 2026.
    6. There will be an inception meeting for the successful bidder at the Office of the Police & Crime Commissioner on Monday 10 November 2025.
    7. It is essential to observe and comply with the following instructions in the preparation and submission of your response. The HVPP reserves the right to reject a response that does not fully comply with these instructions.
    8. The Terms & Conditions of this document will apply to this agreement.
    9. The Person(s) Responsible for this process is:

Pip Betts

Programme Manager

Humber Violence Prevention Partnership

Office of the Police and Crime Commissioner for Humberside

Email: Humbervpp@humberside.pnn.police.uk

* + 1. All contact in relation to this notice must be made by email.

## Requests for clarification or further information

* + 1. Tenderers shall note that all reasonable efforts have been made to ensure that accurate and correct technical and functional terminology has been used in the preparation of this document. There is an absolute obligation on the tenderer to resolve any ambiguity, whether actual or potential, in the use of technical and functional terms used in this notice and any and all associated documents.
    2. The deadline for receipt of any **requests for clarification** is 1200 hours on Thursday 23 October 2025. Requests must only be made via the email address at paragraph 1.1.7. Responses will be publicised via the central digital platform for the benefit of all prospective bidders.

## Return of response and validity

* + 1. Responses must be completed in English and use the template provided in this document, saved in Word or PDF format.
    2. Your response must be submitted via email to the address at paragraph 1.7. Receipt of emails will be acknowledged as quickly as possible.
    3. **The closing date for receipt of responses is 1200 hours on Monday 3 November 2025.**
    4. Responses received after this time will NOT be considered unless the Person Responsible as identified in paragraph 1.1.7 above has formally extended the closing date for receipt of responses.
    5. Any response submitted will be deemed to remain open for acceptance or non-acceptance for not less than 90 days from the closing date stipulated above. The HVPP may accept the response at any time within this prescribed period. The HVPP shall, however, not be bound to accept the lowest or any response.

## Price schedule

* + 1. The price schedule shall be submitted as part of the response for the goods/services, using the template in Section 3.
    2. The prices should be inclusive of all applicable costs and expenses but exclusive of Value Added Tax.
    3. The Currency is to be quoted in Pounds Sterling.

## Evaluation criteria

* + 1. The evaluation panel will consider the factors listed below as part of the evaluation process:

|  |  |
| --- | --- |
| 1. Price | 10% |
| 2. Quality | 85% |
| 3. Social value | 5% |

* + 1. Price will be evaluated on the overall cost for all services as detailed above to establish the cheapest overall cost. The lowest overall cost will be awarded 10% and all subsequent bids will receive a proportion based on the lowest overall submission (cheapest bid received divided by the bid being evaluated multiplied by 10%).
    2. Quality and social value are divided into individual questions, each scored using the scoring guidelines detailed below based on the evaluation panel’s considered view on their importance to this project and in terms of the organisation’s requirement as a whole:

|  |  |
| --- | --- |
| **Score 0** | The response does not satisfy the requirement. An unacceptable or irrelevant response. No response provided. |
| **Score 1** | A poor response. There are significant gaps in the detail/supporting evidence |
| **Score 3** | The response meets most elements of the requirement. There are some gaps in explanation/detail or supporting evidence. |
| **Score 5** | Response meets the requirement in full. Response has been fully explained and supported with relevant evidence. |

## Subcontract/joint venture/partnership

* + 1. The tenderer shall submit with its response a list of any major partners or sub-contractors it intends to use and the services that each will provide. The tenderer in the response will identify sole tenderers and proprietary items.

## Results of tendering exercise

* + 1. The tenderer will be notified of the outcome of their response at the earliest possible time by the Person Responsible. No useful purpose will be served by communication with the Person Responsible following the response submission unless invited to do so.
    2. Any tenderer who directly or indirectly canvasses the HVPP, the PCC or any of his officers, other than the person named at 1.1.7 above, concerning the award of the Contract or any other response or proposed response may be disqualified. Such decision shall be at the sole discretion of the Person Responsible as identified at 1.1.7 above.

## Costs of responding to tender

* + 1. There shall be no liability on the HVPP to defray any cost incurred by the tenderer because of this procedure.

# Specification

## About the organisation

* + 1. This notice is issued by the Humber Violence Prevention Partnership (HVPP) via the Office of Police and Crime Commissioner for Humberside (“the OPCC”).
    2. Police and Crime Commissioners are elected to hold the police to account on behalf of the communities they serve. They issue Police and Crime Plans that set the police and crime objectives for local areas and commission a range of services to help cut crime, improve community safety and provide support for victims of crime.
    3. Further information about the HVPP is available at <https://humbervpp.org/> and about the PCC is available on our website: [www.humberside-pcc.gov.uk](http://www.humberside-pcc.gov.uk).

## Background

* + 1. The Humber Violence Prevention Partnership (VPP) is a multi-agency partnership committed to providing an evidence-led, public health approach to reducing serious violence across the region. To do that effectively, children and young people must be at the heart of our work—shaping, informing, and driving the strategies and interventions that affect them.
    2. To date, we have engaged young people through co-created campaigns, focus groups, and initiatives such as Hope Hacks. While these efforts have been valuable, we recognise the need to go further to engage young people and embed youth voice meaningfully and consistently across our partnership.
    3. We are aware that a wide range of youth voice and engagement activity already exists across the Humber, with numerous groups and organisations already actively engaging children and young people. We also recognise that significant work has already been done by these groups and young people to understand their perceptions of safety and violence in their communities and capturing their ideas to make things better. Young people have consistently told us they are frustrated with being repeatedly consulted without seeing meaningful change as a result.
    4. This project aims to build on that foundation—avoiding duplication, valuing what has already been said, and identifying how we can act on it more effectively.
    5. As part of this work, we are particularly keen to ensure that the voices we hear are representative—especially those of care-experienced young people, young people with SEND and from underrepresented communities, including those with lived experience of violence and abuse.

## Purpose of the commission

* + 1. We are seeking a provider to work with us, in the first instance to understand what youth engagement looks like and how youth voice is currently being captured across the Humber.
    2. We would then like to know what young people have already said in relation to serious youth violence, the ideas and suggestions they have for making this better, and – specifically for those who have already been involved in the youth justice system – what support they feel could have changed things for them or would help them in future.
    3. This work will include young people and organisations from across all of the four Humber local authority areas; Hull, East Riding of Yorkshire, North and North East Lincolnshire.
    4. Finally, we would like the young people, with support from the provider, to co-develop practical recommendations for how the VPP can better engage with young people, and how we can ensure that our work is always informed by youth voice and how we can take the wealth of advice provided by young people and use it to make our work better.

## Key Deliverables

* + 1. The provider will be expected to work with the VPP, partner organisations and young people to deliver the following:

**Objective 1 - Map existing youth voice activity across the Humber, including:**

* 1. Identification and creation of a **directory** of organisations and groups currently engaging young people. This would include detailed mapping of organisations and groups currently engaging young people in the Humber area, including:

Their areas of interest (e.g. health, community safety, violence and preventing it, open spaces, activities and provision for young people etc)

The engagement mechanisms they use (e.g. advisory groups, forums, surveys, creative outputs) and their coverage (e.g. numbers of young people, age range, genders)

Direct contact information for their coordinators.

Develop a **repository** of existing outputs (e.g. reports, videos, campaigns)

Identify and target any **gaps** in representation or engagement

**Objective 2 - Review existing insights gathered from young people, particularly those with lived experience of violence or from underrepresented communities, to:**

* 1. Summarise in a single **report**:

The key themes, ideas and concerns from the breadth of youth voice about safety and violence related issues across the Humber

Identify any gaps in understanding or representation and opportunities for further research

**Objective 3 - Understand the unmet needs of young people in contact with the youth justice system and Young Futures Prevention Partnership (YFPP) panels**

* 1. Summarise in a single **report**:

Work with the four Humber youth justice teams and the Hull YFPP panel to understand work that is currently conducted to capture the voice of those with lived experience of the youth justice system and/or the YFPP panel

Identify and gaps or opportunities for enhancing this feedback

As necessary, conduct focus groups, interviews etc with the young people involved to understand what support or activity may have prevented them becoming involved with youth justice/YFPP panel and how this support could be improved for them and others in the future

* 1. **Objective 4 - Capture practical recommendations, informed by young people and:**
  2. Summarise in a single **report**:

Sustainable and inclusive models of meaningful youth engagement and involvement in decision-making

Overcoming barriers to participation and trust

Avoiding duplication and consultation fatigue

Ensuring feedback loops are closed and young people see the impact of their input

Taking account of any established good practice, locally or elsewhere, for youth engagement

how the VPP can better engage with young people, how we can ensure that our work is always informed by youth voice and how we can take the wealth of advice provided by young people and use it to make our work better

* 1. **Objective 5 – Presentation of findings and recommendations:**
  2. the provider will be expected to deliver a **briefing** or **workshop** for VPP partners to share findings and support implementation.

## Deliverables summary

* + 1. Objective 1 - Creation of a **directory** of organisations and groups currently engaging young people, **repository** of findings and identification of any **gaps**.
    2. Objective 2 – Single **report** detailing insights.
    3. Objective 3 – Single **report** findings from young people in the youth justice system and YFPP panel.
    4. Objective 4 – Single **report** with practical recommendations.
    5. Objective 5 – Workshop or briefing to present of **findings** and **recommendations.**

## Timescales

* + 1. This contract will be awarded and commence on or before 10 November 2025.
    2. Suppliers should set out their ability to meet the following key milestones in their response, including a detailed timeline for delivery and regular reporting to the VPP:
       - 1. Completion of **Objective 1** directory, repository and report on gaps in representation and engagement – to be completed by 12 December 2025
         2. Completion of **Objective 2** insight report by 16 January 2026, with a view to this being shared with the Humber VPP Board at its January meeting
         3. Completion of remaining tasks **Objectives 3, 4** **& 5** expected between January-March 2026
    3. All work must be completed by 31 March 2026 in line with funding requirements.

## Key considerations

* + 1. The work must be co-produced with young people and reflect their lived experience.
    2. Engagement should prioritise inclusivity, particularly for seldom heard, underrepresented groups and those most affected by violence.
    3. The approach should be trauma-informed, culturally competent, and avoid re-traumatising or over-consulting young people.
    4. As the provider will be engaging with organisations and young people on our behalf, they will need to be a good ambassador for us and help us to make new connections where applicable so we can take the work forward in future. We will provide a briefing and relevant material to assist with this.

## Pricing schedule

* + 1. Tenderers are required to fully complete and return a Pricing Schedule for the work including costs breakdown as per the example below:

|  |  |
| --- | --- |
|  | **Price (£)** |
| **Cost breakdown (example)** |  |
| Preparation costs |  |
| Mapping exercise |  |
| Creation of directory & repository |  |
| Room hire |  |
| etc |  |
| **Total** |  |

* + 1. The Total Contract Price must include delivery of all aspects of the specification, inclusive of all costs (including expenses), but exclusive of VAT.

# Technical questions

## Technical questions

* + 1. In order to pass this section of the evaluation, valid information relating to the question must be provided. This information must be appropriate and relate to the question/specification requirements. If the information provided is not relevant to the question this may render your submission invalid. Please do not submit any sales and marketing information or other appendices unless expressly requested.
    2. Your statements should be concise, in 11-point font and not exceed the word counts indicated. You may expand the text boxes in the template to fit your responses**.**

**Question 1 (25%)**

**Please outline your organisation’s (and any partner organisation’s) experience of delivering similar projects *[750 words].***

**Your answer should include, as a minimum, responses to the following:**

* Experience of working and co-producing with young people and capturing youth voice
* Demonstrable understanding of youth voice activity across the four local authority areas of Humber
* Experience of mapping activity, creating directories and collating repository of findings
* Experience of conducting interviews, focus groups etc with young people
* Experience of working with and engaging partner agencies and organisations
* Experience of trauma informed approach

|  |
| --- |
|  |

**Question 2 (15%)**

**Please outline the knowledge, skills and experience of the staff who will be working on the project. Include details of your plans for resilience should any staff be unavailable. *[500 words]***

|  |
| --- |
|  |

**Question 3 (45%)**

**Please outline your proposed approach to delivering the contract *[1000 words].***

**Your answer should include a detailed overview of how you will approach each of the five key deliverables/objectives outlined in the tender specification.**

|  |
| --- |
|  |

## Social Value

**Question 1 (2.5%)**

**How does your organisation support residents of the Humber area?** This could include, for example, any community work you do, work experience you offer, how you recruit and develop your staff, how you support employee wellbeing, and whether you are a Living Wage employer. ***[250 words]***

|  |
| --- |
|  |

**Question 2 (2.5%)**

**How does your organisation contribute to the environment and sustainability? *[250 words]***

|  |
| --- |
|  |

# Organisation and contact details

## Lead organisation

You must answer all questions in this section. Enter N/A for any that do not apply.

|  |  |  |
| --- | --- | --- |
| Full legal name |  | |
| Registered office address |  | |
| Company number |  | |
| Charity number |  | |
| VAT registration number |  | |
| Name of immediate parent company |  | |
| Name of ultimate parent company |  | |
| Type of organisation *(please tick)* |  | a public limited company |
|  | a limited company |
|  | a limited liability partnership |
|  | other partnership |
|  | sole trader |
|  | other (please specify): |
|  |
| Please tick if any of the following classifications apply to you |  | Voluntary, Community and Social Enterprise (VCSE) |
|  | Small or Medium Enterprise (SME) |
|  | Sheltered workshop |
|  | Public service mutual |

## Sub-contractors

|  |  |
| --- | --- |
| Are you proposing any sub-contractors or consortium partners in your response? *(please tick)* | |
|  | Yes |
|  | No |

If yes, please provide details below (add additional rows if required):

|  |  |
| --- | --- |
| Organisation name and address | Proposed role |
|  |  |
|  |  |
|  |  |

## Contact details

We will use this contact for correspondence about the application

|  |  |
| --- | --- |
| Name |  |
| Role |  |
| Email |  |
| Phone |  |

# Terms and conditions

Please refer to the attached copy of the terms and conditions which govern this tender exercise and any resulting contract.

# Certificate and declaration

I/We hereby certify that the information supplied in this notice and any supporting documents is accurate to the best of my/our knowledge and I/we accept the conditions and undertakings requested in the application. I/we understand that false information could result in my/our exclusion from the PCC’s future procurement opportunities.

I/We also understand that it is a criminal offence punishable by imprisonmentto give or offer any gift or consideration whatsoever, as an inducement or reward, to any servant of a public body, and that any such action will empower the PCC to cancel any contract currently in force, and result in my/our exclusion from the PCC’s future procurement opportunities.

I/We understand that the PCC, or his agents, will not accept any charges by the Tenderer, its sub-contractors or any other party for:

* Work in responding to this notice
* The completion of the Pricing Schedule if required
* Any other associated activity

I/We understand that this response, will not in any way bind the PCC to enter into a Contract with the Bidder (you), or involve the PCC in any financial commitment whatsoever in this respect. The Bidder is also advised that the PCC is not bound to accept any of the submitted documents in whole, or in part.

The parties here do acknowledge and agree that any information requested under the Freedom of Information Act 2000 may be disclosed, provided such disclosure is appropriate and in accordance with the said Act.

I/We hereby apply for consideration in connection with the Therapeutic Intervention for Young People for the Office of the Police and Crime Commissioner (OPCC), and confirm that I am/we are prepared to answer any questions relating to this submission, if so required.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed |  | Date |  |
| Name |  | For, and on behalf of |  |
| Position in Tenderer |  | Telephone number |  |
| Email address |  | | |
| Full address |  | | |

**Before returning this questionnaire, please ensure that you have signed the above undertaking.**

If your response is successful, this application will be incorporated in the contract awarded to you.