

**Invitation to tender**

**STATEMENT OF REQUIREMENTS**

**For The Provision Of :**

**Crime Education - Resource DEVELOPMENT AND DELIVERY SUPPORT**

**Contract Ref: LC- 02- 2024**



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# Section 1: Instructions to tenders

## 1.1 Instructions

1.1.1 This Invitation to Tender (“ITT”) has been issued by The Police and Crime Commissioner for Humberside (the “PCC”) in connection with competitive procurement rules for the provision of educational content and resources for young people relating to crime prevention and safety. Resources will be for use in education and other youth facing settings including but not limited to primary schools, secondary schools, special schools, pupil referral units (PRUs), colleges, post 16 provision, youth groups, and those educated at home.

1.1.2 The procurement will be conducted in accordance with the Open Procedure under the Public Contract Regulations 2015 (“the Regulations”).

1.1.3 The requirement will be tendered for a single provider.

1.1.4 The intention is to award any resulting contract(s) for a period of 2 years commencing on the 01 June 2024 and will expire on the 31 May 2026.

1.1.5 The value of this requirement will not exceed £100,000. A breakdown of prices shall be submitted as part of the quotation response for the good/services. The prices should be inclusive of all applicable costs and expenses but exclusive of Value Added Tax. The Currency is to be quoted in Pounds Sterling.

1.1.6 It is essential to observe and comply with the following instructions in the preparation and submission of your quotation. The Office of the Police and Crime Commissioner (OPCC) reserves the right to reject a quotation that does not fully comply with these instructions.

1.1.7 The Terms & Conditions of this document will apply to this agreement.

1.1.8 The Person(s) Responsible for this process is:

Leigh Collins

Commissioning Programme Manager

Office of the Police and Crime Commissioner

[Leigh.collins@humberside.police.uk](mailto:Leigh.collins@humberside.police.uk)

1.1.9 All contact in relation to this ITT must be made by email.

### Section 2. Background

2.1 The role of the Police and Crime Commissioner (PCC) is to be the voice of the people and hold the police to account. They are responsible for the totality of policing. PCCs aim to cut crime and deliver an effective and efficient police service within their police force area. They are elected by the public to hold Chief Constables and the force to account, making the police answerable to the communities they serve.

2.1.1 The PCC’s Police and Crime Plan [Humberside PCC Police and Crime plan 2021 -](https://www.humberside-pcc.gov.uk/Document-Library/Transparency/Statutory-Information/What-our-priorities-are/2021-Police-and-Crime-Plan-Single-page.pdf)  2025 outlines a commitment to:

* Improving education and diversionary activities to stop more young people falling into crime

2.1.2 The OPCC has established an Education Partnership that includes representatives from various organisations across Humberside, including Humberside Police, Humberside Fire and Rescue Service, Safer Roads Humber, local councils and other colleagues who are linked in with schools/children’s services. The Partnership brings partners together:

* To share resources and best practice
* To improve crime education for young people
* To make young people aware of the risks associated with crimes.

2.1.3 The [Education Partnership website](http://www.educationpartnership.co.uk) hosts a range of educational resources relating to safety and the prevention of crime. These resources are available to teachers and others working with children and young people.

#### **Section 3. Scope and Specification**

3.1 The OPCC is seeking a provider to work with us to:

* Develop excellent educational resources
* Provide delivery support to children and young people across the Humberside region

3.1.1 The resources should complement the suite already available through our Education Partnership website, which could include branding with Not in Our Community (NIOC) resources, and will include topics including but not limited to:

* Healthy Relationships, Domestic Abuse and VAWG (Violence Against Women and Girls)
* Child Sexual and Criminal Exploitation
* Weapons/knife crime
* Anti-Social Behaviour
* Online Harms
* Vaping

3.1.2 As the profile of crime may change over the length of the contract the provider will need to be flexible and responsive. A delivery plan will be agreed at the outset of the contract which will be updated and refreshed during the contract length.

3.1.3 Resource development should include:

* Lesson plans
* E-learning
* Short films covering crime related topics
* Teaching materials
* Digital campaign assets (e.g. posters related to topics for display around premises)
* Develop self-service resources that teachers and others can use to support lesson planning

3.1.4 Resources should be developed for use in:

* primary schools,
* secondary schools
* SEND provision
* pupil referral units (PRUs)
* colleges
* post 16 provision
* youth groups
* those educated at home

3.1.4 Currently the number of schools within the Humberside region is as follows: -

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **East Riding of Yorkshire** | **Hull** | **North East Lincolnshire** | **North Lincolnshire** | **Total** |
| **Primary** | 127 | 73 | 48 | 63 | 311 |
| **Secondary** | 20 | 15 | 13 | 17 | 65 |
| **Post 16** | 17 | 8 | 7 | 7 | 39 |
| **SEND** | 6 | 6 | 4 | 7 | 23 |

3.1.5 We anticipate that there will also be delivery required across our Humber based Pupil Referral Units (PRUs).

3.1.6 Resources should be designed for children and young people aged 5 to 19 (25 for SEND) with age-appropriate guidance provided.

3.1.7 Wherever possible, the provider should enable co-production of content with young people, teaching staff and professionals.

3.1.8 All resources should be developed using trauma informed practice which is grounded in the understanding that trauma exposure can impact an individual neurological, biological, psychologic and social development.

3.1.9 Delivery support should include:

* Train the trainer support for teachers and professionals delivering teaching resources
* Testing and refining the resources whilst the train the trainer sessions are being rolled out.
* It is expected that that the provider will be experienced in working with children and young people to co-produce educational resources
* There will be an element of direct delivery by the provider in schools and organisations, as and when requested
* The provider will develop a train the trainer model for resources. It is expected that staff and partners of the OPCC, Humber Violence Prevention Partnership (VPP), teachers, Humberside Police and Police Community Support Officers (PCSOs) and other youth facing organisations will be those that are in receipt of the training
* The provider will work with OPCC colleagues to ensure that resources are compatible with and downloadable from the Education Partnership website and can be accessed/downloaded by schools, teachers, partners etc

3.1.10 The OPCC will retain the rights to materials developed.

3.1.11 The value of this contract should not exceed £100,000.

##### 3.2 Aims

3.2.1 The key aim of the service is to ensure that high quality educational resources relating to crime prevention and safety are available and widely used by professionals working with children and young people.

3.2.2 The OPCC aims to ensure that there is a long-term reduction in crime and how it impacts on individuals by supporting early engagement and education with young people.

3.2.3 Based on good practice and knowledge of crime profiles in the area we want to help children and young people to avoid harm and being drawn into criminality in the future by providing teachers and professionals with the resources and support to educate on risks and harms.

###### **3.3 Deliverables**

3.3.1 Delivery will be across the Humberside region.

3.3.2 The resources available including interactive video sessions and lesson plans will be developed with OPCC colleagues, with input from the Education Partnership and Humberside Police colleagues and based around the topics listed in 3.1.2

3.3.3 Resources will be co-produced with input from schools, youth organisations, children and young people. As a result, there will be a need to visit schools, educational establishments, youth groups and engage with children and young people educated at home.

3.3.4 Educational resources should be made available so that they can be easily downloaded from the Education Partnership website.

3.3.5 The provider will work closely with the OPCC to ensure schools and youth facing

organisations are aware of the resources and how to access them.

3.3.6 Provide a sustainable model of crime education delivery, by training the trainer, to build capacity in schools and youth organisations.

3.3.7 Develop an education resource to increase the safety of children and young

people, across Humberside.

3.3.8 Work effectively with all existing stakeholders and the Education Partnership.

3.3.9 Work collaboratively with children, young people and other stakeholders including obtaining feedback from them to ensure products can be assessed and improved.

3.3.10 Provide quality training for staff within the OPCC, educational and other youth settings.

**3.4. Outcomes**

3.4.1 Children and young people will receive high quality education relating to the crime types prevalent in the Humberside region.

3.4.2 Children and young people will be able to identify how to keep themselves safe from harm.

3.4.3 Children and young people report that the educational resources have helped them to understand different crime types and how to keep themselves safe.

3.4.4 Work towards the aims and objectives of the current and any future versions of the aims and objectives of the Humberside Police and Crime Plan.

**3.5 Safeguarding**

3.5.1 The OPCC through their commissioning processes are responsible for ensuring that any organisation commissioned, procured or grant-funded to deliver a project working with children or adults at risk,

• has a current safeguarding policy

• has a designated safeguarding lead

• adheres to the Disclosure and Barring Service (DBS)

3.5.2 All Providers must have a Safeguarding Policy and Procedures in place and reviewed in line with the Local Children Safeguarding Board (LSCB) requirements.

3.5.3 The Provider will have a safeguarding policy that will be available for commissioners to view upon request that details:

* Safeguarding responsibilities / accountabilities within the Provider
* Whistle blowing procedures
* Safe recruitment
* Safe working practices
* Induction and training that meets statutory responsibility for staff
* Complaint’s procedures and management of allegations
* Confidentiality and information sharing.

3.5.4 Formal police vetting will not be required. However, due to the nature of provision, it will be required that relevant safeguarding policies are in place at the provider organisation and that all staff working within schools to deliver the provision will have had an enhanced DBS check including checking against child barred list.

3.5.5 Funded organisations must follow their own safeguarding policies and procedures, which should include how concerns are reported internally and via local multi-agency arrangements where appropriate.

3.5.6 Safeguarding incidents on projects funded by the OPCC must be reported via the grant management contact after internal and (where applicable) multi-agency reporting processes have been followed. These should exclude any personally identifiable information. It is normally sufficient to do this as part of routine grant returns, which should detail the action taken to report the concern.

3.5.7 A “Critical Incident”, which is defined as any incident where the outcome or consequence of that incident is likely to result in serious harm to any individual; or significant community impact; or significant impact on public confidence in the VPP or its grant funders, must be reported to the OPCC Chief Executive, copied to the grant management contact and the OPCC SPOC box: [PCC@humberside.pnn.police.uk](mailto:PCC@humberside.pnn.police.uk). The report should be made as a matter of urgency after the organisation’s own process has been followed and a multi-agency safeguarding report has been made. As above, personally identifiable information must not be included in the report.

**3.6 Social Value and Sustainability**

3.6.1 The Provider will utilise products which are manufactured ethically, using acceptable standards of labour and human rights practices. The Ethical Sourcing Policy adopted by all four Yorkshire and the Humber Police Forces is based on the Ethical Trading Initiative Base Code - <http://www.ethicaltrade.org/eti-base-code>.

3.6.2 The Provider will be expected to observe a similar policy whilst engaging with the Commissioners and enter discussion on ethical sourcing when relevant.

3.6.3 The Provider should seek to deliver added social value for local communities in relevant ways such as e.g., recruiting locally, creating volunteer opportunities, providing training and awareness at local educational establishments and prevention activities, as a way of increasing the health, safety, and wellbeing of residents.

**3.7 Performance Management Framework and Reporting**

3.7.1 The supplier will be required to provide management information quarterly using the template attached (appendix 1), accompanied with a summary report at the frequency below:

|  |  |  |  |
| --- | --- | --- | --- |
| Quarter | Financial year | Reporting period | To be submitted by |
| 1 | 2024/2025 | April - June 2024 | 15 July 2024 |
| 2 | 2024/2025 | July – September 2024 | 15 October 2024 |
| 3 | 2024/2025 | October – December 2024 | 15 January 2025 |
| 4 | 2024/2025 | January – March 2025 | 15 April 2025 |
| 1 | 2025/2026 | April – June 2025 | 15 July 2025 |
| 2 | 2025/2026 | July – September 2025 | 15 October 2025 |
| 3 | 2025/2026 | October – December 2025 | 15 January 2026 |
| 4 | 2025/2026 | January – March 2026 | 15 April 2026 |

3.7.2 As part of each return, the provider shall submit a monitoring report including the following information:

* + a financial summary identifying full evidence of expenditure
  + an update of progress and confirmation of any key aspects of the project which have not been met

3.8. Modern Slavery

3.8.1 The provider will ensure that they have systems and processes in place to identify abuse and safeguard people from harm. This extends to ensuring that victims of modern slavery or human trafficking are protected, and that any crimes of enslavement or trafficking are reported.

Section 4. Evaluation

4.1.1 The evaluation panel will consider the factors listed below as part of the evaluation process:

|  |  |
| --- | --- |
| 1. Price | 20% |
| 2. Quality | 70% |
| 3. Social value | 10% |

4.1.2 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 30% 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 30%).

4.1.3 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. |

# **Section 5. Technical questions**

5.1.1 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.

5.1.2 Your statements should be concise, in Arial or Calibri, 12-point font and not exceed the word counts indicated. You may expand the text boxes in the template to fit your responses**.**

5.1.3 Please submit your tender response to leigh.collins@humberside.police.uk

**Question 1 (15%)**

**Please outline your organisation’s experience of delivering similar projects *[500 words].* Your answer should include, as a minimum, responses to the following:**

* Experience of co-production and design of education programmes
* Knowledge of different crime types
* 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 how much time will be spent on the project and your plans for resilience should any staff be unavailable. *[500 words]***

|  |
| --- |
|  |

**Question 3 (20%)**

**Please outline your proposed approach to delivering the contract *[1000 words].* Your answer should include, as a minimum, responses to the following: How you will embed a ‘whole school approach’ and supporting cultural change within school settings**

* Approach to train the trainer
* How much delivery you will provide in schools
* How you will create interactive content and lesson plans
* Delivery plan / timescales including milestones
* Gant chart can be appended (not included in the word count)

**Question 4 (20%)**

**How will you work with us to meet the requirements of the service including how you will respond to emerging need / crime types [*500 words]***

**5.2 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]***

|  |
| --- |
|  |

**Question 3 (5%)**

**We will be open to sharing the work produced with other areas and will be interested in any creative suggestions about how this could be monetised to support reinvestment in Humberside. Please describe you how you would assist the OPCC to do this? *[300 words]***

Section 6: Pricing schedule

6.1 Pricing schedule

6.1.1 Tenderers are required to fully complete and return the following Pricing Schedule.

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

|  |  |
| --- | --- |
| 6.1.3 Please itemise your delivery costs in the table below | **Price (£)** |
| **Itemised delivery costs** |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
| **Total** |  |

Section 7: Organisation and contact details

## 7.1 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 |

7.2 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 |
|  |  |
|  |  |
|  |  |

7.3 Contact details

We will use this contact for correspondence about the application

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

Appendix 1 Performance Management Framework

The following monitoring will be required to demonstrate contractual performance and outcomes achieved by the service:

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Frequency** | **Method measure** |
| Number of interactive video/sessions developed | Quarterly | Quantitative and Narrative |
| Number of lesson plans developed | Quarterly | Quantitative and Narrative |
| Number of children and young people involved in co-production | Quarterly | Quantitative and Narrative |
| Ensure that quality feedback is obtained from trainers and children and young people so that products can be assessed and improved | Quarterly | Quantitative and Narrative |
| Number of schools/educational establishments visited (including youth groups and those educated home). | Quarterly | Quantitative and Narrative |
| Number of train the trainer sessions delivered | Quarterly | Quantitative and Narrative |
| Number of stakeholders engaged | Quarterly | Quantitative and Narrative |
| Number of compliments received | Quarterly | Quantitative and Narrative |
| Number of complaints received | Quarterly | Quantitative and Narrative |
| Report on progress against the following social values  1) Economic (employment training and work experience opportunities for local people)  2) Environmental (local staff, local suppliers and local work that reduces carbon footprint)  3) Social (supporting local community initiatives, e.g. charities, local amateur sports teams) | Quarterly | Quantitative and Narrative |