**Hampshire County Council**

**Reference AS22160**

**Universal Family Behaviour Change**

**Market Engagement Questionnaire**

**Completion of this questionnaire and any involvement does not give any right that the organisation will be selected for any further tender should a procurement exercise be undertaken.**

**In order to process this questionnaire, we will ask you to provide some basic personal information, e.g. contact details. All information will be treated as CONFIDENTIAL and will only be shared amongst members of the Council’s Project Team. No details about your organisation, including names or contact details, will be shared without your express permission. The basic personal information will be destroyed following completion of this project. Further details on how we process personal information can be found on our Privacy Notice:** [**https://www.hants.gov.uk/aboutthecouncil/privacy**](https://www.hants.gov.uk/aboutthecouncil/privacy)**.**

**Please read the Declaration on the final page of this document.**

## 1. INTRODUCTION

### 1.1 Background

Hampshire County Council (HCC) intends to seek quotations for the delivery of an innovative pilot programme, to support families with children to make sustainable changes to their behaviours, lifestyles, and home environments, with the aim of promoting healthy weight. The programme will be embedded within community settings across Hampshire, and will actively connect families to local assets that support them to make and sustain these changes.

**1.2 Summary of Objectives**

The objective is to seek what interest and options there may be among local providers, including smaller organisations, VCS organisations, and organisations interested in expansion or service delivery across Hampshire.

Specifically, we want to:

1. Identify level of interest.
2. Gain feedback to inform our proposed programme.
3. Understand what options are available for delivery.

### 1.3 What we are doing

HCC is looking for a provider to deliver a preventive Universal Family Behaviour Change service, to provide a physical activity and nutrition-focused behaviour change programme to families. It will be available to all families through self- or professional referral (with no / minimal entry criteria).

The broad objectives of the service are to:

1. Deliver 6-week minimum Family Behaviour Change programme to families across Hampshire, supporting them to set and achieve their own goal(s) related to healthy weight, nutrition and physical activity by trained staff face-to-face in community settings (e.g., leisure centres, schools, community centres, pantries) or virtually, with options for 1:1 support if suitable.
2. Develop, with relevant professional expertise, a Hampshire-specific programme guide and resources (e.g., weekly schedule, recipe cards, shopping lists)
3. Connect families to local assets and resources to help them make and sustain behaviour changes (e.g., community pantries, cooking classes, gyms, leisure centres, active play), through co-location, co-delivery, signposting and/or directly supporting attendance.
4. Oversee and coordinate the service, including recruiting and mobilising staff, managing referrals, gathering and responding to feedback, and managing any sub-contracting or consortium arrangements (if part of the bid).
5. Identify and build relationships with stakeholders and partners to increase awareness and referrals, connect to other local offers, and support families with the wider determinants of health (e.g., money, housing, employment).
6. Develop and deliver a communications plan to promote the service to families in a way that is appealing, engaging, and minimises stigma around support related to healthy weight.

The broad findings of this investigation are likely to be incorporated into the programme specification for the future running of the service.

Dependent on the results of this consultation a procurement exercise may be undertaken during 2023/24 through a full EU competitive tendering process that would lead to a new contract being formed.

### 1.4 Why we are doing it

The Questionnaire is being undertaken as an information gathering exercise, to identify third party interest in supporting, running or managing either the entirety or aspects of a Universal Family Behaviour Change service.

The Authority will consider the outcome of this Questionnaire and reserve the right to investigate any potential proposals submitted. It is the intention of the Authority to commence a formal procurement process at a later stage.

## 3. INSTRUCTIONS FOR COMPLETING OF QUESTIONNAIRE

* Please complete this questionnaire as fully as possible.
* Answers should be entered in the table provided. Any questions which you feel are not relevant, please enter ‘NONE’ or ‘NOT APPLICABLE’.
* The responses to each question should be a maximum of one side of A4, using Arial font 12 pt.
* Please return your completed questionnaire by email to strategic.procurement@hants.gov.uk.
* The deadline for receipt of completed questionnaires is **30 October 2023 at midnight.**

## 4 ORGANISATION DETAILS

**About you and your organisation:**

|  |  |
| --- | --- |
| Name:  |  |
| Organisation:  |  |
| Organisation Classification: (e.g., charity, company limited by guarantee)  |  |
| Address:  |  |
| Email Address:  |  |
| Telephone Number: |  |
| Website (if available): |  |
| Overview of services currently provided: Please provide a brief outline of services and solutions (if any) that you have provided to clients with similar diverse needs to the Council e.g., working with children, young people and families around physical activity/healthy weight/nutrition. The expectation is for this information to give us a feel for your actual experience and presence in the marketplace. Please note that lack of experience does not preclude you from responding. |  |

## QUESTIONS

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| --- |
| 1. **Would your organisation consider forming a consortium or sub-contracting arrangement with other organisations to bid for these services?**
 |
| ☐Yes☐No*Additional comments:* |
| 1. **If you are interested in this service, please indicate which districts you would be able to deliver this service:**
 |
| [ ] Basingstoke & Deane[ ] Hart and Rushmoor[ ] Winchester[ ] Eastleigh[ ] Havant[ ] New Forest[ ] Test Valley[ ] East Hampshire[ ] Fareham [ ] Gosport*Additional comments:* |
| 1. **Please indicate the aspects of the service objectives (1.3) you would be able to provide in all districts selected above:**
 |
| [ ] Development of programme guide / schedule and resources[ ] Face-to-face group sessions for families[ ] Virtual group sessions for families[ ] 1:1 support for families[ ] Direct delivery of physical activity to children, young people and families[ ] Direct delivery of food preparation / cookery to families[ ] Connecting families to relevant local and national services and resources[ ] Management and coordination of the programme[ ] Building relationships with relevant stakeholders and partners[ ] Development and delivery of communications plan for families*Additional comments:* |
| 1. **What age range / population group would you be able / interested in delivering the service to (considering families of children aged 0-19 [or 25 for young people with SEND])?**
 |
|  |
| 1. **Please indicate if the staff you would propose to deliver this programme have training in the following areas (including through a consortium / sub-contracting arrangement):**
 |
| [ ] Physical activity / fitness instruction / personal training[ ] Nutrition / healthy eating [ ] Weight management[ ] Working with children / families / whole family approach[ ] Working with adolescents[ ] Healthy weight / physical activity during pregnancy / antenatal / postnatal[ ] Healthy weight / physical activity with a long-term condition e.g., diabetes[ ] Behaviour change / motivational interviewing[ ] Group facilitation[ ] Health navigation / Making Every Contact Count / social prescribing*Other relevant training:* |
| 1. **Do you envisage any start-up costs to this contract? E.g., staff training, recruitment, resource development, resource development, equipment, venues.**
 |
| [ ] Yes[ ] No*If yes, please provide details:* |
| 1. **If awarded this contract, how much time would you require to be able to start delivering the service? Please indicate any additional assistance you may require from HCC to support a smooth mobilisation.**
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|  |
| 1. **How would you staff this service?**
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|  |
| 1. **How would you oversee and coordinate this service?**
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|  |
| 1. **Would your organisation be interested in submitting a tender for the Universal Family Behaviour Change service?**
 |
| [ ] Yes[ ] No*If no, please outline what would prevent your organisation from submitting a quotation:* |
| 1. **Please share any further information you would like us to review or consider:**
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|  |

## 6. DECLARATION

Please check carefully before returning this completed questionnaire that the information is correct.

By sending this completed questionnaire to Hampshire County Council you are undertaking that you are authorised by the under mentioned organisation to supply the information given above, and that you understand and agree that:

* Participation in this consultation will not include or exclude any organisation from participating in any future procurement exercise.
* No information provided in the response to the Questionnaire will be used in any evaluation of any subsequent response to a procurement exercise.
* The responses to the questions within this Questionnaire may be summarised and included in any subsequent procurement process, and may be released in the public domain (albeit without attributing responses to specific organisations).
* The outcomes of the Questionnaire will become the sole property of Hampshire County Council.

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| **Before returning this document, please complete the following.*****Information in this document has been provided by:*** |
| **Name:** |  |
| **Position:** |  |
| **For and on behalf of:** |  |
| **Date:** |  |

Please complete and return the attached questionnaire and return by email by **30 October 2023 at midnight.**

To: strategic.procurement@hants.gov.uk

If you have any questions please contact: strategic.procurement@hants.gov.uk