



STONEHOUSE TOWN COUNCIL

INVITATION TO TENDER FOR A 3 YEAR SERVICE LEVEL AGREEMENT (SLA) FOR YOUTH PROVISION

1. Organisations are invited to tender to:

- Develop, manage and deliver demand-led, free-access youth provision in Stonehouse.
- Facilitate and develop youth participation and representation in Stonehouse.

2. Source of financing

Stonehouse Town Council (STC) have allocated funding for the provision of youth work for the period April 2025 – March 2028.

As part of the agreement, tenderers will be expected, throughout the contract period to seek and secure additional funding through external sources to fund additional services within the Stonehouse Community.

3. Tender allocation

A maximum budget of £59,000 is available for the service; this is to include the cost of Core work with any remaining budget set aside for Provisional work.

Core work is to include staffing, volunteer costs and related insurance, travel, preparation time and marketing. The successful contractor will also provide its own transportation, Information Communication Technology (ICT) and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people.

A provisional sum will be determined once the Tenderer has submitted his tender. A provisional sum is to be allocated for the tenderer to engage in additional (non core) activities to be determined and agreed with the successful tenderer during the course of each year. Tenderers will not be guaranteed provisional sums at any stage as they will be based on available budget on a year by year basis. Tenderers should therefore not rely on being able to access provisional sums during the contract term but are advised to identify and present a list of the activities they feel would be advantageous along with a justification that may prompt Council's consideration.

The Pod Youth Centre at Oldends Lane, funded by Stonehouse Town Council will be made available to deliver the contract. The tender-supporting information contained in the appendices contains details of the facility and main equipment that will be made available to the successful tenderer. Tenderers are required to familiarise themselves with the available facility and equipment; viewing arrangements are to be made with the Town Clerk.

4. Method of payment

Payment to the successful tenderer will be made quarterly in advance and within 30 calendar days of receipt of an agreed invoice. Invoices not to be raised by the contractor before the first day of the start of each quarter.

Contract payments for the second and third year of the contract are to be index linked to the Retail Price Index (RPI) using January as the index month.

5. Eligibility

Stonehouse Town Council will welcome applications from organisations with:

- a. Relevant and demonstrable experience in working with young people aged 11 – 17
- b. Ability to provide appropriately qualified personnel – the minimum requirement includes at least NVQ Level 3 in 'Youth Work' for lead staff (Community Youth Worker and Community Youth Work Coordinator) and NVQ Level 2 for junior staff.
- c. Ability to provide appropriate youth and community work programmes which are positive and progressive
- d. A proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partners

Eligible tenderers will also have to be able to confirm they:

- e. are either registered with the National Youth Agency (NYA) and achieved the agency's Foundation level Quality Award or, are registered with the NYA with the intention of achieving the award within the first year of the contract
- f. are not in breach of the Bribery Act 2010

6. Location for the delivery of the service

With the exception of organised trips and or outreach programmes agreed with Stonehouse Town Council, direct core youth service provision is to be based in the Pod Youth Centre at Oldends Lane, Stonehouse.

7. The Commissioner of the Service

The commissioner of the Service Level Agreement is Stonehouse Town Council.

The operating office for the Service Level Agreement is Stonehouse Town Council, Town Hall, 1 Queens Road, Stonehouse, Gloucestershire GL10 2QA.

The SLA will be monitored by the Stonehouse Town Council through its Senior Officer (The Clerk) and the Council's Youth Working Group.

8. Service review and reporting

Regular review meetings will be held with the successful contractor at the end of each term time, to monitor progress. The successful contractor will provide the town council with detailed written reports for each of the review meetings.

Stonehouse Town Council works with a range of organisations and youth groups to develop and complement current provision and identify future needs and so the contractor will be required to take an active role in working with partners.

9. Objectives of the Service

- a) Undertake a core of high quality, direct youth service delivery to young people (11-17 years) in Stonehouse. This has been informed through the results of a consultation already carried out in the parish with young people and the wider community.
- b) Regularly review provision with young people, leading to ongoing development, through identifying ways to improve delivery.
- c) Create and maintain a voice for young people from Stonehouse, through the maintenance and strengthening of links with key stakeholders and,
- d) Develop citizenship through youth participation and involvement.

10. Monitoring

The successful tenderer will be required to report on service delivery, against agreed outcomes/outputs and provide a strategic overview of youth-led demand to Stonehouse Town Council in regular monitoring and review meetings.

To help plan for future development and delivery, a formal written progress report of the service will be required at the end of each term; to be submitted to the Council's Youth working group for reporting to Council.

The Service Level Agreement will include a process for managing poor performance, which could lead to termination of the agreement

11. Submission of tenders

Applications should be submitted using the '**FORM OF TENDER**' provided.

All tenders should be emailed to: **townclerk@stonehousetowncouncil.gov.uk** using the subject heading "**Youth Tender Submission**".

In addition to submission by email, signed copies should be posted to: Stonehouse Town Council, Town Hall, Queens road, Stonehouse, Gloucestershire GL10 2QA.

Please mark the envelope **‘Youth Tender Submission’** – there must be no information to identify the tenderer in the envelope.

Tenders must be received on or before: **12 Noon, Thursday 12th December 2024** – Late submissions (either electronic or paper-based submissions) will not be considered for tender evaluation.

12. Process to evaluate tenders.

Representatives from Stonehouse Town Council (STC) and the STC Youth Working Group will be appointed to review submissions and invite those organisations most closely meeting the criteria below to attend for interview.

Stonehouse Town Council may select an independent advisor to assist with assessment of the organisations invited for interview. Stonehouse Town Council is committed to equal opportunities and all applications will be considered on their merits.

Tenderers are to note that the council is not bound to award the contract to the lowest tenderer or award the contract at all.

13. Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria and therefore Tender submissions must include evidence to support these (Please ensure that the evidence provided is adequate, wholly relevant and succinct):

Tenders to be evaluated on the basis of 40% on Cost and 60% on Quality. The 60% Quality element of tender submissions is to be evaluated on the following basis:

1. Experience of similar work and track record – 15%
2. Provide an understanding of the town’s needs and how these can be met through the service and outside agencies through partnership working – 15%
3. Demonstrate the ability to offer a range of youth provision, to include centre-based and other activities, advice and support, along with youth participation – 15%
4. Demonstrate the monitoring arrangements in place to identify changing needs and detail the organisation’s ability to respond – 15%
5. Quality appropriate policies and procedures, professional qualifications and support mechanisms within the organisation – 15%
6. Confirmation that the tenderer has either achieved, or has made a recognisable commitment to achieving the Foundation level National Youth Agency’s Quality Awards in the first year of the contract – 15%
7. How tenderers aim to draw in additional external funding to support increased activities within the service – 10%

14. Timetable

Tenderers are required to follow the Tender Timetable set out below:

TENDER TIMETABLE

ACTION	TIMETABLE
Tender publication (Contract Finder)	Tuesday 22 nd October 2024
Closing date for Tender queries	Noon Thursday 5 th December 2024
Closing date for submission of tenders	Noon Thursday 12 th December 2024
Tender evaluation	December 13 th 2024 - January 24 th 2025
Recommendation to award contract - Business Committee	Monday February 3 rd 2025
Contract award – Full Town Council	Monday February 17 th 2025
Contract award	Monday March 3 rd 2025
Contract Mobilisation	March 4 th to March 31 st 2025
Contract signed by Council	March 2025
Contract start date	April 1 st 2025

15. Availability of additional information

Additional information is available in the Tender Supporting Information document and the proposed Service Level Agreement (SLA). If you have any queries, please email townclerk@stonehousetowncouncil.gov.uk.

16. Submission of Tenders

Tenderers are advised that all tender enquiries during the tender period must be directed to the town clerk in writing at the above email address and, that all tenderers will be advised of any and all tender enquiries and subsequent responses in line with good procurement practice.

The deadline for written tender queries is Noon Thursday 5th December 2024 – this will ensure that all contract tenderers will be given time to consider enquiry responses.

Tenderers are advised to notify the Town Clerk at the above email address of their interest in tendering for the contract at the earliest possible time in order to ensure that the Town Clerk is able to provide them with copies of all tender enquiries and responses.

Tenderers will be required to enter their tender information in the FORM OF TENDER

Submissions that omit any of the required information may not be considered for evaluation. Submissions after the deadline will not be considered for evaluation.