

Thornbury Town Council
Invitation to tender for a 2 year service level agreement for Youth Provision

1. Organisations are invited to tender to:

- a) Develop, manage and deliver universal youth provision in Thornbury for those aged 10+ (to include transition)
- b) Facilitate and develop youth participation and representation in Thornbury

2. Source of financing

It is anticipated that Thornbury Town Council will allocate funding for the provision of youth work for the period April 2019-March 2021, which may be supplemented by further grant or specific project funding over the course of the SLA

3. Tender allocation

It is anticipated that an annual sum in the region of £35,000 will be available for the provision of the core work outlined in this document. This is to include all costs including (but not exclusive to) staffing, venue costs, insurance, preparation time and marketing. The commissioned organisation will also provide all equipment needed for activities and all consumable materials required to meet the objectives and provide activities and services for the young people.

4. Method of payment

Payment will be made quarterly in advance, subject to satisfactory reporting and meeting agreed outcome/ output targets. This will link with quarterly monitoring reports/ meetings.

5. Eligibility

Thornbury Town Council welcomes applications from organisations with:

- a) relevant and demonstrable experience in working with young people aged 10-19
- b) ability to provide appropriate youth and community work programmes which are positive and progressive
- c) ability to provide appropriately qualified personnel
- d) ability to develop flexible and adaptable provision
- e) commitment and proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partners
- f) ability to manage the service and deliver to timescale and budget

6. Location for the delivery of the service

Direct, core youth service provision is to be based in the centre of Thornbury at a suitable venue.

7. Delivery period

It is anticipated that the SLA period will be from April 2019 – March 2021, with the possibility to extend for a further year subject to review and available funding.

8. The Commissioner of the Service

Thornbury Town Council is the commissioner of the Service Level Agreement.

The SLA will be monitored by a sub-committee of the Finance and Policy Committee of the Town Council together with the Town Clerk and/ or Deputy Town Clerk. Regular progress and monitoring reports should be supplied to the Council. Thornbury Town Council will work with a range of organisations and youth organisations to develop and complement current provision and identify future needs.

The operating office for the Service Level Agreement is: Thornbury Town Council, High Street, Thornbury

9. Objectives of the Service

- a) A core of high quality, direct youth service delivery to young people (10-19 years) in Thornbury.
- b) Regular review of provision with young people, leading to ongoing development through determination and filling of gaps in delivery
- c) Working closely with all providers of youth provision in the Thornbury area including those commissioned by South Gloucestershire Council and those run by other organisations such as Churches, Charities etc.
- d) Development of citizenship through youth participation and involvement

10. Outcomes of the service

Project delivery outcomes will be developed between Thornbury Town Council and the successful provider. Examples of relevant outcomes are contained within the 2012 Young Foundation publication: An outcomes framework for young people's services.

11. Monitoring

The successful organisation will be required to report on service delivery, against agreed outcomes/ outputs, and provide a strategic overview of youth-led demand to Thornbury 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 on a six monthly basis. The Service Level Agreement will include a process for managing poor performance which could include termination of the agreement or withholding payment if the service is not being provided to a satisfactory level.

12. Submission of tenders

Applications should be submitted using the form provided. All tenders should be emailed to:

clerk@thornburytowncouncil.gov.uk using the subject heading 'Youth Tender Submission'. In addition to submission by email, signed copies should be posted to: Thornbury Town Council, High Street, Thornbury Please mark the envelope 'Youth Tender Submission'.

13. Process to evaluate tenders

Representatives from Thornbury Town Council will be appointed to review submissions and invite those organisations most closely meeting the criteria below to attend for interview.

Thornbury Town Council are committed to equal opportunities and all applications will be considered on their merits.

14. Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria:

- a) Experience of similar work and good track record.
- b) The quality of the proposal in relation to the identified needs in the town
- c) Value for money which includes reference to added value such as volunteer in-kind support and potential fee-income from users
- d) Evidence of partnership working
- e) Evidence of a clear understanding of the existing local structures for youth provision and youth representation
- f) Evidence of local need and changing nature of youth provision
- g) Adaptability and ability to respond to need
- h) Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- i) Suitably identified location for the provision of youth work
- j) Evidence of ability to work within the timeframe and budget

15. Timetable

Tender document advertised	October 19 th 2018
Closing date for submissions	Monday 26 th November 12 Noon
Presentations and interviews	Week Commencing 3 rd December
Successful agency appointed	Week Commencing 17 th December
SLA issued	January 2019
SLA commences	April 2019

16. Availability of additional information

Additional information is available in the tender supporting document. If you have any queries then please email clerk@thornburytowncouncil.gov.uk and any responses to queries will be issued to all parties that have requested the tender documentation.