

Request for Quotation: Development of Relationship Violence Prevention education programme

Reference number: VPP/23/RVP

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# Instructions to tenderers

## Instructions

* + 1. The Humber Violence Prevention Partnership (HVPP) is seeking quotations from suitably experienced organisations to provide a reliable and successful service for the services described in Section 2 of this document.
		2. The value of this requirement is less than £49,999.
		3. It is anticipated that the Contract shall be awarded in November 2023.
		4. The duration of the contract will be four months. Work must begin in November 2023, and as far as possible should be completed by 31 March 2024.
		5. It is essential to observe and comply with the following instructions in the preparation and submission of your quotation. The HVPP reserves the right to reject a quotation that does not fully comply with these instructions.
		6. The Terms & Conditions of this document will apply to this agreement.
		7. 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 RFQ 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 quotation 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 Request for Quotation and any and all associated documents.
		2. The deadline for receipt of any requests for clarification is 1200 hours on Monday 16 October 2023. Requests must only be made via the email address at paragraph 1.1.7. All clarification questions and answers shall be circulated to all tenderers invited to submit a RFQ, unless they are deemed specific to a tenderer’s solution.

## Return of quotation and validity

* + 1. Quotations must be completed in English and use the template provided in this document, saved in Word or PDF format.
		2. Your quotation 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 quotations is 1200 hours on Friday 3 November 2023.
		4. Quotations 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 quotations.
		5. Any quotation 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 quotation at any time within this prescribed period. The HVPP shall, however, not be bound to accept the lowest or any quotation.

## Price schedule

* + 1. The price schedule shall be submitted as part of the quotation 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 | 25% |
| 2. Quality | 70% |
| 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 25% 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 25%).
		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. |

## Sub contract/joint venture/partnership

* + 1. The tenderer shall submit with its quotation 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 quotation

* + 1. The tenderer will be notified of the outcome of their quotation at the earliest possible time by the Person Responsible. No useful purpose will be served by communication with the Person Responsible following the quotation 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 quotation or proposed quotation may be disqualified. Such decision shall be at the sole discretion of the Person Responsible as identified at 1.1.7 above.

## Quotation costs

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

# Specification

## About the organisation

* + 1. This Request for Quotation 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 Home Office-funded Violence Reduction Unit (VRU), established in summer 2022. VRUs exist to lead and co-ordinate the local response to preventing and reducing serious violence, utilising a public health approach to work with local partners. This includes the Police and Crime Commissioner, Humberside Police, Humber local authorities, Youth Jutice Teams, the local NHS Integrated Care Board, the OHID and the Probation Service.
		2. VRUs bring together key partners to identify the local drivers and root causes of serious violence in the development of a Strategic Needs Assessment (SNA). The SNA will include developing a sound, common understanding of cohorts (particularly young people) that are most vulnerable and local geographical areas most affected.
		3. VRU’s are required to fund the delivery of interventions that can be proven to deliver the most impact for vulnerable young people. To identify ‘what works’, the Humber VPP draws on the experience of others, specifically the YEF toolkit. The toolkit provides details of interventions that have been subjected to rigorous evaluation to demonstrate impact. <https://youthendowmentfund.org.uk/toolkit/>
		4. Between March 2018 and March 2020, of the 35 Humberside Police recorded homicides, 9 (26%) in the Humber area were classified as Domestic Homicide. Humberside Police have been in the top twelve forces for Domestic Abuse rates nationally for the last 5 years.
		5. Adopting a public health approach to reducing and preventing domestic abuse, the Humber VPP are seeking an experienced provider to support the development of a pilot programme of ‘Relationship Violence Prevention’ for young people. The activity will be focussed on those secondary schools located within (and/or catchment area for) identified hotspot LSOAs of Serious Violence and DA crime across Humberside. For more information about our public health approach to domestic abuse, please visit the following the link [Public Health Approach (humberside-pcc.gov.uk)](https://www.humberside-pcc.gov.uk/Our-Work/Public-Health-Approach.aspx) including:
			- **Literature review of evidence-based early preventative measures** for abusive behaviour and interventions for perpetrators of domestic abuse [Programmes Male Teen and Adult (humberside-pcc.gov.uk)](https://www.humberside-pcc.gov.uk/Document-Library/DA-and-VAWG/Programmes-Male-Teen-and-Adult.pdf)
		6. Recent public attention has focused on online misogynist influencers promoting violence against women and girls and their worrying impact on boys and young men’s attitudes and behaviour. Too often, it is schools and colleges left to deal with the aftermath of what is promoted to young people by tech companies. Addressing this issue in schools has never been more urgent. <https://www.endviolenceagainstwomen.org.uk/>
		7. Although RSE (Relationships and Sex Education) is now mandatory in secondary schools, there remain many issues with its delivery; with teachers reporting feeling under-resourced and unequipped to deliver the education young people want and need. Sources: <https://www.endviolenceagainstwomen.org.uk/new-report-its-about-time-a-whole-school-approach-to-ending-violence-against-women-and-girls/> and <https://www.sexeducationforum.org.uk/sites/default/files/field/attachment/Young%20Peoples%20RSE%20Poll%202022%20-%20Report.pdf>
		8. A key recommendation from a recent Ofsted report advised the following for multi-agency partners: *work to improve engagement with schools of all types in their local area, tailoring their approach to what their analysis (produced in partnership with schools/colleges and wider safeguarding partners) indicates are the risks to children and young people in their local area.* To read the full report including recommendations for schools and college leaders please visit:<https://www.gov.uk/government/publications/review-of-sexual-abuse-in-schools-and-colleges/review-of-sexual-abuse-in-schools-and-colleges>
		9. The OPCC currently funds the Remedi Cease programme across the Humber. Remedi Cease provision is predominantly victim-focussed and includes:
			- Educational sessions encouraging active dialogue and participation, guiding young people to recognise abusive behaviour and understand what actions or support can keep them safe
			- Mentoring support for young people who have experienced domestic abuse or are deemed to be at risk of abuse.
		10. This tender seeks additional and complementary provision to what is already being delivered via Remedi Cease.

## Key deliverables

* + 1. The key deliverables of this tender will be:

Support to:

* develop, test and refine a programme for Relationship Violence Prevention education
* co-produce and design content and lesson plans with school staff and young people
* develop materials and approaches for schools and their leadership teams to embed RVP learning
* establish a peer network within schools, amongst PSHE teachers to provide ongoing, peer-to-peer support and learning
* develop approaches and materials to support those displaying controlling tendencies

This work will be carried out:

* in collaboration with key education, health and justice partners
* within (at least) four secondary schools across the Humber; one in each of the following local authority areas – Hull, East Riding, North Lincolnshire, North East Lincolnshire (within identified hotspot areas for serious violence and domestic abuse)

drawing on available evidence of good practice in the field

* for school years 8 to 10 (ages 12 – 15 years) however flexibility can be applied based on the guidance and experience of the schools involved

Following a pilot phase of delivery to pupils (which may be led by school staff and/or the provider’s staff), the materials produced will be refined as necessary and packaged into a toolkit for dissemination and wider use by schools.

The supplier should have:

* expertise in relation to the subject of healthy relationships between young people of secondary school age
* experience of co-production with teachers and young people

This work will produce:

* Co-production of materials and content with schools and young people, packaged into a toolkit for dissemination
* A final report including an executive summary and recommendations
* A presentation of the findings to partners

This work does not include ongoing in-school delivery by the supplier of Relationship Violence Prevention. The tender seeks support from an appropriately qualified organisation to develop materials and a toolkit to enable PSHE and school staff to confidently deliver their own quality teaching on Relationship Violence Prevention.

## Specification

* + 1. The Youth Endowment Fund toolkit describes relationship violence prevention as the following: activities that aim to reduce violence between children and young people in intimate and partner relationships. Dating and relationship violence includes all forms of violence and abuse, including emotional, physical, and sexual violence, psychological abuse, stalking, and harassment. It differs from domestic abuse, which in the UK has a lower age limit of 16 and can include family relationships and carers. Further details and suggested activities can be found here: <https://youthendowmentfund.org.uk/toolkit/dating-and-relationship-violence-prevention/>
		2. The Humber VPP is seeking to appoint a provider or partnership of providers to support the development of a programme of education on Relationship Violence Prevention to be co-produced and tested in the first instance with pupils and staff of (at least) four secondary schools across the Humber.
		3. The VPP will work with the successful organisation/s to identify and approach the schools to be included in the pilot.
		4. The development support should take a whole school approach i.e., involve all parts of the school working together and being committed; creating a partnership between senior leaders, teachers and all school staff, students, parents, carers and the wider community.
		5. The programme should be developed and designed with sustainability in mind, encouraging schools to grow and own a continuous process of reflection and improvement in order that delivery can continue after the funded intervention is complete. In turn, the schools involved in the pilot should be able to support other schools, colleagues and peers to rollout the programme in their own schools.
		6. The programme support and toolkit should consider how to work with the school community to:
* Secure buy-in from and support of senior school leaders to adopt a sustainable model for delivery. The Ofsted report includes recommendations for consideration. <https://www.gov.uk/government/publications/review-of-sexual-abuse-in-schools-and-colleges/review-of-sexual-abuse-in-schools-and-colleges>
* Complement and support existing Relationship and Sexual Education teaching (RSE) and teachers providing support to feel more confident and comfortable when covering content including domestic abuse, healthy vs unhealthy relationships, misogyny and coercive & controlling behaviours etc
* Provide approaches, recommendations, learning materials etc to support young people who may be exhibiting abusive, coercive and controlling behaviours within intimate relationships
* Provide recommendations for achieving a whole school approach and culture change including:
	+ involving parents, carers, the wider community and members of the wider school staff e.g. pastoral support, lunch time supervisors, maintenance staff etc to achieve a whole school vision
	+ supporting whole school community to identify signs of unhealthy relationships (abusive/controlling/coercive) within intimate teen relationships - how to approach and what to do
	+ developing approaches to respond to misogynistic behaviour when its encountered and/or reported
	+ linking into existing school safeguarding pathways to ensure any disclosures or causes for concern are raised through the appropriate channels
		1. The successful applicant should apply a trauma informed approach to delivery of this programme. Trauma informed practice aims to increase practitioners’ awareness of how trauma and adverse childhood experiences (ACEs) can negatively impact on individuals and communities, and their ability to feel safe or develop trusting relationships with teachers and school staff. This should include using trauma informed practice to ensure that the co-production element allows for the psychological and emotional safety of the young people and teachers involved. Provisions should be in place to support anyone affected by the subject matter to be supported via existing safeguarding and domestic abuse referral pathways. <https://www.traumainformedschools.co.uk/home/what-is-a-trauma-informed-school>

## Timescales

* + 1. This contract will be awarded and commence before 10 November 2023.
		2. The tenderer should provide detail around the timescale of their planned provision, delivery of final report and presentation as part of their proposed approach (see below.)

## Pricing schedule

* + 1. Tenderers are required to fully complete and return the following Pricing Schedule.
		2. The Total Contract Price must include delivery of all aspects of the specification, inclusive of all costs (including expenses), but exclusive of VAT.

|  |  |
| --- | --- |
|  | **Price (£)** |
| **Cost breakdown (example)** |  |
| Preparation costs |  |
| Co-production with school staff and young people |  |
| Service delivery |  |
| Analysis and reporting |  |
|  |  |
| **Total** |  |

# 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 (15%)**

**Please outline your organisation’s (and any partner 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 ‘whole school approach’ education programmes
* Experience of working within a context of domestic abuse, relationship and sexual education, misogyny and controlling behaviour’s theme
* 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 (40%)**

**Please outline your proposed approach to delivering the contract *[1000 words].* Your answer should include, as a minimum, responses to the following:**

* Description of your approach to creating the programme and toolkit, including:
	+ Project milestones and delivery timescale as a single-page appendix (does not count towards the word count)
	+ Co-production with schools and students
	+ Support current RSE teachers and provision
	+ Develop educational material and support teachers
	+ Recommendations for how to embed a ‘whole school approach’ and supporting cultural change within school settings
		- Securing buy in from senior leaders, support with policy updates etc
		- Including parents, school staff and wider community
		- Support with identifying unhealthy relationships for teachers and peers, and how to respond
		- Responding to misogyny and misandry
	+ Description of how trauma informed practice will be applied
* Number of young people you expect to support during the pilot project
* Number of teachers you expect to work with in pilot phase
* Launch of sustainable rollout e.g. toolkit and peer network development
* How you will analyse and present the findings
* Recommendations for measuring behaviour change effectively

|  |
| --- |
|  |

## 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 quotation exercise and any resulting contract.

# Certificate and declaration

I/We hereby certify that the information supplied in this request for quotation 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 RFQ
* The completion of the Pricing Schedule if required
* Any other associated activity

I/We understand that this RFQ, 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 RFQ 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 RFQ is successful, this application will be incorporated in the contract awarded to you.