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# Expression of Interest

For

**Asset Based Community Development Training**

**North Northamptonshire Council**

# Section 1: Introduction

## General Requirements

* 1. The purpose of this document is to briefly explain to suppliers the business and technical requirements and the expected scope for supplying Asset Based Community Development (ABCD) Training for North Northamptonshire Council (NNC). This will enable prospective suppliers to describe the approach, governance, reporting and their experience to the requirements.
  2. **Please note** this is **a** request for formal Expression of Interest (EOI). Please note: this Expression of Interest is a formal request for competition which may result in a contract award.

## Confidentiality and Freedom of Information (FOI)

* 1. **Please note:** all information included in this EOI is confidential and only for the recipients’ knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party without prior written authorisation.
  2. All responses will be treated confidentially. However, please be aware that we are subject to the disclosure requirements of the FOI Act and that potentially any information we hold is liable to disclosure under that Act. For this reason, we strongly advise that any information you consider to be confidential is labelled as such. If a request is subsequently made for disclosure under FOI, the request will be dealt with in accordance with the legislation.

## Background

North Northamptonshire Council (NNC) are setting out to add value to their existing Community Engagement strategies by enhancing the knowledge of the community facing council employees and potentially relevant local community leaders. This will include knowledge transfer of understanding existing assets within the whole community and to create a positively focused and strengths-based approach to constructive and sustainable community-centred development.

The main purpose of the EOI is to identify organisations capable of delivering an online tailor-made course to enable NNC to develop a holistic and joined up approach to develop strong communities.

Specific deliverables must include:

* + - 1. Up to three flexible and highly detailed online training courses incorporating varying knowledge base modules. The course will need to be adapted to suit local authority staff availability and allow for 20 participants per course. This must be suitable for varying levels of experience understanding the ABCD methodology
    1. North Northamptonshire focussed training to understand the system’s initiatives in relation to ABCD within our local context.
    2. Evidence of experience and track record of successful delivery of ABCD to other local authorities across the United Kingdom
    3. The ability to offer support, reinforce learning and enhance the acquired learning through the opportunity to access resources, coaching and additional education.
    4. Provide practical assignments to reinforce core concepts and solidify the learning

We would like to invite Expressions of Interest from expert training providers of Asset Based Community Development, who can offer all the deliverables in 3.2 and post training additional learning and further organisational support.

* 1. **Local Government Review**

Since April 2021, the county and district council structure has been replaced by two new unitary Councils:

* North Northamptonshire Council (NNC) serving Wellingborough, Kettering, Corby, and East Northants areas.
* West Northamptonshire Council (WNC) serving the areas of Daventry, Northampton, and South Northamptonshire.

3.5 To diversify the market we are encouraging Expressions of Interest from small to medium enterprises who have a wide NNC geographical knowledge.

3.6 Potential/expected bidders (local bidders will be prioritised) may include:

* Strategic Partners of the ABCD Institute
* Knowledge based (ABCD) learning organisations
* Existing suppliers of specialist training

3.7 The Expressions of Interest submitted will be considered against the following so that we can broaden the market knowledge and bring in innovative approaches:

* A verifiable track record in delivering successful outcomes for local authorities and communities in people’s services
* Commercial and operational capacity to deliver the training
* Expert knowledge of ABCD methodologies and use of the learning in practice, against a variety of community types

## Expression of Interest Timetable

* 1. Please read this document and if you feel that your organisation can contribute to this exercise, please prepare an Expression of Interest (EOI) and return, via email to [Michelle.Mealor@northnorthants.gov.uk](mailto:Michelle.Mealor@northnorthants.gov.uk) by **17.00hrs, Monday 28th November 2022****.** The EOI should cover, as a minimum the criteria set out below.
  2. Please note: This EOI may result in a Contract Award dependent of responses to this EOI.

# Section 2: Minimum Requirements

## Our Requirements

* 1. NNC seeks to improve community building and utilisation of the ABCD methodology by driving forward the mastery of the technique. This will include enhancing knowledge, sharing best practice and a creating a deeper diverse network of knowledge across the region. Training should endeavour to teach ways to embed Asset Based Community Engagement across all residents facing local authority services and local ambassadors.
  2. Priority will be given to organisations who have previous history of supplying ABCD Training within the region of North Northamptonshire, particularly focussing on the underserved and have a proven track record in this type of training and post training support and coaching.

We are looking for proposals that would address all of these requirements:

* + 1. Training that reframes community work from seeking out what is missing from the Community to what already exists and can be built upon. By empowering the local community to consider possibilities, take ownership and ensure that responsibility for identifying and mobilising their resources is nurtured.
    2. Creating a safe learning environment for community facing practitioners to feel confident moving from a needs-based approach to ABCD. Thereby enabling communicate of the learning and tools to community members.

All learning facilities will be operated on-line, training records will be maintained by the provider and feedback will be obtained.

This contract between NNC and the successful provider is expected to commence on Friday 30th December 2022 and will run until 31st August 2023.

The Council reserves the right to amend the Contract Start and Contract End Date.

Pricing indicators: A proposed contract value of £10,000 for provision of all services presented in this EOI.

An independent evaluator may be appointed to test the effectiveness of this training. Participation in the evaluation is a requirement.

## Evaluation/ Award Criteria:

* 1. The Award Criteria Questionnaire carries a total weight of 100% for quality.

The Potential Provider with the highest quality score will be awarded the contract.

* 1. Each Expression of Interest Response will be evaluated by an Evaluation Panel, which may include, but not be limited to North Northamptonshire Council Officers.
  2. All responses to the Award Criteria Questionnaire will be assessed against the Criteria set out in the Table A below:
  3. The evaluated score as detailed in Table below, will be divided by 4 and multiplied by the question weighting (within Total) (%), to provide a final score (%) for each question, in accordance with the following example:
     1. If the question weighting (within Total) is 20% and the Potential Provider’s response is score ‘2’, their final score (%) will be:
        1. 2/4 x 20 = 10% or that question.
  4. The Potential Provider’s response to each question will be evaluated and scored a maximum of 4 marks as per Table B.

**Table A**

|  |  |  |  |
| --- | --- | --- | --- |
| **SECTION TITLE** | **SECTION WEIGHTING (%)** | **QUESTION NUMBER** | **QUESTION SUB-WEIGHTING (%)** |
| **Quality** | 100% | 1 | 100% |

All responses to the Award Criteria Questionnaire will be assessed against the Criteria set out in Table below.

**Table B:**

| **Score** | **Criteria for Awarding Score** |
| --- | --- |
| 0 | Considered to be a **poor response** on the basis that:   * No response is provided; or * It does not answer the question or is completely irrelevant. |
| 1 | Considered to be a **limited response** on the basis that:   * Overall, it lacks sufficient detail or is perceived to be unclear, meaning that evaluators are not confident that the criteria will be delivered to an acceptable level. |
| 2 | Considered to be an **acceptable response** on the basis that:   * It addresses most of the relevant criteria; and/or * The supporting detail is clear for the most part and provides evaluators with an understanding that the criteria it does address will be met to an acceptable level. |
| 3 | Considered to be a **good response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and provides evaluators with confidence that the criteria will be delivered to a good standard. |
| 4 | Considered to be an **outstanding response** on the basis that:   * It addresses all relevant criteria; and/or * The supporting detail is clear and robust and provides evaluators with the utmost confidence that all criteria will be delivered to the highest standard. |

# Section 3: Supporting information

Please note you do not need to resize the table; it will automatically adjust to fit your response.

## Section A: Organisation and Contact Details

|  |  |
| --- | --- |
| **Question** | **Response** |
| Name of your organisation |  |
| Registered office (if applicable) |  |
| Trading address (if different from office) |  |
| Name of person whom any queries relating to this questionnaire should be addressed |  |
| Telephone Number(s) |  |
| Email |  |
| Address if different to above |  |

## Section B: Award Questionnaire

Please note you do not need to resize the table; it will automatically adjust to fit your response.

|  |
| --- |
| **Question** |
| **1** How can you demonstrate that you are able to meet the minimum requirements listed above in Section 2 Minimum Requirements **(Maximum 500 Words)** |
| **Response** |