



EMERSONS GREEN TOWN COUNCIL

Invitation to tender for Youth Provision 2022-24

1. Organisations are invited to tender to:

- a) Develop, manage and deliver universal youth provision in Emersons Green for those aged 10-19 (to include transition). Delivery to include two evenings of youth work provision per week, to include the continuation of the existing Monday evening provision.
- b) Facilitate and develop youth participation and representation in Emersons Green

2. Source of financing

It is anticipated that Emersons Green Town Council will allocate funding for the provision of youth work for the period 1 June 2022 to 31 March 2024, 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 £23,000 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 (end April for Q1, end July for Q2, end September for Q3, end January for Q3), subject to satisfactory reporting and meeting agreed outcome/ output targets. This will link with quarterly monitoring reports/meetings.

5. Eligibility

Emersons Green 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. Providers will need to employ an appropriately qualified workforce that may include qualified youth engagement workers, as well as practitioners from other fields of work with skills and experience relevant to this work with young people. Workers will need to meaningfully engage with young people and be able to support them in their personal development and signposting to other sources of help where appropriate, in line with best practice.
- 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, open access universal youth provision to be based in the Emersons Green/Lyde Green area. This is to include a mix of outreach/outdoor activity during the summer months and at a suitable venue (to be sourced by the provider) during the winter months.

7. Delivery period

It is anticipated that the SLA period will be from 1 June 2022 – 31 March 2024.

8. The Commissioner of the Service

Emersons Green Town Council is the commissioner of the Service Level Agreement.

The SLA will be monitored by the Finance Committee of the Town Council together with the Town Clerk. Regular progress and monitoring reports (quarterly) should be supplied to the Council. Emersons Green 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: Emersons Green Town Council, Westerleigh Road, Emersons Green, BS16 7AN.

9. Objectives of the Service

- a) A core of high quality, direct open access universal youth provision to young people (10-19 years) in Emersons Green
- b) Regular review of provision with young people, leading to ongoing development through determination and filling of gaps in delivery
- c) To provide young people with high quality activities they value and enjoy, by demonstrating the participation of young people in developing, planning and running those activities.
- d) To support young people to develop life skills such as improving emotional wellbeing, communication skills and self-confidence, helping to learn new skills and knowledge, form positive social relationships, understand rights and choices, engage in positive behaviour in the community and lead healthy lifestyles. Also, to help young people to make a successful transition to adulthood and independence.
- e) Working closely with all providers of youth provision in the Emersons Green area including those commissioned by South Gloucestershire Council and those run by other organisations such as Churches, Charities etc.
- f) Development of citizenship through youth participation and involvement

10. Outcomes of the service

Project delivery outcomes will be developed between Emersons Green Town Council and the successful provider prior to signing of contract. Examples of relevant outcomes are contained within the [2012 Young Foundation publication: An outcomes framework for young people's services.](#)

Programmes and activities, however, must deliver outcomes for young people and Providers should demonstrate how their programmes and activities do so. The expected outcomes for young people include supporting young people to develop life skills such as improving emotional wellbeing, communication skills and self-confidence, helping to learn new skills and knowledge, form positive social relationships, understand rights and choices, engage in positive behaviour in the community and lead healthy lifestyles. Also, to help young people to make a successful transition to adulthood and independence.

Providers will be expected to demonstrate and evidence the impact of their work on outcomes for young people in their tender submission. As such, tenderers are requested to submit potential outcomes with their tender which are to be discussed and agreed prior to signing of contract.

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 Emersons Green Council in regular monitoring and review meetings to help plan for future development and delivery. A formal written progress report and presentation about the service will be required on a six-monthly basis to the Finance and Policy Committee of the Town Council. 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. Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") and Pensions

The Council considers that TUPE may apply in respect of employees currently engaged by the existing Suppliers in the provision of the Services prior to commencement of the Contracts to be entered into with the Council. Nevertheless, Tenderers should seek independent professional advice on the effect of TUPE (including any subsequent amendments to TUPE) on their tenders and the Contract. The Council gives no assurances, warranties or assumptions as to the effect of TUPE on the Contracts or otherwise.

The successful Supplier(s) shall be deemed to have satisfied itself/themselves as to the applicability of TUPE and shall indemnify the Council against any and all claims made by any employee in connection with TUPE or otherwise and shall not itself bring proceedings against the Council in connection with TUPE. If TUPE does apply to their Contract, the successful Suppliers will be expected to comply with its obligations set out in TUPE, the Pensions Act 2004 and the Pensions Act 2008, as amended and any regulations made thereunder. Tenderers are asked to complete and submit their Tenders with reference to any impact of TUPE on the services that they are offering to provide.

13. Submission of tenders

Applications should be submitted using the form provided. All tenders must be submitted by post to: The Town Clerk, Emersons Green Town Council, Westerleigh Road, Emersons Green, BS16 7AN. Please clearly mark the envelope 'Youth Tender Submission'.

14. Process to evaluate tenders

The Finance Committee of Emersons Green Town Council will review submissions and may invite those organisations most closely meeting the criteria below to attend for interview.

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

15. 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) Information on how provision will impact on outcomes for young people and how this would be evidenced.
- k) Evidence of ability to work within the timeframe and budget- please include budget breakdown for years 1,2 and 3 and total budget
- l) References (please submit 2 which show evidence of similar work)

16. Timetable

Tender document advertised	13 December 2021
Closing date for submissions	12 Noon Monday 17 January
Presentations and interview	27 January 2022 (Finance Committee meeting 7.00pm)
Successful agency appointed	1 February 2022
SLA issued	February 2022
SLA commences	1 June 2022

17. Availability of additional information

Additional information is available in the tender supporting document. If you have any queries, please email clerk@emersonsgreen-tc.gov.uk. Any responses to queries will be issued to all parties that have requested the tender documentation.

Prospective contractors are prohibited from contacting councillors or staff to encourage or support their tender outside of the prescribed process.