

## INVITATION TO TENDER FOR YOUTH PROVISION 2024-2028

### 1. Organisations are invited to tender to:

a) Develop, manage and deliver universal youth provision in Crewkerne for those aged 6-19 (to include transition). Delivery to include two evenings of youth work provision per week, to include the continuation of the existing Tuesday and Wednesday evening provision.

b) Facilitate and develop youth participation and representation in Crewkerne.

### 2. Source of financing

It is anticipated that Crewkerne Town Council will allocate funding for the provision of youth work for the period 1 April 2024 to 31 March 2028, 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 £20,000 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, transportation, 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.

Please note: The Beech Suite and Oak Rooms at the George Reynolds Centre will be made available by and funded by the Town Council to deliver youth work out of.

### 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

Crewkerne Town Council welcomes applications from organisations with:

a) relevant and demonstrable experience in working with young people aged 6-19.

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 George Reynolds Centre, Crewkerne but also to include a mix of outreach/outdoor activity during the summer months. Activities may be delivered in other locations.

## **7. Delivery period**

It is anticipated that the SLA period will be from 1 April 2024 – 31 March 2028.

## **8. The Commissioner of the service**

Crewkerne Town Council is the commissioner of the Service Level Agreement. The SLA will be monitored by the Youth Steering Group of the Town Council together with the Town Clerk or Deputy Town Clerk. Regular progress and monitoring reports (quarterly) should be supplied to the Council. Crewkerne 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: Crewkerne Town Council, Town Hall, Market Square, Crewkerne, TA18 7BE.

## **9. Objectives of the Service**

- a) A core of high quality, direct open access universal youth provision to young people (6-19 years) in Crewkerne
- 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 South Somerset area where appropriate.
- f) Development of citizenship through youth participation and involvement

## **10. Outcomes of the service**

Project delivery outcomes will be developed between Crewkerne Town Council and the successful provider prior to signing of contract. 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.

### **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 Crewkerne Town 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 quarterly basis to the Youth Steering Group 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. Submission of tenders**

Applications should be submitted using the form provided. All tenders must be submitted by post to: The Town Clerk, Crewkerne Town Council, Town Hall, Crewkerne, TA18 7LN.

Please clearly mark the envelope 'Youth Tender Submission'.

### **13. Process to evaluate tenders**

Nominated Councillors will review submissions and may invite those organisations most closely meeting the criteria below to attend for interview.

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

Please note that this process is subject to the procedures outlined in Crewkerne Town Council's Financial Regulations and Standing Orders, including Standing Orders part 18 'Financial Controls and Procurement', referring to the terms of the Bribery Act 2010.

### **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) The ability to offer a range of youth work provision including centre-based, detached, other activities and support.
- e) Evidence of partnership working
- f) Evidence of a clear understanding of the existing local structures for youth provision and youth representation

- g) Evidence of local need and changing nature of youth provision
- h) Adaptability and ability to respond to need
- i) Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- 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
- l) References (please submit two which show evidence of similar work)

### **15. Timetable**

Tender Documents approved: Monday 9<sup>th</sup> October 2023

Tender document advertised for four weeks from: Monday 16<sup>th</sup> October 2023

Closing date for submissions: 5pm Friday 10<sup>th</sup> November

Presentations and interview: Week commencing 20 November 2023

Successful agency appointed: by Friday 15<sup>th</sup> December 2023

SLA issued: January 2024

SLA commences: 1 April 2024

Please note that Crewkerne Town Council reserves the right to amend the timetable following the closing date for submission of tenders.

### **16. Availability of additional information**

If you have any queries, please email [townclerk@crewkerne-tc.gov.uk](mailto:townclerk@crewkerne-tc.gov.uk).

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