

TENDER SUBMISSION FORM – YOUTH PROVISION 2024-28

Submissions are invited from providers wishing to undertake the work outlined in the tender specification which should be referred to.

All submissions should be submitted using this form and all sections must be completed. Additional supporting information can also be attached.

Completed submission forms should be submitted by post: The Town Clerk, Crewkerne Town Council, Market Square, Crewkerne, TA18 7LN. Please clearly mark the envelope 'Youth Tender Submission'.

The closing date for receipt of submissions is 17.00 on Friday 10 November 2023.

Late submission or failure to complete any section of this application form may result in your application being rejected.

SECTION ONE: CONTACT DETAILS OF THE ORGANISATION OR PROVIDER

1.1 Name of organisation or provider:

1.2 Organisation of provider address:

1.3 Organisation or provider website:

1.4 Contact name and position within the organisation:

1.5 Contact phone number:

1.6 Contact email address:

SECTION TWO: INFORMATION ABOUT THE ORGANISATION OR PROVIDER

2.1 Please use this space to describe your organisation, including its organisational structure, ethos, governance/management arrangements and how you are funded:

Please attach a copy of the organisation's most recent annual accounts. Crewkerne Town Council will request to see a copy of the successful applicant's constitution/governing document.

2.2 Please describe and demonstrate your relevant experience of providing youth services and include reference to past activities and managing appropriately qualified staff:

2.3 Please use this space to provide information and evidence of your organisational policies and procedures relevant to the provision of youth services:

Please include information about insurance, safeguarding, data protection, equality and diversity, health and safety, feedback and complaints. Please include copies of each of these policies as appendices to the application (including evidence of current public liability and employer's liability insurance).

SECTION THREE: YOUR PROPOSAL

Please make reference to the tender specification and supporting information provided by Crewkerne Town Council.

3.1 Please explain your proposal for delivering youth services in our area:

Please include information about the proposed level and type of service, including how your proposal complements and makes use of existing provision and youth participation frameworks.

3.2 Please explain how you propose to structure, manage and staff youth work provision in order to deliver youth services in our area:

3.3 Please provide a proposed project plan including timescales for how youth services will be delivered in year 1 and moving forward into year 2:

3.4 Please provide a detailed budget for the delivery of your youth work proposal and explain how you will provide value for money:

Please include details of how you would generate and use any additional funding or contributions.

3.5 Please explain how you propose to engage with young people and market and publicise youth work provision in our area:

3.6 Please explain how you propose to monitor delivery and positive outcomes for young people to ensure access, reach and response to need:

SECTION FOUR: SUPPORTING INFORMATION

4.1 Please provide the contact details of two referees with whom you have worked with to provide youth services. References will be taken up for shortlisted organisations.

Referee 1

Contact Name:

Position:

Contact Address:

Email Address:

Contact Phone Number:

Referee 2

Contact Name:

Position:

Contact Address:

Email Address:

Contact Phone Number:

4.2 Please ensure you have included or attached the following information to your application:

- Your most recent accounts
- Your constitution or governing document
- Safeguarding policy
- Data protection policy
- Equality and diversity policy
- Health and safety policy
- Feedback and complaints policy
- Details of relevant insurance (including public liability and employers' liability insurance)
- Proposed staffing structure
- Proposed budget
- Any other supporting information that you think is relevant

SECTION FIVE: CONFIRMATION AND APPLICATION PROCESS

I confirm that the information provided in this application form is correct to the best of my knowledge.

I accept that providing deliberately false or misleading information could result in our application being rejected or any future offer or agreement being withdrawn or terminated.

Signed:

Name:

Position within organisation:

Date:

Submission Information

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Application Process

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

Shortlisted organisations may be required to attend an interview which would take place in the week beginning 20 November 2023.

The timetable for the process is set out below:

Tender Documents approved: Monday 9th October 2023

Tender document advertised for four weeks from: Monday 16th October 2023

Closing date for submissions: 5pm Friday 10th November

Presentations and interview: Week commencing 20 November 2023

Successful agency appointed: by Friday 15th 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.

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