



**CONTRACT FOR
HEALTHY CHILD PROGRAMME (0-19) AND FAMILY CENTRE SERVICES
IN THE LONDON BOROUGH OF WALTHAM FOREST
LOT 1: CHILDREN AND FAMILY CENTRE SERVICE
LOT 2: BEST START SERVICE 0-5
LOT 3: HEALTHY CHILD PROGRAMME (0-19)
FOR THE PERIOD
1ST JULY 2022 TO 30TH JUNE 2025**

The Council of the London Borough of Waltham Forest ("the Authority") is seeking Tenders from suitably experienced and qualified organisations for the Contract for Healthy Child Programme and Family Centre Services in the London Borough of Waltham Forest ("the Contract").

The Contract shall commence on 1st July 2022 and, subject to satisfactory performance, shall continue up to and including 30th June 2025 ("the Contract Period"). At the sole discretion of the Authority and subject to satisfactory performance of the Provider, the Contract Period may be extended in such period or periods as the Authority deems appropriate up to a maximum twenty-four (24) months, providing a possible total Contract Period to midnight on 30th June 2027.

The Contract is split into three Lots which covers the following services:

Lot 1: Children and Family Centre Service

To provide a wide range of universal stay and play sessions aligned to the early year's foundation seven stages of learning, being ready to learn in preparation for school readiness, group programmes for targeted groups such as for children with SEND and mothers with postnatal depression and 1:1 support for families with young children.

Lot 2: Best Start Service 0-5

To improve health outcomes for young children and to reduce health and social inequalities by providing access to early intervention and prevention in key areas, early feeding and nutrition, healthy weight, oral health and speech and language. The service focuses on the delivery of the high impact areas of the Healthy Child Programme. The service offers a range of drop-in services, group programmes and 1:1 support for families with young children.

Lot 3: Health Child Programme 0-19

The Waltham Forest Healthy Child Programme 0-19 is an integrated Healthy Child Programme service, consisting of a Health Visiting service, a School Nursing Service, and a Family Nurse Partnership. The aim of the Healthy Child Programme 0-19 service is to improve outcomes for

children and their families and reduce inequalities; to lead on and deliver the local Healthy Child Programme 0-5 and 5-19 and to give Waltham Forest children the best possible start in life.

Organisations are permitted to submit a Tender for any one or more of the Lots as they deem appropriate to their skills and experience. Organisations are advised that the Authority will evaluate Tenders for each Lot separately.

Evaluation Criteria:

Organisations shall be experienced in providing similar services and shall also be required, as part of their Tender, to complete a Selection Questionnaire containing information about their economic and financial standing, technical capability and other general information. This information will be assessed to establish that the organisation is financially viable and technically capable of undertaking a service of the nature covered by the Contract. Full details of how the Authority will evaluate the Selection Questionnaire are contained at the beginning of the Selection Questionnaire.

The Authority carries out financial appraisals of all organisations that Tender for the Authority's contracts to ensure that such organisations satisfy the Authority's minimum standards of economic and financial standing. In this instance the Authority has set the following financial thresholds for the Contract:

Lot 1: Children and Family Centre Service

Minimum of £1,142,000 annual turnover in each of the last two (2) years of trading.

Lot 2: Best Start Service 0-5

Minimum of £341,000 annual turnover in each of the last two (2) years of trading.

Lot 3: Health Child Programme 0-19

Minimum of £7,478,000 annual turnover in each of the last two (2) years of trading.

The Authority has also set a ratio of no lower than 8 out of 20 as described more fully in the Selection Questionnaire.

The Authority retains discretion to exclude any organisation that fails to meet this standard.

Organisations shall be aware that only Tenders submitted by organisations who satisfy the requirements of the Selection Questionnaire shall go on to be evaluated in accordance with the Contract Evaluation Criteria of the most economically advantageous Tender received having regard to:

- Quality 70%; and
- Price 30%

A full breakdown of the Evaluation Criteria is contained in the Tender Documents.

A Find a Tender Notice in respect of this Contract was dispatched on Wednesday 3rd November 2021.

Contract Documents:

The Contract Documents comprise of the following:

- Conditions of Contract;
- Specifications;
- Invitation to Tender Document

Any organisation that considers it has the expertise to undertake this Contract can obtain the Contract Documents in accordance with the instructions below:-

- Register your organisation free of charge at www.londontenders.org;
- Await acceptance: you will receive an e-mail confirming your username and password for the London Tenders Portal;
- Use your username and password to log in to the London Tenders Portal and express your interest in the Contract;
- After you have expressed an interest you will receive an e-mail link to access the Contract Documents;
- **All Tenders must be submitted via the London Tenders Portal.**

All Tenders shall be submitted in accordance with the Invitation to Tender Instructions and must be submitted by no later than **9.00am on Tuesday 7th December 2021**.