

## **INVITATION TO TENDER**

### **For the Provision of the Youth Activities Offer in South Gloucestershire**

**Under an open Competitive with  
Negotiation procedure under the Light  
Touch Regime**

**Above UK Procurement Threshold**

*Regulation 29 Public Contracts Regulations 2015*

## **Schedule 1 Guidance and Instructions**

**Tender reference: DN667207**

**Closing date for Tenders: 12 Noon on 7<sup>th</sup> July  
2023**

# Invitation to tender

Youth Activities Offer – Schedule 1

Dear Sir/Madam,

Thank you for your interest in working with South Gloucestershire Council to provide their Youth Activities Offer.

This Invitation to Tender sets out the Council's requirements and explains how to submit a compliant bid for the contract and how the Council will choose its suppliers from the bids submitted.

This Invitation to Tender is made up of the following Schedules:

Schedule 1:	This Guidance and Instructions to tenderers
Schedule 2:	Service Specification and Technical Requirements
Schedule 3:	Standard Supplier Selection Questionnaire
Schedule 4a & b	Technical questions
Schedule 5	Terms and Conditions of Contract

Appendix 1: Declaration & Form of Tender

Appendix 2: Current Supplier (TUPE) details - **This needs to be requested**

Appendix 3: Needs assessment review

Appendix 4: Sample monitoring form

Appendix 5: Current locations of PN and LDD activities

Appendix 6: Youth Activities Offer lot boundaries map

Appendix 7: Summary of results from YAO recommissioning consultation

Please read each Schedule carefully and make sure you understand and meet the requirements before submitting your bid before the deadline. You can ask questions via the Portal if you have any further queries during the process - instructions on how to submit clarifications questions are contained in section 3.5 of this Schedule.

We look forward to receiving your tender.

Sharon Adams  
Commissioning Manager – Children & Young People

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## 1. INTRODUCTION

1.1. South Gloucestershire Council is a unitary authority and as such has the powers and functions of both a non-metropolitan county and district council combined. In its capacity as a district council it is a billing authority collecting Council Tax and business rates, it processes local planning applications, it is responsible for housing, waste collection and environmental health. In its capacity as a county council it is a local education authority responsible for social services, libraries and waste disposal.

1.2. Further information on the Council's responsibilities and how we are structured can be found on our website:

<http://www.southglos.gov.uk/>

1.3. We believe in putting our residents first, ensuring that their lives are improved by what we do. The Council Plan 2020 – 2024 sets out our vision and plans for South Gloucestershire, our commitment to the district, the principles that guide our work and the priorities which will underpin our work. A link to this plan is provided below

[The Council Plan 2020 - 2024](#)

### Procurement within South Gloucestershire

1.4. Our aim in procurement is to achieve efficiency and value for money. As the Council currently procures goods and services in the region of £170m a year, there is considerable opportunity to work with our suppliers to develop opportunities for efficiencies and contract improvements as well as progress our sustainability and environmental commitments.

1.5. We are committed to making our spending decisions in a way that delivers both value for money on a whole life cycle basis, as well as achieving wider economic, social and environmental benefits. The Public Services (social value) Act 2012 requires public authorities to consider this as part of the procurement process.

1.6. To support in achieving this standard, South Gloucestershire Council has adopted a social value policy, which sets out how we will include social value as part of our procurement activity. Please visit the link below for more information and to see the council's Top 10 priorities:

[Social Value South Gloucestershire](#)

1.7. Suppliers should note that social value will form part of the evaluation criteria for Lots 1,2 and 3 and more detail is provided in Section 4 of this document. Suppliers should note that social value initiatives/commitments proposed or put forward at

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tender stage will be contractually binding upon the supplier and managed by the Council throughout the contract to ensure delivery.

- 1.8. Protecting the environment for future generations is one of our core values and our environmental policy includes a commitment to procure goods and services from sustainable sources. Please visit the link below for further information

## [Environmental Policy](#)

The Council ensures that equality remains a key consideration when contracting with and monitoring the performance of providers of goods and services. For further information and to see our commitments to Equality, please visit:

## [Equalities in Procurement Guidance](#)

### **Suppliers should note that:**

- 1.9. The Council is keen to develop long-term, collaborative relationships with its suppliers, working together to ensure quality and continuous improvement throughout the term of the contract. Performance and improvement will be a key determinate in any decision on any applicable contract extension.
- 1.10. The Council is looking for innovative proposals from suppliers, particularly in regards to how the goods and/or services are currently provided and initiatives that may reduce costs and improve the efficiency and effectiveness of the goods and/or service delivery.

## **2. OVERVIEW OF THE REQUIREMENT**

- 2.1 South Gloucestershire Council is inviting tenders from potential providers who may be interested in delivering positive activities for young people in the core age range of 13 – 19 years and for up to 24 years for some young people with LDD (Learning Difficulties and/or Disabilities) across South Gloucestershire.
- 2.2 The Council wants to maximise the chances for young people to engage in positive, stimulating and enjoyable activities that provide opportunities for young people to develop healthy relationships with trusted adults and their peers and signposting to additional support if needed.
- 2.3 The provider will engage young people in high quality activities that young people will value and enjoy; led by suitably trained staff who are able to ensure those young people with the greatest needs are able to participate and benefit from the provision.
- 2.4 The duration of the contract is 5 years, with the potential to extend for a further 2 years. The Council intends to award the contract on 14<sup>th</sup> December 2023 with the new contract for the services to run from 1 April 2024.

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2.5 The total budget available for the delivery of the youth activities offer is £440,000 per year, for a 5 year period (budget subject to annual council approval), split across the four Lots as follows:

- Lot 1 (West) - £119, 000 per year for a term of 5 years
- Lot 2 (East) - £119,000 per year for a term of 5 years
- Lot 3 (South) - £192,000 per year for a term of 5 years
- Lot 4 (area wide) - £10,000 per year for a term of 5 years.

2.6 South Gloucestershire Council reserves the right to request additional clarification information prior to and post selecting a provider.

### 3. INSTRUCTIONS FOR SUPPLIERS

#### 3.1. Timetable

The following timetable sets out the key stages of this procurement. It is indicative only at this stage and the Council reserves the right to change it at its discretion.

Date or Target Date	Activity
<b>10<sup>th</sup> May 2023</b>	ITT documentation available online  Please note that Appendix 2 – current supplier / TUPE information must be requested.
<b>5pm on 9<sup>th</sup> June 2023</b>	Closing date and time for clarification questions to be submitted to Council.
<b>23<sup>rd</sup> June 2023</b>	Council responds to clarification questions
<b>12 noon on 7<sup>th</sup> July 2023</b>	Closing date and time for receipt by the Council of tenderers responses to the 1 <sup>st</sup> stage ITT
<b>W/c 10<sup>th</sup> July 2023</b>	Evaluation of the SSQ and 1 <sup>st</sup> Stage ITT responses commences
<b>4<sup>th</sup> – 22<sup>nd</sup> September 2023</b>	Clarification and Negotiation Stage
<b>By 29<sup>th</sup> September 2023</b>	2 <sup>nd</sup> and Final Stage ITT issued to potential Tenderers
<b>Tues 31<sup>st</sup> October 2023</b>	Closing date for receipt by the Council of tenderers responses to the 2 <sup>nd</sup> and final stage ITT
<b>W/c 6<sup>th</sup> November 2023</b>	Council evaluation of final tender submissions including post tender clarifications (if necessary).

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<b>By 1<sup>st</sup> December 2023</b>	Council internal sign off
<b>W/c 4<sup>th</sup> December 2023</b>	Award decisions made  Notification of successful & unsuccessful suppliers and standstill letter issued
<b>By 14<sup>th</sup> December 2023</b>	Contract award following standstill period (10 days)
<b>1<sup>st</sup> April 2024</b>	Commencement Date of Contract

## 3.2. General Provisions

- 3.2.1. Suppliers must comply with these instructions. Any tender not complying with any particular instruction may be rejected by the Council whose decision in the matter shall be final.
- 3.2.2. The Council intends to award any Contract based on the most economically advantageous offer.
- 3.2.3. The Council does not bind itself to accept any tender. The Council shall not be responsible for any costs, expenses or losses which may be incurred by any supplier in the preparation of, or otherwise in connection with the tender.
- 3.2.4. The Council may in its absolute discretion withdraw this invitation to tender at any stage.
- 3.2.5. Tenders must not be qualified, conditional, or accompanied by statements which could be construed as rendering them equivocal and/or placing them on a different footing to those of other tenderers.
- 3.2.6. The Council has made every effort to ensure the completeness and accuracy of information provided in this ITT. Suppliers should notify the Council without delay regarding any perceived ambiguity, inconsistency or omission in relation to the information in this ITT, any of its associated documents and/or any other information issued to them during the procurement process. Suppliers must satisfy themselves as to the accuracy and completeness of the information contained in this ITT during the period between its selection as the successful Supplier and the signature of the contract and be able to confirm its ability to deliver to the required quality accordingly.
- 3.2.7. Information supplied by the Council (whether in these tender documents or otherwise) is supplied for general guidance in the preparation of tenders. No responsibility is accepted by the Council for any inaccuracies, or for any loss or damage of whatever kind or howsoever arising from the use by any supplier of such information. The Council has made every effort to ensure the completeness and accuracy of information provided in this ITT. Suppliers should notify the Council

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without delay regarding any perceived ambiguity, inconsistency or omission in relation to the information in this ITT, any of its associated documents and/or any other information issued to them during the procurement process. Suppliers must satisfy themselves as to the accuracy and completeness of the information contained in this ITT during the period between its selection as the successful Supplier and the signature of the contract and be able to confirm its ability to deliver to the required quality accordingly.

- 3.2.8. No servant or agent of the Council (other than the Director of Corporate Resources or such other person authorised by him/her) has authority to vary or waive compliance with any part of the tender documents or the contract.
- 3.2.9. Any supplier who directly or indirectly canvasses any member or officer of the Council concerning the award of the contract or who obtains or attempts to obtain information from any such member or officer concerning any other tender or proposed tender for the contract shall be disqualified from having their tender considered.
- 3.2.10. These instructions are designed to explain matters in simple terms. If there is any conflict or incompatibility between these instructions and any condition or provision within the Terms & Conditions of Contract, the Terms & Conditions of Contract shall prevail.
- 3.2.11. If the Council suspects that there has been a technical or arithmetical error in the submission, the Council reserves the right to seek such clarification as it considers necessary from the individual Supplier only.
- 3.2.12. Tenders shall only be submitted on the basis that they are bona fide competitive tenders. The Council shall have the power to cancel the Contract and to recover from the appointed Supplier the amount of any loss arising from the cancellation if the Supplier:
- (a) shall have offered or given or agreed to give any member or officer of the Council any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure; or
  - (b) shall have communicated to any person other than the Council the amount or approximate amount of the proposed tender or
  - (c) shall have entered into any agreement or arrangement with any person as to the amount of any proposed tender or that that person shall refrain from tendering.

### 3.3. Guidance on completing your tender

This Invitation to Tender is made up of the following Schedules:



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Schedule Number	Title	Purpose	Action required by Tenderer
1	Guidance and Instructions	Explains the procurement and evaluation process and how to submit a compliant tender	Read for guidance on how and when to submit a tender
2	Specification	Sets out the requirements of contract that the supplier must comply with. Will form the basis of the contract with the successful supplier.	Read and understand and refer to for answering questions within Schedule 3 and 4.
3	Standard Supplier Selection Questionnaire	Collection of supplier information and questions that Tenderers must complete or provide to apply for this contract.  Identifies Mandatory & Discretionary exclusions grounds. Scored on a pass/fail basis. Suppliers may be removed from the process at this stage and the rest of the tender not evaluated.	<b>Complete and return.</b> Your signature is required at the end of the document.
4 A & B	Technical Quality Questionnaire	Contains the questions that the Council will score against to measure the technical quality and ability of the supplier to deliver against the specification and also any additional value.	Complete 4A for lots 1,2 & 3 Complete 4B for lot 4 only.  <b>Complete all questions and return.</b> Please adhere to word counts provided in the instructions
5	Terms and Conditions of Contract	Sets out the terms and conditions which will govern the contract between supplier and the Council.	Read and confirm agreement within Schedule 3.  Any clarifications on Terms & Conditions must be submitted during the tender clarification period.
Appendix 1	Form of tender & declarations	This figure will be used for the purposes of the whole-life cost evaluation	<b>Sign</b> both Part A and Part B <b>and return.</b>
Appendix 2	Current supplier details	Information on the current service to support Tenderers	Please request this document by expressing an interest in

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		in assessing potential TUPE implication	this tender and sending a message via the portal. Read and consider implications in your tender
Appendix 3	Needs assessment review	This report explores the needs of young people aged 13 – 19 years in South Gloucestershire and for up to 24 years where a young person needs help becoming independent.	Read and consider implications in your tender
Appendix 4	Sample monitoring form	Template for likely contract monitoring including equalities.	Read and consider implications in your tender
Appendix 5	Locations table	This table provides information on current locations for PN and LDD activities	Read and consider implications in your tender
Appendix 6	Map	Map of South Gloucestershire showing Lot boundaries, location of Priority Neighbourhoods and Town and Parish council boundaries.	View and consider implications in your tender
Appendix 7	Consultation report	Summary of consultation undertaken in advance of the recommission.	Read and consider implications in your tender.

- 3.3.1. The Council is using an open competitive with negotiation procedure. Any interested supplier or group of suppliers may submit a tender in response to this ITT.
- 3.3.2. In order to submit a compliant tender, suppliers are required to complete and return all required questions/documents identified. Failure to do so may result in your tender being disqualified.
- 3.3.3. When answering, if a question does not apply to you please write N/A; if you don't know the answer please write N/K. Remember you can contact the Council for advice on how to complete the tender – see the guidance on Clarification Questions at 3.5 below.
- 3.3.4. When you are required to provide some documents/forms/evidence, please attach them on the [Portal](#). Make sure you clearly refer back to the corresponding question,

using the numbering format set out in this ITT. Failure to provide relevant information in a clear and concise manner may adversely affect the evaluation mark.

### 3.4. Completing the tender documents

- 3.4.1. These instructions are designed to ensure that all bidders are given equal and fair consideration. It is important therefore that bidders provide all the information asked for in the format and order specified. Please do not make changes to any part of the tender document. Failure to adhere to this request may invalidate your tender.
- 3.4.2. Suppliers should complete and return Schedule 3 – Supplier Selection Questionnaire (SSQ) and Schedule 4 (either 4a and/or 4b) – the Technical Questionnaire with the tender documents. In order to submit a compliant tender suppliers are required to complete and return all required questions / documents. The documents that must be returned are Schedule 3 and Schedule 4. Your organisation must also sign and return Appendix 1. If it is really necessary for you to refer to another document that you are submitting with your tender, it is your responsibility to make sure that you do this clearly, in a way that is easy to follow and identifies which document, and the page and paragraph that deals with the question. If the reference is ambiguous or the council cannot trace or follow your answer, that will be at your risk, and is likely to have a detrimental effect on the evaluation of your tender.
- 3.4.3. Where a word limit has been indicated for a specific response, please do not exceed this limit. Where a response exceeds the number stated in the question, the additional words will not be read and will be disregarded from the evaluation.
- 3.4.4. Where a word limit has been indicated, the supplier should add their word total at the end of each specific response. Random checks will be made by the Council.
- 3.4.5. Please do **NOT** submit your tender as one PDF file or provide your responses to method statements or other questions in PDF files. This makes the evaluation process very difficult. Please respond in the format provided unless otherwise indicated or agreed by the Council.
- 3.4.6. Please sign and date the relevant schedules. Electronic signatures are accepted following the Electronic Signatures Directive 1999.
- 3.4.7. To assist the Council in the evaluation of offers, the supplier shall submit all prices exclusive of Value Added Tax (VAT), for all goods and/or services which they propose to supply.
- 3.4.8. Tenders must be kept open for a period of 120 from your submission.

## 3.5. Clarification Questions

- 3.5.1. If you have any questions about the tender documents, the procurement or completing the forms, you **MUST** submit them through the e-tendering portal as soon as possible, and before the deadline for final clarification questions. The anonymised question and the Council's responses will be published on the portal for all bidders to read *unless* the Council's accepts that the question and information in the response is confidential to the supplier asking the question. This is to ensure fairness and transparency during the process.
- 3.5.2. Suppliers should notify the Council promptly of any perceived ambiguity, inconsistency or omission in the tender documents, any of its associated documents and/or any other information issued to them during the procurement process. All questions and/or requests for information regarding this tender should be made via the on-line portal, using the messaging function.
- 3.5.3. If no questions are raised in connection with the contract documents prior to submitting the tender, the supplier will be taken to have accepted these in the form as issued by the Council.
- 3.5.4. Please note that queries cannot be accepted verbally nor will any queries be answered verbally.

## 3.6. Submitting your Tender

- 3.6.1. Tenders must be submitted strictly in accordance with the instructions. Tenders submitted with qualifications or not strictly in accordance with these instructions may be rejected at the discretion of the Council. The decision on whether or not a tender is acceptable will be final and the supplier concerned will not be consulted unless the tender is rejected under Regulation 69 (Abnormally low tenders) of the Public Contract Regulations 2015 and the Council shall then provide suppliers the opportunity to explain the price or costs proposed in their tender. If a tender is excluded from further consideration the supplier concerned will be notified.
- 3.6.2. In submitting a Tender, suppliers accept that:
- the Council may investigate and make enquiries regarding any project currently being undertaken or previously undertaken by them
  - they are prepared to attend at the Council or accept a visit by its officers
- 3.6.3. This tender is being conducted electronically through the “**Supplying the South West**” e-tendering Pro Contract portal ([www.supplyingthesouthwest.org.uk](http://www.supplyingthesouthwest.org.uk)) which is a regional portal for a number of Councils in the South West, including South Gloucestershire Council. You should register on the portal (free of charge) selecting the relevant CPV codes and you will receive an email link when the tender documentation is available. If you register after the opportunity has gone live you can search the portal for opportunities and download the documents.

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- 3.6.4. **Tenders MUST be submitted electronically via the e-tendering portal.** All required documents must be returned as electronic attachments to your submission via the portal. No tender documents should be sent in any other form or by any other means of delivery as they will not be accepted.
- 3.6.5. **Tenders MUST be submitted no later than 12 Noon on Friday 7<sup>th</sup> July 2023** which is the fixed deadline for the submission of tenders. Suppliers must familiarise themselves with the operation of the portal and allow sufficient time for the uploading of required documents. Tenders submitted after the deadline are unlikely to be accepted.
- 3.6.6. For technical queries or guidance on using the portal, there is a link to 'Supplier Frequently Asked Questions'. If after reading the reference guides online you are still unable to resolve your issue about using the system and require support - please contact the Portal's Due North Technical Support by Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com). If the query is of a time sensitive nature they have also an Emergency Contact number which is 0330 0050352.

## 3.7. Confidentiality

- 3.7.1. Invitations to tender and details of the project must be treated as private and confidential, save to the extent allowed by the Council as part of the tendering process. You must not disclose that you have been invited to tender or release details of the tender documents, other than on an "in confidence" basis to those who have a legitimate need to know and those of your professional advisers who you need to consult for the purposes of preparing the tender.
- 3.7.2. The Council shall be free to disclose any information prepared by the Council in connection with this tender to any person.
- 3.7.3. During the tender evaluation process the Council shall treat all information which a supplier properly identifies as commercially sensitive information as confidential.
- 3.7.4. Following the evaluation and award of the contract, the Council will continue to honour confidentiality of information provided by Suppliers where this is consistent with its obligations under the Freedom of Information Act 2000. Suppliers must recognise that it is the Council's aim (consistent with the principles of the Act) to make available to the public as much information as possible about its contracting arrangements subject also to having regard to the legitimate commercial interest of Suppliers. Only information which is genuinely confidential or commercially sensitive shall be protected from disclosure. Note in particular that in order to comply with government requirements, the Council may publish information about the contract including (but not limited to) these invitation to tender documents, the terms of the agreement, the contract value and duration, the Suppliers' contact details and payments made to the contractor under the contract.

## **3.8. Transfer of Undertakings and Protection of Employment Regulations(TUPE) and Pensions**

- 3.8.1 The Council is assuming that the European Acquired rights Directive No 77/187 and/or the Transfer of Undertakings (Protection of Employment) Regulations 2006 ("TUPE") will apply to this contract. However, it shall be at the successful supplier's risk whether TUPE may apply either at the beginning or end of the contract. Please request Appendix 2 to receive information on the current suppliers to assist Tenderers in producing their tenders.
- 3.8.2 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.
- 3.8.3 For Lots 1 and 3 there are transferring staff who have a continuing entitlement to Local Government Pension Scheme (LGPS) membership and in these cases the successful tenderer will be required to enter into an admission agreement with the Avon Pension Fund. The charge made by the Avon Pension Fund for putting this agreement in place is £750 and this will be recharged to the successful tenderer.
- 3.8.4 The initial employer contribution rates for those staff in the LGPS will be 17.5% in the case of Lot 1 and 22.6% in the case of Lot 3. Tenderers should include these contribution costs in their bids. The next triennial valuation for the Avon Pension Fund will take place on 31st March 2025 with revised contribution rates effective from 1st April 2026. The contractor will be expected to fund any increase in the contribution rate from 1st April 2026 but will also benefit from any reduction. If the LGPS member leaves before the contract ends, thereby reducing the contractor's pension costs, no adjustment will be made to the contract price. No LGPS member should be made redundant without the prior agreement of South Gloucestershire Council.
- 3.8.5 If a deficit exists on termination of the admission agreement, South Gloucestershire Council will be responsible for funding it. Conversely if a surplus exists on termination this will be retained by South Gloucestershire Council.
- 3.8.6 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.
- 3.8.7 All staff tender information provided to suppliers shall be treated responsibly by suppliers and their employees and representatives, who shall have a duty to keep such information confidential and ensure it is used for the purposes only for the purposes of this Invitation to Tender. It must not be disclosed to or discussed with any person for any other purpose.

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## 3.9 Whistleblowing

- 3.9.1 Council contracts include provisions under which the contract will be terminated if the contractor or anyone on its behalf bribes or tries to bribe anyone in connection with any contract, or commits an offence under the Bribery Act 2010.
- 3.9.2 There are stringent similar provisions under both UK and European law in respect of money laundering and misconduct in respect of European funding.
- 3.9.3 The Council takes these issues very seriously. It encourages all Suppliers to get in contact if any Councillor, employee or other Supplier, bidder or potential bidder approaches them and either attempts to engage them in any such activity or infers that they could do so.
- 3.9.4 If so, or for that matter in respect of any concerns a Supplier may raise about any other sort of irregularity, it will treat their information in confidence in comparable fashion as the protection offered to employees under the council's whistle-blowing policy. This can be found on the council's publicly accessible website.
- 3.9.5 You should not attempt to canvass any Member or Officer of the Council about your tender or try and obtain confidential information relating to the service or the tendering process from anyone associated with the council or from any other past or present contractor to the council. If you do so your tender is likely to be rejected.

## 4. EVALUATION OF TENDERS

### 4.1 Approach

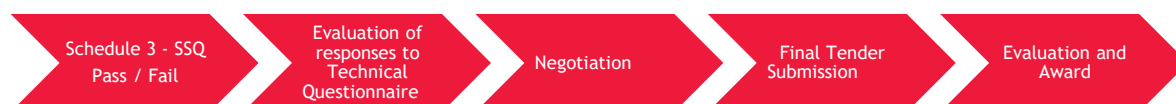
- 4.1.1 The contract will be awarded on the basis of the most economically advantageous tender. Tenders will be evaluated solely against the quality criteria set out in Section 4.4 below.
- 4.1.2 There is no pricing element to this tender. The amounts payable by the Council to the successful contractor are fixed, and the evaluation of tenders will be based on a qualitative assessment, using the evaluation criteria, of the proposed approach to maximising the value of youth activities the Tenderer is able to deliver for this sum.
- 4.1.3 The total budget available for the delivery of the youth activities offer is £440,000 per year, for a 5 year period (budget subject to annual council approval), split across the four Lots as follows:
- Lot 1 (West) - £119,000 per year for a term of 5 years
  - Lot 2 (East) - £119,000 per year for a term of 5 years
  - Lot 3 (South) - £192,000 per year for a term of 5 years
  - Lot 4 (area wide) - £10,000 per year for a term of 5 years.



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- 4.1.4 The Council reserves the right to evaluate tenders in a staged order, as set out below, with a process of elimination if a tender is non-compliant or fails at any stage. In this event, the supplier will be notified of the reasons for elimination and the remainder of a suppliers tender will not be marked.



- 4.1.5 Initial tenders will be evaluated against the criteria set out in 4.2 below.
- 4.1.6 Following the evaluation of initial tenders the Council intends to invite the top 3 scoring Tenderers for each Lot into the negotiation stage. The Council also reserves the right to refer to Tenderers for correction or clarification of any omission, error or ambiguity contained in the tender provided that such correction or clarification does not have the effect of producing a revised or new tender.
- 4.1.7 The areas for discussion at the Negotiation Stage will be notified to relevant Tenderers after initial tenders have been evaluated.
- 4.1.8 At the end of the Negotiation Stage final tenders must be submitted. The evaluation scores from the initial assessment will be revisited and moderated to take into consideration the additional/revised information submitted as part of final tenders.

## 4.2 Overall Evaluation by Lot

- 4.2.1 Tenderers are free to bid for more than one Lot, but the Council's preferred position is to award Lots 1, 2 and 3 to different providers. However, the Council reserves the right to award a Tenderer more than one of these Lots where there are insufficient bids of requisite quality. Lot 4 will be evaluated in isolation regardless of the outcome of award of Lots 1, 2 and 3 ie Lot 4 may be awarded to a Tenderer who also is awarded Lot 1, 2 or 3.
- 4.2.2 Lots will be evaluated in the following order:
- Lot 3
  - Lot 1
  - Lot 2
  - Lot 4
- 4.2.3 Once one Tenderer has been identified as preferred bidder for one of Lots 1, 2 or 3 their bids for subsequent bids for other Lots (apart from Lot 4) will not be considered.
- 4.2.4 Note that, for the purposes of this section, "Tenderer" refers to the lead bidder. Organisations may act as sub-contractors to Tenderers for one Lot, whilst still winning another Lot in their own right.



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## 4.3 Evaluation of standard Supplier Selection Questionnaire

4.3.1 The Council intends to score supplier responses to the Supplier Selection Questionnaire (Schedule 3) as follows. The Council reserves the right to exclude a supplier where they do not meet the requirements of a pass or fail section.

Section	Heading	Scoring criteria/weighting
Part 1 - Your information and the bidding model		
1	Your information and the bidding model	Info only (not scored)
Part 2 – Exclusion Grounds		
2	Grounds for mandatory exclusion	Pass or Fail
3	Mandatory and discretionary grounds relating to the payment of taxes and social security contributions	Pass or Fail
4	Grounds for Discretionary Exclusion	Pass or Fail
Part 3 – Selection Questions		
5	Economic and Financial standing	Pass or Fail
6	Technical & Professional Ability	Pass or Fail
7	Additional Questions including Project Specific Questions	
7.1	Insurance	Pass or Fail
7.2	Data Protection	Pass or Fail
7.3	Health & Safety	Info only (not scored)
7.4	Not used	N/A
7.5	Requirements under the PCR2015 (Reg 113) – Public Sector Contracts	Pass or Fail
7.6	Requirements under the PCR2015 (Reg 113) – Public AND Private Sector Contracts	Pass or Fail
7.7	Not used	N/A
7.8	Not used	N/A
7.9	Not used	N/A
7.10	Equalities	Pass or Fail
7.11	Climate Emergency	Info only (not scored)

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4.3.2 The Council reserves the right to exclude a supplier where they do not meet the requirements of a Pass/Fail section.

## 4.4. Evaluation of Technical Questions and scoring method

4.4.1 Prior to carrying out the detailed scoring of tenders, the Council will conduct compliance checks. Tenders which are substantially incomplete or which are non-compliant with the requirements set out in this ITT may be rejected.

4.4.2 The quality of tenders and value for money will be assessed through the responses provided by the tenderer to the Technical Questions (Schedule 4) and will be evaluated as follows. The 'Notes' column is provided only as a guide of what your response could cover, it is not comprehensive and not a guarantee of high scoring.

### Schedule 4A – Geographical based Lots 1, 2 & 3

Qu	Evaluation criteria	Weighting	Notes
	<b>Technical quality</b>	<b>100%</b>	
1	Relevant experience & local delivery plan	10%	This section asks you to describe your experience of delivering a comparable service and your plan to deliver in South Gloucestershire.
2	PN and LDD provision within each geographical lot	5%	This is where you need to set out your delivery plan in the Priority Neighbourhoods and for young people with LDD.
3	Additional Provision within each geographical lot	20%	This is where you need to set out your delivery plan for additional youth provision outside the PNs showing geographical spread, how you are meeting local needs and providing provision that is flexible.
4	Partnership, efficiency & collaboration	20%	This is where you need to show out how the Council's financial contribution is being used to achieve the greatest impact possible including partnership working and matched funding.
5	5a Resilience - Management & Staff 5b Business Continuity and	10%	This section requires you to explain the suitability and qualifications of staff and how they are trained and managed. Also your contingency planning proposals.

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	Contingency Planning	5%	
6	Quality Assurance, Reporting and Ongoing Monitoring	10%	This section requires you to describe the quality assurance system your organisation has in place and proposed tools to evaluate and measure the effectiveness of your provision and impact on young people.
7	Accessibility and meeting need	10%	This is where you should set out how you will involve young people, remove barriers to attendance and support young people to develop skills for life.
8	Social Value	10%	This is your opportunity to show the greater value that your organisation offers the Council by contracting with you.
9	Use of mobile youth facility	0	Not scored at this Initial Tender stage but may be discussed during the negotiations.
	Total Quality	100%	

## Schedule 4B – Lot 4 LGBTQ+ Provision only

Qu	Evaluation criteria	Weighting	Notes
	<b>Technical quality</b>	<b>100%</b>	
1	Relevant experience & local delivery plan	10%	This section asks you to describe your experience of delivering a comparable service and your plan to deliver in South Gloucestershire.
2	Delivery of provision	20%	This is where you need to set out your area wide delivery plan.
3	Partnership, efficiency & collaboration	20%	This is where you need to show out how the Council's financial contribution is being used to achieve the greatest impact possible including partnership working and matched funding.

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4	4a Resilience - Management & Staff	10%	This section requires you to explain the suitability and qualifications of staff and how they are trained and managed. Also your contingency planning proposals.
	4b Business Continuity and Contingency Planning	10%	
5	Quality Assurance, Reporting and Ongoing Monitoring	10%	This section requires you to describe the quality assurance system your organisation has in place and proposed tools to evaluate and measure the effectiveness of your provision and impact on young people.
6	Accessibility and meeting need	20%	This is where you should set out how you will involve young people, remove barriers to attendance and support young people to develop skills for life.
	Total Quality	100%	

- 4.4.3 Responses to the Technical questions (Schedule 4A and B) will be evaluated using the scoring mechanism set out in the table below, and then weighted according to their assigned weighting in the above table.

Score	Award Criteria
<b>Excellent 4 marks</b>	<p>A response that inspires confidence; specification is fully met and is robustly and clearly demonstrated and evidenced. Full evidence as to how the contract will be fulfilled is provided either by demonstrating past experience or through a clear process of implementation.</p> <p>The approach addresses the professionalism required and clearly forms an integral part of the provider's working procedure.</p> <p>These statements or solutions would realise an improvement in services currently delivered by the Council.</p>
<b>Good/Very Good 3 marks</b>	<p>All requirements are met and the response is supported by good evidence/examples of the providers relevant ability and/or gives the Council a good level of confidence in the provider's ability.</p> <p>There is substantial evidence that the method statement/response or solution is part of the provider's</p>

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	working practice. The response covers the main issues and provides additional information or expertise.
<b>Adequate/Satisfactory 2 marks</b>	Adequate information has been provided and covers the standard requirements identified within the tender. But a response that remains limited and could have been expanded upon. This statement/response does not improve service levels or performance to those currently being delivered.
<b>Poor / Unsatisfactory 1 mark</b>	The statements or responses incomplete, irrelevant or fail to reach the minimum quality standards for service delivery. Responses not supported by sufficient breadth or sufficient quality of evidence/examples and provides the Council a limited level of confidence in the provider's ability to deliver the specification.
<b>Not provided 0 marks</b>	No statements/responses submitted.

4.4.4 In applying the scoring mechanism, each tender will be evaluated according to its quality and deliverability. The term 'quality' in this context refers to the performance and fitness for purpose of the proposal and therefore covers any aspect of a submission that affects the performance of the contract. 'Deliverability' refers to the likelihood that all aspects of a particular submission could in fact be delivered by the supplier concerned.

## 4.5 References

4.5.1 Once the evaluation process is complete, references will be sought from the leading Tenderers' existing clients in order to assess customer satisfaction and performance for due diligence purposes. The referees provided on your Standard Selection Questionnaire (Schedule 3) will be contacted for this purpose.

4.5.2 Tenderers are required to select 3 current contracts (or recent contracts within the last 12 or up to 36 months). At least 1 reference should relate to the direct experience of provision of positive activities, but references will be accepted for contracts not solely dedicated to youth provision where it is clear that the work being undertaken offers similarities / links in terms of the aims and outcomes given in the specification (Schedule 2).

4.5.3 Please do not use employees of South Gloucestershire Council unless you do not have contracts with other local public bodies/authorities.

4.5.4 Referees will be asked the same questions as follows:

- How does your organisation rate the provider's knowledge of issues relating to the provision of positive activities for young people?
- How well does the provider engage and work with your organisation?

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- How would you rate the provider in relation to accessibility of service to young people and other service users, including response times and staff availability?
- What is the quality of information provision to the funding authority? e.g. reporting against key performance indicators, key performance deliverables and impact measures?
- How well has the provider dealt with problems and complaints?
- How well does the provider manage the service and their staff?
- How well does the provider approach record keeping, including financial records and data sharing?
- How does the provider approach partnership working?
- How well does the provider manage flexibility of response and problem solving?
- Do you consider that this provider offers Value for Money in relation to the service completed under your contract?

4.5.5 Each question will be marked as follows:

- **Excellent** - High quality provision of services meeting the requirements of the Specification and exceeding performance standards. Requires minimum input from the purchaser in dealing with issues.
- **Good / Very good** - High Quality provision of services which meets the requirements of the Specification with little input from the Purchaser in dealing with performance issues.
- **Adequate / Satisfactory** - Reasonable quality of service provision, specification met but response limited.
- **Poor / Unsatisfactory** - Provider requires input from the purchaser to meet basic quality standards, Specification not met in full.

4.5.6 Providers that are scored unsatisfactory by any customer to any of the questions will be excluded from the process. The scheme must be operated by a provider that has a minimum of 3 satisfactory references.

## 5. ACCEPTANCE OF INITIAL TENDER OR NEGOTIATION PHASE

5.1 Following initial receipt and evaluation of tenders the Council may:

- Decide to award a contract based on the initial tender to the successful supplier(s).
- Invite shortlisted suppliers to a negotiation phase after applying the award criteria within section 4. The minimum number of suppliers invited to negotiate (if sufficiently qualified) is 3.
- Reduce the number of tenders in successive stages.
- Negotiate with suppliers concerning initial and all subsequent tenders submitted by them, except for the final tender, to improve their content.

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- 5.2 The Council shall provide suppliers shortlisted for the negotiation phase with a timetable and further details on the structure of the negotiations at the appropriate time.

## **6. AWARD OF CONTRACT**

- 6.1 The Council shall issue to all suppliers, a notice of its intention to award the contract, identifying the criteria for the award and the name of the successful supplier. The respective scores of the recipient and the successful supplier will be provided, along with relative advantages of the successful Supplier. No acceptance of tender will take place for a period of not less than ten days following the issue of this notice.
- 6.2 The intention to award will be notified for all Lots at the same time with the relevant information for each Lot being advised to all tenderers of that Lot. A single stand-still period will take place for all Lots and the contract awards can only be confirmed once the stand-still period has expired without challenge in relation to any of the Lots.
- 6.3 Suppliers are reminded that all queries regarding the Terms & Conditions of contract **MUST** be raised during the tender period so that the Council may review and respond to all suppliers.
- 6.4 Initial & final tenders shall be open for acceptance (without variation) by the Council for 120 days following the submission deadline.
- 6.5 Suppliers undertake that, (in the event of the tender being accepted by the Council) within fourteen days of being called upon so to do they will execute a formal agreement in the terms set out in the contract documentation. Until such a formal agreement is executed this tender together with the written acceptance of it shall form a binding agreement. NB No such letters of acceptance shall be issued where there are still issues outstanding relating to the contract.
- 6.6 No acceptance of tender is of contractual effect unless under the hand of the Director of Resources and Business. The decision of the Council shall be final.
- 6.7 Any resulting contract will consist of:
- This guidance and instructions (Schedule 1)
  - Specification of requirements (Schedule 2)
  - The Terms and Conditions of Contract (Schedule 5)
  - Your full Tender submission, including the signed Form of Tender
  - Clarification questions and relevant correspondence received by the Council from the supplier during the tender process.
  - TUPE information
- 6.8 The contract will be subject to English Law.

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## 7. Glossary of Terms Used

In this Invitation to Tender the following words and expressions shall have the following meanings set out below:

<b>“Clarification Period”</b>	The time during which clarifications associated with the ITT or any support documentation may be sought via the ProContract portal
<b>“Contract”</b>	The contract for the provision of Goods & Services, which will be awarded to a successful Tenderer
<b>“Council”</b>	South Gloucestershire Council
<b>“ITT”</b>	Invitation to Tender
<b>“KPIs”</b>	Key Performance Indicators
<b>“LDD”</b>	Learning Difficulties and/or Disabilities
<b>“PN”</b>	Priority Neighbourhood in South Gloucestershire
<b>“ProContract”</b>	the Councils e-procurement system / portal
<b>“Specification”</b>	the Council’s specific requirements for the delivery of this contract
<b>“Provider”</b>	Person or entity that is providing the services
<b>“Tender”</b>	The completed and signed Form of Tender, together with all completed schedules and information requested by the Council and submitted by a Tenderer, which make up a bid to compete for the relevant contract(s)
<b>“Tender Documents”</b>	All documents and Schedules in this ITT
<b>“Tenderer”</b>	Any applicant/supplier who submits a Tender to bid for the contract