**Soft Market Testing**

**COMMUNITY NEEDS ASSESSMENT FRAMEWORK**

**Request for Information**

#

# Confidentiality

All information included in this Soft Market Testing questionnaire is confidential and only for the recipient’s knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party without prior written authorisation.

Introduction and Purpose of this Exercise

This information is requested as part of a Soft Market Exercise in order to seek the market’s interest in producing a ‘Community Needs Assessment Framework’ for the Borough of Basingstoke & Deane.

Background Information and Requirements

The council is seeking to develop a Community Needs Assessment Framework which will be used to identify the assets, strengths and needs of place-based communities across the Borough now and in the future.

The Council is particularly interested in seeing what interested suppliers would propose as the components for a Community Needs Assessment, and also what they believe would be the best methodology for collating this information in order to undertake the assessment. We would also like to seek thoughts on the best way to update this information once the framework is in place, ensuring that information is visible and accessible across different council departments.

We anticipate that this work will consist of the activities below, but not limited to:

* Identify key sources of information within and external to the council that contribute to developing area-based community profiles and collating intelligence of physical assets, community strengths and needs.
* Develop a format for assessment – including how the assessments should be carried out, covering the approach, tools, mechanisms and systems, the resource requirements to undertake the assessments, and how the information can be kept live, with recommendations of how frequently assessments should be updated.
* Identify the priority order in which work should be undertaken, taking into account which areas should benefit first, based on needs and future investment opportunities.

We would welcome your feedback on how the above could be achieved, and what other areas/issues we may need to consider in order to carry out this assessment.

The Council is keen to understand the level of market interest in producing this work, and would like to know which organisations would be interested in potentially providing this service in the near future.

To gauge the full scale of the requirements, against the Councils needs we are asking that interested supplier’s provide an indicative cost for providing the Community Needs Assessment and production of an accompanying framework.

How to Respond to this Opportunity:

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| --- |
| Please insert your thoughts, comments, feedback etc:Please insert your indicative costing: |

Contact Details

For questions regarding this process; you are welcome to contact The Procurement Team, please email procurement@basingstoke.gov.uk by 16:00 Friday 22nd March

Please return responses to procurement@basingstoke.gov.uk by 12:00 noon Tuesday 26th March

For the avoidance of doubt no information provided in response to this questionnaire will be used by the Council in assessing providers during the procurement process.