**SPECIFICATION**

1. **BACKGROUND**

In May 2018 the Council commenced a comprehensive review of the grants it offers to external organisations. The review entailed two pieces of activity; engagement - to meet and talk to funded organisations, Councillors and officers; and research – to create a comprehensive picture for grant funding across the council and organisations, to profile local community needs and look at other local authority grant programmes to benchmark best practice.

This review was instigated due to three key issues. Firstly, in response to the need to meet the financial challenges facing the Council, and in particular to seek new ways to deliver value. Secondly, the review also sought to work with partners on service provision that meets the needs of residents, businesses and visitors. Finally, the review looked to simplify the various funding streams for different organisations.

In December 2018 the Council agreed a new Community & Voluntary Grants Programme. In response to the research undertaken and comments received during the review, the proposals to be implemented from April 2019 include longer funding agreements; improved information sharing on grant opportunities, projects and funded organisations through new content on the Council website; an annual celebration event to recognise achievements; and support and advice on building greater resilience for long-term sustainability. The following is a summary of the new funding programme:

Strategic Fund:

* Pertains to large organisations that hold a unique position / sole provider role in the market and deliver a specialist service.
* Three-year agreements, renewed annually subject to satisfactory performance and delivery.
* Stepped funding agreements over the agreement period.

Priority Outcome Fund

* Pertains to organisations delivering services that contribute to achieving the Council’s priority outcomes.
* Competitive fund for grants up to maximum of £15,000 per year in total.
* Three-year agreements, renewed annually subject to satisfactory performance and delivery.
* Stepped funding agreements over the agreement period.

Small Grants – Local grant giving

* Pertains to small community groups, sports clubs and voluntary organisations etc.
* Local panels held in communities to decide grant awards.
* Maximum grant of £500.

Crowd funding

* Pertains to businesses, community groups, organisations etc. seeking project funding.
* 50% match funding to a maximum of £3,000, if supported by crowd funding.
* Projects need to contribute to achieving the Council’s priority outcomes.

Flexible Grant

* A small reserve to enable the Council to respond to unforeseen needs and demands, allow for the extension of services and support unplanned projects that contribute to achieving the Council’s priority outcomes.

To assist local organisations to transition from the previous funding programme a commission for support and development is to complement the introduction of the new funding programme.

**2. SUMMARY**

Winchester City Council is seeking to appoint a dynamic and experienced organisation to provide a support service that enables Winchester community and voluntary sector organisations to develop and flourish. This entrepreneurial service will seek new ways of reaching and working with local organisations, making the most of digital technology to engage, inform and connect the sector across the Winchester District.

**Objectives**

The support service will need to:

* Enhance the reputation and increase recognition of the role the Council plays in supporting the sector and in funding service delivery.
* Capture social value and impact at a strategic level.
* Reduce dependence on Council grant funding.
* Seek innovation and new approaches to increase income to enable Council grants to be funded from other sources or generate a return on investment.
* Celebrate the achievements and positive outcomes delivered by the sector and Council funded services.

**Scope of Work**

Engagement and cohesion

* Enable organisations to work more effectively to proactively deal with peoples and communities needs in order to strengthen community cohesion and resilience.
* Provide specific advice about setting up and establishing a new group, charity or community / social enterprise, especially relating to governance and financial security. Avoiding duplication of current services/activities.
* Identify ways in which organisations can increase innovation in delivery and achieve quality outcomes that see the progression of individuals.
* Work with organisations and the necessary agencies (including the Council) to resolve issues and overcome barriers that prevent or deter local organisations from delivering events, activities or services in order to stimulate community support and cohesion.
* Reach a diverse range of organisations across the entire District, with a focus on Council grant funded organisations.

Funding

* Advise, support and guide organisations seeking to apply for Winchester City Council grants.
* Support organisations in devising and promoting their Crowd funding projects.
* Provide resources to support the Council to plan, promote and deliver the Small Grant panels across the District
* Provide an online platform or service that promotes the Council’s funding opportunities and identifies other grants sources with how to access them.
* Work with organisations to develop resilience and long term sustainability plans to reduce dependency on Council grant funding.

Information and communication

* Create a network across the Council funded organisations to share information on service provision, stimulate cross organisation referrals and to identify strategic issues and collaboration opportunities.
* Improve communication between groups, organisations and agencies in the sector and between these and the Council (Members and officers) and seek ways to strengthen partnerships to mutual benefit.
* Help the Council to regularly share and cascade information across the whole sector and to communicate what is being delivered, in order to raise the profile of the work of the sector across the District.
* Help the Council compile an annual report that highlights what has been achieved in terms of impacts, value and social benefit as a whole across the District.
* Support the Council to organise an annual celebration event of achievements and outcomes from funded organisations.
* Assist in the development of the Council’s website content and information to maximise benefit to funded organisations, Council Members and officers, agencies seeking to make referrals to services.
* Develop a mechanism to share data and intelligence on funded services and their outcomes, sharing intelligence on socio-economic data and evidence used to develop services and understand customer / service user needs.

**3. THE BRIEF**

The Community Sector and Grants Support and development Service is for a two year period from 1 August 2019 to 31July 2021. This brief sets out the nature of the opportunity, and provides further information about submitting a bid and the evaluation process.

The Council is asking potential bidders to respond to the brief, with further details of how they would deliver the service aims and meet the stated objectives and what performance targets and measures they will apply.

The bidder will also be responsible for publicising the service and will credit Winchester City Council in any publicity material which must be approved by the Council in advance.

Dimensions

The bidder should take account of the following dimensions when putting together their bid and planning their service provision. The service needs to:

* be responsive and innovative in its approach,
* encourage new ways of engaging,
* be District wide,
* support organisations in responding to key policy issues and changes to legislation; promulgating best practice within the sector,
* work closely with other local groups and organisations in the sector,
* add value and complement support for example from regional or national bodies,
* be GDPR and Equalities Act 2010 compliant,
* record unique interactions and capture progression and actions resulting from the help and support.

Bidder Characteristics

The Council has no preconceived view about the type of provider suitable for this commission, but expects the work to be completed to a high professional standard. To this end, it is anticipated that the successful bidder will have knowledge, skills and capacity in some or all of the following areas:

* An excellent and current knowledge of and engagement with the sector.
* A solid understanding of current sector development opportunities and trends.
* A thorough knowledge of sector best practice and protocols.
* Access to relevant statistics/evidence to provide a sound evidence base for service interventions.
* Excellent communications and interpersonal skills.
* Mentoring, coaching, training and/or teaching skills.
* Thorough knowledge of equalities and safeguarding (law and practice).
* Excellent organisational skills.
* Expertise in the delivery of web based solutions and supporting organisations with specific communications needs.
* A track record of entrepreneurial and innovative service delivery
* Evidenced success in stimulating community cohesion, building financial resilience and sustainability within organisations and or projects

Fee

The maximum budget for the services is £40,000 p.a. (£80,000 in total).

Bidders must provide a pricing schedule that includes all costs associated with the deliver of the service. There should be no anticipation of further funding from the council for the costs of running the service.

The service(s) must be free of charge to access. Additional enhanced support provided by the successful bidder that falls outside the scope of this award can be charged at the organisations going rate.

**4. MAKING A BID**

Eligibility to Bid

This opportunity will be been advertised on Contracts Finder and the South East Business Portal and via local and regional networks. Bids may be submitted by any organisation (private, public, voluntary sector) which considers itself able to fulfil the brief effectively or by an individual on the same basis. Where individuals or organisations feel they would benefit from working together to deliver this commission, the Council will accept bids from a combination of partners. However, the contract will only be with one lead individual or organisation and this lead partner must be made clear on the submission.

Timetable

**Please submit your bid electronically to** [**grants@winchester.gov.uk**](mailto:grants@winchester.gov.uk) **by 17:00 on Friday 6 September 2017.**

|  |  |
| --- | --- |
| **Date** | **Activity** |
| w/c 12 August 2019 | Specification published on South East Business Portal and Contracts Finder – 4 weeks |
| 6 September 2019 | Deadline for full written bids received by the Council. |
| w/c 9 September 2019 | Evaluation panel meeting: due diligence and bids scored |
| w/c 16 September 2019 | Presentations to evaluation panel and determination of preferred service provider |
| w/c 23 September 2019 | Contract inception meeting at council offices |
| 1 October 2019 | New contract starts |

Please note these dates cannot be changed to accommodate individual bidders.

A full bid should include:

* A description of the organisation(s) including governance arrangements, or for individuals a current CV, and the expertise available for delivery.
* A clear description (maximum of 4 A4 pages) of how you propose to deliver the service including:
  + how you expect to provide the activities outlined in section 2;
  + an operating model showing how the service will be managed and work prioritised,
  + an indication of how you will publicise the service,
  + a set of performance indicators.
* A project plan with risk assessment.
* Pricing schedule using the provided form.
* A copy of the most recent annual accounts, latest management accounts and an up to date balance sheet.
* Evidence of appropriate insurance.
* Two referees for work of a relevant or comparable nature.

Evaluation process and criteria

All bids will be evaluated in the following sequence:

1. Eligibility and written bids assessed by the Corporate Head of Engagement, Funding & Development Officer and Town Centre & Community Manager. Initial evaluation score generated.
2. Due diligence checks including financial (bidders that fail these checks will not be considered further**\***).
3. Take-up of references (bidders that receive unsatisfactory references will not be considered further).
4. Presentation to panel by individuals/organisations. Final evaluation score generated.
5. Identification of preferred bidder and award of contract.

### *Presentations*

* 1. *The Council will invite all bidders that have a theoretical chance of being the successful bidder (based on initial evaluation scores), to present their submissions at the Council’s offices.*
  2. *The will take the form of a presentation (20 minute maximum) by the Bidder and will be followed by a question and answer session.*
  3. *The presentation should focus on the key themes set out in the written submission regarding the approach and methodology to this potential appointment rather than general information about the Bidder’s company. The attendees should form the core team who will be working on the project.*
  4. *Presentations will be held at a mutually agreed time, but it is intended that they will be held during week commencing, 16 September 2019. In the submissions, Bidders are requested to confirm their availability to attend the presentation in Winchester during this week; at a mutually agreed date and time.*
  5. *Provisional scores assessed from the written submissions will be capable of being ratcheted by one level depending upon the response of Bidders. For example an initial score of “4” awarded against a sub category for a “good” submission could be up or downgraded to a “3” or “5” from the performance of the Bidder at presentation.*

1. The evaluation criteria that will be applied to full bids are as follows:

* Cost (60%) - the lowest priced quotation will be awarded maximum points and all other quotations awarded points in proportion.
* Quality (40%) based on:

The ability and capacity of the bidder(s) to deliver the commission, based on:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria | | Score  (0-5) | Weighting | Total (100%) |
| 1 | Approach to delivery of the commission including methodology, proposed performance indicators, familiarity with issues and sector. |  | 6 |  |
| 2 | Relevant skills and experience of the organisation and personnel allocated to deliver the service. |  | 6 |  |
| 3 | Innovation, versatility and flexibility of service delivery. |  | 4 |  |
| 4 | Response to the brief, and to the commissioning approach more broadly (understanding of issues and opportunities). |  | 2 |  |
| 5 | The capacity, stability and reliability of the bidder(s) to deliver the commission (track record). |  | 2 |  |
|  | Score total |  | 20 | 100% |

**Evaluation Assessment**

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| --- | --- |
| Any quotation that is accepted will be awarded to the most economicallyadvantageous in accordance with the following award criteria:  Each of the quality sections within this submission will be scored based on the method detailed below: | |
| Exceptional demonstration by the supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 5 – Excellent |
| Good demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 4 – Good |
| Satisfactory demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate. | 3 – Satisfactory |
| Contains minor shortcomings in the demonstration by the Supplier of the relevant ability, understanding, skills, facilities and quality measures required to provide the services with evidence to support the response, where appropriate and/or is inconsistent or in conflict with other proposals with little or no evidence to support the response. | 2 – Minor Reservations |
| Satisfies the requirement but with considerable  reservations of the supplier’s relevant ability, understanding, skills, facilities and quality measures required to provide the services, with little or no evidence to support the response. | 1 – Serious Reservations  **Submissions which receive a ‘1 – serious reservations’ will not be considered further** |
| No response or irrelevant response provided. | 0 – no score – Fail  **Submissions that ‘Fail’ will not be considered further** |

***\* Please note*** that if the Council’s finance officers consider there are serious financial weaknesses or risks associated with any bid, the Council is free to reject that bid at any stage in the process regardless of its overall evaluation score. However, this would not be done without reference to the bidder and a request, where appropriate, for further information.

**PRICING SCHEDULE**

Please complete the following pricing schedule in full (exclusive of VAT);

This should include a cost per ‘service’ and a lump sum fixed fee figure, to be inclusive of all expenses and disbursements.

Fees must include for all meetings:

The council accepts there may be a requirement for stage payments.

Please indicate where these might be required as part of the Methodology and include in your Pricing Schedule – Final balance on completion of the project

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Phase of work (in line with the breakdown of service activities)** | **Personnel/**  **Discipline** | **Number of Hours**  (please state assumptions) | **Day/charge rate per consultant for each stage** | **Cost** (Whole cost fee, inclusive of all expenses and disbursements |
| Engagement & Cohesion |  |  | £ | £ |
| Funding |  |  | £ | £ |
| Information & Communication |  |  | £ | £ |
|  |  |  | £ | £ |
| Whole cost for Supply of Consultancy Service |  | | | £  (This figure will be used for the Cost evaluation) |

**Terms and Conditions of Appointment**

Terms and Conditions for supply of Goods and Services ([link to standard terms and conditions](https://www.google.com/url?q=http://www.winchester.gov.uk/assets/attach/14327/Terms_Conditions08.02.2018.pdf&sa=U&ved=0ahUKEwiUmoLgtcXgAhWLxoUKHcZXB3wQFggHMAE&client=internal-uds-cse&cx=006031661768430748754:ttysj4k72jy&usg=AOvVaw3isKFZHtgxwT_Wncb0nK_G))

The final contract will be based on this but is to be agreed with the successful bidder.

**Background documents/information**

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| --- | --- |
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| WCC Grant Twitter account | <http://twitter.com/WCCGrant> |
| Lists of Grant funded organisations | <https://www.winchester.gov.uk/grants/voluntary-and-community-grants-awarded> |
| Grant Programme Priority Outcomes | <https://www.winchester.gov.uk/assets/attach/17806/Funding%20themes%20and%20Priority%20Outcomes%20-%20Final.pdf> |
| Council Strategy 2017 to 2020 | [www.winchester.gov.uk/about/strategies](http://www.winchester.gov.uk/about/strategies) |
| Map of the Winchester District | [www.winchester.gov.uk/elections/ward-map](http://www.winchester.gov.uk/elections/ward-map) |