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Tender

## **Youth Services in Littlehampton - Provision 2023.2026**

Littlehampton Town Council

F02: Contract notice

Notice identifier: 2023/S 000-008853

Procurement identifier (OCID): ocds-h6vhtk-03b658

Published 27 March 2023, 3:33pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Littlehampton Town Council

Manor House, Church Street

LITTLEHAMPTON

BN17 5EW

#### **Contact**

Felix Gillett

#### **Email**

[fgillett@littlehampton-tc.gov.uk](mailto:fgillett@littlehampton-tc.gov.uk)

#### **Telephone**

+44 1903723063

#### **Country**

United Kingdom

**Region code**

UKJ27 - West Sussex (South West)

**Justification for not providing organisation identifier**

Not on any register

**Internet address(es)**

Main address

<https://www.littlehampton-tc.gov.uk/>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://www.gov.uk/contracts-finder>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

Other activity

Youth Services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Youth Services in Littlehampton - Provision 2023.2026

#### **II.1.2) Main CPV code**

- 98133110 - Services provided by youth associations

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Littlehampton Town Council has budgeted £55,000 per annum for the provision of youth work services within the parish of Littlehampton for the three year period from September 2023 to September 2026. An existing staff team is already in place and would be expected to be employed by the new delivery agency via Transfer of Undertakings (Protection of Employment) regulations (TUPE) and retain their current conditions and rate of pay.

The Town Council is inviting proposals from suitable organisations for the entire delivery of this service.

#### **II.1.5) Estimated total value**

Value excluding VAT: £165,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.3) Place of performance**

NUTS codes

- UKJ - South East (England)

#### **II.2.4) Description of the procurement**

Outline Specification:

1. Service is to support young people resident in the Littlehampton area.
2. Service to include school holiday outreach/detached youth work sessions. Outreach to include actively seeking to identify and provide support to young people not engaging with youth services and not causing trouble but still in need of support.
3. Service to include at least four sessions a week of open access youth provision including weekends.
4. Delivery to be led by professionally qualified (JNC) youth workers.
5. All youth workers, youth support workers and volunteers to receive professional supervision.
6. The delivery agency must have all relevant policies and procedures in place to ensure the protection of all young people they work with.
7. All staff and volunteers to be subject to enhanced DBS checks.
8. Delivery agency to implement mechanisms for young people to guide service delivery.
9. The delivery agency must have a proven track record of delivering youth services.
10. Currently three youth sessions a week are delivered from the Keystone Centre in Eldon Way, Wick. The Town Council is currently building a new youth and community centre on the opposite side of the road and expects these youth sessions to be transferred and delivered out of the new centre. This is expected to be completed in November 2023.
11. The Town Council is also working on plans to build a new community centre in North Littlehampton at Hampton Park. Should this be completed within the time frame of this contract the Town Council would like to explore providing youth services from this centre.

Measuring the Service Performance:

The delivery agency will be required to record and report the following outputs/outcomes:

1. No. of outreach sessions run
2. No. of open access youth sessions run

3. No. of young people engaged with (defined as 3 or more hours of engagement) including ages and gender
4. No. of young people receiving individual or group support
5. No. of young people helped into or back into education, training, volunteering or work
6. No. of volunteer support work hours
7. A breakdown of the attendance by young people in terms of electoral wards they live in

#### How to apply

Interested organisations should send their bid proposal to the Town Clerk at the address below by noon on Friday 5 May 2023.

Proposals should address:

1. The requirements of the specification
2. How much the organisation is asking for
3. The organisation's ability to deliver the service in Littlehampton

Bid proposals should be completed and signed in accordance with their company regulations.

Bid proposals must be returned in a stamped envelope (non-company franked) unmarked by any logos or franking machine print relating to the identity of the bidder, other than to state "Littlehampton Youth Work Bid Proposal".

To:

The Town Clerk

Littlehampton Town Council

The Manor House

Church Street

Littlehampton

West Sussex BN17 5EW

## Enquiries

If you have any questions they should be addressed to Felix Gillett, Community Resources Officer and sent by email to [fgillett@littlehampton-tc.gov.uk](mailto:fgillett@littlehampton-tc.gov.uk)

Please note that all questions and answers will be made available to every organisation that has expressed an interest.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Start date

2 October 2023

End date

30 September 2026

This contract is subject to renewal

No

### **II.2.10) Information about variants**

Variants will be accepted: No

### **II.2.11) Information about options**

Options: No

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## **Section III. Legal, economic, financial and technical information**

### **III.1) Conditions for participation**

#### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Delivery to be led by professionally qualified youth workers (JNC).

All staff and volunteers to be subject to enhanced DBS

checks.

All youth workers, youth support workers and volunteers to receive professional supervision.

The delivery agency must have a proven track record of delivering youth services.

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

2 May 2023

Local time

9:00am

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Duration in months: 12 (from the date stated for receipt of tender)

#### **IV.2.7) Conditions for opening of tenders**

Date

3 May 2023

Local time

10:00am

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Littlehampton Town Council

Littlehampton

Country

United Kingdom