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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

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

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

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

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.

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

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