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Tender

## **Framework Agreement for Holiday Activities Programme**

London Borough of Waltham Forest

F02: Contract notice

Notice identifier: 2021/S 000-013509

Procurement identifier (OCID): ocds-h6vhtk-02bc38

Published 15 June 2021, 3:55pm

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

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

London Borough of Waltham Forest

Waltham Forest Town Hall, Forest Road

London

E17 4JF

#### **Contact**

Ms Gemma Edwards

#### **Email**

[gemma.edwards@walthamforest.gov.uk](mailto:gemma.edwards@walthamforest.gov.uk)

#### **Telephone**

+44 2084968233

#### **Fax**

+44 2084964509

**Country**

United Kingdom

**NUTS code**

UKI53 - Redbridge and Waltham Forest

**Internet address(es)**

Main address

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

Buyer's address

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

**I.3) Communication**

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

[due-north.com](http://due-north.com), <https://procontract.due-north.com>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[due-north.com](http://due-north.com), <https://procontract.due-north.com>

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

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

Framework Agreement for Holiday Activities Programme

Reference number

DN550339

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

- 80000000 - Education and training services

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

Services

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

The Council of the London Borough of Waltham Forest ("the Authority") are seeking Tenders from

suitably experienced and qualified organisations for the Framework Agreement for the Provision of

Holiday Activities Programme.

The Framework shall commence on 26th July 2021 and shall continue up to and including 31st December

2021 ("the Contract Period").

The Government and the Authority want all children to have the best start in life and the on-going

support that they and their families need to fulfil their potential and maximise their wellbeing.

During 2020/21, The Government will provide grant funding to the local authority to coordinate free

holiday provision including holiday enrichment activities and healthy food to children in

receipt of benefit

related free school meals.

The Authority wants to work in partnership with children and young people; their parents and carers; the

Authority's statutory and non-statutory partners and the provider market to deliver a higher volume of

high quality, diverse and creative activities for children and young people throughout the school holidays.

The Framework is divided into separate Lots. The total contract value is estimated to be £600,000.00.

The Framework is split as follows:

- Lot 1: Holiday Activity Programme – 5-19 year olds
- Lot 2: Family Sessions – 5-11 year olds

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

Value excluding VAT: £600,000

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

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

#### **II.2.1) Title**

Holiday Activity Programme – 5-19 year olds

Lot No

1

#### **II.2.2) Additional CPV code(s)**

- 80000000 - Education and training services

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

NUTS codes

- UKI53 - Redbridge and Waltham Forest

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

Waltham Forest are looking for suppliers who can offer an exciting and innovative range of extended enrichment activities and courses for children and young people to participate in a wide range of enrichment activities and learn new skills.

- Waltham Forest's Holiday Activity Programme will be delivered during school holidays for a minimum of 4 hours a day, 4 days a week for between one week and a maximum of four weeks (in summer) as required by the programme.
- The purpose of the 5 – 16 holiday club programme is to provide a varied programme of enrichment activities during school holiday and to engage young people in learning new skills and activities as well as provide young people a safe and fun environment to spend school holidays.
- Providers must determine the duration of the activities . Providers must plan courses (minimum of 4 hours a day, 4 days a week) which are made up of a series of sessions.
- Sessions must run for at least 4 hours per day. It is expected that sessions will begin between 9.30am and 10am and finish between 3.30pm and 4pm; however there is some flexibility depending on the requirements of the activity. Sessions will make up a course or provide a wide range of enrichment activities which must be available for a minimum of 4 hours a day, 4 days a week and it is expected that CYP skills will develop over the course of the programme. The same programme of delivery can be repeated up to 4 times during the summer holidays; however variety of programme is encouraged.
- The course should follow a clear programme that can be delivered on a daily basis and have clear outcomes attached to the attendance of the full programme.
- Places for children who are in receipt of benefit related free school meals and vulnerable children are free of charge and funded via DfE grant as well as the Leaders Pledge funding, however providers are able to make charges for additional places above this to children and young people via their charging policy and accepting childcare vouchers
- Providers are required to use the Waltham Forest booking system to manage all booking and any payments made direct to provider. Providers will be provided with an individual login to manage this from the organisation.

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

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

### **II.2.6) Estimated value**

Value excluding VAT: £300,000

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

Start date

26 July 2021

End date

31 December 2021

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

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Family Sessions - 5-11 year olds

Lot No

2

### **II.2.2) Additional CPV code(s)**

- 80000000 - Education and training services

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

NUTS codes

- UKI53 - Redbridge and Waltham Forest

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

Lot 2 will offer a wide range of extensive inclusive enrichment activity sessions aimed at children and their families aged 5 – 11 delivered across a number of locations across the borough.

- The London Borough of Waltham Forest (LBWF) will organise the delivery of a general programme of holiday enrichment activities and food provision during Holiday periods for the 5-11 age group at a number of locations across the Borough – usually at Primary School sites.
- These sites will be staffed by a team of London Borough of Waltham Forest recruited Playworkers, including a Senior Playworker with overall responsibility for the delivery of the programme and for the site. The Senior Playworker will report to the LBWF Out of Schools and Positive Activities Lead.
- The general programmes on these sites delivered by London Borough of Waltham Forest staff include arts and crafts activities and various sports. Providers of family activity sessions will be delivering their programme alongside these general activities and so will need to operate under the direction of the Senior Playworker and comply with any instructions that they might give.

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Variants will be accepted: No

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Options: No

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The procurement is related to a project and/or programme financed by European Union funds: No

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

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

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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### **Section IV. Procedure**

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

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

Open procedure

Accelerated procedure

Justification:

Accelerated procedure in line with the Light Touch Regulations to ensure the Local Authority are able to deliver the objectives of the DFE funding over the Summer and



Winter holiday period without any delay.

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the establishment of a framework agreement

Framework agreement with several operators

In the case of framework agreements, provide justification for any duration exceeding 4 years:

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

The procurement is covered by the Government Procurement Agreement: Yes

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

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

Date

1 July 2021

Local time

12:00pm

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

English

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

Date

1 July 2021

Local time

12:00pm

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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**

High Court of England and Wales Royal Courts of Justice

London

WC2A 2LL

Country

United Kingdom

Internet address

[www.walthamforest.gov.uk](http://www.walthamforest.gov.uk)

### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

The contracting authority will incorporate a minimum ten (10) day calendar day standstill period at the point the information on the award of the contract is communicated to

tenderers. This period allows unsuccessful tenderers to seek further de-briefing from the contracting authority before the contract is entered into. Additional information should be requested from the contact in Section 1.1). If an appeal regarding the award of contract has

not been successfully resolved the Public Contracts Regulations 2015 (S1 2015 No 102) provide for aggrieved parties who have been harmed or at risk of harm by a breach of the rules to take action in the High Court (England and Wales)