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Tender

## **HCC - 07/25 - Provision of Management of the Holiday Activity and Food Programme**

Hertfordshire County Council

UK4: Tender notice - Procurement Act 2023 - [view information about notice types](#)

Notice identifier: 2025/S 000-041099

Procurement identifier (OCID): ocds-h6vhtk-0561a5

Published 17 July 2025, 4:53pm

### **Scope**

### **Reference**

HCC2516926

### **Description**

Hertfordshire County Council is currently out to procurement for the Provision of Management of the Holiday Activity and Food Programme

Joint Children's and Young People Commissioning Service is looking for a provider to co-ordinate free holiday provision for children who receive benefits-related free school meals across Hertfordshire which includes healthy food and enriching activities. This holiday activity will include:

- Providing nutrition education for children and education for families around purchasing and preparing healthy meals on a sustainable basis

- Ensuring sufficient and adequate provision is available across Hertfordshire for children with SEND/additional needs
- Providing spaces for the equivalent of at least four hours a day, four days a week, six weeks a year
- Covering four weeks in the summer and a week's worth of provision in each of the Easter and Christmas holidays
- Providing a universal service promoted to all children including those not eligible for free school meals who can pay to attend
- Promoting and advertising provision with local schools and other agencies to encourage the most at need children to attend

Due to the high degree of coordination required through all elements of this contract, to ensure the programme is delivered consistently and to time, it is not suitable for this contract to be split in to Lots.

Full details of the requirement can be found in the Service Specification which is in Schedule 1 of the Contract Document.

Organisations wishing to take part in this project are invited to 'express an interest' and also 'opt in' which will give access to the full procurement documents in the e-tendering system.

To be considered as a Tenderer you must complete and submit a Tender by the deadline of 12 noon on the 15th August 2025

Please allow sufficient time to make your return, as Tender submissions cannot be uploaded and submitted after this return deadline.

Please ensure that where possible documents are uploaded as a PDF and that file names are succinct.

Any questions relating to this procurement must be made via correspondence on the website, in accordance with the procurement documents, and can be addressed to the main contact as shown in the details above.

Tenderers should be aware that due to the nature of the Services provided, any Contract formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate.

Please note that the contract requirements will be subject to available financial resources,

supplier performance and flexibility to meet changing demands.

To access this opportunity please visit <https://intendhost.co.uk/supplyhertfordshire.aspx/Home>

Please Note: The TUPE Employee Liability Information for this procurement has been provided along with other documentation for this procurement. TUPE related information must be protected as personal data in accordance with the requirements of Data Protection legislation and must also be kept confidential. By clicking on the View Details button and accessing the documentation for this procurement, Tenderers agree:

- a) To undertake to treat the information as confidential and commercially sensitive at all times and take all reasonable steps to prevent any inadvertent disclosure to any third party .
- b) That under no circumstances will any of the information be disclosed by your organisation or your personnel to any third party without the Council's prior consent in writing.
- c) That the information supplied will be stored securely and destroyed or returned to the Council, after your Organisation's bid has been submitted or you decide not to proceed with a tender submission.
- d) That you will indemnify the Council for any losses, arising from your breach or breach by any of your personnel of these confidentiality requirements specified above and data protection requirements in relation to TUPE Employee Liability Information.
- e) The requirements above apply whether the supplier uploads a tender response to this procurement or not.

### **Total value (estimated)**

- £1,157,280 excluding VAT
- £1,388,736 including VAT

Above the relevant threshold

### **Contract dates (estimated)**

- 1 January 2026 to 31 December 2028
- Possible extension to 31 December 2029
- 4 years

Description of possible extension:

The core Contract Periods is two (2) years with the option to extend for up to one (1) further year subject to available funding

## **Main procurement category**

Services

## **CPV classifications**

- 85000000 - Health and social work services

## **Contract locations**

- UKH23 - Hertfordshire

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## **Participation**

### **Legal and financial capacity conditions of participation**

Selection criteria as stated in the procurement documents

## **Technical ability conditions of participation**

Selection criteria as stated in the procurement documents

## **Particular suitability**

- Small and medium-sized enterprises (SME)
- Voluntary, community and social enterprises (VCSE)

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## **Submission**

### **Enquiry deadline**

1 August 2025, 12:00pm

### **Tender submission deadline**

15 August 2025, 12:00pm

## **Submission address and any special instructions**

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

**Tenders may be submitted electronically**

Yes

**Languages that may be used for submission**

English

**Award decision date (estimated)**

6 October 2025

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**Award criteria**

<b>Name</b>	<b>Type</b>
Price - 30%	Price
Quality - 70%	Quality

**Weighting description**

Table A of the Instructions to Tenderers

Evaluation Criteria

Mandatory Requirements (Pass/Fail)

Preliminary questions

Your Information and the Bidding Model - Non-Scored - Bid Form 1

Part 1 Registration on FTS (CDP) and Exclusion Information

Part 1A

Exclusion Grounds - Pass/Fail Bid Form 2

Part 1B

Associated Persons - Pass/Fail Bid Form 3

Part 1C

Intended Sub-contractors - Pass/Fail Bid Form 4

Part 2 - Conditions of Participation

Part 2A - Economic & Financial Standing

Economic and Financial Standing - Pass/Fail Bid Form 5

Part 2B - Technical & Professional Ability

Part 2B - Additional Questions Including Project Specific Questions

Insurance - Pass/Fail Bid Form 6.1

Data Protection - Pass/Fail Bid Form 6.2

Right to Work in the UK - Pass/Fail Bid Form 7.1

CRC DBS Compliance - Pass/Fail Bid Form 7.2

TUPE and Pensions - Pass/Fail Bid Form 8

Part 3 - Award (Award Criteria)

Part 3A - Price - Tier 1 - 30%

Scale - Tier 2 100% - Bid Form 9

Part 3B - Quality - Tier 1 - 70%

Partnerships and Referral Pathways - Tier 2 - 20% - Bid Form 10

Local Knowledge and Engagement - Tier 2 - 20% - Bid Form 11

Provision of Food - Tier 2 - 10% - Bid Form 12

Standards of Provision to Include Training and Development - Tier 2 - 10% - Bid Form 13

Programme Delivery - Tier 2 - 20% - Bid Form 14

Marketing and Promotion - Tier 2 - 10% - Bid Form 15

Information Sharing - Tier 2 - 5% - Bid Form 16

Safeguarding and the Safety of Children - Tier 2 - 5% - Bid Form 17

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## **Other information**

### **Payment terms**

Invoices are to be submitted to the Council, in accordance with the Prices and Payment clause in the Conditions of Contract. Payment will normally be made within thirty (30) days of receipt of a correct invoice.

### **Description of risks to contract performance**

The Contract will be based on the Council's standard terms. There are no known immediate risks to performance during the initial two-year fixed term of this contract. However, a key strategic risk relates to potential future policy changes surrounding devolution and governance arrangements. Such changes could directly affect the structure, scope, or continuation of the contract beyond the fixed term. While no decisions have been made at this stage, the contracting authority is actively monitoring the evolving landscape. Suppliers should be aware that any resulting implications will be managed in accordance with applicable legislation and clear communication will be provided should any material change arise. Such changes will be agreed between both parties in writing with a variation.



## **Conflicts assessment prepared/revised**

Yes

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## **Procedure**

### **Procedure type**

Open procedure

### **Special regime**

Light touch

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## **Documents**

### **Associated tender documents**

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Please either register or log in to the above web address, and then 'express interest' and 'opt in' in order to view the full set of documentation relating to this tender opportunity

## Technical specifications to be met

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Please either register or log in to the above web address, and then 'express interest' and 'opt in' in order to view the Specification (Schedule 1 of the Contract Document)

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## Contracting authority

### Hertfordshire County Council

- Public Procurement Organisation Number: PWJT-5264-WYMY

County Hall

Hertford

SG13 8DQ

United Kingdom

Contact name: Children's Services

Email: [strategic.procurement@hertfordshire.gov.uk](mailto:strategic.procurement@hertfordshire.gov.uk)

Website: <http://www.hertfordshire.gov.uk>

Region: UKH23 - Hertfordshire

Organisation type: Public authority - sub-central government

