**Regulated Below-Threshold Tender**

Invitation to Tender – Statement of Requirements

York and North Yorkshire Youth Commission

Ref. 2425-0142

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# Introduction

## This Invitation to Tender (“ITT”) has been issued by the contracting authority who are seeking to award a below-threshold contract for the provision of a York and North Yorkshire Youth Commission.

## This will be tendered on behalf of **The York and North Yorkshire Combined Authority Policing, Fire and Crime Directorate (YNYCA)**.

## The requirement will be tendered with a view to awarding a contract to a single supplier.

## The Contract Term shall be for a period of 3 years with the option to extend by a further 2 x 12-month periods

## The total, maximum budget available for this Contract is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Years One - Three****December 2025 – November 2028** | **Optional 12 month extension****December 2028 – November 2029** | **Optional 12-month extension****December 2029 – November 2030** | **Total Maximum Contract Value** |
| **York and North Yorkshire Youth Commission** £25,000.00/year = £75,000.00 | **York and North Yorkshire Youth Commission** £25,000.00 | **York and North Yorkshire Youth Commission** £25,000.00 | **£125,000.00** |
| **Good Citizen Award** £10,000/year = £30,000.00  | **Good Citizen Award** £10,000 | **Good Citizen Award** £10,000 | **£50,000.00** |
| **TOTAL****£105,000.00** | **TOTAL****£35,000.00** | **TOTAL****£35,000.00** | **TOTAL****£175,000.00** |

## The anticipated commencement date of the contract is 1 December 2025. Any changes to this commencement date will be communicated to all Bidders through the e-tendering portal.

# Background

##

## **North Yorkshire Police (NYP)**

### North Yorkshire is England’s largest policing county. It covers 8,320km2 which is mainly rural. The county has a population of 818,300 people including 202,800 within the City of York (ONS Census 2021). This is an increase of 2.4% over the 10 years from 2011.

### North Yorkshire is a popular tourist destination which includes two national parks, the North York Moors and the Yorkshire Dales, in addition to coastal hubs such as Scarborough and Whitby and the iconic city of York.

### North Yorkshire attracts a significant number of visitors per year, swelling resident populations and increasing the demand on policing and partner agencies. This increase comes in both in terms of visitors to our beautiful countryside and into our towns and cities’ vibrant night-time economy.

### The county has a road network of more than 6,000 miles (one of the country’s largest) with arterial routes traversing the county. This infrastructure is a key factor in the demand placed upon the force both from increased traffic on the roads and travelling criminals linked to cross-border crime.

### North Yorkshire Police has invested heavily in new resources enhancing the speed of response to the public in our call centre and providing additional investigative resources into our investigation and safeguarding teams. Protecting the vulnerable remains our priority and drives both our approach to multi-agency working and how we deliver positive outcomes to those most susceptible to harm.

### Under [the] Mayor we have combined our shared services with North Yorkshire Fire & Rescue Service to drive more effective and affordable support functions across both organisations. More information can be found at [His Majesty’s Inspectorate of Constabulary and Fire & Rescue Services](https://hmicfrs.justiceinspectorates.gov.uk/police-forces/north-yorkshire/more-about-this-area/).

## **North Yorkshire Fire and Rescue Service (NYFRS)**

### North Yorkshire Fire & Rescue Service operates 38 Fire Stations and employs just under 700 members of staff including both operational and support staff colleagues.

### The more urban areas have shift stations, larger market towns have day crewed stations and smaller towns/rural villages have on call.

### We also have two volunteer stations.

## **North Yorkshire**

### North Yorkshire has a population of around 618,054 (ONS mid-2019 population estimate). Harrogate has around 75,070 residents and Scarborough around 52,100.

### North Yorkshire has a diverse and dispersed population. 98% of the County is either sparsely (13%) or super-sparsely (85%) populated with just over a third of the population living in these areas; this results in a population density of just 77 people per square kilometre, compared with an England average of 432.

### North Yorkshire has an ageing population, and many younger people leave the county following secondary and further education. People who are 65 years old and over make up 24.7% of the population. This compares to 18.4% in the population of England as a whole. North Yorkshire has a lower population of young people than the national average -25% under 25 compared to 29.8% nationally.

### North Yorkshire Council is a unitary local authority, which covers most of the ceremonial County of North Yorkshire. Since 1st April 2023, the new North Yorkshire Council assumed responsibility for the areas previously administered by North Yorkshire County Council and the district councils of Craven, Hambleton, Harrogate, Richmondshire, Ryedale, Scarborough, and Selby. North Yorkshire Council are responsible for providing a wide range of public services; more information can be found at [www.northyorks.gov.uk](http://www.northyorks.gov.uk)

## **City of York**

### York has a population of around 202,821 (ONS 2021 population estimate)

### York consists of a mixture of urban areas and rural villages. York has a large student population with two universities within the city and 10% of residents are aged between 20 and 24, compared with around 6% nationally. Furthermore, residents aged over 65 account for 19.1% of residents, evidencing the diversity of health needs within the population.

### CYC is a unitary authority, having the powers of a non-metropolitan county and district council combined. It provides a full range of local government services including Council Tax billing, libraries, social services, processing planning applications, waste collection and disposal, and it is a local education authority; more information can be found at City of York Council.

## **York and North Yorkshire Combined Authority (YNYCA)**

### York and North Yorkshire Policing, Fire and Crime Directorate (YNYCA), is part of the York and North Yorkshire Combined Authority

### In February 2024 the York and North Yorkshire Combined Authority was formed, which is led by an elected Mayor. The Combined Authority has responsibility for Policing, Fire and Crime throughout York and North Yorkshire, which the Deputy Mayor for Policing, Fire and Crime has delegated responsibility for. The Deputy Mayor is supported by a team of staff. The Mayor and Deputy Mayor are politicians.

### The Policing, Fire and Crime Directorate commission services across York and North Yorkshire to:

* Support Victims to cope and recover after crime;
* Enable Perpetrators or those at risk of becoming perpetrators to address root causes and change their behaviour;
* Protect and ensure better outcomes for Vulnerable People coming into contact with, or at risk of coming into contact with the police; and
* Engage with Communities to understand need and improve Safety.

### All services are free, confidential, accessible whether an individual has made a report to North Yorkshire Police or not and, unless specifically stated, are available across York and North Yorkshire.

### In 2024/25, commissioned services received 52,459 referrals; engaged directly with 22,917 individuals to make progress against areas of assessed need.

### In addition, they work with other organisations, such as central and local government, national agencies, local authorities, and the criminal justice system, to deliver positive outcomes for those living in York and North Yorkshire.

## **Police and Crime Plan**

### Working on behalf of the public, the Mayor is responsible for holding the Chief Constable to account for an efficient and effective local police service.

### The Mayor sets policing and crime priorities via their plan, and oversees the police budget.

### The Mayor also supports community safety activities and provides victims of crime with a range of services.

### The Mayor of York and North Yorkshire, has a duty to set a Police and Crime Plan for North Yorkshire Police based on the public’s priorities.

### The 2025-29 plan can be found here: [Police and Crime Plan 2025 - 2029 - York and North Yorkshire Combined Authority – Policing, Fire and Crime Team](https://www.northyorkshire-pfcc.gov.uk/police-crime-plan/)

## **Fire Plan**

### Working on behalf of the public, the Mayor is responsible for holding the Chief Fire Officer to account for an efficient and effective local fire and rescue service. The Mayor sets priorities via the Fire and Rescue Plan, and oversees the fire service budget.

### The 2025-29 Fire and Rescue plan can be found here: [Fire and Rescue Plan 2025 - 2029 - York and North Yorkshire Combined Authority – Policing, Fire and Crime Team](https://www.northyorkshire-pfcc.gov.uk/fire-rescue-plan/)

## **York and North Yorkshire Youth Commission**

### York and North Yorkshire Youth Commission (YNYYC) (currently called North Yorkshire Youth Commission) enables young people aged 10-25 to support, challenge and inform the work of the Mayor of York and North Yorkshire, North Yorkshire Police (NYP), North Yorkshire Fire and Rescue Service (NYFRS) and partner agencies, through delivering peer-led consultation and engagement activities that focus on key policing and crime issues affecting young people.

### Comprising of up to 35 young people, they are a diverse group who broadly reflect the make-up of the local population, including those who may have direct experience of the police and the criminal justice system.

### Current activities include (but not limited to) undertaking peer research and engagement, consultation and workshops on their agreed set of priorities, members meetings, delivery of campaigns, presentations to other young people and partner agencies around their key priorities, advising and informing authorities of the issues affecting young people and providing feedback, thoughts and recommendations made by the young people engaged with.

### The Big Conversation peer-led workshop and outreach stands delivery model engages young people from across the county, using a question-based approach to obtain meaningful views across the six policing and crime priorities that YNYYC members identified as the most important for young people.

### The current priorities are:

* Online safety
* Drugs and county lines
* Gender Violence and Safer Streets
* Youth Rights and Police Respect
* Healthy Relationships
* Inclusivity

### Key findings from the research are analysed by members and turned into recommendations for the Mayor, North Yorkshire Police (NYP) and associated partner agencies.

### The service also includes delivery of the Good Citizen Award, aiming to celebrate young people across the county who make a positive impact on their community by delivering a project.

### The incumbent provider is a specialist organisation in engaging young people with Police and Crime Commissioners / Mayors and police forces and has provided this service since its inception as a grant funded pilot project in 2015-16. The pilot project led to the service being commissioned.

### Some key achievements during this time include:

* Engaging with 1,500 – 2,000 young people each year
* Delivery of 83 Good Citizen Award projects
* Informing key decisions in multi-agency partnerships and strategic groups e.g. Community Safety Partnerships, North Yorkshire Inclusive Communities Group, North Yorkshire Drug and Alcohol Partnership, Serious Violence Working Group
* Involvement in joint awareness raising campaigns relating to sexual abuse, substance misuse and hate crime
* Influencing independent scrutiny panels and advisory groups
* Review of key strategic documents
* Development of NYP training resources including co-producing three officer training films covering Victim Blaming Language, Voice of the Child in Custody and Missing Children
* Attendance and involvement in key conferences

### The current contract term with the Provider ends 30 November 2025 and the YNYCA is seeking to procure a Provider through a competitive re-tender exercise, to continue to deliver the YNYYC from 1 December 2025.

### Further detail on the current Youth Commission, including the Good Citizen Award, previous reports and recommendations can be found here:

* [Youth Commission - York and North Yorkshire Combined Authority – Policing, Fire and Crime Team](https://www.northyorkshire-pfcc.gov.uk/for-you/young-people/youth/)
* [Good Citizen Award - York and North Yorkshire Combined Authority – Policing, Fire and Crime Team](https://www.northyorkshire-pfcc.gov.uk/for-you/young-people/youth/good-citizen-award/)

## **Article 12 of the UN Convention on the Rights of the Child (UNCRC)**

### Article 12 of the UN Convention on the Rights of the Child (UNCRC) establishes the right for children to express their views freely in all matters affecting them, with their views being given due weight in accordance with their age and maturity [UN Convention on Rights of a Child (UNCRC) - UNICEF UK](https://www.unicef.org.uk/what-we-do/un-convention-child-rights/?sisearchengine=284&siproduct=Campaign_G_02_Our_Work&gad_source=1&gad_campaignid=245175965&gclid=EAIaIQobChMI0JHX5I_djQMVK4tQBh3uVCN2EAAYASAAEgLsNvD_BwE)

## **Roger Hart’s Ladder of Children’s Participation:**

### [Ladder of Children's Participation – Organizing Engagement](https://organizingengagement.org/models/ladder-of-childrens-participation/)

## **Next Generation York: the health of Adolescents in our city:**

### [2024-2025 Director of Public Health Annual Report](https://www.york.gov.uk/downloads/file/10151/director-of-public-health-annual-report-2024-to-2025)

## **The Growing Up in North Yorkshire Survey (GUNY)**

### The GUNY surveys school-aged children and young people in North Yorkshire on learning and wellbeing. Key areas of interest from 2024 included:

### The need to improve wellbeing and resilience and ensure all young people have a trusted adult in whom they can confide.

### Online safety, including the safe, respectful and positive use of social media.

### The importance of health behaviours, including healthy relationships, good sleep routines, oral health, nutrition (including positive body image) and physical activity.

### The value of the PSHE curriculum, including co-production of material for secondary schools, specifically around vaping and newer nicotine products.

### Safety within schools and local communities and the perception that pupils have of their wider school environment.

### The full summary report can be viewed here ([NYork2022summary](https://healthyschoolsnorthyorks.org/wp-content/uploads/2025/02/NY-GUNY-County-Report-2024.pdf))

# Social Value

## The contracting authority will consider how economic, social, and environmental well-being may be improved through the goods, works and services we procure, and how procurement may secure those improvements, under the provisions of: the National Procurement Policy Statement and Wales Procurement Policy Statement (Procurement Act s.13-14), the Public Services (Social Value) Act 2012 and the Well-being of Future Generations (Wales) Act 2015.

## We want to use the opportunity the Act presents to support delivery of the Government’s missions as detailed within the [National Procurement Policy Statement](https://www.gov.uk/government/publications/national-procurement-policy-statement) :

* Kickstart economic growth
* Make Britain a clean energy superpower
* Take back our streets
* Break down barriers to opportunity
* Build a National Health Service fit for the future

## To support organisations with the delivery of Social Value, the contracting authority have developed a free of charge Social Value Action Planning Tool online solution that enables organisations to develop customised Social Value Action Plans. Detail of this tool can be found on [Social Value Action Planning Tool (bluelightcommercial.police.uk)](https://bluelightcommercial.police.uk/how-we-help/social-value/social-value-action-planning-tool/). It will be a requirement for any successful bidder to register on the tool and create a Social Value Action Plan.

# Scope and Specification

## **Service Objectives**

### The overall objective of the York and North Yorkshire Youth Commission (YNYYC) Service is to enable children & young people aged 10-25, to inform, support and challenge the work of the Mayor of York and North Yorkshire, North Yorkshire Police and partner agencies, through delivering peer-led consultation, engagement activities and campaigns that focus on key policing and crime issues affecting young people, as described in Section 2, Background.

### Those with seldom heard voices and young people from underrepresented or priority groups will be pro-actively encouraged to join / engage with the YNYYC.

### Through positive engagement and partnership work, these activities and associated recommendations will empower young people, lead to meaningful change and tangible outcomes, such as those described in Section 2, Background.

### One of the Mayor’s priorities is a ‘focus on creating safer communities through proactive policing, partnerships with local organisations and community engagement’. A key aspect of this specification linked to this priority is the requirement to deliver the Good Citizen Award ([Good Citizen Award - York and North Yorkshire Combined Authority – Policing, Fire and Crime Team](https://www.northyorkshire-pfcc.gov.uk/for-you/young-people/youth/good-citizen-award/)), offering young people the opportunity to make a positive difference in their community.

## **Development, Approach and Key Activities**

### The Provider will ensure a diverse group of young people, aged 10-25 are actively recruited, engaged and supported to be valued members of the YNYYC.

### Those with seldom heard voices, lived experience and young people from underrepresented groups will be pro-actively encouraged to join / engage with the YNYYC.

### The Provider will recruit, engage, manage and support all YNYYC members and associated activity.

### The Provider will ensure engagement and close working with YNYCA Policing, Fire and Crime Directorate and partner agencies, including North Yorkshire Police (NYP) and North Yorkshire Fire and Rescue Service (NYFRS) using learning, best practice and recommendations from previous YNYYC work and reports.

### The Provider will work in partnership with other YNYCA Policing, Fire and Crime Directorate commissioned and grant funded services to support a joined-up approach to the delivery of Prevention and Early Intervention activity in education, youth and community settings, focusing on both proactive, reactive and diversionary provision for children and young people and restorative approaches: [Commissioned services - York and North Yorkshire Combined Authority – Policing, Fire and Crime Team](https://www.northyorkshire-pfcc.gov.uk/for-you/services/commissioned-services/)

### The Provider will adopt a child-first, peer-led approach, informed by YNYYC members, to support engagement with a diverse group of young people across North Yorkshire and York, focusing on the key priorities identified, agreed and reviewed with young people.

### The engagement approach will be flexible, adopting a range of methods that meet need.

### The engagement approach will adopt of mix of in-person and virtual delivery, ensuring the approach is accessible and appropriate to facilitate effective engagement and the geographical location of children, young people and their parent/s or guardian/s:

### Delivery of a minimum of **5 peer-engagement sessions** per month with young people, 10-25 across North Yorkshire and York

### The approach will be continually reviewed, evaluated and informed by young people.

### The Provider will work in partnership to pro-actively identify and engage in opportunities for young people to influence the YNYCA, North Yorkshire Police (NYP), North Yorkshire Fire and Rescue Service (NYFRS) and partner agencies. This will include (but not limited to):

### Review and Identification of young people’s priorities on policing, fire and crime

### As described in *Section 8 Key Performance Indicators,* a review of the current identified priorities will be undertaken as part of the initial implementation phase. This review will inform the future key priorities that will be the focus of this Service.

### Creation of engaging campaigns to raise awareness of these priorities.

### Peer-led approach to a range of engagement and consultation activity with young people from across the county on local policing, fire and crime issues linked to the priorities.

### Reporting, presenting and promoting findings and recommendations to the YNYCA, NYP, NYFRS and key partner agencies.

### Supporting the YNYCA to inform independent scrutiny panels and advisory groups, to challenge decisions, provide recommendations, and influence change for the benefit of young people across the county.

### Supporting the YNYCA with relevant commissioning and funding activity.

### Supporting the YNYCA with relevant consultation activity e.g. Violence Survey.

### Advice, guidance and review of relevant policies, practices and guidance that affect young people e.g. Serious Violence Strategy, Violence Against Women and Girls (VAWG) Strategy, Stop and Search, NYP training resources:

### [Addressing violence against women and girls in North Yorkshire & City of York](https://www.northyorkshire-pfcc.gov.uk/womenandgirls/)

### [Serious Violence Duty - York and North Yorkshire Combined Authority – Policing, Fire and Crime Team](https://www.northyorkshire-pfcc.gov.uk/how-can-we-help/community-projects/svd/)

### Active participation in relevant forums and partnership meetings that contribute to the work of the YNYYC and wider strategy e.g. Community Safety Partnerships, Inclusive Communities Group, VAWG professionals sub-group, Serious Violence Working Group, Emerging Drugs Trends working group, Strategic Independent Advisory Group.

### This list is **not exhaustive** and the Provider will actively engage with a range of relevant and appropriate partnership arrangements and opportunities, aligned to the priorities and as agreed with the YNYCA.

### In partnership with the YNYCA, the Provider will ensure regular and continued promotional activity that demonstrates the positive work of the YNYYC and associated influence with the Mayor, NYP, NYFRS and partners.

### This will include (but not limited to) the YNYYC webpages on the YNYCA, Policing, Fire and Crime Directorate Website, regular social media activity, member blogs and press releases.

# Additional Information

## **Implementation**

### In line with section 3 of the ITT Instruction for Bidders, it is anticipated that the contract will be awarded late September / early October 2025.

### The Provider is expected to be in a position to deliver the service in line with this specification from 1st December 2025.

### In the event of the contract award resulting in a change of provider, to ensure a smooth transition, the YNYCA and incumbent provider will ensure appropriate and sufficient handover and support is provided to a new provider during implementation period.

## **Vetting**

### In the event the Highest Scoring Bidder(s)’ staff must attend Force sites or access force systems they may need to undertake a full vetting process. Due to the information the supplier and their staff will be party to, there may be a requirement for vetting under this contract. Any cost for undertaking staff vetting will be met by the Highest Scoring Bidder(s). The vetting must remain valid for each contracting authority throughout duration of Contract. Please note the contracting authority reserve the right at any time within the contract to revise the vetting levels and costs.

### All persons (including sub-contracted employees) connected with the Bidder(s) and deemed to require vetting will be required to submit and pass the vetting process.

### There is a fee attached to each vetting application an example is provided here:

## <https://www.warwickshire.police.uk/police-forces/warwickshire-police/areas/warwickshire-police/about-us/about-us/police-national-vetting-service/useful-documents/>

### Staff that are not vetted must not be used on the contract until such time as the vetting has been completed and you have been notified that all is in order.

### All staff and volunteers involved in and / or working on this contract, including accessing Police or contract information/premises, must successfully meet NPPV Level 2 Abbreviated within the first 3 months of award of the contract **and / or Enhanced DBS Check in agreement with the Authority and in line with Section 5.3**.

### Following vetting, the Provider will be set up with a CJSM secure email account. Requests for vetting will be shared using secure email.

## **Safeguarding**

### The Provider must have a Safeguarding Policy and Procedures in place, in line with 4 Local Children’s and Adults Safeguarding Board requirements

### The Provider will operate Safe Recruitment practices, aligned to the Disclosure and Barring Service (DBS), including ensuring all staff and volunteers involved in and / or working on this contract have current, enhanced level DBS checks: [Disclosure and Barring Service - GOV.UK](https://www.gov.uk/government/organisations/disclosure-and-barring-service)

### The Provider will ensure they follow safeguarding procedures to ensure all adults at risk and all children and young people are safe by following these safeguarding procedures and providing effective support, particularly where a young person aged 0 to 18yrs is involved, or an adult at risk has been identified and specifically in reference to safeguarding.

### The Provider will evidence in their response to tender how they make risk management a priority to ensure safe, effective and best value support is delivered.

### The Provider must have a Lone Working policy in place.

### The Provider will carry out risk assessments for all activity.

### The Provider will ensure that all Service delivery activity, including peer to peer, is undertaken with the appropriate ratio of adult staff / volunteers to children and young people at all times:

### **No YNYYC member will be alone with another child or young person**

### **An appropriately enhanced DBS checked adult member of staff / volunteer (in line with 5.3.2) will be present during all Service delivery activity**

### The Provider is required to work collaboratively across agencies to ensure a holistic contribution to safeguard and protect children at risk of significant harm in accordance with statutory guidance contained in [Working together to safeguard children 2023: statutory guidance](https://assets.publishing.service.gov.uk/media/669e7501ab418ab055592a7b/Working_together_to_safeguard_children_2023.pdf) and any subsequent amendments.

### Providers must keep up to date in relation to local safeguarding policies and ensure all practice is in line with these at all times, particularly when dealing directly with vulnerable adults/children and young people in relation to safeguarding.

### The Provider must be well versed and keep up to date in both the North Yorkshire and York Safeguarding arrangements for both vulnerable adults and children and young people and work to these guidelines accordingly:

### [Protecting an adult from harm | North Yorkshire Council](http://www.northyorks.gov.uk/article/23566/Safeguarding)

### [Working to safeguard adults with care and support needs – SAB](https://www.safeguardingadultsyork.org.uk/)

### [NYSCP](https://safeguardingchildren.co.uk/about-us/worried-about-a-child/)

### [Home – CYSCP](https://www.saferchildrenyork.org.uk/)

### The Provider must ensure that they receive regular updates from North Yorkshire and City of York Safeguarding Partnerships both in respect of Children and Adults.

### Providers must also evidence experience of working directly with children and young people in relation to safeguarding.

### All professionals working with children and families should be able to recognise, assess and respond to children who are at risk of harm and parents under stress, through appropriate communication, liaison, contribution to planning and support and provision of services.

### There may be times when service users are less able to protect themselves or make informed decisions about their safety. Therefore it is essential that all staff have a clear understand of how and when to support vulnerable service users and understand the process to follow when escalating issues. It is important that all staff are aware and cited on local assessment frameworks for North Yorkshire and City of York which are underpinned by the Children Act 1989 and Working Together 2023.

### Additionally an adult at risk includes adults with learning disabilities and/or mental health needs, including those with dementia, those who may be older with additional support/care needs and also those who are physically frail or have a chronic illness e.g. brain injury or stroke with physical/sensory disability or who misuse drugs or alcohol.

### Such characteristics do not in their own right make victims and survivors vulnerable. Every individual’s circumstances are affected by their environment, for example their proximity to risk, and the support available to them.

### The term adult at risk may also include trafficked women or victims of forced marriage or modern slavery.

### The Provider will ensure that cases at risk of suicide and/or self-harm are also dealt with appropriately under organisational safeguarding processes and procedures, ensuring staff have suitable and appropriate training and are cited on key strategies.

### Consideration must be given to safeguarding children and vulnerable adults when dealing with those who may be parents or carers and who have dependent care obligations that may include care for children and other vulnerable / elderly persons.

### The Provider must be able to safeguard and promote the welfare of children and young people and up to the age of 18 years or 25 years for those young people with Special Educational Needs or Disabilities (“SEND”). There must be a clear referral pathway to Children’s Social Care in the relevant Local Authority so that they are able to exercise their duties under Section 47 of the Children Act 1989 (duty to safeguard and promote the welfare of children). The referral to Children’s Social Care must be guided by the relevant Force Area Children’s procedures.

### In the course of service delivery; disclosure regarding other crimes, particularly where a sexual or domestic crime is disclosed; should be treated appropriately and in line with the above procedures.

### In line with organisational safeguarding, confidentiality and information sharing policies, the Provider should share information only with the person’s consent (including parent / guardian when working with children and young people aged under 16). However, the Provider will share information without consent if the seriousness of the situation requires action in that without taking action, the child/young person or adult would be at risk of significant harm or their life threatened.

### Any action taken without consent (of the person themselves and / or parent/carer as appropriate) should have a clear justification, be permissible in law in line with General Data Protection Regulations (GDPR), be proportionate to the circumstances and be least restrictive to the person concerned. The concern should therefore be discussed with the individual before making a referral to Local Authority Adult Protection / Child Safeguarding Teams. If they do not consent to a referral being made, advice should be sought and the concern discussed with the Provider’s designated safeguarding officer who will assess whether the risk of harm is such that consent is not required. It is important that the person being safeguarded / protected is, as far as practicable, informed about the decision made and kept aware of all new developments.

### The YNYCA must be informed of all safeguarding referrals (using aggregated statistical data only) made to the Local Authority Adult Protection / Child Safeguarding Teams.

### The number of safeguarding referrals made (using aggregated statistical data only) made by the Provider(s) for this contract will be recorded during Contract and Performance meetings. No identifiable or sensitive information will be disclosed in the meeting.

### A referral to Children’s Social Care must also be guided by the relevant Force Area Children’s procedures.

# Pricing

## Bidders must complete the pricing schedule document within the tender pack.

## Price will be evaluated on the overall cost for the whole term of the contract period (including any extensions) and must include all services as detailed in ITT Statement of Requirements.

## The lowest overall cost will be awarded full marks available for price and all subsequent bids will receive a proportion of the available marks based on the lowest overall submission:

## (Lowest bid received divided by the bid being evaluated multiplied by 20%)

## The Authority is inviting bids up to a maximum Contract Value of £35,000 per year (Youth Commission £25k, Good Citizen award £10k as shown at 6.5 and in the table below). Bids submitted that exceed this maximum Contract Value will be deemed as non-compliant and therefore will not be evaluated.

## Total, maximum budget available for this Contract is:

|  |  |  |  |
| --- | --- | --- | --- |
| **Years One - Three****December 2025 – November 2028** | **Optional 12 month extension****December 2028 – November 2029** | **Optional 12-month extension****December 2029 – November 2030** | **Total Maximum Contract Value** |
| **York and North Yorkshire Youth Commission** £25,000.00/year = £75,000.00 | **York and North Yorkshire Youth Commission** £25,000.00 | **York and North Yorkshire Youth Commission** £25,000.00 | **£125,000.00** |
| **Good Citizen Award** £10,000/year = £30,000.00  | **Good Citizen Award** £10,000 | **Good Citizen Award** £10,000 | **£50,000.00** |
| **TOTAL****£105,000.00** | **TOTAL****£35,000.00** | **TOTAL****£35,000.00** | **TOTAL****£175,000.00** |

# Delivery Model

## The Provider will adopt a child-first, peer-led approach, working closely with YNYCA Policing, Fire and Crime Directorate and partner agencies, to support engagement with young people across North Yorkshire and York, focusing on their key priorities identified, agreed and reviewed with young people

## In order to successfully deliver the YNYYC, in addition to Section 4 above, the Provider should also consider:

### The vast geography of York and North Yorkshire;

### Ability and location of both staff and resources e.g. blended model of remote (virtual) and physical delivery;

### The Provider is expected to ensure an appropriate blended delivery model, involving a mix of face to face and virtual engagement;

### Needs of young people and partners involved;

## The methods, timings and locations from which the Service is delivered must be accessible and appropriate to facilitate effective engagement and the geographical location of children, young people and their parent/s or guardian/s.

## Delivery of a minimum of **5 peer-engagement sessions** per month with young people, 10-25 across North Yorkshire and York

## It is expected that the provider will pay for any premises, where they are deemed necessary, and these costs will be included within the overall Contract Value stated Section 6

# Contract Management

## As part of the submission, the successful Bidder must provide a point of contact who will be responsible for contract performance and delivery. This representative will liaise with the contracting authority Contract Manager regularly, in addition to Quarterly Performance Meetings and must ensure that any questions or issues are reported to the correct person for timely resolution, as detailed in the KPIs in section 8.3.

## The Bidder(s) will provide a process map with contact information to illustrate timeframes and how queries will be logged, prioritised and resolved as part of their submission.

## Over the lifetime of the contract, successful Bidder(s) will be expected to meet the following Key Performance Indicators, which will be reviewed on a quarterly basis as part of the contract management process:

|  |  |  |  |
| --- | --- | --- | --- |
| KPI No. | Activity Description | Measurement frequency |  Target  |
| 1 | **Issues**Issues with the potential to escalate to a formal complaint. | At the time and monitored in Quarterly contract meetings | 100% |
| 2 | **Youth Commission Members** Recruit and maintain successful engagement and support of a minimum 25 Youth Commission Members, aged 10 – 25 across North Yorkshire and York | Undertake review of existing membership and appropriate recruitment within 3 months of contract award with on-going recruitment thereafterQuarterly  | 100% |
| 3 | Undertake review of existing Youth Commission priorities to confirm new priorities | Within 3 months of contract award | 100% |
| 4 | Facilitate monthly meetings (minimum 12 per year) to bring together YNYYC members at local / countywide level to review and plan projects, support development, participate in training and learning linked to project work | Quarterly | 100% |
| 5 | Deliver a minimum of 5 Youth Commission peer-engagement sessions per month with young people, aged 10-25 across York and North Yorkshire | Quarterly | 100% |
| 6 | Engage with a minimum of 1500 young people per year aged 10-25, from across North Yorkshire and York through a range of peer-led Youth Commission activity | Quarterly | 100% |
| 7 | The 1500 young people must reflect the diverse make up of York and North Yorkshire, be from a range of youth, community and education providers and ensuring those with seldom heard voices are prioritised  | Quarterly | Minimum 60 different youth, community and education consultation events/year |
| 8 | Support the delivery of a minimum of **20 Good Citizen Award projects per year** with young people, aged 10-25 across North Yorkshire and York | Quarterly  | 100% |
| 9 | Participation / involvement in 2 partnership meetings / events per Month | Quarterly | 100% |
| 10 | Produce an annual report (in addition to contractual Quarterly monitoring reports) that details the findings and recommendations from all activity | Annually | 100% |
| 11 | Deliver an annual conference event to key decision-makers, stakeholders and commissioners that showcases and presents the findings and recommendations from all activity | Annually | 100% |
| 12 | Deliver a minimum of 4 engaging campaigns / year that raise awareness of the priorities | Quarterly | 100% |
| 13 | Produce a minimum of:12 blogs/year* 52 social media posts / year
* 4 press releases / year

Highlighting and promoting the priorities and positive work and influence of the YNYYC / Good Citizen Award | Quarterly | 100% |
| 14 | Minimum 90% of young people who have engaged with NYYC, including the Good Citizen Award, will feel supported, listened to and taken seriously to influence decision-making | Annually | 90% |

KPI data must be provided within 10 working days of the agreed due date(s). KPI data will be used to measure and track the successful Bidder(s)’ performance across each individual contract and across all contracts awarded under the contract.

## As part of the contract management process, the contracting authority will hold quarterly reviews with the successful bidder(s).

## Reports and Management Information

### Throughout the term of the contract the successful Bidder(s) must provide Management Information (MI) to the contracting authority. This information is set out in **Annex 1.**

1. **Management Information Report**

Bidders are required to provide the information detailed in Annex 1 – Contract MI Reports on a quarterly basis within 10 working days of the quarter end. The report fields are not exhaustive and are subject to amendment as part of the contracting authority’s strategic supplier management and continuous improvement.

1. **Sustainability Reports – Not Applied**

# Service Credits – Not Applied

# Annex 1 – Contract Management Information Requirements

**A. Management Information Report**

Management information evidencing the following activities and KPI’s must be provided as per the timescales detailed in 8.5.1, unless otherwise specified below. The successful bidder must provide this information in an electronic format, e.g. an Excel spreadsheet.

|  |  |  |  |
| --- | --- | --- | --- |
| KPI No. | Activity Description | Measurement frequency |  Target  |
| 1 | **Issues**Issues with the potential to escalate to a formal complaint. | At the time and monitored in Quarterly contract meetings | 100% |
| 2 | **Youth Commission Members** Recruit and maintain successful engagement and support of a minimum 25 Youth Commission Members, aged 10 – 25 across North Yorkshire and York | Undertake review of existing membership and appropriate recruitment within 3 months of contract award with on-going recruitment thereafterQuarterly  | 100% |
| 3 | Undertake review of existing Youth Commission priorities to confirm new priorities | Within 3 months of contract award | 100% |
| 4 | Facilitate monthly meetings (minimum 12 per year) to bring together YNYYC members at local / countywide level to review and plan projects, support development, participate in training and learning linked to project work | Quarterly | 100% |
| 5 | Deliver a minimum of 5 Youth Commission peer-engagement sessions per month with young people, aged 10-25 across York and North Yorkshire | Quarterly | 100% |
| 6 | Engage with a minimum of 1500 young people per year aged 10-25, from across North Yorkshire and York through a range of peer-led Youth Commission activity | Quarterly | 100% |
| 7 | The 1500 young people must reflect the diverse make up of York and North Yorkshire, be from a range of youth, community and education providers and ensuring those with seldom heard voices are prioritised  | Quarterly | Minimum 60 different youth, community and education consultation events/year |
| 8 | Support the delivery of a minimum of **20 Good Citizen Award projects per year** with young people, aged 10-25 across North Yorkshire and York | Quarterly  | 100% |
| 9 | Participation / involvement in 2 partnership meetings / events per Month | Quarterly | 100% |
| 10 | Produce an annual report (in addition to contractual Quarterly monitoring reports) that details the findings and recommendations from all activity | Annually | 100% |
| 11 | Deliver an annual conference event to key decision-makers, stakeholders and commissioners that showcases and presents the findings and recommendations from all activity | Annually | 100% |
| 12 | Deliver a minimum of 4 engaging campaigns / year that raise awareness of the priorities | Quarterly | 100% |
| 13 | Produce a minimum of:12 blogs/year* 52 social media posts / year
* 4 press releases / year

Highlighting and promoting the priorities and positive work and influence of the YNYYC / Good Citizen Award | Quarterly | 100% |
| 14 | Minimum 90% of young people who have engaged with NYYC, including the Good Citizen Award, will feel supported, listened to and taken seriously to influence decision-making | Annually | 90% |

**B. Sustainability: Standard Reports – Not applied**