**Regulated Below-Threshold Tender**

Invitation to Tender – Statement of Requirements

Cultural Awareness Training Programme

2425-0213

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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 cultural awareness training programme.

## This will be tendered on behalf of the York and North Yorkshire Combined Authority on behalf of itself and the Chief Constable of North Yorkshire Police.

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

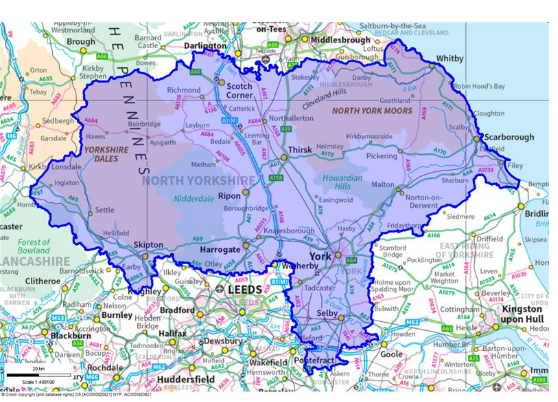
## The Contract Term shall be for a period of 1 year.

## The anticipated commencement date of the contract is 01/06/2025. Any changes to this commencement date will be communicated to all Bidders through the e-tendering portal.

# Background

North Yorkshire is England’s largest county, covering an area of almost 3,212 square miles, stretching from the North Sea in the east to beyond the Pennine watershed in the west and from the Tees in the North to the Ouse and beyond in the south, which includes two National Parks and two areas of outstanding natural beauty.  It has over 6,000 miles of roads from motorways to unmarked country lanes. This provides challenges associated with rurality and travel distances. Both North Yorkshire Police (NYP) and North Yorkshire Fire & Rescue Service (NYFRS) serve the communities of North Yorkshire and the City of York.  The population of 819,000 is spread across isolated rural settlements and farms, market towns and larger urban areas such as York, Harrogate and Scarborough.

North Yorkshire operates several Police Stations and employs approximately 2,900 personnel together with over 350 volunteers (who are not employed) performing a variety of duties. 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.



Prior to November 2021, North Yorkshire Police (defined as Police), under the Police Act 1996, was overseen by North Yorkshire Police Authority, which was a public body made up of Councillors working through committees.

In November 2012 North Yorkshire Police Authority was abolished and replaced by the Police and Crime Commissioner for North Yorkshire, a corporation sole, pursuant to the Police Reform and Social Responsibility Act 2011. Subsequently, in November 2018, the Police and Crime Commissioner was replaced by the Police, Fire and Crime Commissioner for North Yorkshire.

In 2019, EnableNY was formed as a collaboration of the back-office functions, such as People Services, Finance, ICT and Estates and Logistics, between North Yorkshire Police and North Yorkshire Fire & Rescue Service. However, it is neither a legal entity nor does it enjoy any legal privileges. The vision behind this is for a more strategic collaboration between the Police and Fire & Rescue services that can deliver genuine change and improved outcomes for the public rather than focussing on organisational sovereignty.

On the 7th May 2024 pursuant to Statutory Instrument 2023, No. 1432, the role of the Police, Fire and Crime Commissioner was abolished and replaced by a new legally recognised body corporate known as the York and North Yorkshire Combined Authority. Since this date, the Mayoral Authority has overseen North Yorkshire Police, holding the Chief Constable to account, and ensuring that the police budget is spent efficiently. The York and North Yorkshire Combined Authority, as a corporate body, now enters into contracts as the contracting body on behalf of North Yorkshire Police and North Yorkshire Fire and Rescue Service.

For more information on North Yorkshire Police Force please visit;

<https://hmicfrs.justiceinspectorates.gov.uk/peel-reports/north-yorkshire-2023-25/>

2.2 The Chief Constable of North Yorkshire Police has committed to the Police Race Action Plan (PRAP). The North Yorkshire Police Race Action Plan delivery is split into 4 workstreams.

The requirements of this training fall within Workstream 1. Workstream 1: “Black people and communities are properly represented within policing, with an internal culture that promotes inclusivity and supports their development and progression”.

One of the key objectives within workstream 1 is to increase the awareness and understanding of every officer and member of staff of racism, anti-racism, Black history and its connection to policing through the introduction of a mandatory programme of training for all police officers and staff.

Alongside delivery of the Police Race Action Plan, the foundation of North Yorkshire Police’s ‘Plan on a page’ is Our People. North Yorkshire Police are aiming to create an actively anti discriminatory culture, and our plan on a page sets out our aim to provide an outstanding service to the people of York and North Yorkshire to keep them safe and feeling safe.

North Yorkshire Police are looking for support from a single supplier in the delivery of Race and Religion specific Cultural Competence training to ensure that we continue to drive an actively anti racist and inclusive culture and provide the best service to our communities.

# 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

**Functional Specifications:**

* + Design and delivery of a Race and Religion specific Cultural Competence programme, with delivery across the entire workforce within North Yorkshire Police (approximately 3,250 persons - over 60 sessions of 50 people at Northallerton Police Headquarters and a Community Centre nearby).
  + Delivery to be completed during year one (required).
  + An enhanced provision of learning for 10 to 20 individuals who can act as inclusion allies, to support delivery of the programme and promote onward engagement with the PRAP agenda.
  + Educating individuals on Black history, and its effects on policing.
  + A baseline understanding of cultural landscape, including some aspects of religion and cultural nuance.

**Performance Specification:**

* + An increase in the understanding of Black History and its effects on policing with an improved trust and confidence within diverse communities.
  + An improved confidence in interactions with diverse communities.
  + An understanding of generational trauma and other factors that have effect on interactions and trust and confidence within policing.
  + Positive feedback from colleagues on the delivery of the programme.
  + An increased self-awareness and understanding of race and culture and the importance of inclusivity.

# Additional Information

## Quarterly evaluation of programme delivery together with a final exit evaluation of the programme.

## 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.

# Pricing

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

## Bidders must provide a total cost, inclusive of all travel and subsistence costs, for delivering the training programme to 3,250 Police Officers and Police Staff over 60 sessions of 50 people at Northallerton Police Headquarters and a Community Centre nearby.

# Delivery Model – Not Applicable

# 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 and must ensure that any questions or issues are reported to the correct person for timely resolution, as detailed in the KPIs below.

## 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 e.g. % |
| 1 | **Customer Satisfaction**  Contract Participants perception of products/services taken from agreed end user satisfaction survey | Quarterly | 100 |
| 2 | **Issues**  Issues with the potential to escalate to a formal complaint. | Quarterly | 100 |

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.

# Service Credits – Not Applied

# Annex 1 – Contract Management Information Requirements

**A. Management Information Report – Not Applied**

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