

Coopers Edge Youth Services

INVITATION TO TENDER FOR A 3 YEAR SERVICE LEVEL AGREEMENT FOR YOUTH PROVISION

1. Organisations¹ are invited to tender to:

- Develop, manage and deliver demand-led youth provision in Coopers Edge.

¹Organisations might include social enterprises, charities, co-operatives, staff mutuals, community interest companies.

2. Source of financing

Brockworth, Hucclecote and Upton St Leonards Parish Councils have allocated funding for the provision of youth work for the period 2025 – 2028, which may be supplemented by further grant or project funding over the course of the SLA.

3. Tender allocation

An annual sum in the region of £18,000 for provision in Coopers Edge, is available for the provision of the core work outlined in this document. This is to include staffing, volunteer costs and related insurance, travel, preparation time, training and marketing. The commissioned organisation will also provide its own transportation, ICT and other equipment (including equipment needed for activities, if not already in place within the community) and all consumable materials required to meet the objectives and provide activities and services for young people detailed above.

Please note:

- The Coopers Edge School will be made available to deliver youth work out of. The costs of hiring facilities at Coopers Edge will be met from other funding. The tender supporting information document contains details of facilities and equipment available at each location.
- It is possible that the annual sum available for core work, specified above, may be supplemented by further funding sources for additional activities.

4. Method of payment

Payment will be made quarterly in advance, subject to satisfactory reporting and meeting agreed outcome/output targets. This will link with quarterly monitoring reports/meetings.

5. Eligibility

The Parish Council welcomes applications from organisations with:

- Relevant and demonstrable experience in working with young people aged 11 - 18
- Ability to provide appropriate youth and community work programmes which are positive and progressive
- Ability to provide appropriately qualified personnel
- Ability to develop flexible and adaptable provision

- Commitment and proven track record in engaging in partnership working and ability to maintain sound working relationships with commissioners and partners
- Ability to manage the service and deliver to timescale and budget

6. Location for the delivery of the service

Direct, core youth service provision is to be based in the Coopers Edge School. Other activities may be delivered in other areas such as local parks and open spaces or other locations depending on the activity.

An Outreach service is to be delivered.

Delivery period: It is anticipated that the SLA period will be from April 2025 – March 2028, with the possibility to extend for a further three years subject to review, satisfactory performance and available funding.

7. The Commissioner of the Service

Brockworth, Hucclecote and Upton St Leonards Parish Councils are the commissioner of the Service Level Agreement.

The SLA will be monitored by a group which includes representatives from the parish councils. A quarterly review meeting will be held to monitor progress and reports will also be supplied to the parish councils.

The operating office for the Service Level Agreement is: Upton St Leonards Parish Council, The Village Hall, Bondend Road Upton St Leonards Gloucester GL4 8AG.

8. Objectives of the Service

- 1) A core of high quality, direct youth service delivery to young people (11-18 years) in Coopers Edge. This will be informed initially through consultations within Coopers Edge.
- 2) Regular review of provision with young people, leading to ongoing development through determination and filling of gaps in delivery
- 3) A voice for young people from Coopers Edge, through maintenance and strengthening of linkages between them, key stakeholders and other local organisations and agencies.
- 4) Development of citizenship through youth participation and involvement

9. Outcomes of the service

Project delivery outcomes will be developed between Brockworth, Hucclecote and Upton St Leonards Parish Councils and the successful provider prior to the service commencing.

10. Monitoring

The successful organisation will be required to report on service delivery, against agreed outcomes/outputs, and provide a strategic overview of youth-led demand to the Parish Councils in regular monitoring and review meetings to help plan for future development and delivery. A formal written progress report of the service will be required on a three-monthly basis. The Service Level Agreement will include a process for managing poor performance which could include termination of the agreement or withholding payment if the service is not being provided to a satisfactory level.

11. Submission of tenders

Applications should be submitted using the form provided. All tenders should be emailed to: clerk@uptonstleonards-pc.gov.uk using the subject heading 'Youth Tender Submission'. In addition to submission by email, signed copies should be posted to: Upton St Leonards Parish Council, The Vallage Hall, Bondend Road Upton St Leonards Gloucester GL4 8AG. Please mark the envelope **Youth Tender Submission**. Tenders must be received on or before: **Friday 28th February 2025**.

12. Process to evaluate tenders

Representatives from the Parish Councils will be appointed to review submissions and invite those organisations most closely meeting the criteria below to attend for interview.

The Parish Councils may select an independent advisor and/or involve young people to assist with assessment of the organisations invited for interview.

The Parish Councils are committed to equal opportunities and all applications will be considered on their merits.

13. Criteria for the evaluation of tenders

Tenders will be evaluated against the following criteria:

- Experience of similar work and track record.
- The quality of the proposal in relation to the identified needs in the area
- The ability to offer a range of youth work provision to include centre based, detached street based, other activities, advice and support plus youth participation
- Value for money which includes reference to added value such as volunteer in-kind support.
- Evidence of partnership working.
- Evidence of a clear understanding of the existing local structures for youth provision and youth representation.
- Evidence of local need and changing nature of youth provision
- Adaptability and ability to respond to need
- Evidence of appropriate policies and procedures, insurances, professional qualifications and support mechanisms within the organisation
- Evidence of ability to work within the timeframe and budget.

14. Timetable

- The tender document will be advertised for four weeks from 31st January 2025
- The closing date for submissions is 12 noon on Friday 28th February 2025
- Presentations and interviews will take place during 6th-7th March 2025.
- The successful agency will be appointed on 10th March 2025.
- The SLA is to be issued by 17th March 2025.

- The Service Level Agreement will commence on the 1st April 2025 (by agreement) and launch marketing. It is envisaged that core sessional youth service provision will be in place by the beginning of June 2025.

15. Availability of additional information

Additional information is available in the Tender Supporting Information document and the proposed Service Level Agreement (SLA).

If you have any queries, please email clerk@uptonstleonards-pc.gov.uk