

# Building Better Opportunities (BBO) Tender Form Family Inclusion

## Invitation to tender

To deliver the Childcare & Crèche Provision element of the Getting Ready For Employment & Training (GREAT) Project for Leicester and Leicestershire

## Background

Voluntary Action LeicesterShire (VAL) is the lead for the Big Lottery Fund / ESF Building Better Opportunities 'In Support Of Family Inclusion' in the Leicester and Leicestershire Enterprise Partnership area (<http://www.llep.org.uk>).

This is part of the European Structural Investment Fund Thematic Objective 9 and the specification can be found here: <https://www.biglotteryfund.org.uk/global-content/programmes/england/building-better-opportunities/leicester-and-leicestershire>.

The Getting Ready for Employment and Training (GREAT) Project is a free service designed to give members of families, who are not currently employed, the support they need to find work or training opportunities. The project has completed its initial 3 year phase and has been extended until the end of February 2022.

The GREAT project has a variety of partners and services that ensure the support offered to individuals is holistic and meets their needs. This includes, confidence building, work experience, budgeting support, health and wellbeing support, job search skills as well as training opportunities.

Information about the project can be found on our website and viewed here:  
<https://greatproject.org.uk/>

## Aim of Tender

The aim of this tender process is to select a Childcare Provider to provide mobile, 'pop up' and flexible childcare to complement our programme of activities for Great Project Participants where childcare has been identified as a barrier.

## **Tender Specification/Service Requirements**

The service provider will work across Leicester and Leicestershire from the 20<sup>th</sup> April 2020 to 28th February 2022 to deliver childcare & crèche provision over a 23 month period.

The provider needs to be able to deliver a service that is flexible and run crèche facilities for our project participant's children alongside our project activities. The provider should be able to meet the needs of up to 10 children aged 0-5 years, providing activities that meet their developmental needs in a safe and secure environment.

Overall we anticipate up to 600 hours of childcare including 30 minutes allocated either side of delivery for setting up and packing away. Delivery is usually for a 4 hour activity for 1-2 days per week for up to 6 weeks or up to 3 consecutive days at 4 hour per day for a set activity.

### **Outcomes:**

Project participants will be able to access project activities due to the availability of the childcare provision. This will enable them to move closer to the job market by accessing job searching or training or entering into employment.

### **The Provider must be able to:**

- Deliver flexible, 'pop up' crèche services across Leicester/Leicestershire alongside project activities.
- Ensure staff are qualified, trained and hold valid DBS certificates.
- Provide a safe, secure and engaging environment for children that meets their age and stage of development.
- Provide financial information as required by VAL.
- Provide all equipment and resources required to deliver the crèche provision.
- Have procedures and policies in place for:
  - Recruitment of staff
  - Equality and diversity
  - Safeguarding and protecting children
  - GDPR and information security
  - Public liability insurance
- Work with GREAT Staff and GREAT Delivery Partners and providers.

**Please note the successful bidder will be asked to provide copies of the above policies alongside two references for the delivery of this provision.**

**The Provider must be able to demonstrate:**

- Experience of working with, and an understanding of the target group.
- Tailored approach to delivering flexible childcare & crèche provision.
- Experience, expertise and innovative approach to delivering flexible childcare & crèche provision.
- Experience of working within a multi-agency partnership to achieve shared outcomes.
- Track record of delivering high quality service.

**Selection and award criteria**

Responses for each lot will be scored against fixed selection and award criteria.

The following selection criteria will be used:

- Organisational capacity
- Economic and financial standing
- Prior experience of service delivery

The following award criteria; will be used to score tenders that satisfy the selection criteria:

- Track record 40%
- Approach to provision 30%
- Skills and experience 20%
- Value for money 10%

Tenders that do not satisfy the above selection criteria will be de-selected from the procurement process.

**Assessment process**

- We are seeking tenders that will be judged on their suitability through the completion of the application form, which will be assessed by a selection panel made up of core VAL management staff.
- Answers will be scored as follows:
  - 0 (non-compliant): no response or unacceptable response.
  - 1 (poor): response is weak, does not meet expectations regarding all requirements.
  - 2 (acceptable): response meets expectations regarding all requirements.
  - 3 (good): response meets all requirements, slightly exceeds expectations regarding some or all requirements.

- 4 (excellent): response is outstanding, meets all requirements, and clearly exceeds expectations regarding some or all requirements.
- Each scored question in section two of the application will have a multiplier, which will determine the score, e.g. Question 1 holds a weighting of 6, therefore the maximum score is 24 (6 x 4).
- The maximum overall tender score is 72.
- Any tender application which is late will not be considered.
- Where word limits are exceeded applications will be marked down.

The highest scoring tender will be the winning tender. Only information supplied by tenderers in response to the questions will be taken into account during the scoring process.

Please note that additional information may be requested as part of our due diligence process.

## Funding and deliverables

Funding is paid on an actual, eligible costs basis i.e. the provider will be paid for the actual costs incurred in their delivery of the service once an eligible invoice is received.

The maximum funding (inclusive of VAT where applicable) that can be claimed through these contract lots is £38,300 over a 23 month period from the 20<sup>th</sup> April 2020 to the 28<sup>th</sup> of February 2022. VAL reserves the right to procure from multiple providers for this provision.

## Timescales

- Call open on 13<sup>th</sup> February 2020, 12pm noon
- **Submission deadline: 11<sup>th</sup> March 2020, 12:00pm noon**
- Provider chosen and all applicants informed: 18<sup>th</sup> March 2020
- Standstill Period ends: 27<sup>th</sup> March 2020
- Beginning of contract delivery: 20<sup>th</sup> April 2020
- End of contract delivery: 28<sup>th</sup> February 2022

Application forms can be submitted by email to [procurement@greatproject.org.uk](mailto:procurement@greatproject.org.uk), with the subject line 'Childcare', or by post to Vandna Gohil, VAL, 9 Newarke Street, Leicester LE1 5SN.

For clarifications, please send written queries to [procurement@greatproject.org.uk](mailto:procurement@greatproject.org.uk). A response will be given within 24 hours of the query being raised. The questions and answers document will be made available on the [VAL Website](#) will be updated within 48 hours of the query being made. The deadline for queries relating to this specification is 9am on 5<sup>th</sup> March.