

# Together an Active Ribble Valley

## It Takes a Village: A Whole Village Approach to Physical Activity

### Invitation to Tender

#### Section 1 – Overview and Project Brief

Ribble Valley Borough Council (the Council) is looking to appoint a suitable Active Village Workstream Lead to help it deliver its ambitions to create a network of active villages across the Ribble Valley.

Together an Active Future (TaAF) is one of 12 Local Delivery Pilots, funded by Sport England, that has given the Council the opportunity to try a different approach to helping people become more active and find solutions to some of the challenges people face. TaAF is a Pennine Lancashire pilot but has small teams in each locality to bring together local people and partners to improve physical activity opportunities for people where they live.

Over the first part of TaAF, we have been working on a 'test and learn' phase called Pathfinder, where we have been able to try different approaches and test small programmes to find out what may work on a larger scale. During Pathfinder we have focussed on the Village of Dunsop Bridge. We tested a 'Whole Village' approach in Dunsop Bridge, working with a local lead partner to engage with residents and village influencers/gatekeepers including the local GP surgery, local school, village hall and parish council. From our work so far we can say that Dunsop Bridge is becoming demonstrably and measurably a more Active Village.

As we move forward into the next 'Accelerator' phase of TaAF, our plans are ambitious but arguably exciting. Having used Dunsop Bridge as our Trailblazer for the Active Village work, we want to take our learning, scale up this work and by 2025 have created a network of Active Villages across Ribble Valley.

To do this we need to appoint an Active Village Workstream Lead with the relevant experience, expertise and enthusiasm to work with us and take this forward.

The successful Active Village Workstream Lead will:

- have a working knowledge and understanding of Ribble Valley and our rural communities.
- demonstrate an understanding of the benefits of physical activity and an ability to communicate that message to different audiences.
- have a proven track record of forming mutually respectful relationships with community members, professionals and other individuals and organisations who can influence change.
- be able to demonstrate experience of collaboration and co-production with different system partners, organisations and community members in a village setting.
- commit to the TaAF way of working including its 'Look, Sound and Feel' and to embed the approach into this piece of work.

To help us evaluate a tenderer's suitability to undertake this project we have developed three evaluation questions that interested parties should provide responses to. Subject to responses we will be inviting a shortlist of or all tenderers to deliver a presentation which will include a question and answer session on the following:

*Share your vision for our Active Villages workstream - what does an Active Ribble Valley 2025 look, sound and feel like?*

The presentation must last no longer than 15 minutes.

To ensure robustness and transparency we will be asking TaAF colleagues to help us with this process.

### **Budget/Resources – we have resources available to cover:**

- Three days a week commitment to this work
- To commence from 1<sup>st</sup> April 2024 for 18 Months
- Possible extension till 31<sup>st</sup> Dec 2025
- We expect this work to cost circa £30,000 - £40,000 for 18 months

### **Our Goals for 2023**

**1. Dunsop Bridge as the trailblazer for the Active Villages work, is demonstrably and measurably (based on a full evaluation) a more active village; which includes –**

- GP's making direct referrals to physical activity opportunities
- The school is signed up to the CAS Framework and as a result have introduced at least 1 change in to the school day that means more children are more active
- The Local Community hub has introduced changes both in the physical activity offer within and from the centre
- There are more physical activity opportunities than there were before in and around the village and / or more people accessing this provision

**2. Development of the Active Village model/criteria that is the foundation for expansion of the Active Village Network.**

This is likely to include targeting specific change at –

- GP / Primary Care approaches / referrals
- School / education settings 'in-school' activities
- Utilisation of village halls / community centres
- A 'space' where people find out about physical activity opportunities
- Opening of green spaces / facilities to enable more physical activity
- Development of an annual village games

### **Our Goals for 2024 and beyond**

**1. Three more villages are 'Active Villages'**

**2. Launch of the Active Village Network**

**3. Active Village accreditation** (potential endorsement/ support from Ribble Valley Borough Council and/or Sport England) developed and awarded to those who have become Active Villages, by successfully delivering the Active Village model

### **Section 2 - Project Deliverables**

The successful Active Village Workstream Lead will support our goals for 2024 by developing:

- 3 more active villages based on the Dunsop Bridge model
- the basis of an Active Village Network to help support the sustainability of the individual Active Villages programme by sharing learning, best practice, advice, information and support.
- a proposed framework for an Active Village Accreditation Scheme

## **Section 3 - Instructions to Tenderers**

### **3.1 Timetable**

<b>Task</b>	<b>Date</b>	<b>Action</b>
Closing date for submission of Tenders	2:00pm on Friday 15 <sup>th</sup> March 2024	Participants submit Tender to the Council
Evaluation of Tenders	w/c 18 <sup>th</sup> March 2024	Council supported by TaAF will evaluate tender submissions
Notification of Shortlisted Tenderers	22 <sup>nd</sup> March 2024	Council will notify participants who are being invited to deliver a presentation
Presentation	w/c 25 <sup>th</sup> March 2024	Participants will deliver a presentation to a panel made up of representatives from the Council and TaAF.
Estimated contract award date	Friday 29 <sup>th</sup> March 2024	Council advises all Participants as to whether they have been successful and awards project to the successful party.
Anticipated project start date	Monday 1 <sup>st</sup> April 2024	Active Village Workstream Lead can commence project.

This timetable is indicative only and the Council reserves the right to change it at its discretion.

### **3.2 Council contact**

If you have any questions or require any clarifications, please contact the email below:

[procurement@ribblevalley.gov.uk](mailto:procurement@ribblevalley.gov.uk)

Other than via the email above, no Council employee or member of the Council or TaAF has the authority to give any information or make any representation (express or implied) in relation to this ITT or any other matter relating to the Contract.

Please note that the Council's responses to any queries or clarification requests may, at the Council's discretion, be circulated to all Tenderers.

In considering your intention to propose please review all sections of this ITT, noting in particular instruction 4c) which sets out the terms on which Tenders are submitted.

### **3.3 Submission of Tenders**

Participants must submit their Tender by post no later than the date and time shown in the timetable above. Tenders submitted by facsimile or electronic transmission will not be considered.

Tenders must be submitted in a plain sealed envelope or package which shall bear the word "TENDER FOR TOGETHER AN ACTIVE RIBBLE VALLEY PROJECT" and shall not bear any name or mark indicating the sender.

Tenders are to be sent to:

Head of Legal and Democratic Services,  
Council Offices,  
Church Walk,  
Clitheroe,  
Lancashire,  
BB7 2RA

Tenderers must obtain for themselves at their own expense all information necessary for the preparation of their Tenders.

### **3.4 Checklist for Tenderers**

Failure to provide all of the items in the checklist may cause your Tender to be non-compliant and not be considered.

<b>No</b>	<b>Item</b>
<b>1</b>	Responses to Evaluation Questions – Section 4
<b>2</b>	Evidence of Insurance – Section 5
<b>3</b>	Form of Tender

Tenders must be submitted in a plain sealed envelope or package which shall bear the words “TENDER: Together an Active Ribble Valley” and shall not bear any name or mark indicating the sender.

The Tender submission must include a fully completed Form of Tender, responses to the 3 evaluation questions and evidence of insurance cover as required.

### **3.5 Pricing**

Tenderers must submit a lump sum fixed price for completing the requirements set out in this document.

All Prices shall be stated in pounds sterling and shall be exclusive of VAT.

The tender must include all costs that will be associated with the contract e.g. rates, expenses, overheads etc. No claim for additional payment will be considered for items that have not been included in the rates and prices entered in the Pricing Schedule.

## **Section 4 Tender Evaluation and Award Criteria**

The Council does not undertake to accept the lowest or any tender and reserves the right to accept the whole or any part of any Tender submitted.

Each Tender will be checked initially for compliance with all requirements as set out in this document.

Tenders will be evaluated against the award criteria set out below.

During the evaluation period, the Council reserves the right to seek clarification in writing (by email) or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.

Tenders will be evaluated on both price and quality to determine the most economically advantageous Tender with a weighting of 40% price and 60% quality.

Price will be evaluated by comparing costs across tenderers submissions. Submissions will be ranked in order of price with the lowest submission attracting the full weighting of 40% thereafter the scores will be attributed as a percentage difference to the lowest price.

Quality will be evaluated based on the responses to the Evaluation Questions and on the Presentation:

Each Evaluation Question and the Presentation are all equally weighted and each shall be scored based on the following scoring criteria:

Awarded Score	
0	Major non-compliance with requirements. Evidence is unacceptable or non-existent. There is a failure to properly address issues or meet any of the requirements or no Information provided.
1	Does not meet requirements. Major deficiencies or concerns in certain areas or where the lack of detail and relevance requires the reviewer to make assumptions.
2	Meets requirements. Minor deficiencies or concerns in information provided but may be adaptable.
3	Meets requirements. Adequate relevant detail provides a comprehensive response demonstrating fully how requirements will be met.
4	Exceeds requirements. A comprehensive response which meets all requirements and offers some added value.

The quality score will be determined using the following formula:

$$\text{Quality Score} = (\text{Total Score for Evaluation Questions} + \text{Score} / 12) \times 60$$

Insurance will be assessed on a pass / fail basis. Submissions by tenderers who do not have or are unable to obtain the necessary insurance will not be considered.

#### 4.1 Evaluation Questions

Tenderers must answer the following evaluation questions and the responses must be submitted as part of the tender. Please keep your answers concise and within 250 words

1. Please provide examples of how you enabled and facilitated collaboration and co-production with different system partners, organisations and community members in a village setting
2. What is your method or proven way of working to develop mutually respectful relationships with community members, professionals and other individuals who can influence change
3. Please outline some of the benefits of a physically active lifestyle, comment on you experiences of the barriers facing our rural communities when accessing opportunities to be physically active. How you can support people to overcome some of these barriers

### Section 5 – Conditions of Contract

#### 5.1 Terms and Conditions

The terms and conditions of contract applicable to the awarded contract shall be the Council's general terms and conditions as set out on the Council's website at the following link:

[Standard Terms and Conditions of Purchase – Ribble Valley Borough Council](#)

#### 5.2 Insurance

For the duration of the contract the appointed supplier shall maintain the following insurance necessary to cover any liability arising under the Contract:

Type of Insurance	Minimum Level of Cover
Public Liability Insurance	£5 million
Employers Liability (legal requirement)	£5 million

The supplier shall prior to the Commencement Date and/or upon request provide evidence that all premiums relating to such insurances have been paid.

If the supplier does not maintain the necessary insurances under the Contract the Council may insure against any risk in respect of the default and may charge the supplier the cost of such insurance together with a reasonable administration charge.

# Ribble Valley Borough Council

## Together an Active Ribble Valley Project

### FORM OF TENDER

To: **Ribble Valley Borough Council**  
**Council Offices**  
**Church Walk**  
**Clitheroe**  
**Lancashire**  
**BB7 2RA**

For the Attention of: **Head of Legal and Democratic Services**

Date: .....

I/We the undersigned hereby tender to undertake the work as set out in this Invitation to Tender.

Tender Amount: £.....

I/We confirm that we accept the Contract as issued with the Invitation to Tender.

I/We undertake in the event of acceptance of our Tender to execute the Contract from 1<sup>st</sup> May 2024 (or otherwise as agreed with the Council).

I/We understand that the Council reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Tenderer to the contractual obligations contained in the Invitation to Tender and the Contract.

Signed by

Name(s).....

Position.....

for and on behalf of Tenderer .....

### Contact Details

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_