



Tamworth Strategic Partnership

Commissioning Prospectus

Improving Wellbeing in Tamworth

2015 - 2017

Part One

1. Introduction to the Prospectus

Welcome to the Tamworth Commissioning Prospectus

This document builds upon the learning from the Public Health Commissioning Prospectus, and is the result of a partnership ambition to adopt a truly joined up approach to commissioning for wellbeing. This document is owned by the Tamworth Strategic Partnership (the “Partnership”) and brings together resources from a number of different sources, to find ways of meeting outcomes that matter to us all. Tamworth Borough Council (the “Council”) will be the accountable body on behalf of the Partnership and will manage this commissioning process.

Underpinning the prospectus and future commissioning in Tamworth is a desire to achieve a number of core goals or cross cutting principles. They are:

- To co-produce solutions with communities
- To build community resilience recognising Tamworth’s diversity and newly emerging communities
- To focus on preventing problems rather than reacting to them
- To encourage early intervention
- To reduce social isolation and increase community capacity
- To raise aspiration
- To make full use of the assets available to us in Tamworth
- To reduce reliance on Public Sector support e.g. fire, police, local authority, hospital and health services
- A focus on outcomes that are based on need
- Added Value and Social Return on Investment

The Prospectus is aimed at strengthening community resilience and assets through funding support which promotes good health and wellbeing and helps prevent situations from getting worse for children, families and adults where there are particular needs. This overall prevention role is vital in managing demand for longer-term support and more expensive services, in turn helping to keep the local health and social care economy sustainable.

We look forward to working in partnership with successful organisations and innovative, enthusiastic people on new ways to use local resources effectively and efficiently – to deliver the impacts and outcomes that will make a difference to people’s lives.

We will welcome applications for funding of proposals from **all** sectors assuming that they meet the criteria listed in this document.

We encourage applicants to take this as an opportunity to ‘think differently’ about what you as an organisation or community can deliver. This may be about how you can widen the scope of your project in the outcomes that it could achieve, how you can work in partnership with other similar organisations to achieve multiple outcomes or how you can develop the communities that you are targeting by maximising the use of local assets*.

* Assets – people, communities, clubs, groups, buildings, skills and experiences, open spaces etc

2. Key Contacts

The Commissioning Prospectus is being managed by Tamworth Borough Council.

Your key contact for application queries or the submission of the application(s) is:

Mr Dave Onion
Corporate Procurement Officer
Any requests for clarification must be submitted via the correspondence facility on the in-tend portal at:
<https://in-tendhost.co.uk/tamworthbc>

Contacts for support in writing your application(s) are:

Support Staffordshire (Tamworth)
Tel: 01827 709657
enquiries@tamworth-cvs.org.uk

Or

VAST
Tel: 0300 303 8606
enquiries@vast.org.uk

3. Commissioning Outcomes in Tamworth

As a partnership we can identify the populations who are most at risk of poor outcomes in our key strategic areas. We will commission activities that target these populations and aim to improve their wellbeing. We will also seek to influence other commissioners as part of this process. Over time we expect the improvement in wellbeing will lead to an improvement in the key strategic outcomes and an improvement in the context in which the target populations live and in turn improve their wellbeing. Our commissioning will therefore, seek to initiate a cycle of improvement in all our priority strategic areas.

In other words we shall focus on commissioning activities that improve wellbeing.

Cross Cutting Principles:

To achieve this will seek the following cross cutting principles in all of our commissioning:

- To co-produce solutions with communities
- To build community resilience recognising Tamworth's diversity and newly emerging communities
- To focus on preventing problems rather than reacting to them
- To encourage early intervention
- To reduce social isolation and increase community capacity
- To raise aspiration
- To make full use of the assets available to us in Tamworth
- To reduce reliance on Public Sector support e.g. fire, police, local authority, hospital and health services
- A focus on outcomes that are based on need
- Added Value and Social Return on Investment

In line with the needs that we know exist in Tamworth and the resources available to us, the Partnership has agreed to concentrate our commissioning in the following priorities:

Lot 1 Living Well; interventions that promote healthy living

Lot 2 Community empowerment; interventions that engage with and empower communities to take control

Lot 3 Increasing Aspiration; interventions that raise individual and community aspirations to make positive changes

Lot 4 Early interventions for vulnerable groups

4. What do we want to commission in this prospectus?

We realise that the priorities outlined in section 3 are wide ranging, and in time, we expect our commissioning to develop to encompass the whole range of partnership interest. However, the four Lots set out below state what we hope to achieve with this Prospectus. Applicants may submit proposals for any of the Lots listed below. Collaborative proposals may be a good way of meeting more of our outcomes.

For this prospectus the focus, will be as follows:

Lot 1: *Living Well; interventions that promote healthy living*

Focus: Evidence of improved and sustained lifestyle behaviours in Communities with a primary focus on:

- Increasing levels of physical activity and reducing the proportion of sedentary people
- Encouraging healthy eating and cooking skills
- Promoting emotional and mental wellbeing (5 ways to wellbeing)
<http://www.neweconomics.org/publications/entry/five-ways-to-well-being-the-evidence>
- Promotion of emotional wellbeing for children and young people

Lot 2: *Community empowerment; interventions that engage with and empower communities to take control*

Focus: Evidence of increased community involvement and participation with a primary focus on:

- Reducing reliance on public sector support by encouraging community leadership and resilience
- Improving community cohesion recognising Tamworth's diverse and newly emerging communities' e.g. shared future vision and sense of belonging, strong and positive relationships between people from different backgrounds
- Engaging with communities to make positive pledges to change their lifestyle
- Reducing the fear of crime and increasing perceptions regarding personal safety

Lot 3: *Increasing Aspiration; interventions that raise individual and community aspirations to make positive changes*

Focus: Evidence of improved attainment, increased participation in employment education and training opportunities:

- Increased volunteering and mentoring provision to support aspiration
- Take up of employment, education and training opportunities
- Family and parenting support to promote aspiration and achieve practical lifestyle changes
- Support at key transition stages for individuals and families e.g. study clubs, holiday schemes

Lot 4: Early interventions for vulnerable groups

Focus: Evidence of prevention of crisis and targeted interventions:

- Homeless prevention initiatives
- Targeted approaches with young people at risk e.g. sexual exploitation, not in education, employment or training, anti social behaviour, domestic violence
- Reducing the impact of alcohol or drugs through prevention
- Maintaining independence for older people e.g. falls prevention, social isolation, dementia, long term conditions
- To reduce reoffending of young people
- Interventions to promote self-care and self management particularly of long term conditions
- Targeted approaches for residents with complex and multiple needs

In all cases, we will expect any organisation that we fund to work in partnership with commissioners, with other successful organisations and with identified communities.

The Lots and areas of focus have been identified to align with funding partner priorities and business plans. More details can be found via the following links to funding partner websites:

<http://sesandspccg.nhs.uk/news-and-information/publicatins/sotratagic-documents>

<http://www.staffordshire.gov.uk/yourcouncil/strategicplan/strategicplan2012-2017.aspx>

<http://www.staffordshire-pcc.gov.uk/saferfairerunited/>

<http://www.safertamworth.org.uk/>

http://issuu.com/tamworth_borough_council/docs/annual_review_corporate_plan_2014/1

http://www.tamworth.gov.uk/sites/default/files/misc_docs/Commissioning-PH-Outcomes-final-311014.docx

Commissioning in Tamworth is needs led. Information on the identified needs in Tamworth which underpin this commissioning prospectus can be found via the following links:

http://www.staffordshireobservatory.org.uk/publications/healthandwellbeing/districtsummaryprofiles.aspx#.VD_UltBwa1s

<http://www.staffordshireobservatory.org.uk/documents/DistrictProfile/2014/Enhanced-District-Profiles/EnhancedDistrictProfile2014Tamworth.pdf>

[http://www.staffordshireobservatory.org.uk/documents/SaferandStronger/Community-Safety-Profiles/Tamworth-Borough-Community-Safety-Profile-2013-\(V1\).pdf](http://www.staffordshireobservatory.org.uk/documents/SaferandStronger/Community-Safety-Profiles/Tamworth-Borough-Community-Safety-Profile-2013-(V1).pdf)

<http://www.staffordshirepartnership.org.uk/Health-and-Wellbeing-Board/Local-eJSNAs.aspx>

http://www.tamworth.gov.uk/sites/default/files/community_docs/Cohesion%20Baseline%20Document.pdf

5. Funding Available

- 5.1 The total amount of funding available within this Commissioning Prospectus is currently envisaged at **£555,000 over 2 (two) years**. Whilst every effort shall be made by the Partnership to provide this funding, applicants should be aware that this does not guarantee that the total funding will not exceed or fall short of this amount. The Partnership shall reserve the right to increase or decrease the total funding subject to availability.
- 5.2 There are four Lots available for applicants to apply for funding. Applicants may submit more than one proposal per Lot should they wish to do so:
- Lot 1 *Living Well; interventions that promote healthy living;*
 - Lot 2 *Community empowerment; interventions that engage with and empower communities to take control;*
 - Lot 3 *Increasing Aspiration; interventions that raise individual and community aspirations to make positive changes;*
 - Lot 4 *Early interventions for vulnerable groups;*
- 5.3 Subject to 5.1, each Lot will be allocated funding of 25% of the total amount of funding available.
- 5.4 Funds shall be allocated for up to 2 (two) years per proposal subject to break clauses set out in the contract and the continuing availability of funding. Applicant's bids for funding must not be less than £15,000 or exceed £60,000 per proposal over the two year period.

- 5.5 Applicants may submit more than one proposal for a single or multiple Lots. Applicants need only submit one completed Application Form but **MUST** clearly indicate in their application which Lot(s) they are requesting funding for. A completed Proposal Submission Form must also be submitted for each proposal.
- 5.6 It is the Partnership's intention, wherever possible, to award funding for multiple proposals per Lot. Only proposals that successfully pass the evaluation process will be considered for funding. Precedence for funding shall be given in descending order in line with the scores awarded in the evaluation. An application for funding a proposal may be granted in whole, in part or not at all by the Partnership, even if the evaluation process has been passed.
- 5.7 Where the value of applications for funding proposals in any Lot exceeds the amount of funding available, the Partnership shall distribute the funding to applicants as described in 5.6 until all available funding is exhausted. This may result in some proposals receiving part or no funding at all.
- 5.8 The Partnership shall reserve seventy five percent of available funding for each Lot specifically for use within that Lot. In the event that the value of applications for funding in any Lot is less than seventy five percent of the funding available, the Partnership shall reserve the right to either:
- a. re-distribute the difference between successful proposals within that Lot, or
 - b. initiate a new procurement process for the Lot up to the value of the shortfall.
- 5.9 Where up to twenty five percent of allocated funding in any Lot is not awarded, the Partnership shall reserve the right to re-distribute the funding to other Lots where successful proposals have received only part or no funding, as described in 5.7 above. Priority for receiving the funding shall be given in descending order in line with the scores awarded in the evaluation irrespective of the Lot. Once completed, any remaining surplus of funds shall be distributed or withheld entirely at the discretion of the Partnership.
- 5.10 In the case of two separate proposals targeting similar needs, outcomes and displaying similar approaches in the absolute discretion of the Partnership, funding shall only be awarded to the proposal awarded the highest score.
- 5.11 In consideration of 5.1 (and 5.6/5.7) above, applicants should include provision in their proposals for potential increases or decreases in the amount of funding being requested.

6. Issue of Further Information

- 6.1 The Council expressly reserves the right to issue further instructions and clarifications and to alter and amend any of the documents comprised in this Prospectus up to the final date for receipt of applications.
- 6.2 Should the applicant have any queries requiring clarification prior to the submission of their application in respect of any part of the Prospectus Documentation, they must submit a written request via the correspondence facility on in-tend. Any such requests must be made in writing at least forty-eight (48) hours prior to the submission return time and date deadline. Queries and/or requests for clarification will NOT be answered after the 2 day deadline. Replies will be sent to all applicants as a Clarification Notice via in-tend, although the anonymity of the person raising the query will be maintained.

7. What we will not fund

The commissioning Prospectus will NOT support:

- × Projects run for the benefit of an individual person
- × Health, Care and treatment services
- × Capital costs
- × Formal education
- × Any predominantly religious activity
- × Any political activity
- × A statutory responsibility or services generally resourced from/by other statutory organisations
- × Expenditure previously incurred or committed (including the writing of this application)
- × Projects occurring outside the local authority boundary of Tamworth, unless a direct benefit to the area can be proved
- × Any activity that discriminates on the basis of race, religion, gender, nationality, disability, age or sexual orientation

8. Frequently Asked Questions

<p>Do state aid rules apply?</p>	<p>It is the responsibility of each organisation seeking Improving Wellbeing funding to ensure their project does not contravene State aid rules. State Aid Guidance: www.thinklocalactpersonal.org.uk/Latest/Resource/?cid=9003</p>
<p>Is an organisation able to put in two different applications to the commissioning prospectus?</p>	<p>Of course, however each proposal needs to be submitted on a separate proposal submission form.</p>
<p>Can I apply for projects already part funded by other sources?</p>	<p>Project applications can be made where they are part funded by other means. This must be clearly stated in the appropriate section on the proposal submission form.</p>
<p>If I am successful in my application when will I receive my funding?</p>	<p>Payments will be made quarterly in advance for contracts awarded to voluntary and community sector organisations and in arrears for other organisations and will be subject to provision of performance data as set out in the contract.</p>
<p>Will the receipt of funding be payment by results?</p>	<p>Continued funding will be based on the performance of the agreed outcomes and outputs.</p>
<p>Can we submit a bid as part of a consortium?</p>	<p>Yes. We would positively encourage this. You just need to state clearly the consortium arrangements on the application form. Only the lead organisation should submit a bid.</p>

9. How to apply and timetable

Application Submissions

General

- 9.1 Applicants need only submit the one Application Form together with one set of checklist documents.
- 9.2 Applicants must submit a separate Proposal Submission Form for each proposal.
- 9.3 Applicants must submit the requested documentation via the relevant placeholder button (coloured red) titled “Upload Document” on in-tend. Should an applicant wish to submit more than one proposal per Lot then the system will permit this to be done as follows:

At the bottom of the in-tend submission page select the appropriate Lot from the drop down menu and then click on “Attach Document” to upload the additional proposal. Applicants are reminded that for each proposal they submit, it must also be accompanied by a completed Service Delivery Plan (Appendix A), Risk Assessment (Appendix B) and Equality Impact Assessment (Appendix C). The same process should be followed for each completed Appendix or any other document associated with the additional proposal.

- 9.4 Tamworth Borough Council must receive the applicant’s fully completed application form, together with any other requested bid documentation, by the return time and date specified at 9.7 below.

LATE RETURNS WILL NOT BE ACCEPTED AND WILL BE AUTOMATICALLY DISQUALIFIED

- 9.5 Applications MUST be submitted electronically using the ‘Submit my Return’ function on the in-tend website at <https://in-tendhost.co.uk/tamworthbc> in either PDF format or in a format which is compatible with Office 2003. Applications submitted by any other means will not be considered, unless otherwise directed, and will be disqualified.
- 9.6 Electronic links to other websites, or similar, where completed applications or associated documentation may be viewed or downloaded by the Council will not be accepted.
- 9.7 Applications, together with any supporting documentation, MUST be received electronically at the in-tend portal by no later than:

14:00 hours on FRIDAY 23 JANUARY 2015

9.8 Late receipt of electronic documentation will result in the disqualification of the submission. Applicants are advised, wherever possible, to submit their documents electronically well before the submission deadline as submissions attempted close to the deadline may experience delays and may result in some application documentation not being received and accepted. Any problems uploading submissions **MUST** be reported to and received by **Dave Onion, Corporate Procurement Officer, Tel no. 01827 709371, e-mail: david-onion@tamworth.gov.uk** before the submission deadline. Where applicants are unable to upload their submission and the report of the problem is received after the submission deadline, this will result in the disqualification of the submission. The Council accepts no liability of any kind for any submissions that are incorrectly or not delivered. It is the applicant's responsibility to ensure that their application documentation is submitted electronically before the closing date and time indicated at paragraph 9.7 above.

Indicative Timetable

Prospectus/application forms issued for a 10 week period	14 Nov 14
Deadline for receipt of completed application forms	23 Jan 15
Multi-agency Commissioning Team to evaluate submitted application forms	W/C 2 Feb 15
Clarification meetings if required	W/C 9 Feb 15
Decision on award of contact/grant	W/C 16 Feb 15
Applicants notified of decision	W/C 23 Feb 15
10 day voluntary standstill period	W/C 23 Feb or 2 March 15
Contracts issued	March 15
Service commencement date	1 April 15

As part of the evaluation of submitted applications and proposals, applicants may be requested to attend a meeting to discuss their submission. This will not be subject to scoring and is for the purpose of clarifying and verifying the information contained within the applicant's submission.

During the meeting we may, For example:

- ✓ ask to see copies of required policies, insurances etc.,
- ✓ discuss monitoring requirements
- ✓ discuss specific outcomes and performance indicators relating to the project outcomes
- ✓ discuss start date of service/activity
- ✓ discuss aspects of the proposal including, where applicable, any known amendments to funding and any impact on the proposal.

TUPE

Whilst the Council are not currently aware of any TUPE liabilities resulting from any previous commissioning, this will depend on the proposals you submit and services previously provided via the organisations listed below. Bidders should make their own investigations and take advice regarding the service(s) previously provided via the following organisations:

South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group Clinical Commissioning Group

Staffordshire County Council – Public Health

Staffordshire County Council

Tamworth Community Safety Partnership

Tamworth Borough Council

Part Two

10. Evaluation Guidance

We will score the application based on the following matrix

Reference section	Criteria	Range of marks	Weighting	Indicative scoring
	Summary		15%	
Q1 (Q16/Q17/Q18)	A detailed summary that sets out the needs and appropriate outcomes of the proposal.	5 4 3 2 1 0	15%	5- a robust proposal based on clearly identified need with a strong likelihood of fully achieving appropriate outcomes 4- a good proposal based on clearly identified need with likelihood of achieving appropriate outcomes but minor weaknesses or omissions 3- evidence of need & achieving appropriate outcomes but with some significant weaknesses/omissions 2-basic evidence of need or achieving appropriate outcomes 1-little evidence of need or appropriate outcomes 0-No clear evidence of need or appropriate outcomes
	Knowledge and Experience		30%	
Page 79	How your organisations experience & knowledge contributes to the proposal	5 4 3 2 1 0	5%	5- Extensive experience and knowledge and demonstrates how it will successfully contribute to the proposal 4- Good experience and knowledge and demonstrates how it will successfully contribute to the proposal 3- Some relevant experience and knowledge and demonstrates how it will successfully contribute to the proposal 2- Limited experience and knowledge but demonstrates how it will successfully contribute to the proposal 1- Good experience and knowledge but limited demonstration of how this will contribute to the proposal 0- Limited or No experience and knowledge with little demonstration of how this will contribute to the proposal
Q3 and Q4	Proposed Service Delivery Model including Service Delivery Plan	5 4 3 2 1 0	25%	5- A clearly defined service delivery model that will deliver realistic, achievable & significant measurable outcomes 4 – A good service delivery model that will deliver realistic, achievable & significant measurable outcomes with some minor weaknesses/omissions 3- A service delivery model with some weaknesses/omissions that may impact on success 2 – A service delivery model with significant weaknesses/omissions which are likely to impact on success

				1- limited evidence to demonstrate a successful service delivery model 0- No clearly defined service delivery model
	Quality and Management		35%	
Q5, Q6, Q7, Q8, Q9	<i>The organisations management and approach to deliver the proposal</i>	5 4 3 2 1 0	15%	5- Evidence of full management capability and an approach that addresses all requirements 4- Evidence of strong management capability and an approach that addresses all requirements with some minor weaknesses/omissions. 3- Evidence of management capability and an approach that addresses all requirements with weaknesses/omissions that may impact on delivery. 2- Evidence of management capability and an approach that addresses some requirements with weaknesses/omissions that may impact on delivery 1- Evidence of management capability and an approach that addresses some requirements with weaknesses/omissions that may have a significant impact on delivery 0- No or limited evidence of management capability.
Q10 Q16/Q17/Q18)	<i>Your organisation's understanding of the risks inherent in the service delivery</i>	5 4 3 2 1 0	5%	5- Evidence of a full understanding of the risks with appropriate mitigation 4- Evidence of strong understanding with appropriate mitigation but with some minor omissions/weaknesses 3- Evidence of some understanding of the risks and appropriate mitigation to the minimum acceptable level 2-Basic evidence of understanding risk and mitigation 1- Little evidence of understanding the risks 0- No evidence of understanding the risks
Q11	<i>Your organisation's commitment to equality in the service delivery</i>	5 4 3 2 1 0	5%	5- Evidence of full commitment to equality and diversity 4- Evidence of strong commitment with some minor limitations to equality and diversity 3- Evidence of some equality and diversity commitment however some significant gaps remain 2- Evidence of a basic equality and diversity commitment 1- Little evidence of any equality and diversity commitment 0- No evidence of any equality and diversity commitment

Service Delivery Plan & Q12 & Q15	<i>Value for Money – The quality and quantity of the outcomes and outputs to be delivered as set out in the proposal in relation to the funding requested</i>	5 4 3 2 1 0	10%	5- Strong Evidence of value for money 4- Good Evidence of value for money 3- Some Evidence of value for money 2- Limited Evidence of value for money 1- Little Evidence of value for money 0- No Evidence of value for money
Added Value			20%	
Q13	<i>Contribution to added value/ additional resources your organisation brings to the delivery of the service, the wider community and environment (not restricted to but examples could include): local volunteers, training, partnership working, local jobs and support of local supply chains</i>	5 4 3 2 1 0	10%	5-Evidence of strong added value/additional resources and Impact 4- Evidence of good added value/additional resources and Impact 3- Evidence of some added value/additional resources and Impact 2- Limited evidence of added value/additional resources and Impact 1-Little evidence of added value/additional resources and Impact 0- No evidence of added value/additional resources and Impact
Q14	Contribution to the cross cutting principles listed on page 5 of the commissioning prospectus.	5 4 3 2 1 0	10%	5- Thorough identification and evidence of how the proposal meets the cross cutting principles 4- Thorough identification and evidence of how the proposal meets the cross cutting principles with some minor omissions/weaknesses 3- Reasonable identification and evidence of how the proposal meets the cross cutting principles with some omissions/weaknesses 2- Little identification and evidence of how the proposal meets the cross cutting principles with significant omissions/weaknesses 1- limited evidence of how the proposal meets the cross cutting principles 0- No or irrelevant evidence of how the proposal meets the cross cutting principles

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Criteria Questions

The table above details the criteria that your application will be scored against along with how it will be assessed and the assigned weightings.

Criteria will be marked on a scale of 0 to 5. The table below sets out how these marks are allocated. Scoring shall be calculated as follows:

Score Awarded for Criteria x Weighting
Maximum Score Available for Criteria

The successful applicant will be chosen based upon the highest overall scores identified through the Criteria Questions.

Please Note: Minimum Total Score MUST equate to at least 65% for funding to be considered.

11. Evaluation Panel

The following individuals will be on the evaluation panel for each Lot:

Karen Adderley	Tamworth Borough Council
Karen Clancy	Tamworth Borough Council
Fleur Fernando	South East Staffordshire and Seisdon Peninsula Clinical Commissioning Group Clinical Commissioning Group
Donna Harvey	Staffordshire Police
Tim Leese	Staffordshire County Council
Jon Topham	Staffordshire County Council – Public Health

12. Managing the contract

We will discuss the service delivery and performance indicators with you prior to contract signature.

- **Payment Arrangements**

All payments will be made by BACS. Payments will be made quarterly in advance for contracts awarded to voluntary and community sector organisations and in arrears for other organisations and will be subject to provision of performance data as set out in the contract. Your contract will contain the details of your payment schedule.

Funding cannot be paid for costs incurred prior to the Contract signature. It is therefore advised not to proceed with expenditure until confirmation of funding has been received.

- **Monitoring and Evaluation**

We will work with the successful applicants to ensure a smooth project/service initiation and provide ongoing support for effective service activity/delivery.

You will be required to submit a performance return each quarter. Where returns highlight irregularities in performance, you will be required to meet with appropriate officers, providing a written report of how you plan to recover performance within an agreed timescale.

- **Break Clauses**

Your contract will include break clauses, including one at 31st March 2016.