



Town Clerk: Mrs Judy Morris BA(Hons)

The Town Hall  
1 High Street  
CULLOMPTON  
Devon  
EX15 1AB

[www.cullomptontowncouncil.gov.uk](http://www.cullomptontowncouncil.gov.uk)  
[town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)  
01884 38249

---

To Whom it May Concern

January 2019

---

## **INVITATION TO TENDER FOR PROVISION OF A YOUTH SERVICE IN CULLOMPTON FROM 1 APRIL 2019 – 31 MARCH 2020.**

*It is requested that you register your intention to submit a tender by sending an e-mail to the Town Clerk to Cullompton Town Council ([town.clerk@cullomptontowncouncil.gov.uk](mailto:town.clerk@cullomptontowncouncil.gov.uk)). This will allow the council to inform you of any alterations, additions and answers to questions received concerning this tender.*

Cullompton is an historic market town located at Junction 28 of the M5 motorway in Devon, midway between Taunton and Exeter. Youth Sessions are currently held at the John Tallack Youth & Community Centre, Meadow Lane, Cullompton EX15 1LL (the building is immediately behind the Culm Valley Leisure Centre and adjacent to Cullompton Community College).

The maximum budget for this tender is £20,000 excluding VAT.

The Town Council is inviting proposals from suitable organisations for the delivery of this service.

The organisation commissioned will be expected to work in partnership with the Town Council, the Town Council Youth Services Working Group, Youth Council, local community colleges, local schools and police.

The objective for this piece of work is to engage with young people, between the ages of 11-19 years old, in both a structured and "informal" setting, providing a safe environment which benefits young people by helping them to develop physical and mental abilities and emotional and personal beliefs, which in turn, will encourage individuals to become fulfilled and mature. The service should also meet the Statutory guidance on inter-agency working to safeguard and promote the welfare of children and young people found in the 'Working Together to Safeguard Children and Young People framework and guidance'.

Objectives:

- To support young people resident in the Cullompton area

- To retain and deliver two structured open access youth clubs a week at the John Tallack Community Centre (JT Centre). Our current provision runs on Monday for school years 7 - 9 and Thursday for school years 10+.

**NOTE:** It is envisaged that youth sessions will commence week commencing 29 April 2019.

- To provide issue-based work for groups and individuals as identified and required by the contractor.
- Provision to be led by professionally qualified (JNC) youth workers.
- To ensure all youth workers are provided with up to date professional development and training and regular supervision.
- To have all relevant policies and procedures in place to ensure the protection of all young people they work with.
- To ensure all staff and volunteers have enhanced DBS checks and hold safe-guarding qualifications or certificates.
- To work in a way that empowers young people to guide the service delivery.
- To secure funding to deliver a detached youth provision for those young people not attending the open access clubs at the John Tallack Youth & Community Centre.
- The detached provision is to include a minimum of 30 sessions through the year.
- To monitor and measure the outputs and outcomes of the sessions and report these monthly to the Town Council. Outputs and outcomes to include:
  - Number of detached youth work sessions run.
  - Number of open access sessions run.
  - Number of single-issue programmes run.
  - Number of young people engaged with (defined as 2 or more hours of engagement).
  - Number of young people receiving individual or group support.
  - Number of young people referred to youth workers from other organisations (e.g. school/college/police/etc.).
  - Number of volunteer support worker hours.
  - Match funding secured.
  - Numbers referred to other organisations e.g. health professionals.

### Delivery Timescales

Milestone	Date
Invitation to Tender published	Monday 28 January 2019
Closing Date for Tender proposals	Friday 22 February 2019
Presentations by invited tender applicants	Friday 1 March 2019
Contract Awarded	Monday 3 March 2019

The contract will be awarded to the provider that best complies with all the council's requirements. Information may be requested by any organisation who wish to submit a tender and the question and answer will be supplied to *all* organisations who wish to submit a tender. Considerations that will be made include:

- Compliance with written requirements.
- Satisfactory references.

The council may request further information from service providers after tenders have been submitted and before a preferred tender is announced.

### **General Requirements**

A single point of contact should also be supplied in case the council has questions concerning the tender. In addition, contact names and addresses, email addresses and telephone contact details are to be supplied for at least two local authority referees who can be contacted to obtain references.

Organisations will be required to supply the council with copies of the following documentation:

- Accreditation certificates.
- Public Liability Insurance certificates.
- Employer Liability Insurance certificates.
- General and specific Risk Assessments.
- Method Statements.
- Health and Safety policy statements.

This documentation must be included with the tender submission.

### **Added Value**

It is envisaged that, during the evaluation process, added value that can be achieved by tender submissions will weigh heavily. This may include:

- The ability to obtain grant funding to enhance the youth services provided to young people living in the Cullompton area.
- Volunteer training for young people.
- Provision of support for education in the form of sessions such as an after school homework club.
- Youth sessions during school holidays.

Tenders are to be submitted in paper form in a sealed envelope or postage tube containing the words "TENDER SUBMISSION – YOUTH SERVICES" by 12 noon on the closing date listed above. All tenders will be opened by the Town Clerk in the presence of at least two Council members.

**Any queries concerning this tender invitation should be directed in the first instance to the Town Clerk as follows:**

Mrs Judy Morris BA(Hons), Town Clerk  
Cullompton Town Council  
The Town Hall  
1 High Street  
CULLOMPTON EX15 1AB

01884 38249

[town.clerk@cullomptowncouncil.gov.uk](mailto:town.clerk@cullomptowncouncil.gov.uk)

Cullompton Town Council very much looks forward to hearing from you.

Yours faithfully

Judy Morris

**Town Clerk**