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# INVITATION TO TENDER

**Title: JUMP Connector Programme - Girdlington**

**Deadline for receipt of tender proposals: 12 Noon, October 20<sup>th</sup>, 2021**

**Contract Value: £90,000 - £100,000 inclusive of VAT**

## **Background**

**JU:MP, the Bradford Local Delivery Pilot (LDP)** is a pilot programme led by Active Bradford that aims to test and learn what helps children and families to be active. The pilot is one of 12 Sport England LDPs across England <https://www.sportengland.org/our-work/local-delivery-pilots-community-of-learning/>, and has received £9 million of National Lottery funding, through Sport England to deliver and evaluate the programme. Born in Bradford, a research programme hosted at Bradford Teaching Hospitals NHS Foundation Trust, are leading the pilot on behalf of Active Bradford.

JU:MP aims to improve the health and wellbeing of children aged 5 – 14 and their families, through physical activity across a disadvantaged, ethnically diverse area of North Bradford. The aim is to pilot a whole systems approach to increasing children's physical activity by working with local families, communities, schools and organisations, by making improvements to the environment and influencing policy and strategy.

JU:MP aims to energise, inspire and support children and families to enjoy being active and to make this easier for them to do. The priority is to engage less active groups of children which local and national data shows include:

- Girls
- Children and young people from BAME communities
- Children with disabilities

## **Outcomes**

The ambition of our pilot is to use physical activity as a vehicle to achieve three outcomes that the Bradford District Plan of 2016 set out as priorities for the District.

1. Better Health (improved physical and mental wellbeing)
2. Better Skills (improved academic and social skills)
3. Safe, clean and active communities (reduced crime, improved social mixing and inclusivity)

The pilot's objective is to increase the numbers of children achieving 60 minutes of moderate to vigorous physical activity (MVPA) per day at a population level, and thus improve outcomes for children and young people aged 5-14 years. Born in Bradford measured the physical activity levels of

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1429 Bradford children aged 9-11 years from 2017-2019, using accelerometry (devices worn on the hip that accurately measure activity). They found that there were major inequalities in physical activity levels across gender and ethnicity with White British Boys being the most active, and Pakistani Heritage girls being the least active. (See table below). JU:MP is committed to reducing these inequalities by addressing the barriers that less active groups of children face.

	All	Boys	Girls	White British	Pakistani Heritage	White British boys	Pakistani Heritage boys	White British girls	Pakistani Heritage girls
<b>MVPA mins/day</b>	46	54	38	53	40	62	49	47	33
<b>% Meeting Guidelines</b>	23%	34%	13%	32%	16%	42%	28%	24%	6%

MVPA mins = the average number of minutes of moderate-to-vigorous intensity physical activity each day

The pilot will work across a defined area of North Bradford; Eccleshill and Windhill; Fairweather Green, Heaton Toller, Manningham and City; Allerton and Bolton and Undercliffe (See Map Appendix 1). This area has high levels of deprivation and a population of 140,000, of which 27,000 are children and young people.

Sport England have tasked the Local Delivery Pilots with creating sustainable changes to tackle inactivity and JU:MP is taking a behaviour change approach to achieve this. This approach involves building the capability and motivation of children and families to be active, and creating sustainable opportunities to be active in the local area. This can be through creating sustainable opportunities for organised sports and active recreation and also encouraging children and families to do simple things to be active for themselves like walking to the shops, going to the park or playing active games together.

Our approach is to work in partnership with local organisations and communities, taking an asset-based approach and focussing on solutions.

Further information: <https://www.activebradford.com/jump>

### **The Neighbourhood Approach**

Over the last two years, the JU:MP Pathfinder Phase has tested a whole systems approach to increasing children’s physical activity levels by working at a neighbourhood level with families, communities, schools and organisations, and by making improvements to the environment (e.g parks and green space). JU:MP Neighbourhoods are hyper local areas identified as having a recipe for success, including engaged community and faith organisations, 4 - 6 schools and local green space with potential to be developed as an active, playful environment. The learning from the last two years has formed the basis for the Accelerator Phase which will run from 2021/22 - 2023/24.



The **JU:MP Accelerator Phase plan** has 15 workstreams which have been identified through evaluation of the Pathfinder phase and wider research into what shows promise of working. Nine workstreams are primarily focussed at a neighbourhood level, there are also six overarching workstreams that will be delivered across the whole JU:MP area (all 8 neighbourhoods) by the core JU:MP team and wider commissioned organisations and providers.



More detail on the workstreams can be found on our website:

<https://www.activebradford.com/jump>

### **JU:MP Neighbourhood Action Group**

In each neighbourhood a JU:MP Coordinator will establish a JU:MP Neighbourhood Action Group to co-design a local action plan, based on the overarching JU:MP plan and with support from the JU:MP core team. The JU:MP Coordinator will support the neighbourhood action group and wider partners to enact their local action plans over a 2 year period and link the 15 JU:MP workstreams in at a local neighbourhood level. The JU:MP Connector will establish and facilitate a group of children/families to contribute to developing the action plan.

The JU:MP Core team will provide training and support to the successful organisation to ensure that staff have the knowledge, skills and confidence to deliver the requirements below.



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## Section 1: Specification

### Introduction

#### JU:MP Connector programme – Girdlington

The Girdlington area have been identified as a JU:MP Neighbourhood and covers the area outlined in the map (**Appendix 1**). The JU:MP Coordinator will establish a JU:MP Neighbourhood Action Group with key partners to co-design and deliver a local plan to increase children and families' physical activity levels, taking a whole system approach. This means working with families, communities, schools and organisations, and by making improvements to the local environment over a two year period to create sustainable change in children and families' physical activity levels.

The JU:MP Connector programme will work directly to children and families building their knowledge, skills and motivation to be physically active as outlined in the specification below.

#### 1.1 Requirements

We require an organisation or partnership of organisations to lead the JU:MP Connector programme taking an asset based, collaborative approach.

We are looking for an organisation (or partnership of organisations) with:

- Strong and longstanding relationships with the local community and partners.
- Track record of successfully delivering programmes that improve the wellbeing and/or increase physical activity levels of children and families in the local area
- The ability to appoint and manage a JU:MP Connector (or two part time roles) who will deliver services outlined below.
- The ability to manage and deliver activities and projects to help implement the action plan.
- A long-term commitment to the local community to maintain a legacy from JU:MP that benefits local children and families' health and wellbeing.
- A physical space (venue/green space) in the neighbourhood that has potential to be a hub for children and families' physical activity is desirable, though not essential.

#### 1.2 The services to be delivered are to:

##### JU:MP Connector(s)

This role requires a good understanding of children and families in the neighbourhood and ideally existing relationships and links to the local community. The JU:MP Connector(s) could involve several part time roles. They will:

- Embed physical activity in the local community; working directly with local children who are less physically active, supporting them to be active in the local community and parks/green spaces.
  - Build strong relationships with children and families engaging them through schools, faith and community settings and strengthening these links and connections for families across the neighbourhood.
  - Establish a group of children/families to contribute to developing the local JU:MP action plan
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- Encourage behaviour change in children and families to be active. Empower children and families to be active independently and for themselves wherever possible (rather than just leading activity sessions).
- Initiate or deliver a range of activities which could include informal games, sports, play, dance, walking or cycling. Deliver or facilitate activities in green spaces to build confidence and regular engagement by local families.
- Support the Join Us: Move. Play Campaign and wider communications including social media activity and local promotion of the campaign.
- Encourage and empower parents and family members, particularly South Asian women, to become local physical activity 'leaders' to create inspiring and relatable role models for children. This could include facilitating parent led sports or physical activity (e.g formal or informal groups or volunteering)
- Encourage, train and empower children and young people, particularly those from less active groups, to become young leaders in their community.
- Support the JU:MP Coordinator in the delivery of the local JU:MP action plan.

The JU:MP programme uses a behaviour change approach and applies a concept called Theory of Change, which identifies mechanisms through which change in physical activity behaviour will occur. The following chart maps the key actions required by the JU:MP Connector programme and the changes that the actions will aim to achieve.

Actions	Change to be achieved
<p><b>Facilitate behaviour change:</b> JU:MP Connectors facilitate behaviour change in children and families by building the skills, confidence and motivation of less active families to be active together and independently. JU:MP Connectors facilitate family engagement in local greenspace, e.g. via fun days, led walks, treasure trails.</p>	<p>Families have the knowledge, skills and motivation to be physically active</p> <p>Families think there are opportunities for children to be physically active safely</p> <p>Families allow children to be physically active</p> <p>Family and friends support each other to be physically active</p>



<p><b>Develop local leaders/champions:</b></p> <ul style="list-style-type: none"> <li>• JU:MP Connectors engage the community to support the development of local physical activity 'leaders' (children and families/parents).</li> <li>• This could include Facilitating parent delivery of physical activity (formal or informal/volunteering), supporting the development of child-led activities, Enable children and families to be involved in decision making/activism/championing of physical activity.</li> </ul>	<ul style="list-style-type: none"> <li>• People influence local decisions for physical activity in their community</li> <li>• People can access resources and support children to be physically active in their community</li> <li>• Family and friends support each other to be physically active</li> </ul>
<p><b>Facilitate groups of children and families for action plan development:</b></p> <ul style="list-style-type: none"> <li>• JU:MP Connectors will form local groups of children and families to co-produce the neighbourhood action plans and greenspace development plans; as well as gaining the opinions of those not part of these formal groups.</li> <li>• The JU:MP Connectors will represent children and families in the neighbourhood action groups feeding in the wants and needs of the local children and families.</li> </ul>	<ul style="list-style-type: none"> <li>• People influence local decisions for physical activity in their community</li> <li>• Children influence policy and strategy</li> </ul>
<p><b>Deliver the local action plan:</b></p> <ul style="list-style-type: none"> <li>• JU:MP Connectors support the delivery of the neighbourhood action plan. This includes initiating a range of activities to embed physical activity in the local community.</li> <li>• The broader focus is on supporting the wider delivery of the action plan, which will vary for each neighbourhood, but may include, consultation around greenspace developments, initiatives to improve perceptions of safety within the community, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• The changes required are dependent upon the actions decided upon in the local action plan</li> </ul>



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## Research

Research is integral to the pilot and you will be part of a world-leading research programme. Your team will be expected to work closely with the research team to evaluate the implementation and impact of your work as part of the whole system approach to increasing levels of physical activity.

This will be completed through:

- The co-production of a theory of change, aligned with the JU:MP programme, and programme logic model (with support from the JU:MP Core team).
- Submitting an evaluation report every 6 months using the JU:MP monitoring and evaluation reporting tool. The tool requires you to:
  - enter data around project delivery, attendee demographics and frequency of attendance, and data from the JU:MP 6-monthly satisfaction questionnaire
  - document what's gone well and what could be improved
  - summarise the impact of your project, the challenges and the learning resulting from this
- Completing a survey related to your organisation at least two time-points during the accelerator phase
- Contribute to the process evaluation through participating in interviews focused on understanding what has happened and barriers and facilitators to implementation, and completing surveys about you and your networks, to understand how the project is integrated within the JU:MP neighbourhoods, at 6 monthly intervals.
- Work with the research team to support recruitment of the children/family groups to the process evaluation.

## 1.3 Outputs

The programme will be required to meet the following minimum requirements:

- Deliver or facilitate at least 5 sessions a week of physical activity (of at least an hour) with local children aged 5 – 14 years and their families.
- Engage at least 20 girls and 30 other children/young people/family members per week in physical activity, from the local community.
- Engage at least 6 local volunteers/leaders to regularly support the community to be active of which at least 3 are women/girls.
- Establish a group of at least 8 children/families to feed into the development of the neighbourhood action plan and local greenspace/park improvements.
- Create at least 4 opportunities for children/families to be active in the local area that are sustainable long term.

Other commitments

- To participate in joint planning meetings with the JU:MP Coordinator and JU:MP core team at least every 6 weeks.
- To attend the 6 weekly Neighbourhood Action Groups meetings
- To attend JU:MP training and workshops to share learning
- Carry out the monitoring and evaluation as required by the JU:MP research team.
- To submit 6 monthly reports on progress to JU:MP.

## 1.4 Values

- Collaborative working is at the heart of the JU:MP neighbourhood working; doing with, not for or to communities.
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- Take a behaviour change approach, focusing on the capability, opportunity and motivation of children and families to be active.
- Establishing an ethos for the programme that is fun, energising and inclusive.
- Community engagement and co-design are principles that will run throughout the programme.
- Establishing sustainable activity wherever possible and supporting communities to do things for themselves.
- Taking a test and learn approach, being open to taking risks and being innovative.
- Build on the assets and energy that is already in existence in the neighbourhood.

#### Procurement and Project Timetable

Event	Date/Time
Tender Notice posted	30 <sup>th</sup> July 2021
<b>Tender response deadline</b>	<b>12 noon, 20<sup>th</sup> October 2021</b>
Interviews	8 <sup>th</sup> November 2021
Decision made	9 <sup>th</sup> November 2021
Anticipated start date of contract	30 days after decision date
<b>Start date for delivery</b>	As soon as possible.

#### Procurement Procedure

Bradford Teaching Hospitals NHS Foundation Trust (BTHFT) is leading the tender process and will manage and oversee the contract once awarded on behalf of Active Bradford.

Bidders should raise any queries they have about the requirements by email to [tenders.jump@bthft.nhs.uk](mailto:tenders.jump@bthft.nhs.uk). These should have the subject “**JU:MP Connector for Girdlington – Tender Query**”. We will publish all questions raised (without disclosing the source of the enquiry) and all responses to bidders on our website [www.activebradford.com/jump-tender-opportunities](http://www.activebradford.com/jump-tender-opportunities), unless we consider the information to be commercially sensitive. Our view on the issue of commercial sensitivity shall be final, the bidder raising the question will be asked to withdraw it if it does not agree with this assessment.

We reserve the right to carry out clarifications if necessary; these may be carried out via email or by inviting shortlisted bidders to attend an interview. In order to ensure that both BTHFT’s and bidders’ resources are used appropriately; we will only invite bidders to attend an interview and present





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proposals if deemed necessary. You are responsible for all your expenses when attending such meetings. BTHFT reserves the right to vary all dates in this Invitation to Tender, to request bidders to attend an interview, to terminate this procurement process and/or decide not to award a contract.

### **Duration of Contract**

Two Years (2 Years)

#### **Service Levels**

You must propose Service Levels in your tender response for agreement with BTHFT. You will be required to comply with the SLAs above and any others suggested and agreed with BTHFT as part of the contract.

#### **Escalation Procedures**

In the event of a major problem, a list of contacts will be required to manage any problem to a successful conclusion.

#### **Account Management**

In performing the services required under this contract, the supplier will report to the JU:MP Community Engagement Manager for Girlington Neighbourhood

Please specify in your proposal the named individual who will be responsible for the account management of this contract on behalf of your organisation.

#### **Management Reporting/Review Meetings**

Management and reporting to be agreed in liaison with the successful bidder.

#### **Contract Value**

£90,000 - £100,000 inclusive of VAT

#### **Payment Structure and Billing Requirements**

Payments to be made in quarterly instalments on achievement of agreed milestones.

#### **Evaluation Criteria**

You are required to respond to **ALL** of the criteria below. To assist our evaluation of your tender submission, please ensure you clearly cross-refer your responses to the assigned numbers.

(a) Quality Criteria

**80% of the marks** will be allocated to your response to the Quality Questions (table 1 below). Each question will be scored using the methodology below.

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Your overall score for each question will be calculated by multiplying the quality score you receive with the weighting for that question, set out below. This score will then be divided by the total maximum available score for the Quality Criteria (325) and multiplied by 80% to get your final score for that question.

Example: assume Bidder A scores 3 for Question 1: the formula is  $10 \times 15 = 150$ ,  $150 \div 325 \times 80 = 37\%$

**20% of the marks will be available for your Price Proposal.** The methodology for scoring price is set out further below.

Your responses should be supported by evidence/previous successful implementation of proposed solutions for meeting our requirements.

Please note – Though criteria are numbered, this does not relate to any order of importance.

**Table 1**

**In submitting your tender provide:**

Please provide evidence of partnerships through letters of support for the bid outlining the role partners will play and if applicable what resources/funding they will receive.

	Criteria	Weighting
<b>Question 1</b>	<p>Provide a detailed summary of work your organisation has previously undertaken that:</p> <ul style="list-style-type: none"> <li>● Is relevant to the JU:MP programme requirements in section 1.1 and 1.2</li> <li>● Has engaged the local community in the Girlington area</li> </ul> <p>Please give specific examples including data (e.g. engagement numbers, feedback from participants, impact of work etc) and the following information in respect of each example provided:</p> <ul style="list-style-type: none"> <li>● Organisation name</li> <li>● Length of contract</li> <li>● Value of contract</li> <li>● Reference contact details</li> <li>● Please provide two references who we may contact to verify the information provided.</li> </ul>	15
<b>Question 2</b>	Provide details of how your existing local partnerships and relationships with the local community will help you to deliver the	15



	<p>programme requirements as outlined in section 1.2 and 1.3</p> <p>Outline your long term commitment to the local community</p> <p>Outline how your organisation is committed to the values outlined in section 1.4 and give examples of how you have worked in this way</p>	10
<b>Question 3</b>	<p><b>Project management and delivery</b></p> <p><b>Provide your plan for implementation using the template provided in Appendix 2 (Logic Model)</b></p> <p><b>Provide a provisional timeline for the two year programme.</b></p> <p>Describe why this approach is feasible and effective based on your previous relevant experience. Describe how you will meet our required outputs and any additional services you can provide.</p>	10
<b>Question 4</b>	<p>Demonstrate the skills and experience of your team/staff including managerial staff who you propose to undertake/oversee this contract if successful.</p> <p>Outline how their experience, knowledge and skills will be beneficial to the project. Your response should outline your organisation's governance and internal reporting structure.</p> <p>Outline your approach to maintaining quality.</p>	10

### Scoring Methodology

<b>0</b>	<b>Poor</b>	No response or partial response and poor evidence provided in support of it. Does not give BTHFT confidence in the ability of the Bidder to deliver the Contract.
<b>1</b>	<b>Weak</b>	Response is supported by a weak standard of evidence in several areas giving rise to concern about the ability of the Bidder to deliver the Contract.
<b>2</b>	<b>Satisfactory</b>	Response is supported by a satisfactory standard of evidence in most areas but a few areas lacking detail/evidence giving rise to some concerns about the ability of the Bidder to deliver the Contract.
<b>3</b>	<b>Good</b>	Response is comprehensive and supported by a good standard of evidence. Gives BTHFT confidence in the ability of the Bidder to deliver the contract. Meets the Fund's requirements.



4	Very good	Response is comprehensive and supported by a high standard of evidence. Gives BTHFT a high level of confidence in the ability of the Bidder to deliver the contract. Exceeds BTHFT's requirements in some respects.
5	Excellent	Response is very comprehensive and supported by a very high standard of evidence. Gives BTHFT a very high level of confidence of the ability of the Bidder to deliver the contract. Exceeds BTHFT's requirements in most respects.

(b) Price Criteria

**20 marks** will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your total costs figure including VAT and expenses in the schedule of charges below will be used to score this question.

For example, if the lowest price is £100 and the second lowest price is £125 then the lowest priced bidder gets 20 (full marks) for price and the second placed bidder gets 15 marks and so on. ( $25/100 \times 20 = 5$  marks;  $20 - 5 = 15$  marks)

**The bidder with the highest score when the quality and price marks are added up will be the preferred bidder.**

**Schedule of Charges**

If VAT is chargeable on the services to be provided, this will be taken into account in the overall cost of this procurement contract.

Bidders shall complete the schedule of charges below estimating the number of days and travel and subsistence costs associated with their bid plus wider costs such as venue hire and materials, etc. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred. A more detailed budget will be required on successful application.

Notes:

1. BTHFT reserves the right to reject abnormally low tenders.
2. The Bidder's total costs must not exceed **£100,000 inclusive of VAT and all expenses. Bidders whose costs exceed this amount will be excluded from further consideration in the tender process.**
3. You should not submit additional assumptions with your pricing submission. If you submit assumptions, you will be asked to withdraw them. **Failure to withdraw them will lead to your exclusion from further participation in this competition.**



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## SECTION 2: INSTRUCTIONS TO TENDERERS

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Please submit your tender offer in accordance with all of the instructions, requirements and specifications set out in the enclosed documentation.

You must treat these documents and any further information provided by BTHFT as confidential at all times, and only disclose them if necessary to prepare a compliant response to the tender.

Nothing in the enclosed documentation or appendixes, or any other communication made between BTHFT and any other party, can be considered a contract or agreement at this stage.

### **Compliance**

BTHFT reserves the right to disqualify or reduce the evaluation score of any tenderers who do not fully comply with the requirements in the tender documentation, in particular the closing time and date.

BTHFT reserves the right to evaluate proposals on a variety of criteria. The tender with the lowest price will not automatically be accepted.

### **Validity of offer**

You must offer your tender for acceptance for 60 days from the deadline for tender submission.

Please note that by submitting a tender response for consideration, you are confirming that, as an officer for the company/organisation that you represent, you have read and understood the tender documents and that your offer to BTHFT is open for acceptance for 60 days from the tender closing date.

### **Tendering**

**Your submission should not exceed 3,000 words including tables.**

If we extend the deadline for tender responses, we will post this information on the Active Bradford website.

BTHFT reserves the right, in its absolute discretion, to cancel or suspend this tender process at any time and for any reason. If we need to do this, we will notify you in writing as soon as is reasonably practical.

BTHFT is not responsible, and will not pay for any expenses or losses you incur during, but not limited to, the tender preparation, site visits, post-tender negotiations or interviews.

### **Return of Tender**

You must [complete and submit your tender response/proposal electronically](mailto:tenders.jump@bthft.nhs.uk) to [tenders.jump@bthft.nhs.uk](mailto:tenders.jump@bthft.nhs.uk) by the tender response deadline of **20<sup>th</sup> October 2021**

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The email submitted must include the subject **Invite to Tender – JU:MP Connector for Girington**. If you are experiencing any problems submitting your document by email, please email [tenders.jump@bthft.nhs.uk](mailto:tenders.jump@bthft.nhs.uk) for further assistance.

We will only accept responses submitted via email. We will not accept any responses submitted by any other method. Any tender delivered after the closing date and time for any reason will be discounted. BTHFT is not responsible if all or part of your tender is not received.

## Appendix 1





## Appendix 2

# Project map – how do we get there?

Component	Example (SA girls cricket)
<b>Inputs</b>	Funding, staff to deliver cricket sessions, equipment (cricket bats, balls etc.)
<b>Activities</b>	Promotion / marketing of cricket sessions Community engagement Delivery of sessions
<b>Outputs</b>	Number of sessions delivered Number of SA girls attended sessions
<b>Outcomes</b>	<p><b>Short term</b> - SA girls increase cricket skills, SA girls enjoyed playing cricket and are more motivated to try other sports and activities</p> <p><b>Medium term</b> - SA girls increase physical activity levels</p> <p><b>Long term</b> - SA girls have improved physical and mental health</p>
<b>Moderators</b>	Weather Whether SA girls have money / clothing to attend