



INVITATION TO TENDER

Title: JU:MP Neighbourhood Leadership - Girdlington

Deadline for receipt of tender proposals: 12 noon October 20th 2021

Contract Value: £75,000 - £85,000 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 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
MVPA mins/day	46	54	38	53	40	62	49	47	33
% Meeting Guidelines	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 will be by 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.

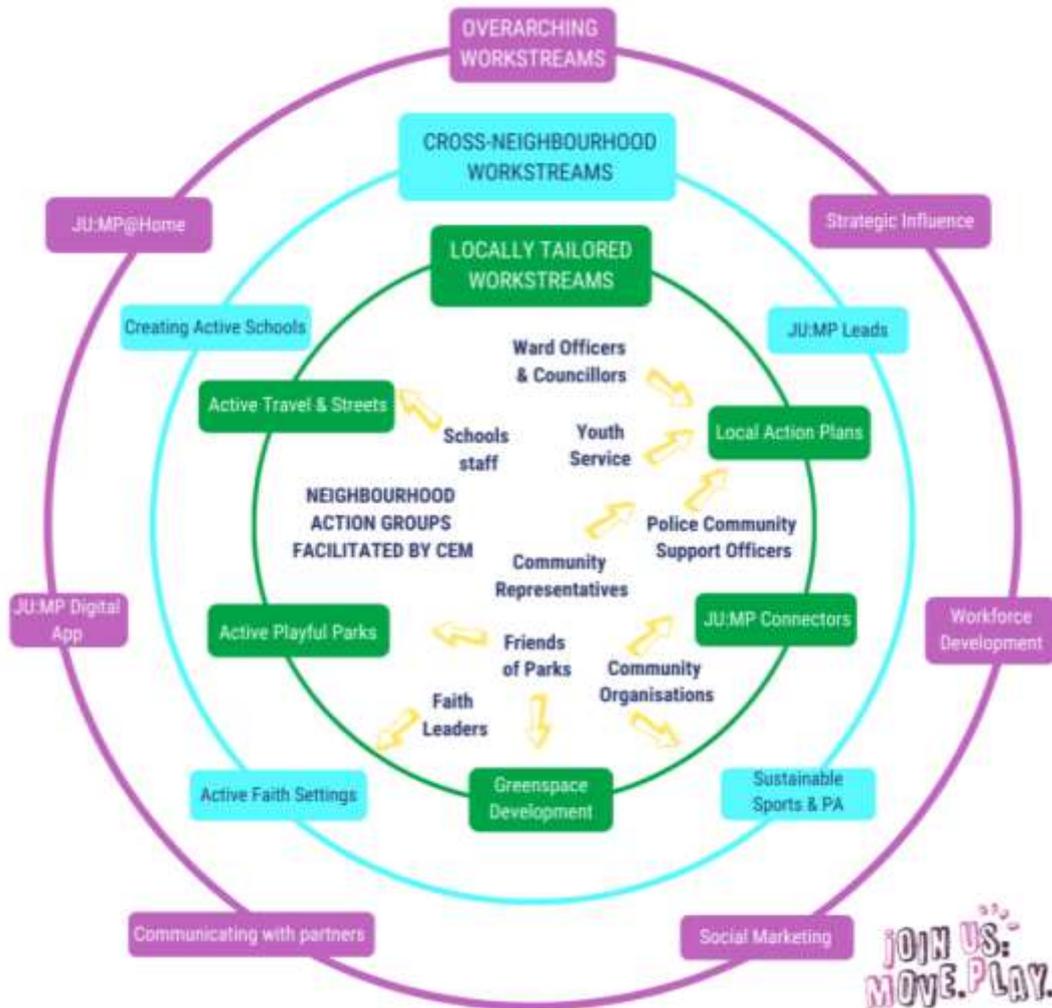
Further information: <https://www.activebradford.com/jump>

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.



Details on the workstreams can be found on the JU:MP 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 and deliver children and family facing activity to support the delivery of the 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.



Section 1: Specification

Introduction

JU:MP Neighbourhood Leadership – Girdlington

The Girdlington area has 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 as outlined in the specification below.

1.1 Requirements

We require an organisation to lead the JU:MP Neighbourhood programme in Girdlington, employing and managing a JUMP Programme Coordinator to take an asset based, collaborative approach to delivering the JU:MP Programme.

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 to improve the wellbeing of the local community.
- Track record of successfully working in partnership with local organisations.
- The ability to appoint and manage a JU:MP Programme Coordinator (part time) who will deliver services outlined below.
- The ability to co-produce, manage and deliver activities and projects to implement the action plan.
- The ability to hold and manage funds on behalf of the JU:MP Neighbourhood Action Group and work collaboratively to agree the allocation of funding to help deliver the plan.
- Track record of successfully delivering programmes that engage South Asian girls in physical activity is desirable, though not essential.
- 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.

The services to be delivered are to:

Provide leadership at a local level to ensure a long term strategic vision for the Girdlington area to be a place that supports children and families to be physically active.

Recruit, appoint and manage a part time JU:MP Programme Coordinator who will deliver services over a two year period as outlined below:

JU:MP Programme Coordinator

- Establish, support and maintain the JU:MP Neighbourhood Action Group ensuring that the right people/organisations with representatives from schools, faith settings, local authority, are engaged and represented.
-



- Lead, facilitate and empower the group to co-produce and co-deliver the JU:MP Neighbourhood Action Plan with support from the JU:MP Project Manager. This role is primarily organisational facing, ensuring delivery of the local action plan through enabling and supporting local organisations to take action.
- Ensure the delivery of the neighbourhood workstreams including greenspace development, active playful parks, JU:MP Connector programme and active travel and streets.
- Manage the JU:MP Connector(s) working together to ensure they engage children and families in sustainable physical activity.
- Coordinate the wider JU:MP work streams at a neighbourhood level and ensure effective integration of the whole system working closely with the JU:MP Project Manager to ensure smooth integration of cross neighbourhood and overarching workstreams into the neighbourhood.
- Lead on the identification and development of a local greenspace/park working in partnership with Bradford Council Parks team/Landscape Design Unit. Engage with local children (5-14 years old) and their families to ensure their opinions and ideas inform the development. Liaise with Bradford Council partners to ensure timely delivery of green space improvements. Ensure families feel ownership and are actively engaged longer term in their local greenspaces.
- Lead plans to activate local green space to be active, playful spaces, working closely with the JU:MP Connector.
- Build strong relationships and connections between local schools in the neighbourhood and the wider community organisations, groups, and venues. Help them to collaborate and share learning.
- Help organisations to reach more local children, young people and families. Open up access to schools and community venues/assets for children and families to be active on weekends, evenings and in school holidays developing sustainable approaches.
- Work closely with the JU:MP Communications lead taking an active role in communication of JU:MP campaigns. Lead local communications across all forms of media using a range of communication tools including social media, web-based and printed materials.
- Identify volunteers and young leaders and support them to access training and deliver activities such as sports, play sessions and walking groups. Support them to create sustainable activities.
- Engage in regular training and development sessions with the core JU:MP team and share learning with wider JU:MP partners.

JU:MP Neighbourhood programme funding - £30,000

- Hold and manage £30,000 funding on behalf of the JU:MP Neighbourhood Action Group and work collaboratively to agree the allocation of funding to support the delivery of the JU:MP Neighbourhood Action plan over the two year programme.
- Recognise the funding is to support a range of organisations, individuals and initiatives in order to meet the aims of JU:MP and the JU:MP Neighbourhood Action Group
- Provide the JU:MP Neighbourhood Action Group with a 6 monthly budget report.

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 Coordinator programme and the changes that the actions will aim to achieve.

Actions	Change to be achieved
<p>Connecting local organisations: JU:MP Programme Coordinator builds strong relationships and connections between schools, wider community groups, organisations and spaces within the neighbourhood.</p> <p>This could involve supporting schools and other organisations to open facilities for the community beyond school time/usual opening hours and for a wider 'audience'.</p>	<ul style="list-style-type: none"> • Organisations implement policies and strategies that support children to be active • Organisations provide opportunities for children to be active • Organisations provide social support and encouragement for families to be active
<p>Deliver the local action plan: JU:MP Programme Coordinators support the delivery of the neighbourhood action plan. This includes:-</p> <ul style="list-style-type: none"> • Initiating a range of activities to embed physical activity in the local community. • Supporting the wider delivery of the action plan, this will vary for each neighbourhood, but may include, consultation around greenspace developments, initiatives to improve perceptions of safety within the community, etc. 	<ul style="list-style-type: none"> • The changes required are dependent upon the actions decided upon in the local action plan
<p>Develop local leaders/champions:</p> <ul style="list-style-type: none"> • JU:MP Coordinators engage local organisations the community to support the development of local physical activity 'leaders' (children and families/parents). 	<ul style="list-style-type: none"> • People influence local decisions for physical activity in their community • People can access resources and support children to be physically active in their community • Family and friends support each other to be physically active



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:

- Submitting an evaluation report every 6 months to document what's gone well and what could be improved and to summarise the impact of your project, the challenges and the learning.
- Completing a survey related to your organisation and 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:

JU:MP Programme Coordinator

- Engage in the JU:MP programme supported by the JU:MP Project Manager.
- Establish a Neighbourhood Action Group of at least 8 local partners to meet at least 4 times a year.
- Facilitate the delivery of the neighbourhood action plan and report on progress.
- Manage the JU:MP Connector(s) including regular meetings and joint action planning
- Engage the local community in the development of local greenspace/park
- Ensure improvements to at least one greenspace are achieved in partnership with Bradford Council
- Create at least 5 sustainable opportunities for children/families to be active in the local area.
- Engage at least 5 new wider partners in the JU:MP programme.

Other commitments

- Organisational lead to hold joint planning meetings with the JU:MP Programme Coordinator and JU:MP Connector(s) and the JU:MP Project Manager at least every 6 weeks.
- JU:MP Programme Coordinator and JU:MP Connector(s) to attend JU:MP Core team planning meetings 2 – 3 times a year.
- Carry out the monitoring and evaluation as required by the JU:MP research team.
- Lead organisation to submit 6 monthly reports on progress

1.4 Values

- Collaborative working is at the heart of the JU:MP neighbourhood working; doing with, not for or to communities.
 - 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	5pm, 30 th July 2021
Tender response deadline	12 noon, 20th October 2021
Interviews	1 st November 2021
Decision made	2 nd November 2021
Anticipated start date of contract	30 days after decision date
Start date for delivery	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. These should have the subject “**JU:MP Neighbourhood Leadership - Girlington - 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, 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 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) subject to signed service level agreement.

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 JU:MP Project Manager.

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

£75,000 - £85,000 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.

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.

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

	Criteria	Weighting
Question 1	<p>Provide a detailed summary of work your organisation has previously undertaken that:</p> <ul style="list-style-type: none"> ● Is relevant to the JU:MP programme requirements in section 1.1 and 1.2 ● Has engaged the local community in the Girlington area <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"> ● Organisation name ● Length of contract ● Value of contract ● Reference contact details ● Please provide two references who we may contact to verify the information provided. 	15
Question 2	<p>Provide details of how your existing local partnerships and relationships with the local community will help you to deliver the 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>	<p>15</p> <p>10</p>



<p>Question 3</p>	<p>Project management and delivery:</p> <p>Please provide your plan for implementation and a provisional timeline for the two year programme.</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>	<p>10</p>
<p>Question 4</p>	<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>	<p>10</p>

Scoring Methodology

<p>0</p>	<p>Poor</p>	<p>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.</p>
<p>1</p>	<p>Weak</p>	<p>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.</p>
<p>2</p>	<p>Satisfactory</p>	<p>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.</p>
<p>3</p>	<p>Good</p>	<p>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.</p>
<p>4</p>	<p>Very good</p>	<p>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.</p>
<p>5</p>	<p>Excellent</p>	<p>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.</p>



(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 **£85,000 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.**

SECTION 2: INSTRUCTIONS TO TENDERERS

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** by the tender response deadline of **12 noon, 20th October 2021**

The email submitted must include the subject:- **Invite to Tender – JU:MP Neighbourhood Leadership - Girdlington.**

If you are experiencing any problems submitting your document by email **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

