



INVITATION TO TENDER

Title: Active Faith Settings – JU:MP Area Bradford

Deadline for receipt of tender proposals: 2nd December 2021

Contract Value: £105,000 - £115,000 inclusive of VAT

Main deliverables:

Two part time Active Faith Settings Mobilisers x 2 years – (Cost £60 – 70K)

Active Faith Settings Programme Implementation Funding (£40K for 2 years)

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)
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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 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.

Section 1: Specification

Introduction and background

Born in Bradford has a long term strategic vision of involving faith settings in Bradford in preventing childhood obesity. Children and young people from ethnic minorities are a high risk group for overweight and obesity in Bradford. The focus of this tender is to work with faith settings (particularly Islamic Religious Settings) to increase physical activity and reduce inactivity as a first step in supporting obesity prevention for children. Using a whole system approach, we plan to begin with delivery of physical activities using religious settings through this tender. However, our overall obesity prevention intervention also aspires to deliver other healthy behaviours in the near future such as encouraging healthy diet in children and young people and families and inculcating behaviour change in religious organisations. This tender builds upon our existing learning that the traction behaviour and impetus like physical activities can provide a useful start to tackle other elements for preventing childhood obesity. Beginning with physical activity can facilitate the delivery of other components like healthy diet and initiate behaviour change in the outlook and functioning of religious organisations in Bradford.

Active Faith Settings (AFS) – JUMP Area Bradford

Bradford is a devotional city across all religions. Faith venues may be particularly successful settings to support behaviour change for children and young people because they engage with whole families and communities, rather than just an individual child. Family and community support play a vital role in decreasing inactivity, planning and delivery of physical activities, and preventing childhood obesity for sustained behaviour change. Faith settings are a channel to engage children in obesity prevention through encouraging physical activities whilst educating their family and whole community about the value of physical activity during, before and after regular worship times. Within the JU:MP Active Faith Settings (AFS) workstream, our primary focus is working with Islamic Religious Settings (IRS), due to the low level of inactivity among children and young people seen in South Asian (SA) children within the Bradford LDP area. We will mobilise the IRS using a toolkit that has been co-produced with IRS teachers, Imams, parents of children attending IRS, volunteers and staff, female activists and obesity prevention subject matter experts focusing on physical activity, healthy diet, and organisational behaviour change specialists. This development was also in partnership with the Local Government Association (LGA) and Public Health England (PHE) as part of the Childhood Obesity Trailblazer Programme. The IRS approach is a pioneering opportunity to engage faith settings in the promotion of obesity prevention and can be helpful in targeting high risk groups to childhood obesity like South Asian children. The learning from this approach will inform the development of opportunities to work with other faith-based organisations (e.g. Churches and Gurdwaras) by modifying and replicating the Trailblazer toolkit and/or by making partnerships and collaborations with wider programmes like The Living Well or other Public Health initiatives at Bradford Council.



The reasons for working closely with IRS are:

1. A large majority of the ethnic minority populations in Bradford (and England) are of Islamic faith.
2. Physical activity levels for South Asian children, particularly girls are low according to data collected by BiB.
3. Our research has shown that parents trust IRS to deliver culturally appropriate obesity prevention intervention, particularly for girls.
4. Prevalence of being overweight and obesity is higher in South Asian children compared to national average for the same.
5. 91% of South Asian Muslim children in Bradford go attend IRS for learning Islamic education for a couple of hours on some or most days of the week.
6. Some IRS already have the infrastructure, capacity, human resources and young people's leadership to deliver physical activities and workshops on organisational change, while others are eager to do the same but don't have same infrastructure and capacity, and require support to do that.
7. There are more than 120 IRS working as community organisations in Bradford and around 70 in our LDP area.

IRS can be mosques, madrassa (supplementary schools for Islamic learning), women's circles to study Islam, or physical activity and sports groups. IRS in the UK are often voluntarily involved in health promotion, and a recent research found that the most frequent of the health promotion activities carried out by IRS is the delivery of physical activities. However, these physical activity projects are often sporadic (with no formal funding support/are unsustainable), not grounded in behaviour change and are rarely evaluated. Our childhood obesity prevention toolkit is grounded in behaviour change theory; it aims to create change at the levels of the child, the family, the community and the faith organisation. It has been designed to be sustainable and is co-produced using a rigorous methodology of test, learn, refine and repeat (using the Double Diamond method).

1.1 Requirements

We require a community organisation to lead and deliver Active Faith Settings workstream of the JUMP Programme taking an evidence based, culturally sensitive and collaborative approach.

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

- Strong and longstanding relationships with the local faith settings
 - Strong knowledge and understanding on how to deliver physical activity using faith settings in a culturally sensitive manner
 - Experience of successfully delivering programmes that improve the wellbeing and/or increase encouraging healthy behaviours like physical activity among children and families using Islamic religious settings
 - The ability to plan and work with individuals and community groups affiliated with local faith settings.
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- The ability to manage and deliver activities and projects to help implement the action plan.
- A long-term commitment for delivery of physical activities to the local community and faith settings to maintain a legacy from JU:MP that benefits local children and families' health and wellbeing.
- An organic connection with local faith settings to show willingness to work with based on mutual respect, trust and professional commitment
- A commitment to adopt and deliver the toolkit coproduced by Bradford Childhood Obesity Trailblazer Programme focusing on physical activities component
- The ability and commitment to actively involve girls and females in Islamic religious settings for the planning and implementation of healthy behaviours

1.2 The services to be delivered to IRS within JUMP area

1. Implement the co-produced trailblazer toolkit to support local IRS leaders, staff, volunteers and parents to create physically active settings
2. Plan and deliver training with IRS leaders, volunteers and staff to build capability, opportunity and motivation to create healthy faith settings and deliver physical activities
3. Support local IRS and other faith settings to develop individual plans on healthy behaviours starting primarily with physical activity for children and young people and provide resources (finance, training and equipment) to implement plans
4. Collaborate and organise IRS to ensure commitment for the implementation of active faith settings work stream by involving diverse denominations and actors affiliated with IRS
5. Targeted planning with specific attention for the participation of South Asian girls, particularly in the planning and delivery of physical activities
6. Engage with IRS in the community and link them up with other work streams of the JU:MP programme

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. Table 1 maps the key actions required by the Active Faith Settings programme and the changes that the actions will aim to achieve.

The left hand side column of the Table 1 describes different services, actions and tasks as 'workstream components' that your organisation as a provider is expected to plan and implement when delivering on the Active Faith Settings workstream. The right hand side column of the Table 1 'Mechanisms of Influence (theory of change)' describes the theoretical underpinning and approach of the JUMP programme on how the capabilities, opportunities and motivations of individual, families, organisations and environment can be harnessed in relation to improving the healthy behaviours in the neighbourhoods and communities. Our Mechanisms of Influence are derived from the detailed consultations with the community groups and neighbourhood based action plans in Bradford and are reflective of logic model behind the service delivery of JUMP programme and JUMP team's reflections.

Table 1:

Workstream Components	Mechanisms of Influence (ToC)
<p>Trailblazer toolkit physical activities are delivered to children families and the wider community using IRS</p> <p>Trailblazer toolkit organisational change component are delivered to faith settings leaders, volunteers, staff and the wider community using IRS</p>	<p>Organisations provide families with the knowledge and skills to be active</p> <p>Organisations provide social support and encouragement for families to be active</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>Faith leaders, volunteers and staff, parents and females affiliated with IRS undertake training on the delivery of the toolkit</p> <p>Faith leaders, volunteers and staff, parents and females affiliated with IRS to attend the JU:MP workforce training</p>	<p>Organisations have the knowledge, skills and motivation to support families to be active</p> <p>People can access resources and support children to be physically active in their community</p> <p>Families allow children to be physically active</p> <p>Family and friends support each other to be physically active</p> <p>Organisations provide opportunities for children to be physically active</p>



<p>Ensure participation of South Asian girls in planning and delivery of physical activities</p> <p>Establish and organise active faith settings groups made up of Islamic leaders, parents, community members and staff/volunteers within IRS for the promotion and delivery of physical activity</p> <p>Work in partnership with existing health and physical activity promotion groups affiliated with IRS</p>	<p>Organisations implement policies and strategies that support children to be active</p> <p>Streets, homes, greenspaces and parks are suitable places for children to be physically active</p> <p>Environments are engaging and fun, and provide challenges that develop physical skills</p>
<p>Work closely with JU:MP programme lead on Active Faith Settings to plan and implement evidence driven methodologies for delivery of physical activities as described in the toolkit</p> <p>Collaborate with other partners working with JU:MP to develop policy and strategy and align it with to IRS</p>	<p>Organisations implement policies and strategies that support children to be active</p> <p>Policy makers and local leaders work collaboratively to influence (children's) physical activity</p>

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 interviews, focus group discussion, community consultation and any health measurements (e.g. physical activity, diet questionnaires, height and weight).



Active Faith Settings Mobilisers (£60-70K)

Recruit, appoint and manage two part time Active Faith Settings Mobilisers who will deliver services over a two years period as outlined below in the outputs.

Active Faith Settings programme implementation funding - £40,000

- Hold and manage £40,000 funding on behalf of the JU:MP Active Faith Settings and work with individual faith settings for the allocation of funding on planning and delivery of physical activities to support the delivery of the JU:MP Active Faith Settings plan over the two year programme.
- Recognise the programme implementation funding is to support diverse Islamic religious settings in order to meet the aims of JU:MP and the JU:MP Active Faith Settings
- Provide the JU:MP Active Faith Settings programme lead with a 6 monthly budget report on the spend of programme implementation funding with diverse IRS.

1.3 Outputs (minimum requirements)

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

- Establish 20 faith setting groups of at least 5-10 members minimum with medium/large size IRS to actively participate in planning and implementation of physical activities using IRS toolkit
- Facilitate the development of AFS plans with the 20 faith settings (20 plans in total over 2 years) and coordinate the AFS funding for programme implementation
- Organise at least 8 workforce trainings sessions per year to deliver to IRS Toolkit behaviour change workshops for staff/volunteers, females and Islamic leaders affiliated with IRS and collaborate with training providers from other JUMP workstreams where possible
- Engage at least 10 local AFS Champions volunteers/leaders/staff to regularly support the IRS to be active of which at least 5 are women/girls
- Build at least 5 new links between the AFS and local community organisations deliver PA
- Create a sustainable model of delivery of physical activities and obesity prevention initiatives for each IRS involved in Active Faith Settings

Other commitments

- To participate in joint planning meetings with the JU:MP core team
- To attend the 6 weekly JU:MP Neighbourhood Action Groups meetings for the relevant Islamic religious setting located within JUMP neighbourhoods
- 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 and support the in depth evaluation of the work stream by facilitating relationships between IRS and the research team

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	2 nd November 2021
Tender response deadline	2nd December 2021
Interviews	7 th or 8 th December 2021
Decision made	10 th December 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: Active Faith Settings – Tender Query. We will publish all questions raised (without disclosing the source of the enquiry) and all responses to bidders on our <https://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)

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 Active Faith Settings programme lead for the JU:MP.

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

£105,000- £115,000 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 x 15 = 150, 150 ÷ 325 x 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:

Name of lead organisation:	
Name of lead contact:	
Email:	
Contact Number:	
Names of partner organisations:	

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	Provide a detailed summary of work your organisation has	15



	<p>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 IRS in JU:MP 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. 	
<p>Question 2</p>	<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>Provide your plan for implementation using the template provided in Appendix 2 (Logic Model)</p> <p>Provide a provisional timeline for the one 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>10</p>



	Outline your approach to maintaining quality.	
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Scoring Methodology

0	Poor	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.
1	Weak	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.
2	Satisfactory	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.
3	Good	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. $(25/100 \times 20 = 5 \text{ marks}; 20 - 5 = 15 \text{ marks})$

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.

Service costings/budget	Lead Org	Partner 1	Partner 2	Total
	£	£	£	£
Revenue Expenditure(staff, volunteers, management, DBS, supervision)				
Evaluation (Admin support including monitoring)				
Capital Expenditure (Equipment/Resource)				
Other (Marketing/Promotion/Publicity/Printing/Events, Room hire)				
Indirect costs (HR/IT/Rent/Rates/Utilities)				
Other				
Other				
Sub-total				
VAT				
Total Price including VAT and expenses (this figure will be used to calculate your price score)				

Notes:

1. BTHFT reserves the right to reject abnormally low tenders.
2. The Bidder's total costs must not exceed **£115,000 inclusive of VAT and all expenses. Bidders whose costs exceed this amount will be excluded from further consideration in the tender process.**



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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 to tenders.jump@bthft.nhs.uk](mailto:tenders.jump@bthft.nhs.uk) by the tender response deadline of **2nd December 2021**

The email submitted must include the subject **Invite to Tender – JU:MP Tender for Active Faith Settings.** If you are experiencing any problems submitting your document by email, please call 01274 383417 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)
Inputs	Funding, staff to deliver cricket sessions, equipment (cricket bats, balls etc.)
Activities	Promotion / marketing of cricket sessions Community engagement Delivery of sessions
Outputs	Number of sessions delivered Number of SA girls attended sessions
Outcomes	<p>Short term - SA girls increase cricket skills, SA girls enjoyed playing cricket and are more motivated to try other sports and activities</p> <p>Medium term - SA girls increase physical activity levels</p> <p>Long term - SA girls have improved physical and mental health</p>
Moderators	Weather Whether SA girls have money / clothing to attend
