



INVITATION TO TENDER

Title: Active Outdoor Learning for Schools in JU:MP, the Bradford Local Delivery Pilot

Deadline for receipt of tender proposals: 29th January 2021

Background

JU:MP, the Bradford Local Delivery Pilot (LDP) is a four year pilot programme led by Active Bradford, with at least £3 million of funding that aims to test and learn more about 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/>, funded by the National Lottery, through Sport England. Born in Bradford, a research programme hosted by 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 in 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 families, communities, schools and organisations, and by making improvements to the environment. JU:MP aims to energise, inspire and support children and families to enjoy being active, and to make this easier for them to do.

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. These broadly mirror those within the DCMS Strategy for Sport and are as follows:

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 Plan

Our overall message is for people (children, families, organisations and groups) to ‘Join Us: Move. Play’. This has been developed through insight with children in our area and should be the key message running throughout the pilot.

Mission

To bring together families, communities and organisations in our area of North Bradford, in order to create a healthier, happier, more active place in which to grow up.



Vision

A happy and healthy North Bradford, where children and families choose to move and play every day.

For further details of the JU:MP plan, please visit the below link on the Active Bradford website:

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



SECTION 1: SPECIFICATION

1.1 Introduction

The brief for this project is to develop a training programme that will improve teachers' capability, opportunity and motivation to incorporate active outdoor learning as a key part of the curriculum provision for the children in their school going forward.

Our work with schools within the JU:MP Programme is provided using the Creating Active Schools framework. See the overview video (<https://www.youtube.com/watch?v=7JLbjqJArYU>) and this link to a research paper (<https://ijbnpa.biomedcentral.com/articles/10.1186/s12966-020-0917-z>) for further background information.

Any bid should take particular note of the behaviour change model (capability, opportunity and motivation) referenced in the framework, as well as the following overarching organisation behaviour change aspects for the JU:MP Programme, which include:

- Organisations have the knowledge, skills and motivation to support families to be active
- Organisations implement policies and strategies that support children to be active
- Organisations provide opportunities for children to be active

As part of our overall plan, we have worked with schools to identify common areas for developing physical activity opportunities for children, and “active outdoor learning” has emerged as a key area.

1.2 Requirements

Develop and deliver a **bespoke training programme** on **physically active outdoor learning** for up to 13 Pioneer JU:MP schools, to be delivered during the Spring and Summer terms of this academic year (by July 2021 at the latest), which will include both a whole-school overview and targeted delivery with specific year groups (agreed with schools individually).

1.2a What's Needed?

- **Whole-School Change** - any training needs to include an element that involves all teaching staff (e.g. whole-school staff meeting or twilight), as well as support for the identified lead in school around medium/long-term planning and policy development to ensure sustainable behaviour change in relation to physically active outdoor learning.
 - **Environment** - any training needs to support the schools in identifying ways to use and adapt their outdoor environment to facilitate the effective delivery of physically active outdoor lessons going forward.
 - **Stakeholders** - any training needs to consider how different stakeholders within schools will either be aware of, or involved in the delivery of this training, and how it could be used as a
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springboard to promote physical activity beyond the school gates with families and their communities.

- **Physically Active Outdoor Learning Opportunities** - any training needs to clearly incorporate physical activity as a purposeful part of the active outdoor learning programme, but may also specifically focus on areas identified by our 13 Pioneer JU:MP schools, including:
 - Taking “classroom” learning outdoors
 - Cross-curricular orienteering
 - Forest school provision that incorporates physical activity

1.2b Collaborative Principles

Co-design is a principle running through all JU:MP work and this needs to be considered in the bid, for example:

- Collaborative approaches from providers to ensure that any bid addresses the specific requirements of our JU:MP schools.
- Initial discussions with schools to determine which of the physical activity opportunity areas identified above they would like to focus on.

1.2c Research

Research is integral to the pilot and you will be rewarded by being part of world-renowned research, including the Born in Bradford Cohort study and working with a Behaviour Change Researcher. You will be expected to work closely with the Behaviour Change Researcher to evaluate the impact of your work, as part of the whole system approach to increasing levels of physical activity.



1.2d Procurement and Project Timetable

Event	Date/Time
Tender Notice posted	8th January 2021
Tender response deadline	12 noon, 29th January 2021
Clarification (if applicable)	1st - 3rd February 2021
Shortlisting	5th February 2021
Interview date	W/c 8th February 2021
Decision made	12th February 2021
Anticipated start date of contract	22nd February 2021
Launch Date	w/c 22nd February 2021

1.2e Procurement Procedure

Bradford Teaching Hospitals NHS Foundation Trust (BTHFT) are 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 jan.burkhardt@bthft.nhs.uk. These should have the subject "**Invitation to Tender – Active Outdoor Learning Query**". We will publish all questions raised (without disclosing the source of the enquiry) and all responses to bidders on our website, 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 bidders to attend a clarification meeting. In order to ensure that both BTHFT's and bidders' resources are used appropriately, we will only invite up to three (the ultimate number will depend on the closeness of scores) highest scoring bidders to attend an interview and present proposals. 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 terminate this procurement process and/or decide not to award a contract.

1.2f Duration of Contract

22nd February 2021 to 23rd July 2021 (or earlier if all training and evaluations are delivered). Timeframes may need to be adjusted (revised dates will be agreed between both parties) based on current COVID-19 restrictions and when it is possible to work with schools.

1.2g Service Levels

You must propose Service Levels in your tender response for agreement with BTHFT, linking to the requirements outlined above. For example:

- **Whole-School Change** - evidence of whole-school impact (e.g. staff training and evaluation, evidence of change to school improvement priorities).
- **Environment** - evidence of change of use of environment as a direct result of support provided.
- **Stakeholders** - evidence of impact on teaching staff and wider stakeholders (e.g. number of teaching staff trained per school, evidence of support provided to school to influence wider stakeholders).
- **Physically Active Outdoor Learning Opportunities** - evidence of direct support provided to enhance physically active outdoor learning opportunities, with reference to whole-school impact and sustainability.

You will be required to comply with the SLAs above and any others suggested and agreed with BTHFT as part of the contract.

1.2h Escalation Procedures

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

1.2i Account Management

In performing the services required under this contract, the supplier will be expected to arrange meetings and training directly with each school, providing a monthly summary to the Creating Active Schools Director of progress to date.

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

1.2j Management Reporting/Review Meetings



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

1.2k Contract Value

£15,000 to £20,000, inclusive of VAT.

1.2l Payment Structure and Billing Requirements

Payments to be made on achievement of agreed milestones, and a suggested billing schedule should be included in the proposal.

1.2m Intellectual Property Rights

All Intellectual Property Rights and all other rights in any materials made, discovered or created by the successful supplier(s) in connection with the contract and the services provided in relation to it, will belong to and be the absolute property of the JU:MP Programme. Permission to share the learning resulting from the project widely will also form part of the contract.

1.2n 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 (0-5) with the weighting for that question (e.g. 3), set out below. For example, Bidder A scores 3 for question 1, so gets an overall score of 3 x 3 (weighting) = 9 for question 1. The maximum cumulative score available for all 4 questions is 80.

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

	Criteria	Weighting
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Question 1	Outline your previous relevant experience of providing similar services. Please provide two references who we may contact to verify the information provided.	2
Question 2	Outline your approach to service delivery and detail how you will meet all our requirements in section 1 above .	6
Question 3	<p>Project management and delivery specifically:</p> <p>Explain how you will manage and deliver this project, including:</p> <ul style="list-style-type: none"> • a detailed project plan demonstrating your ability to meet our mobilisation timescales • how you will meet our required service levels and any additional services • your proposals for maintaining quality and providing management and reporting information 	4
Question 4	Demonstrate the quality and technical skills of the team members who you propose to undertake this contract, if successful, and explain how those members will have the skills and availability to provide the service to a high standard. If part of a collaborative bid, please indicate the structure of this collaboration.	4

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 in 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.

1.2n 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. The total fixed price will be inclusive of VAT and inclusive of expenses and all costs to be incurred.

Service Costings/Budget	Quantity	Unit Costs	Total
[You can insert budget headers; Staff costs, expenses, etc.]			



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 **£20,000 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 process.
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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 appendices, 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 2,000 words (including diagrams)**.

If we need to amend any tender documents before the closing date, we will write to you with any changes. If we extend the deadline for tender responses, we will advise you.

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 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 jan.burkhardt@bthft.nhs.uk by the tender response deadline of **29th January 2020 at 12 noon**.



The email submitted must include the subject **Invite to Tender – Active Outdoor Learning.**

If you are experiencing any problems submitting your document, please email jan.burkhardt@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.

