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# Request for Proposals (RFP)

# for the service provision of

**An exploratory research study to understand the high numbers of First Time Entrants into the youth justice system in Nottingham and Nottinghamshire**

Ref: 2023/919b

Issue Date: 1st August 2023

**1 Preamble**

The Nottingham City and Nottinghamshire Violence Reduction Partnership (VRP) is inviting quotations for an exploratory research study to understand the high numbers of First Time Entrants into the youth justice system in Nottingham and Nottinghamshire. The VRP’s detailed requirements are defined in the Specification. The Specification provides potential Tenderers with the relevant information to enable them to tender to deliver the work.

Up to £20,000 of funding is available.

* 1. **Procurement timetable**

This procurement process is intended to follow the timeline below:

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| --- | --- |
| 1. Request for Proposals issued | 1st August 2023 |
| 2. Deadline for questions | 25th September 2023 |
| 3. Deadline for Proposal submission | 6th October 2023 |
| 4. Proposal evaluation | w/c 9th October 2023 |
| 5. Contract Awarded by | 20th October 2023 |
| 6. Contract Strategy/Delivery Meeting by | 31st October 2023 |

Please note that the VRP reserves the right to amend this timetable and steps 4 to 6 inclusive are provided for indicative purposes only.

* 1. **Questions**

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to [VRP@Notts.police.uk](mailto:VRP@Notts.police.uk) Please note that the deadline for questions is midday on 25/09/2023 and any responses to any clarification sought will be circulated to all bidding organisations.

* 1. **Submission of Proposal**

Bidders should complete and submit the following:

1. Declarations Form (template included)
2. Response Document (template included)
3. Delivery plan in Gantt chart format (no template included)
4. Pricing Schedule (template included)

If your bid includes other individuals or organisations then detail should be provided of which organisations will deliver which part of the project.

Proposals should be received no later than 12pm on 06/10/23 and should be submitted by email to [VRP@Notts.police.uk](mailto:VRP@Notts.police.uk)

* 1. **Evaluation of quotations**

Based on the information provided by Tenderers, each submission will be evaluated based on a combination of experience, design, quality and price criteria.

## Bids will be scored by an assessment panel, with the highest scoring bid being awarded the contract. The panel is likely to include:

* Head of VRP or their representative
* VRP Consultant in Public Health or their representative
* OPCC Commissioning Lead

Bids must meet or exceed the minimum pass mark of 3 out of 5 on all questions to be considered. Each section will be scored out of 5 as follows:

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| Excellent | 5 | Exceeds the requirement.  Exceptional demonstration by in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| Good | 4 | Satisfies the requirement with minor additional benefits.  Above average demonstration in the Bid of the understanding and skills required to provide the services. Response identifies factors that will offer potential added value, with evidence to support the response. |
| Acceptable | 3 | Satisfies the requirement.  Demonstration in the Bid of the understanding and skills required to provide the services, with evidence to support the response. |
| Minor Reservations | 2 | Minor reservations. Some minor reservations of the Bidder's understanding and skills required to provide the services, with little or no evidence to support the response. |
| Serious Reservations | 1 | Major reservations. Considerable reservations of the Bidder’s understanding and skills required to provide the services, with little or no evidence to support the response. |
| Unacceptable | 0 | Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Bidder has the understanding and skills required to provide the services, with little or no evidence to support the response. |

Mandatory requirements, outlined in ‘Section 7 Other Requirements’ must be met for proposals to be considered. As part of the evaluation process, the VRP may check your organisation’s financial stability. If your Experian score is less than 50 your organisation will be eliminated from the procurement process.

Each submission will be evaluated based on the following combination of experience, quality and price criteria. The award criteria are designed to allow the selection of the Bid that represents the most economically advantageous tender, rather than lowest price alone.

The assessment criteria for evaluation are:

|  |  |  |
| --- | --- | --- |
|  | **Score available** | **%** |
| **Experience / Understanding** | | |
| Experience of the proposed researcher/s, to include skills and experience of colleagues, including reference to:   * Conducting quantitative or qualitative research (as relevant to proposed methods) * Accessing datasets and analysis * Engaging stakeholders, partners, and groups and communities whose voices are less often heard * Synthesis of mixed methods data and the ability to develop findings and recommendations   **(Short CVs of each member of the team to be submitted with the application form)** | 5 | 10 |
| Demonstrates a detailed understanding of young people and the risk factors for entry into the Criminal Justice System, particularly in the context of serious violence. | 5 | 10 |
| Demonstrates a detailed understanding of crime prevention and early intervention including diversionary pathways and out of court disposals | 5 | 10 |
| Demonstrates experience of conducting research engaging with young people and the community. Details an appropriate plan for identification and engagement of key participants. | 5 | 15 |
| **Quality** | | |
| Includes a clear well-articulated detailed description of the research approach and methods and how the information will be synthesised to draw conclusions. | 5 | 15 |
| Includes details of how research ethics and governance standards will be applied and maintained e.g., identification of participants, consent, confidentiality and safeguarding. This should include assurance with regard to data integrity and information security, including compliance with GDPR legislation. | 5 | 15 |
| Provide a research plan including a timeline indicating key outputs and detail on anticipated risks and contingencies. | 5 | 10 |
| **Pricing** | | |
| * Breakdown of costs with allocation of time and personnel to specified tasks * Value for money | 5 | 15 |
| **Total** | **40** | **100** |

# 2 Specification

**2.1 Introduction**

Nottingham City and Nottinghamshire Violence Reduction Unit (NNVRP) is a partnership bringing together specialists from Local Government, Health, Education, Policing and Criminal Justice to work with communities and the third sector to reduce serious violence and tackle its underlying causes. We are committed to ensuring that our work will be underpinned by evidence of what works, expanding that evidence base and creating new evidence where none currently exist.

NNVRP takes a public health approach to reducing violent crime, focusing on what will make a difference to whole populations, communities and groups. In practice this means we look beyond the statistics about incidents of crime and its causes to research and evidence that explains why people behave in certain ways and what contributes to this behaviour. For NNVRP, a public heath approach means intervening through education and policy change before violence has a chance to take hold, much in the same way as other population level health issues. These interventions are aimed at building community resilience to violent crime and changing social norms, using local intelligence to interrupt the transmission of violence by analysing where it may occur and intervening with those at higher risk.

**2.2 Background**

The NNVRP completed a Strategic Needs Assessment in March 2023 that gave us a comprehensive overview of violence in Nottingham and Nottinghamshire. As part of our Response Strategy, we wish to explore the comparatively high rate of first-time entrants (FTEs) into the Criminal Justice System (CJS) for children (aged 10 to 17). [Information | Violence Reduction Unit (nottsvrp.co.uk)](https://www.nottsvrp.co.uk/information)

Nottingham City has the highest rate of First Time Entrants (FTEs) in the country, between Oct 21 and Sept 22 we had 486 per 100,000 children, the national average being 146 per 100,000 children.

The negative impact upon children entering the Youth Justice System (YJS) can be felt for years to come for the individual. It can contribute to increased school exclusions leading to future employment challenges, increased mental health problems, the stigma of a criminal record and other life limiting opportunities.

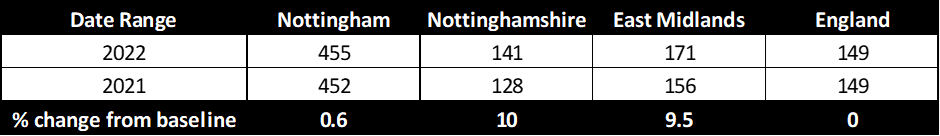
The cost not only to the child and their families of entering the YJS is felt across the city, through the cost of resources targeted at supporting the child, families, victims, and communities and the reputational damage to the city as one of being a high crime area.

Rather than disposals through court, numerous programme types in Nottingham and Nottinghamshire relate to preventative and diversionary disposals – community resolutions, youth conditional cautions and outcomes 20, 21 and 22. These may be seen to precede a child becoming an FTE in terms of their progression into the justice system.

Whilst the number of FTEs to the YJS has decreased substantially over the past ten years, Nottingham City continues to be a national outlier in reference to the high number of FTEs. The contributory factors to high numbers of FTEs in Nottingham have not been comprehensively identified and described and whilst it is widely acknowledged across the partnership that while professionals have a range of theories as to why this may be the case, little is known evidentially.

Nottinghamshire County has a rate of 141 per 100'000 of the population. This is within the national average however Nottinghamshire's performance has plateaued, where statistical neighbours continued to see a decrease.

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| **FTE rate per 100,000 of 10-17 Population** |



<https://lginform.local.gov.uk/>

**2.3 Research scope**

The NNVRP wish to commission research to gain insight into the contributory factors towards the high numbers of FTEs locally. These factors may include societal, policy or practice drivers and factors which are impacting on high numbers of FTEs in the local area, when compared with other core cities and statistical neighbours.

This research should evaluate the impact of individual, familiar, local and wider social determinants at all levels in relation to FTEs. For example, school exclusions, parental employment etc.

The research will need to provide recommendations that guide the NNVRP and wider partners in our action planning, commissioning, and strategic approaches to reducing serious violence.

A set of questions have been identified that should be explored in this study, with the research methods selected appropriately to respond to these. Bidders may identify further questions that their study will cover to support understanding of this theme. Key questions include:

* What are the comparative trends in the numbers and rates of FTEs in Nottingham and Nottinghamshire in relation to other core cities, statistical neighbours, regional and national trends?
* What are the patterns of offences for FTEs coming into Youth Justice Services, and how do these compare with the types of offences seen elsewhere?
* What does the evidence base say about violence against the person offences including weapons possession and FTEs into the YJS?
* What are the outcomes for FTEs in Youth Justice Services locally in relation to violence against the person offences and weapons possession (as victims or perpetrators)?
* What factors (individual, community, and organisational) influence the likelihood of being a FTE to Youth Justice Services locally? Conversely, what are the protective factors?
* Within Nottingham and Nottinghamshire, how does the FTE cohort compare with the wider population in relation to protected characteristics, vulnerabilities and disadvantage?
* What can Nottingham and Nottinghamshire learn from other areas to reduce FTEs and to reduce the likelihood of escalations to involvement in serious violence?
* What is the relationship between FTEs and preventative and diversionary disposals? Which preventative and diversionary disposals are working most effectively to prevent young people from entering the CJS?

**2.4 Outputs**

The NNVRP are the primary audience for this research, to inform the partnership on early intervention and prevention. It is vital that the researchers work effectively in collaboration with a steering group of stakeholders from across Nottingham and Nottinghamshire to generate appropriate and implementable recommendations.

A research agreement will be required to commence this work. Any planned secondary outputs such as publication or dissemination should first be discussed and agreed with the commissioners.

The following products are expected:

* Facilitation of a monthly steering group with key stakeholders.
* Monthly update emails on progress.
* A draft report and the co-development of recommendations with the stakeholders.
* A final report and presentation of findings through an agreed dissemination plan, including an easy read summary of the findings for stakeholders.

**2.5 Timescales**

5-month research study to commence in October/November 2023

The following key milestones for this project include:

## Contract award 20th October 2023

## Interim report to be submitted February 2023

## Final Report and review by 31st March 2023

## There is little flexibility in the timescale.

**2.6 Budget**

## The total budget for work is not expected to exceed £20,000. A fully costed proposal should be submitted with all prices excluding VAT.

Reasonable costs of disseminating the findings can be included in the total maximum cost.

We would prefer you use the Costing Document provided and amend the headings as appropriate, but you may submit this information using your own document providing the information is complete and clear.

Up to 25% of the price bid can be paid to begin the research if this is required to facilitate the early phase of the project. Any outstanding amount will be paid upon receipt of a satisfactory report agreed with NNVRP.

**3. Conditions of Contract**

Tenderers must declare any conflicts of interest for team members in the specific

context of this research.

Any purchase order or contract awarded to an organisation as a result of the acceptance of their quotation by the PCC/VRU will be in accordance with the following terms and conditions of contract.



Please note that this is a template agreement and may be subject to slight changes and amendments which will be discussed with the successful researcher.

Information governance principles must be upheld, and a data sharing agreement may be required with partner agencies.