



**Request for Proposals (RFP)  
for the service provision of**

**NOTTINGHAM AND NOTTINGHAMSHIRE VIOLENCE REDUCTION  
UNIT: COMMUNITY ASSETS ASSESSMENT**

Ref: 2020/691m

Issue Date: 18<sup>th</sup> August 2020

Return Date: Midday 15<sup>th</sup> September 2020



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## 1 Preamble

The Nottingham and Nottinghamshire Violence Reduction Unit (VRU) and Nottinghamshire Police and Crime Commissioner (PCC) is inviting quotations for a joint strategic community assets assessment. This should enable a comprehensive picture of community assets as well as gaps and deficits. The VRU'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.

### 1.1 Procurement timetable

This procurement process is intended to follow the time-line below:

1 .Request for Proposals issued	18 <sup>th</sup> August 2020
2. Deadline for questions	Midday 1 <sup>st</sup> September 2020
3. Deadline for Proposal submission	Midday 15 <sup>th</sup> September 2020
4. Proposal evaluation	16-21 September 2020
5. Contract Awarded	W/C 21 September 2020
6. Contract Strategy/Delivery Meeting	W/C 28 September 2020

Please note that the VRU/PCC reserves the right to amend this timetable and steps 4 to 6 inclusive are provided for indicative purposes only. Any proposals received after the submission deadline will not be considered.

### 1.2 Questions

Any queries about this document, the procurement process, or the proposed contract itself, should be referred to:

Claire Good, Senior Contracts and Commissioning Officer, Nottinghamshire Office of the Police and Crime Commissioner, email: [grants@nottinghamshire.pnn.police.uk](mailto:grants@nottinghamshire.pnn.police.uk) Tel: 0115 844 5998

Please note that the deadline for questions is midday on 1<sup>st</sup> September 2020.

### 1.3 Submission of Proposal

Bidders should complete and submit:

- a) Declarations
- b) Response Document
- c) Delivery plan
- d) CVs for all personnel that will be involved in delivering the project; and
- e) Pricing Schedule

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

Proposals, which should be received no later than midday on 15<sup>th</sup> September 2020, should be addressed to [grants@nottinghamshire.pnn.police.uk](mailto:grants@nottinghamshire.pnn.police.uk).

## 1.4 Evaluation of quotations

As part of the evaluation process, the VRU/PCC may check your organisation's financial stability. If your Experian score is less than 50 your organisation will be eliminated from the procurement process.

Mandatory requirements must be met for proposals to be considered. Mandatory requirements are outlined in Other Requirements on page 8.

Based on the information provided by Tenderers, and once mandatory criteria as detailed above are met, 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.

	Score available	%
<b>Quality</b>		
Credible project outline which demonstrates strong insight and understanding into the requirements for the Community Assets Assessment and is likely to lead to desired results	5	20
Delivery plan which includes specific detail of relevant activity with realistic time allocations and detailed outputs and outcomes clearly identified	5	10
Knowledge of the 'place based' public health approach.	5	10
Ability to meet the Safeguarding, GDPR, cultural competence and other, requirements detailed in the specification	5	10
Proven track record of working with Communities particularly those experiencing deprivation and disadvantage as well as an understanding of the different methods of engagement with communities.	5	15
Staff have the relevant skills and experience and there is a clear accountable management structure to deliver the contract.	5	5
<b>Price</b>		
There is an overall total of 30% of the marks available for price (this will be the total price for both the initial design and development and the annual on-going costs).	5	30
<b>Total</b>		<b>100</b>

Each section will be scored on the basis of 0 – 5 where:

Assessment	Score	Interpretation
<b>Excellent</b>	<b>5</b>	Exceeds the requirement. Exceptional 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.
<b>Good</b>	<b>4</b>	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.
<b>Acceptable</b>	<b>3</b>	Satisfies the requirement. Demonstration in the Bid of the understanding and skills required to provide the services, with evidence to support the response.
<b>Minor Reservations</b>	<b>2</b>	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.
<b>Serious Reservations</b>	<b>1</b>	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.
<b>Unacceptable</b>	<b>0</b>	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.

Bids must meet or exceed the minimum pass mark of 2 out of 5 on all questions. Failure to meet or exceed the minimum pass mark for any question will result in the bid being rejected.

Paper bids will be scored by a panel against the criteria above, with the highest scoring bid being awarded the contract. The panel is likely to include:

- Claire Good, Senior Commissioning and Contracts Officer, Nottinghamshire Office of the Police and Crime Commissioner
- Jacqueline Lockhart Community Engagement Specialist, Nottingham and Nottinghamshire Violence Reduction Unit
- Natalie Baker-Swift, Programme Manager-Violence Reduction and Early Intervention, Nottingham and Nottinghamshire Violence Reduction Unit

With regards to the price evaluation, this will be in relation to the overall costs. The lowest price tenderer will be awarded the maximum price score of 30% and all other bids will be scored relative to that. Below is an example calculation:

Bid 1 - £10,000 =  $10,000/10,000 \times 30 = 30\%$

Bid 2 - £15,000 =  $10,000/15,000 \times 30 = 20\%$

Bid 3 - £20,000 =  $10,000/20,000 \times 30 = 15\%$

## 2 Specification

### 2.1 Context

The Nottinghamshire VRU is a partnership which brings 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. Our work is underpinned by evidence of what works, and by working system wide as a partnership we plan to expand that evidence base, as well as create new evidence bases where none exist.

The VRU takes a public health approach to reducing violent crime, focussing on what will make a difference to whole populations, communities and groups. The interventions are aimed at building community resilience to violent crime.

The Nottinghamshire VRU has adopted a place-based assets approach to Community Engagement. This follows NICE and Public Health guidance and the National College of Policing approach to reducing serious violence.

A health asset is defined as: “*any factor or resource which enhances the ability of individuals, communities and populations to maintain and sustain health and well-being*”. This includes physical assets and services as well as Community organisations and individuals. For VRU purposes we are focussing specifically on assets which support the target populations and tackle the causes of the causes of violence - so those assets which are protective and promote resilience.

The VRU has produced a Youth and Community Engagement Strategy, setting out the approach to engaging Young People and Communities in the developing work of the VRU. To enable:

- Communication
- Collaboration
- Co-production
- Community Consensus
- Create a counter narrative to challenge some of the existing narratives which lead to increased risk of harm.

Mapping will support a deeper understanding of individual, organisational, economic, cultural and physical resources available in and to Communities. Mapping should not be an end in itself but part of a process leading to greater connection and mobilisation of resources. This can be shared with key stakeholders to enhance co-production and collaboration, as part of our determination to place affected Communities at the Centre.

### 2.2 Requirements

The VRU/PCC wishes to commission a joint strategic community assets assessment. This will enable a comprehensive picture of Community assets but also gaps and deficits.

The Provider will be expected to:

- Utilise the ABCD model (<https://www.nurtureddevelopment.org/asset-based-community-development/>) to engage and involve local Communities in the asset mapping process.
- Work throughout Nottingham City and Nottinghamshire with communities affected by Serious Violence. Work will take place in both known designated hotspots as well as with communities of identity and interest to ensure the outcomes reflect need and cultural differences. Some communities specifically the BAME Communities are disproportionately affected in the City. The Provider will work with the existing VRU Community infra-structure

including the Youth and Community Ambassadors to identify and engage with affected communities.

- Engage and work with Community members via their chosen method, eg world café or focus groups etc to define and identify Community Assets which support a sense of connectivity and resilience in the Community. It is important that the Communities are able to express their perspectives about what is likely to work in their context to reduce violence.
- Be responsible for identifying suitable venues or arranging online meetings where appropriate ensuring all accessibility and safeguarding requirements are met. The provider will also be responsible for securing the consent of all participants. Given the current circumstances all work must be delivered within the current guidelines relating to Covid-19. The Provider will therefore need to be flexible in meeting the brief.
- Where appropriate, it is expected that refreshments will be provided for Participants taking account of dietary requirements.
- Collate existing mapping via area profiles, D2N2, local Partnerships and Community services. These should then be shared with participants to help to set the context for the exercise.
- Signpost Community members to services where required and also support for developing initiatives they produce during sessions.
- Ensure accurate records of all events are kept which will form part of their report and recommendations to be shared with Participants of sessions and the VRU team and Board for future action.

### **2.3 Aim and Objectives of the Community Assets Assessment**

Assets are the collective resources which individuals and communities have to hand which protect against negative health outcomes and promote resilience within communities. They are not always understood by the communities or the agencies which provide services as part of their statutory duties

An asset-based approach values and highlights skills, knowledge potential and connections in communities to increase connections and social capital. Working with communities to identify assets will:

- Increase Community confidence and engagement
- Inform the VRU partners about the assets which need to be supported and sustained to reduce the harms and likelihood of serious violence.
- Although this approach seeks to avoid a deficit model, it will highlight community concerns and identify opportunities to enhance provision.
- Create an environment for Communities to recognise and make best use of the existing assets as stakeholders and to sustain the activities beyond the life of the VRU.

### **2.4 Key Audiences**

Communities in localities and communities of identity affected by serious violence.

The VRU Board and Partner agencies such as Criminal Justice and Education seeking to understand the causes of the causes in those communities and promote early intervention and contribute to developing social capital to increase community resilience.

## 2.5 Outputs and Outcomes

Key outputs will include:

- Desktop collation of existing mapping;
- A series of events engaging and working in collaboration with Community members in the following localities affected by Serious violence and serious youth violence: Nottinghamshire (Mansfield, Hucknall, Sutton in Ashfield and Newark). Nottingham City (Aspley, Broxtowe, Radford, Bulwell, Top Valley, Meadows, Sneinton and St Anns).
- A series of events engaging and working in collaboration with Communities of identity and interest to ensure the outcomes reflect need and cultural differences.
- An interim report due December 2020.
- A final report (available in different formats) due by 31<sup>st</sup> March 2021. This report should include recommendations for initiatives to address gaps or provide additional resources. This will be made available to Community Participants and the VRU.

Key outcomes include:

- Better understanding amongst community members of the underlying issues as well as the mechanisms within Communities which can change the environment to reduce the risk of serious violence.
- Communities feeling confident and empowered in continuing to develop initiatives to contribute to tackling the issues associated with serious violence.
- Better understanding amongst the community of the resources and pathways to improvement and how to work actively in partnership with service providers.

## 3 Price

This contract will run from September 2020 to 31 March 2021. Up to £10,000 is available in total for this whole period.

Tenderers must quote a fixed price for the delivery and presentation of the asset assessment. Prices should exclude VAT. Pricing proposals should be set out in the pricing schedule and should include:

- Staff costs – including daily rates
- Expenses – if not included in daily rate
- Venue hire costs, refreshments costs, equipment costs etc
- Other costs if relevant
- Detailed breakdown of fees to other organisations if you are submitting a consortia bid

## 4 Timescales

The deadline for submission of proposals is midday 15<sup>th</sup> September 2020.

The evaluation panel will meet the week commencing 16<sup>th</sup> September to consider all proposals, a decision will be made and the successful application will be notified by

telephone the week commencing the 21<sup>st</sup> September. A contract delivery meeting will be held with the VRU during the week commencing 28<sup>th</sup> September 2020.

It is expected that a final report will be presented by the successful provider to the VRU Board in March/April 2021.

## 5 Other Requirements

Due to the potential for the provider to have contact with children, young people and/or vulnerable adults, all personnel involved in this contract must have, prior to starting work on the contract, a current clean enhanced DBS check.

The provider must also have in place satisfactory safeguarding policies and procedures – a copy of the tenders safeguarding policies must be included in the bid.

These are **mandatory** requirements and bids which do not comply will not be considered.

## 6 Conditions of Contract

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

Appendix A - Standard Terms and Conditions for Services under £50k

Appendix B – Special Terms Safeguarding

Appendix C - EMSCU Data Handling Schedule Category 4