

Invitation to Tender for:
Space to Connect: Learning and Evaluation Partner
Issue Date: July 2019

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Section 1 Information for Tenderers

1.0 Introduction

1.1 The Co-op Foundation invites tenders for **Space to Connect: Learning and Evaluation Partner**.

1.2 The detailed specification is set out in Section 2.

2.0 Instructions to Tenderers

2.1 Tenderers are responsible for ensuring their tender is complete and accurate, and that the prices quoted are arithmetically correct for the items and units quoted. Prices must be given in pounds (£) sterling and must be inclusive of VAT.

2.2 Tenders must be received by **midday on 30th August 2019**. You should upload all documents required to our [online submission form](#). Tender responses submitted after this deadline will not be considered, unless there is evidence that the delay in receipt was beyond the tenderer's control. Tenderers should ensure all required and relevant documents are uploaded.

2.3 Tenderers are responsible for all costs associated with submitting the tender. Tenderers must not inform anyone else, even approximately, what their tender prices are or will be. Tenderers must not try to obtain information about anyone else's tender or proposed tender. Your tender should remain valid for 90 days after it is submitted.

2.6 Any questions about the tender should be directed to foundation@coop.co.uk. The deadline for clarification questions is 21st August 2019.

2.7 The tender submission must be in English. Page limits are provided for each section of the technical submission. All written responses should be a minimum of font size 12. Only information within the page limit will be considered.

2.8 The specification in Section 2 will form part of the contract for the successful tenderer. Tenderers should formulate their tender responses based on the specification. Any changes to the Co-op Foundation's requirements will be the basis of post-tender discussions.

3.0 Selection of the successful tender

3.1 The Co-op Foundation is under no obligation to accept the lowest tender. All tenderers will be notified of the contract award decision.

3.2 Section 3 sets out the full range of evaluation criteria for the tender, and the decision will be based on the combined responses to the technical submission and pricing schedule.

3.3 The Co-op Foundation may exclude incomplete or non-compliant responses from the procurement exercise.

3.4 The Co-op Foundation reserves the right to undertake a detailed financial or technical assessment of each tenderer, and to seek clarification from a tenderer on any aspect of the tender response submitted.

4.0 Draft timetable

4.1 This timetable is provided as a guideline only and may be subject to change

Publication of ITT	1st July 2019
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Deadline for clarification questions	21st August 2019
Deadline for receipt of tender responses	30th August 2019 at midday
Clarification discussions	w/c 9th September 2019
Decision panel	w/c 16th September 2019
Award notification(s)	w/c 23rd September 2019
Contract commencement	October 2019
Contract end date	June 2021

5.0 Response checklist

5.1 Please ensure you have provided all the relevant documentation when submitting your tender response. Your tender response should be received by the deadline set out in 2.2.

Document Description	Format	File Name (please name your documents as below)
Part 1		
General information questionnaire	Word/PDF	" Tenderername _generalinformation "
Company accounts	Zip File	" Tenderername _accounts "
Joint venture/consortium details (if applicable)	Word/PDF	" Tenderername _consortium "
Mandatory exclusions (if applicable)	Word/PDF	" Tenderername _exclusions"
Part 2		
Technical Submission	Word/PDF	" Tenderername _STCEvaluation_technical "
Part 3		

Pricing Schedule	Word/Excel spreadsheet	“ Tenderername _STCevaluation_pricing”
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Section 2 Specification of Requirements

1.0 Introduction

1.1 The Co-op Foundation invites bids from organisations to be the Learning and Evaluation Partner for Space to Connect, jointly funded with the Department for Digital, Culture, Media and Sport.

2.0 Purpose and background:

All of us can experience loneliness at some point in our lives. In January 2018, the Prime Minister welcomed the work of the Jo Cox Commission on loneliness and government has since made progress on implementing a number of recommendations, including its publication of an England wide loneliness strategy in October 2018, a [national measure](#) published by the Office for National Statistics, and the launch of an England wide loneliness campaign called '[Let's Talk Loneliness](#)', in June 2019.

Places and spaces for people to come together and enjoy shared interests are vitally important for strengthening communities, building connections and addressing local challenges, like loneliness. However, groups that run these spaces need regular income so they can continue to meet local needs.

The Co-op Foundation has been tackling this issue by awarding more than £1.4 million to help community organisations grow their [trading activities](#). It also secured £1 million of government funding committed through the [Loneliness Strategy](#) to help more than 7,500 young people co-design improvements to make local spaces more welcoming. This second funding stream was delivered through the Foundation's [Belong](#) network, a UK-wide group of community organisations and charities tackling youth loneliness. By 2021, Belong will connect and empower 7,500 young people to beat loneliness, strengthen local youth organisations and engage 25,000 young people in a national conversation about loneliness.

The £1.6m match-funding partnership between the Co-op Foundation and government on [Space to Connect](#) builds on both of these work areas, recognising the importance of community spaces for addressing loneliness and fulfilling funding commitments from the Loneliness Strategy.

As part of Space to Connect, grants of up to £50,000 will be available for community organisations looking to improve community spaces where people can connect and co-operate. This tender will dedicate resources to commissioning a learning and evaluation partner, that will help add to the evidence base on loneliness and iterate learning across the programme.

3.0 Description of Space to Connect partners for this tender

3.1 The Co-op Foundation

Co-op Foundation is the Co-op's charity. It's vision is of strong communities where people work co-operatively to make things better. The Co-op Foundation helps disadvantaged communities to overcome their challenges by putting co-operative values into practice. It also aims to stimulate and strengthen community action that connects and empowers people so they can work together to make things better.

Read more: www.coopfoundation.org.uk

3.2 The Department for Digital, Culture, Media and Sport (DCMS)

DCMS is here to help make Britain the world's most creative, connected and exciting place to live, visit and do business. The Office for Civil Society (OCS), part of DCMS, is responsible for policy relating to young people, social action, charities, social enterprises and public service mutuals, in addition to leading the cross-government agenda on tackling loneliness.

The OCS Youth and Social Action team is committed to programmes which enrich people's lives and local communities, and support people to come together to shape the places where they live and work. This includes accelerating the development of high impact social action models that are helping to tackle long-standing public service challenges, taking new steps to encourage volunteering and giving, and giving people a sense of control over their future and that of their community.

Further information on the work of DCMS and OCS can be found at <https://www.gov.uk/government/organisations/office-for-civil-society>

4.0 Space to Connect

Space to Connect is a £1.6million partnership between Government and the Co-op Foundation to support community spaces where people can connect. This funding builds on the commitment to unlock the potential of community spaces as part of the [Government's loneliness strategy](#).

The fund aims to:

- support projects to maximise the potential of underused community space in innovative ways
- improve the evidence base and support learning on what works to create financially sustainable community spaces
- build capacity and provide direct support in new areas, so that learning from successful models can be applied on a wider scale
- improve the evidence base and support learning on how better use of community spaces can help prevent or reduce loneliness.

The fund is split into different strands:

1. Enhance - grants of between £30k and £50k to organisations who are already using community spaces in innovative and creative ways. This funding is to help organisations expand and sustain their activities so that spaces are more sustainable in the long term. These grants will begin in October 2019 and run to around March 2020.
2. Explore - grants of up to £10k to help communities to start exploring ways that local challenges could be addressed through better use of space, and identify potential spaces that could be opened up to community use. These grants will begin in October 2019 and run to around March 2020. There will also be the opportunity for these partners to apply for further funding to expand on this work up to June 2021.

5.0 Scope of Requirements

5.1 Overall aims:

One of the key objectives of Space to Connect is to improve the evidence base and support learning on how better use of community spaces can help prevent or reduce loneliness. As such we wish to commission a Learning and Evaluation partner to maximise the insights, evidence and learning from the fund. The work will also stimulate and strengthen the work of community organisations through the creation of engaging resources and iterative learning.

We would expect the successful tenderer to demonstrate an approach which responds to the needs of a range of organisations, with outputs being produced and disseminated in a way to maximise impact on the following long-term outcomes:

- Community organisations are enabled to exchange learning and drive innovation
- Community organisations will understand the needs of their community and how to meet these effectively
- Community organisations will have access to the skills and assets to be able to meet those needs sustainably

5.2 Specific deliverables

- Draw together existing community development knowledge and learning and package in accessible ways for dissemination to projects
- Work closely with grant-holders to help them tell their stories, understand emerging learning and share across the fund to help shape work
- Create iterative summaries of learning across the programme, drawing out key lessons from each phase which can be used to support, influence and inform projects and leave a resource for the future
- Analyse evidence from the fund about the overall impact that maximising usage of community spaces has on the fund's ultimate goal of supporting social connections to reduce loneliness.

5.3 Performance

The Co-op Foundation will measure the quality of the tenderer's delivery by:

- Delivery of key outputs and milestones in line with the tenderer's final project plan
- Quality, including accessibility where relevant, of all outputs

5.4 Timetable

Key Stages and deliverables	Dates
Award of contract	September 2019
Inception meeting	September 2019

Final delivery plan	October 2019
Delivery of activity disseminating summaries of existing knowledge	January/ February 2020
Iterative learning summaries	Ongoing
Year 1 funding strand learning summaries	March 2020
Year 1 report	October 2020
Final report and dissemination of learning summaries	June 2021

6.0 Risk and Project Management

There must be an allocated Project Manager from the tenderer for the contract. The Co-op Foundation will have a named project manager for the duration of the contract. The contract will be overseen by the funding partners (Co-op Foundation and DCMS), and the contract will be signed with the Co-op Foundation.

The tenderer must have a clear and achievable project plan. They will be required to attend and provide contract and progress updates at quarterly contract meetings, and participate in more regular update meetings.

The tenderer should include stakeholder or partner workshops and progress meetings in their delivery plan, and costs for attending these should be included in the core contract costs. The tenderer must provide consideration of risks in their tender, and must maintain an up to date risk management plan throughout the contract.

7.0 Budget

The maximum available budget for the delivery of the Learning and Evaluation partner contract is £160,000 inclusive of VAT. £80,000 of this budget must be spent by the end of March 2020, so your project plan must take this into account, for example in scheduling of activity, days allocated to the work and outputs.

We cannot accept bids which exceed the maximum budget. Tenderers are encouraged to bid competitively. Tenderers must demonstrate through the bid how they will achieve value for money. Payments will be made to the successful tenderer(s) on a quarterly basis, based on delivery against their final project plan.

Section 3 Evaluation Criteria

Tender response evaluation criteria

The evaluation of the tender response to be evaluated will be made up of three parts and weighed as shown below:

Part	Description	Weighting
Part 1	General Information	Pass/Fail
Part 2	Technical Submission	90%
Part 3	Pricing Schedule	10%
Total		100%

Parts 1, 2 and 3 are described in more detail below, with information about how they will be assessed.

PART 1 General information

This section will not be scored but must be completed in full. Some aspects of Part 1 will be marked as pass or fail.

1. Organisation

This information will not be scored but must be completed in full.

2. Core questions

Tenderers must answer yes/no to the questions in the questionnaire. These relate to the tenderer's ability to fulfil the contract. The tenderer may be excluded if they answer "no" to any question or are unable to provide evidence which may be requested to support their answers.

The requirements being tested are:

Safeguarding

GDPR

Equality and Diversity

Health and Safety

3. Insurance

For this contract the required levels of insurance are:

- Public Liability £5 million
- Employers Liability £5 million
- Professional Indemnity £2 million

Please confirm that, at the time of contract commencement, your organisation will have in place (to the above minimum levels) adequate insurance cover in respect of all risks arising out of the tenderers performance of the contract.

The Co-op Foundation may request to see proof of insurance.

4. Economic and financial standing

Tenderers must submit company accounts for the last 2 years. These accounts must relate to the legal entity or entities that the Co-op Foundation would contract with should the tenderer be successful.

Submissions should demonstrate the financial strength of the tenderer and not cause concern about their ability to perform the contract. In the case of joint ventures or consortia, accounts must be provided for each party.

If the tenderer is relying on a parent company to provide adequate confidence in the tenderer’s ability to perform the contract, accounts for the parent company must also be provided. If the company passes the economic and financial capacity assessment on the basis of their parent company, the parent company may be required to sign up to the contract or provide a Parent Company Guarantee.

5. Joint venture/consortium details

Tenderers submitting a response as part of a joint venture or consortium should provide details of this. This information will not be scored but must be provided where applicable.

6. Mandatory exclusions

The tenderer must notify us if any of the mandatory grounds for exclusion under [regulation 57 of the Public Contracts Regulations 2015](#) apply. This should be set out in a separate document and submitted along with other tender documents.

This section is scored as pass or fail. Answering yes to any of these grounds will result in a “fail” score and the organisation may be automatically excluded from the process unless an appropriate level of assurance can be provided of corrective steps taken.

PART 2 Technical Submission

Please do not include your pricing information in the technical submission. Part 2 is weighted, with a total weighting of 90% for this section.

Technical submission for the Space to Connect Learning and Evaluation Partner

The questions for tenderers to address are set out below:

Question	Marks
Conflict of Interest	Pass/Fail
Skills and expertise of project team	/4
Delivery - Draw together existing community development knowledge and learning and package in accessible ways for dissemination to projects	/4
Delivery - Work closely with grant-holders to help them tell their stories, understand emerging learning and share across the fund to help shape work	/4
Delivery - Create iterative summaries of learning across the programme, drawing out key lessons from each phase which	/4

can be used to support, influence and inform projects and leave a resource for the future	
Delivery - Analysing evidence from the fund about the overall impact that maximising usage of community spaces has on the fund's ultimate goal of supporting social connections to reduce loneliness	/4
Delivery plan	/4
Project Management and Risk	/4

Scoring for each of these sections will be based on the following:

1 - poor (does not meet requirements or raises serious concerns)

2 - adequate (meets most of the requirements but may lack some detail or raise minor gaps and/or concerns)

3 - good (meets requirements and provides sufficient detail)

4 - exceptional (meets all requirements fully, and exceeds expectations or demonstrates excellent understanding of requirements)

Your score will be out of a total of 28 possible marks. Applications scoring 1 in any area will be excluded.

Evaluation Criteria: Scoring for Space to Connect Learning and Evaluation Partner

Response Requirements	Evaluation Criteria
Conflict of interest - Please advise if there is any actual or perceived conflict of interest with regards to this contract and your organisation including members of staff.	The Co-op Foundation team will consult with stakeholders and relevant experts (for example, Co-op, DCMS and other government departments) to determine if processes and controls are satisfactory.
Please demonstrate the skills and expertise of the project team to undertake this work including: - A summary CV of each team member - Their skills and expertise and how this is relevant to the work	Your response should evidence that there is the appropriate level of relevant skills and expertise to be the Learning and Evaluation partner for the fund, and evidence of delivering work of a similar nature and scale. The response should demonstrate there is sufficient capacity to carry out this

<p>- Detailed information about each person's role and responsibilities, day rates and number of days to be dedicated to the work</p> <p>- Experience of similar work</p> <p>The page limit for this section is 3 pages</p>	<p>work within the required timescale alongside any other projects.</p>
<p>Please set out your approach to drawing together existing community development knowledge and learning and packaging in accessible ways for dissemination to projects</p> <p>The page limit for this section is 3 pages</p>	<p>Your response should outline your plan and proposed approach for ensuring activities are engaging and accessible, and should demonstrate a particular regard for the needs of small and grassroots community organisations. Your response should demonstrate how your approach will enable organisations to progress their work after the end of their Space to Connect grants, and also consider the extent to which wider sector organisations will be able to access the learning.</p>
<p>Please set out your approach to working closely with grant-holders to help them tell their stories, understand emerging learning and share across the fund to help shape work</p> <p>The page limit for this section is 3 pages</p>	<p>Your response should outline your plan and proposed approach to enabling grant-holders to share stories about their work and learning, and sharing this across the fund. You should consider the capacity and needs of different kinds of organisations and show how you will support them to tell their stories and identify learning effectively.</p>
<p>Please set out your approach to creating iterative summaries of learning across the programme, drawing out key lessons from each phase which can be used to support, influence and inform projects and leave a resource for the future</p> <p>The page limit for this section is 3 pages</p>	<p>Your response should outline your plan and proposed approach to creating iterative summaries of learning. Your response should show consideration for project timescales, format and accessibility.</p>
<p>Please set out your approach to analysing evidence from the fund about the overall impact that maximising community spaces has on the fund's ultimate goal of supporting social connections to reduce loneliness</p>	<p>Your response should outline your plan and proposed approach to analysing evidence from the fund about the impact of maximising community spaces on reducing loneliness. Your response should demonstrate a proportionate and</p>

<p>The limit for this section is 4 pages</p>	<p>considered approach to methodology which balances adding to the evidence base with pragmatic considerations. We would expect tenderers to explore the use of the ONS loneliness measure or where considered more suitable, alternative measures and their effectiveness or appropriateness within the context of Space to Connect.</p>
<p>Please provide a clear and realistic delivery plan that responds to the objectives and constraints of the contract The page limit for this section is 3 pages</p>	<p>Your response should include a detailed delivery plan which includes, at a minimum; activities, reporting, timescales and outputs.</p>
<p>Please set out your approach to Project Management and Risk including: -The main risks you anticipate in achieving the aims of the contract and delivering to time and budget - Your approach to quality assurance The page limit for this section is 4 pages</p>	<p>Your response should include a project plan for delivering the learning and evaluation work. This should include your approach to managing risk, governance, roles and responsibilities</p>

PART 3 Pricing Schedule

Tenderers should complete the template provided in Appendix B. Tenderers should ensure all relevant sections are completed. Part 3 is weighted, with a total weighting of 10% for this section.

Pricing shall be a fixed price **inclusive of VAT** for delivering the full scope of work outlined in the Specification, including all associated fees, costs and expenses. Payment will be in arrears, on a quarterly basis and based on delivery against the tenderer's final delivery plan to the satisfaction of the Co-op Foundation.

Tenderers should pay close attention to the information set out in this ITT document when preparing their pricing schedule.

The tenders will be assessed based on the fixed prices tendered in each tenderer's pricing schedule. The maximum marks available for this part of the tender will be 10%, and will be awarded to the tenderer submitting the lowest price. The remaining tenders will receive marks based on the following calculation:

$$\text{Score} = \frac{\text{Lowest tender price}}{\text{Highest tender price}} \times 10 \text{ (highest possible marks)}$$

Tenders with abnormally low prices may be rejected. Prices that are considered suspiciously

low by the Foundation will be considered further before a decision is reached on whether they are abnormally low. This may include clarification with the tenderer.

Total scores and award decision

The Co-op Foundation will award the contract to the organisation offering best value for money. Best Value for Money will be the tender that achieves the highest combined final score made up of marks from the technical submission (90%) and the pricing schedule (10%).

APPENDIX A - General Information Questionnaire

This is provided as a separate Excel document and should be submitted with your tender response

APPENDIX B - Pricing Schedule

(This template has also been provided as a separate word document)

Tenderers should set out:

- Staff per day rate, number of days on the project
- Cost for each activity/deliverable

Your budget should take account of the requirement to spend half of your budget or up to £80,000 by 31 March 2020, and the remaining half by June 2021.

Activity/milestone	Price
<i>(milestone 1)</i>	
<i>(milestone 2)</i>	
<i>(milestone 3)</i>	
Total fixed tender price (total of the above)	£

Job Title	Role 1	Role 2	Role 3	Role 4	Role 5	Total days per activity	Total cost per activity (£)
Rate per day	£	£	£	£	£		
<i>Activity 1</i>							
<i>Activity 2</i>							
<i>Activity 3</i>							
<i>Activity 4</i>							

All pricing shall be inclusive of VAT. A day rate should be provided for all roles, and this must include fees, costs and expenses.