



Evaluation of the Healthy Ageing Challenge Community of Practice (Phases 2 and 3)

Deadline for Tender Submissions:

12 noon, Friday 22nd January 2021



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1. About us

The UK's population is undergoing a massive age shift. In less than 20 years, one in four people will be over 65.

The fact that many of us are living longer is a great achievement. But unless radical action is taken by government, business and others in society, millions of us risk missing out on enjoying those extra years.

At the Centre for Ageing Better we want everyone to enjoy later life. We create change in policy and practice informed by evidence and work with partners across England to improve employment, housing, health and communities.

We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government's What Works Network.

We have four priority goals:

Work

More people are working later in life. But employment rates drop after the age of 55 – and over half of people have stopped working before state pension age.

Supporting people to be in good quality, fulfilling work, for as long as possible, is important for their financial security in later life.

The Centre for Ageing Better is calling on employers to become more age-friendly. This means offering flexible working, fair recruitment and training and progression at every age and actively recognising the positive contribution older workers make. Ageing Better is also working with partners to find ways of helping more people approaching later life to get back into work.

Housing

Most people want to live in their own home for as long as possible.

But most housing in the UK does not meet accessibility standards. And millions of homes are not deemed decent – in other words, not safe or warm.

Safe, accessible housing can maintain or improve health, wellbeing and social connections as we age.

The Centre for Ageing Better is campaigning with partners for all new homes to be built to higher accessibility standards and for current housing to be radically overhauled. Ageing Better is also working with planners, designers and developers to provide diverse housing options for people approaching later life.

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Health

Too many of us spend later life in poor health and disability despite our longer lives. And people from the poorest areas are spending up to 20 years with disabling health conditions.

Good health allows us to remain independent, work and be involved in our communities.

The Centre for Ageing Better is working with national and local partners to prioritise prevention and early intervention. Ageing Better is also working to ensure people's living and work environments enable them to live a full life even if their health has declined or they have developed a disability.

Communities

The design of the places we live in can enable us to get out and about and meet people as we grow older. But many people face barriers that stop them doing the things they enjoy and that matter to them.

As people approach later life, it's important they live in communities that make it easier to stay connected to other people.

The Centre for Ageing Better is working with local government, businesses and voluntary sector partners to improve transport and community spaces. Ageing Better is also working to increase opportunities for people to be active and involved in their communities regardless of age, ability or circumstances.

**Let's take action today for all our tomorrows.
Let's make ageing better.**

2. Background to this Invitation to Tender (ITT)

NOTE:

- This Invitation to Tender (“ITT”) is available to download on the Ageing Better website and is open to any **bidder** submitting a proposal for the Contract (hereinafter referred to as the “**Contract**”) before the stated deadline.
- Although this ITT is not subject to the [Public Contracts Regulations 2015](#), Bidders are reminded that Ageing Better will conduct the process in accordance with the key EU principles of transparency, non-discrimination and equal treatment.
- Any clarification questions should be sent to responses@ageing-better.org.uk by 12 January 2021.
- Bidders should also notify us of their intention to bid by 15 January 2021.

At the Centre for Ageing Better we want everyone to enjoy later life. We create change in policy and practice informed by evidence and work with partners across England to improve employment, housing, health and communities, particularly for people in their 50s and 60s. We are particularly keen to understand what enables people in these age groups to plan for a better later life. We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government’s What Works Network.

UK Research and Innovation (UKRI) has commissioned the Centre for Ageing Better to deliver a Community of Practice (CoP) to support its [Healthy Ageing Challenge](#) which asks industry and researchers to develop products and services that will be adopted at scale to help people remain independent, productive, active and socially connected for longer. The Healthy Ageing Challenge supports the UK government’s Ageing Society Grand Challenge to ensure people can enjoy at least five extra healthy and independent years of life by 2035, while narrowing the gap between the experiences of the richest and the poorest. This initiative forms part of the government’s [Industrial Strategy Challenge Fund](#) which brings together leading researchers and businesses to tackle today’s most important societal issues. The intention is to delay the need for additional care and support through the development of new products and services to support an ageing society.

A Community of Practice (CoP) may be defined in various ways but is generally understood as a group of people who come together to share and learn from one another -either face-to-face or virtually. They are held together by a common interest, desire and need to share problems, experiences, insights, templates, tools, and best practices. You can find out more about the Healthy Ageing Challenge Community of Practice on our [microsite](#).

1.1 CoP programme aims and objectives

In the context of the Healthy Ageing Challenge Fund, the CoP acts as learning network that links the members of the Challenge Fund, and others interested in the Challenge Fund. It aims to help members to:

- Learn from and connect with one another
- Identify and overcome common barriers
- Develop collaborations with other organisations
- Scale and spread ideas and good practice to a wider interested audience.

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In March 2020, a dedicated project team at the Centre for Ageing Better was established and completed an extensive scoping of the needs and priorities of CoP members at the start of the programme. During this first phase (March-September 2020), the team also had regular contact with members of the CoP to ensure that the initial programme of support was co-designed with members in order to achieve maximise engagement from all sections of the CoP.

Additionally, during stage one, the project team at Ageing Better:

- developed structures to enable members to come together as community
- delivered initial learning activities e.g. workshops and webinars, responding to CoP members' needs and interests
- delivered a range of informal sessions for community members to come together to learn from one another
- developed an online portal and newsletter for information sharing and networking purposes

Responding to the needs of the CoP as they evolve over time will remain an important guide to the development and delivery of a support programme in phases two and three.

In line with Ageing Better's commitment to supporting evidence-informed practice, we commissioned an independent evaluation of phase one of the CoP (March to September 2020). The purpose of this pilot evaluation was to provide a supplemental and independent assessment of how well the CoP is meeting its stated aims and enable the project team to make changes, where necessary. The evaluators (Public Perspectives) also completed a rapid review of relevant evaluation literature in order to inform the development of an evaluation framework for phases 2 and 3 of the programme. A summary of the evidence review, together with a copy of the proposed evaluation framework, and key findings from the full evaluation report are attached (see Appendix 2).

Against this background, Ageing Better will now commission an evaluation of phases two and three of the Community of Practice (October 2020 – January 2022, and February 2022- January 2024 respectively) to better understand how well the CoP meets its stated objectives and the needs of its members as it evolves over the remaining three years of the Challenge Fund.

3. Contract Overview

3.1 Scope of the contract

Ageing Better wishes to commission an independent evaluation of the Healthy Ageing Challenge Community of Practice over phases two and three of the project (2021-2024). Below, we set out a) the aims and objectives of the evaluation, b) a description of planned support to be delivered to the CoP by a dedicated team at Ageing Better, c) an outline of potential evaluation methods (with links to the findings of the pilot evaluation of the CoP and related suggested evaluation framework), and d) a summary of expected outputs.

The contract covers the period February 2021 through to January 2024. A break clause at the end of phase two of the CoP (January 2022) has been included in the event that the CoP is terminated at this stage due to insufficient interest in, or progress of, the CoP in meeting its objectives, or to a failure of the evaluation to meet expected standards. If the CoP progresses into Phase 3 and both parties are satisfied with the work undertaken, the contract will be continued.

3.2 Aims and objectives of the evaluation

The main aims of this independent evaluation are to provide a phased process and impact evaluation of the extent to which the support programme delivered by the Ageing Better project team offers an adequate mechanism for meeting the stated objectives for the Community of Practice to:

- Learn from and connect with one another
- Identify and overcome common barriers
- Develop collaborations with other organisations
- Scale and spread ideas and good practice to a wider interested audience.

We would like evaluators to review and draw on the provisional framework for evaluation developed from the pilot phase of the programme (see Appendix 2), adding further suggestions or amendments in accordance with the contractor's evaluation expertise and knowledge.

Assessing impact

In terms of *assessing impact* of the CoP, the evaluator should set forth specific measures for capturing qualitative and quantitative evidence to answer the following research questions:

1. What is the 'added value' of the CoP (if any) as compared with a business-as-usual approach to funding that treats individual projects as separate entities?
2. What evidence (if any) supports the direct and indirect social and economic impact of the CoP? How might these impacts be quantified?

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Process evaluation

In terms of *process*, we are interested in an assessment of the extent to which the evolving support programme delivered by Ageing Better effectively meets the diverse and evolving needs of CoP members and adequately facilitates the sharing of information and learning.

More specifically, we are interested in answers to the following research questions:

1. What supports or constrains the mobilising of engagement in the CoP over time?
2. What factors help or hinder the building of relationships between CoP members as membership expands over time?
3. How sustainable is the CoP, beyond the life of the Healthy Ageing Challenge Fund and the delivery of a support programme by Ageing Better?

The evaluator will use the findings to support the project team in real time to reflect on the lessons learned as the programme is delivered and inform the development of the programme throughout phases two and three.

Phased approach

The evaluation plan should be aligned with the next two phases of the CoP, details of which are as follows:

Phase 2, October 2020 – Jan 2022

- New groups funded by the Healthy Ageing Challenge join the CoP, which include the Catalysts (11 joined in November 2020, with up to 25 new projects joining in September 2021); Social, behavioural and design research programme projects (4 – 6 projects joining in March 2021; Investment partnerships (up to 45 over Phases 2&3); Trailblazers will move into Stage 2 (up to 7 projects); and 9 Covid Fast Response projects with a focus on health ageing joined the Community, with more to potentially join. Information on the different funding streams for the Healthy Ageing Challenge can be found on the [Challenge website](#).
- Regular scoping takes place with Community members to ensure offer meets their needs
- Programme is further developed with the Community, responding to their needs, but likely to include a combination of informal “get to know you / sharing” sessions, Open Space sessions, sessions led by members themselves, action learning, curated workshops, and webinars.
- Networks and connection between members supported through engagement tools such as through introductions and Slack
- The offer to the Extended Community – which reaches those interested in the Challenge – is further developed and delivered, including a yearly conference
- Regular thematic papers, drawing upon what is coming from the Community, are released
- The microsite, including the resource library, continues to be developed to meet the needs of the Community
- Regular comms activities, including monthly newsletter to the Community, continues

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Phase 3, February 2022 – Jan 2024

- The Community continues, with existing groups joined by new projects – up to 25 more Catalysts joining in September 2022, and Investment partnerships projects continuing to join
- Delivery of the programme continues
- Networks and connection between members supported through engagement tools such as through introductions and Slack continue
- Regular scoping takes place with Community members to ensure offer meets their needs
- The extended Community – which reaches those interested in the Challenge – continues to grow
- Annual conferences continue, with the final conference in January 2024
- Work to look at how the Community can continue to support one another after Phase 3 will also take place

This builds on the existing work in Phase 1, in which 7 Trailblazer projects joined for their Stage 1, extensive scoping took place with members, a programme of activities began, the [Microsite](#) was launched including a resource library, and a Healthy Ageing Challenge showcase event took place.

- Regular thematic papers, drawing upon what is coming from the Community, are released
- The microsite, including the resource library, continues to be developed to meet the needs of the Community
- Regular comms activities, including monthly newsletter to the Community

Evaluation methods

We are open to considering a range of research methods in addition to those set in the attached evaluation framework (see Appendix 2), including interviews, surveys, focus groups, learning logs, narrative 'stories' of learning, case studies, cost/benefit analyses and proxy measures for economic and social impact.

Key methods are likely to include, but be not restricted to:

- A review of project documentation developed by the AB project team;
- Interviews (telephone, face-to-face or online, as appropriate) with the project team from Ageing Better, the Healthy Ageing Challenge team including the Research Director at UKRI, and consultants engaged to deliver programme activities, and other key stakeholders
- Interviews and surveys with CoP members and other key stakeholders, including the evaluators of the wider Healthy Ageing Challenge initiative

The evaluators of the CoP will also be expected to liaise with the evaluators of the wider Healthy Ageing Challenge initiative in order to share information and selected data, where appropriate, and as agreed with Ageing Better.

3.3 Outputs/Deliverables

Evaluation reports

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An *evaluation report* will be required at the end of phase two (January 2022), mid-way through stage three (January 2023) and subsequently, a summative evaluation report should be submitted at the end of stage three (January 2024).

Draft evaluation reports are to be submitted in plain English that highlight key lessons learned from phases two and three of the Community of Practice, supported by relevant and appropriate qualitative and quantitative evidence. A satisfactory final report should then be submitted, incorporating feedback received on the draft report.

In addition, quarterly progress reports should be submitted to the Ageing Better team.

Workshops

The evaluator will also be expected to *host a workshop* for Ageing Better and UKRI to highlight key messages from stage two of the evaluation and provide a forum for Ageing Better's project and evidence teams to explore strategies for improving the delivery of the project and programme evaluation in stage three. A workshop should also be hosted on completion of stage three of the delivery of the CoP support programme.

3.4 Contract term

The contract covers the period February 2021 through to January 2024. A break clause at the end of phase two of the CoP (January 2022) has been included in the event that the CoP is terminated at this stage due to insufficient interest in, or progress of, the CoP in meeting its objectives, or to a failure of the evaluation to meet expected standards. If the CoP progresses into Phase 3 and both parties are satisfied with the work undertaken, the contract will be continued.

3.5 Budget

A maximum of £65,000 (excluding VAT) is available for this contract, as follows:

Phase 2 (February 2021-January 2022): £20,000

Phase 3 (February 2022-January 2024) is divided into two periods:

- February 2022/January 2023: £20,000
- February 2023/January 2024: £25,000

Costs in the Pricing Document should be presented exclusive of VAT. Bidders should state whether or not they will apply VAT to the total Contract value. Ageing Better intends to award a Contract for services, on the basis of this Specification and Invitation to Tender. As such, it is our understanding that VAT is applicable, regardless of the successful Bidder's VAT status. Ageing Better recommends that Bidders should seek independent advice if they do not intend to apply VAT. Ageing Better will not make any additional provision to the agreed Contract value in order to cover VAT liabilities, if these costs are not included in the original Pricing Document.

4. Invitation to Tender evaluation criteria

Bids for the Contract shall be evaluated on whether it is the most economically advantageous tender (MEAT) and other criteria and weightings set out below:

Criteria	Sub Criteria	Weighting
Price (30%)	Pricing	20%
	Added Value	10%
Quality (70%)	Service delivery proposals	30%
	Contract mobilisation proposals	15%
	Stakeholder engagement proposals	15%
	Risk management proposals	10%
	Total	100%

4.1 Scoring

Scoring

Criteria 1 to 5 shall be scored on a scale of 0 to 5 by reference to the following scoring guide:

Score	Description
5	Exceptional. Demonstrates strengths, no errors, weaknesses or omissions and exceeds expectations in some or all respects.
4	Good. The standard of response fully meets expectations.
3	Satisfactory. The response is acceptable but with some minor reservations.
2	Poor. The response is deficient in certain areas where the details of relevant response require the reviewer to make certain assumptions.
1	Very Poor. The response is deficient in the majority of areas where the details of relevant response require the reviewer to make frequent assumptions.
0	Rejected. Response is unacceptable or non-existent, or there is a failure to properly address any issue.

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Criterion 3 is weighted at 30%. The Bidder that submits the Lowest Bid Total shall receive the maximum score of 30%. All other Bidders' Bid Totals shall be evaluated using the following formula:

Lowest Bid Total

_____ X 30

Other Bidder's Bid Total

If a Bidder is successful in its bid for the Contract, then the Pricing Document is submitted as part of its bid will be referenced in the Contract it enters into with Ageing Better and will be used in calculating the amount payable to the successful Bidder under the Contract.

5. Bid return and Tender evaluation process

5.1 Enquiries and communication

During the Invitation to Tender stage Bidders may submit questions and requests for Clarification or further information. Bidders should note the following procedure for obtaining further information or Clarification on matters arising during the Invitation to Tender stage:

- Bidders shall address their questions and requests for Clarification or further information via e-mail to: **responses@ageing-better.org.uk**;
- On receipt of a request for Clarification or further information, Ageing Better may, at its sole discretion, endeavour to respond to the Bidder and provide such Bidder with any additional information to which Ageing Better has access, but Ageing Better shall not be obliged to comply with any such request and does not accept any liability or responsibility for failure to provide any such information (and absence of a response from Ageing Better shall not entitle a Bidder to make any particular assumptions about the matters sought to be clarified);
- Except as stated below, all questions and requests for Clarification or further information and the corresponding responses, will be circulated by Ageing Better to all Bidders;
- When submitting a question or request for Clarification or further information, Bidders should indicate whether or not they believe the question or request for Clarification or further information is commercially confidential to them and should not therefore be shared with other Bidders. Any such question or request for Clarification or further information should be marked 'Confidential – not to be circulated to other Bidders';
- If Ageing Better considers that, in the interests of open and fair competition, it is unable to respond to the question or request for Clarification or further information on a confidential basis, it will inform the Bidder who has submitted it. The Bidder must as soon as practicable thereafter request that either the query be withdrawn or treated as not confidential;
- All questions or requests for Clarification or further information must be submitted by **5pm on 12 January 2021** at the latest. Requests/questions received after this time will not be responded to by Ageing Better.

5.2 Amendments to the Invitation to Tender

Ageing Better reserves the right to issue amendments or modifications to this Invitation to Tender during the Invitation to Tender stage. These will be issued to all Bidders simultaneously and bids will be assumed to take account of any such modifications and amendments.

5.3 Procedure for the submission of bids

Centre for Ageing Better

Bidders shall submit one electronic copy Invitation to Tender by no later than 12 noon on 22 January 2021 via e-mail to: **responses@ageing-better.org.uk**

The Invitation to Tender return shall state the following title:
'Evaluation the Healthy Ageing Challenge Community of Practice (Phases 2 and 3)'

We will acknowledge receipt of all bids.

Please provide your response to this Invitation to Tender by completing the required documents. Please do not provide separate or different types or formats of documents unless specifically requested to do so.

Please note that any stated limits on length of responses set out in the Invitation to Tender must be strictly adhered to. Any question response exceeding the stated limit will be disregarded beyond that limit. Unless specifically requested to do so, please do not include or upload any standard marketing or promotional material within your answer as this will be disregarded.

Supporting information (appendices, attachments etc.) should be presented in the same order as, and should be referenced to, the relevant question.

Late submissions will not be accepted.

Bidders are strongly recommended not to leave their Invitation to Tender submission to the last minute. Ageing Better will not be held liable for failures to submit an Invitation to Tender on time due to technical issues reported less than 24 hours before the submission deadline.

5.4 Content of bids

All bids must consist of the following items/documents:

- Confirmation of acceptance of the Conditions of Contract as set out at Appendix 1;
- Pilot Evaluation Findings as set out at Appendix 2;
- A completed Pricing Document as set out at Appendix 3;
- A completed Written Return, specifying how the Bidder will carry out the Services to be provided under the Contract, as set out at Appendix 4
- A copy of the Form of Tender as set out as Appendix 5 signed by the authorised signatory submitting the bid on behalf of the Bidder;
- A completed Anti-Collusion Certificate as set out at Appendix 6, signed by the authorised signatory submitting the bid on behalf of the Bidder;
- A completed Non-Canvassing Certificate as set out as Appendix 7, signed by the authorised signatory submitting the bid on behalf of the Bidder.
- A signed Supply Chain of Conduct as set out at Appendix 8, signed by the authorised signatory submitting the bid on behalf of the Bidder.

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5.5 Evaluation of bids

- Bids will be checked initially for compliance with this Invitation to Tender and for completeness. Bids that are not substantially complete and/or compliant with this Invitation to Tender may be rejected;
- During the evaluation period, Ageing Better reserve the right to call for further information/clarifications from Bidders to assist it in its consideration of their bids. Note that Ageing Better reserve the right to adjust the scoring of a Bidder's bid if information is established during clarifications that fundamentally changes any tendered proposal.
- Ageing Better reserve the option to invite Bidders to attend an interview at Ageing Better's offices or online to further explain their bid proposals. The provisional dates for these interviews are shown in Section 7 (Timetable) of this Invitation to Tender. The dates, times and venues of the interviews (if held) will be confirmed with Bidders under separate cover;
- The purpose of the Bidder interview is to allow Ageing Better to achieve a more rounded appreciation of Bidders' proposals. Note that Ageing Better reserve the right to adjust the scoring of a Bidder's bid if information is established during the interview that fundamentally changes any tendered proposal.

6. Important notices for bidders

6.1 Confidentiality

Subject to the exceptions referred to below, the information in this Invitation to Tender is made available by Ageing Better on condition that Bidders shall:

- at all times treat such information as confidential;
- not disclose, copy, reproduce, distribute or pass the information to any other third person or allow any of these things to happen; and
- not use the information for any purpose other than for the purpose of making (or deciding whether to make) a bid for the Contract.

Notwithstanding the conditions referred to above, Bidders may disclose, distribute or pass information to another person if:

- it is done for the sole purpose of enabling a bid to be made and the person receiving the information undertakes in writing to keep the information confidential on the same terms as set out in this Invitation to Tender; or
- Ageing Better gives its prior written consent in relation to such disclosure, distribution or passing of information.

Ageing Better may disclose any information relating to the bids to its directors, officers, employees, agents or advisers. Ageing Better also reserve the right to disseminate information that is materially relevant to the Contract to all Bidders, even if the information has only been requested by one Bidder. Ageing Better will act reasonably as regards the protection of commercially sensitive information relating to the Bidder.

6.2 Accuracy of information and liability of Ageing Better and its advisers

The information contained in this Invitation to Tender has been prepared by Ageing Better in good faith but does not purport to be comprehensive or to have been independently verified. Ageing Better does not accept any liability or responsibility for the adequacy, accuracy or completeness of, or makes any representation or warranty (express or implied) with respect to the information contained in the Invitation to Tender or with respect to any written or oral information made or to be made available to any Bidder or its professional advisors and any liability therefore is hereby expressly disclaimed.

Bidders considering entering into a contractual relationship with Ageing Better should make their own enquiries and investigations of Ageing Better's requirements. The subject matter of this Invitation to Tender shall only have contractual effect when it is contained in the express terms of an executed agreement.

Nothing in this Invitation to Tender is, or should be, relied upon as a promise or representation as to the future and Ageing Better does not undertake to provide Bidders with access to any additional information or to update the information in this Invitation to Tender or to correct any inaccuracies that may become apparent. Ageing Better reserve the right, without prior notice, to change the procedures outlined in this Invitation to Tender or to terminate discussions and the delivery of information at any time before entering into the Contract.

6.3 Anti-collusion

- Any Bidder who, in connection with the competition for the selection of Bidders for the Contract: Fixes or adjusts its bid by or in accordance with any agreement or arrangement with any other Bidder;
- Enters into any agreement or arrangement with any other Bidder to refrain from making a bid or to alter, in any way, the content of any bid to be submitted;
- Causes or induces any person to enter into any such agreement as referred to above or to inform any other Bidder of the content of any other bid for the Contract;
- Offers or agrees to pay or give or does pay or give any sum of money, inducement or valuable consideration directly or indirectly to any persons for doing or having done or causing or having caused to be done any act or omission in relation to any other bid or proposed bid for the Contract; or
- Communicates to any person (outside its consortium, its professional and financial advisers other than Ageing Better or any person duly appointed by Ageing Better) the content of its proposed bid, will be disqualified (without prejudice to any other civil remedies available to Ageing Better and without prejudice to any criminal liability that such conduct by a Bidder may attract) from further participation in the competition for the Contract. Bidders are required to return with their bid the Anti-Collusion Certificate set out at Appendix 6.

6.4 Non-canvassing

Any Bidder who, in connection with its bid for the Contract:

- offers an inducement, fee or award to any representative of Ageing Better or any person acting as an adviser to Ageing Better in connection with the selection of Bidders for the Contract; or
- does anything which would constitute a breach of the Bribery Act 2010, will be disqualified (without prejudice to any other civil remedies available to Ageing Better and without prejudice to any criminal liability that such conduct by a Bidder may attract) from further participation in the competition for the Contract. Bidders are required to return with their bid the Non-Canvassing Certificate set out at Appendix 7.

6.5 Copyright

The copyright in this Invitation to Tender is vested in Ageing Better and may not be reproduced, copied or stored in any medium without the prior written consent of Ageing Better. This Invitation to Tender and any document issued to Bidders supplemental to it shall remain the property of Ageing Better and shall be returned upon demand.

6.6 Tax Liability

Ageing Better and its subsidiaries, conducts their activities with integrity, transparency and fairness. Ageing Better are committed to the prevention of the facilitation of tax evasion as they recognise the importance of fostering a positive culture of tax compliance and maintaining the confidence of students, staff, partner organisations, other customers and the tax authorities.

Ageing Better and its subsidiaries do not and will not work with others who do not share their commitment to preventing the facilitation of tax evasion.

6.7 Modern Slavery Act 2015

The Bidder recognises that Ageing Better has a legal and moral commitment to ensuring that Ageing Better, through its staff, associates, agents, service providers and suppliers, conducts its business in accordance with the highest standards of ethical behaviours, transparency and probity. The Bidder shall, upon the request of Ageing Better, provide evidence of the steps the Bidder is taking to ensure that slavery and human trafficking is not taking place in any part of the Bidder's own business or supply chain in accordance with the provisions of the Modern Slavery Act 2015.

6.8 Confidentiality

Bidders shall not undertake (or permit to be undertaken) at any time, whether at this stage or after conclusion of the Contract, any publicity activity with any section of the media in relation to the Contract other than with the prior written consent of Ageing Better (in relation to the form and content of the proposed publicity).

6.9 Ageing Better's right to reject bids

Notwithstanding anything else stated in this Invitation to Tender, the issue of this Invitation to Tender in no way commits Ageing Better to enter into the Contract or any other agreement whatsoever. Ageing Better is not bound to accept any bid and

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reserve the right to accept any bid either in whole or in part.

Ageing Better reserve the right to reject any or all of the responses received and discontinue the bidding process and/or reject any incomplete or incorrectly completed responses.

Bids will be checked initially for compliance with the requirements of this Invitation to Tender and for completeness. Clarification may be sought from Bidders in order to determine if a bid is complete and compliant. Bids that are not substantially complete and/or compliant with the requirements of this Invitation to Tender may be rejected.

6.10 Time

Ageing Better reserve the right, in its absolute discretion to amend the timetable or extend any time period in this Invitation to Tender.

6.11 Bid costs and loss of profits

Bidders shall bear their own costs and in no circumstances whatsoever shall Ageing Better become liable for any bidding costs, nor shall Ageing Better be liable for any loss of profits, loss of Contracts or other costs or losses suffered or incurred by a Bidder as a result of that Bidder not being awarded one or more Contracts pursuant to this procurement process. Ageing Better shall similarly not be liable in the event that the procurement process is cancelled, whatever the reason.

7. Timetable

The indicative timetable for the procurement process is as set out below:

Stage	Date
Invitation to Tender issued to Bidders	22 December 2020
Deadline for clarification questions	12 January 2021
Deadline for notifying intention to bid	15 January 2021
Deadline for bid submission	22 January 2021
Bidder Interview (optional)	1-2 February 2021
Notification of result	5 February 2021
Appointment of successful Bidder	8 February 2021
Contract commencement	10 February 2021

Ageing Better reserves the right to amend the above timetable.

Appendix 1: Conditions of Contract

<https://www.ageing-better.org.uk/sites/default/files/2020-12/Conditions-of-Contract-Community-of-Practice.pdf>

Appendix 2 – Pilot evaluation findings

2.1. Rapid literature review into Evaluations of Communities of Practice

<https://www.ageing-better.org.uk/sites/default/files/2020-12/HACF-CoP-Rapid-Review.pdf>

2.2. Healthy Ageing Challenge Community of Practice: Phase 1

<https://www.ageing-better.org.uk/sites/default/files/2020-12/HACF-CoP-Phase-1-Evaluation-Report.pdf>

Appendix 3 – Pricing Document

Pricing Preambles

1. The Pricing Document contains the Bidder's rates (excluding VAT).
2. The descriptions in the Pricing Document shall not be regarded as an exhaustive statement of everything included in the Contract; refer to the Specification for the full Contract requirements. The rates in the Pricing Document shall include for all work shown or described in the Contract as a whole and for all work not described but apparent as being necessary for the provision of the Service.
3. The rates in the Pricing Document shall include for the whole of the Bidder's obligations under the Contract whether expressly stated or reasonably implied. No additional request for payment will be permitted unless authorised in writing by Ageing Better.
4. All rates quoted are to be fixed until January 2022. Rates from February 2022 onwards shall be subject to review between the parties, and any proposed increase shall be agreed in writing by Ageing Better. Any rate of increase shall be limited to a maximum of the prevailing CPI rate at the time of the review, published by the Office for National Statistics.
5. Where quantities are stated in the Pricing Document the Bidder should note that they may vary and there is no guarantee of quantity. The rates quoted in the Pricing Document shall apply regardless of the actual quantity of Services subsequently ordered.
6. The rates shall be sufficient to provide the Services in the Specification in isolation from any other requirement and in any quantity.
7. No quantity or continuity of work is guaranteed to the Bidder and this should be taken into account when completing the Pricing Document. Unless expressly stated to the contrary, any quantities given in the Pricing Document are indicative only.
8. Payment shall be made in accordance with the Pricing Document and the procedures described in the Conditions of Contract attached at Appendix 1.
9. The Bidder shall include all mileage, subsistence and expenses costs within the submitted rates.
10. The Bidder shall include all costs for the production of any documentation and the attendance of any meetings required by Ageing Better under the Contract within the submitted rates.

Schedule of Rates

Please specify the name and role of each consultant participating in the delivery of the contract, including administrative support.

Team member	Role	No. of days	Price per day (excl. VAT)	Total days
Total (excl. VAT)				£

The above rates shall include for all work shown or described in the Contract as a whole and for all work not described but apparent as being necessary for the provision of the Service.

Appendix 4 – Written Return

The Written Return is separated into a number of Sections and questions to provide Bidders with clarity on the overall requirements of Ageing Better in relation to the quality measures used to evaluate all bids.

Each Section is linked to the Evaluation Criteria detailed in Section 4 of this ITT document. The Section weightings are shown in each Section heading

Each element of each question shall be scored on a scale of 0 to 5 by reference to the scoring guide detailed in Section 4 of this ITT document:

Bidders shall note that there is a 3000 word limit for the entire written return. Words that are used in diagrams are included in the word limit but it doesn't apply to bibliographies, reference lists or CVs.

Section 0 – General Information

1	Bidder name	Insert details
2	Registered address	Insert details
3	Name of person completing the Invitation to Tender	Insert details
4	Telephone number	Insert details
5	E-mail address	Insert details
6	Company status (e.g. Ltd, Plc, sole trader, Charity, Community Benefit Society, etc.)	Insert details
7	VAT registration number	Insert details
8	Company registration number and/or charity number	Insert details
9	Date of incorporation	Insert details
10	Please provide the organisation name, contact details and a brief description of 2 contracts of a similar nature which demonstrate the Bidder's experience in relation to Ageing Better's requirements. Any Contract award will be subject to a satisfactory reference being provided by one or both of the named companies.	
	Insert details	

NOTE TO BIDDERS

Upon identifying the successful Bidder, Ageing Better may seek further evidence to determine the Bidder's ability to perform the Contract prior to awarding the Contract. If the Bidder is unable to provide the further evidence required, Ageing Better reserves the right to withdraw the Bidder's successful Bidder status.

Section 1: Service Delivery Proposal	Weighting
	30%
<p>The following elements are seen as essential for the delivery of a successful Contract:</p> <ol style="list-style-type: none">1. An understanding of the subject matter of the Contract as stated in the Specification2. Appropriate supervision, staffing levels and qualifications3. Real time communications and delivery of accurate data and reporting <p>The Bidder shall demonstrate how their proposed solution addresses the requirement above. The Bidder's response shall take each requirement and explain the understanding of the requirement and the Bidder's proposed solution to addressing that requirement. Bidders shall provide evidence to support the response.</p>	
Bidder's Response	

Section 2- Contract Mobilisation	Weighting
	15%
<p>The following element is seen as essential for the delivery of a successful Contract:</p> <ol style="list-style-type: none">1. Mobilisation plan from notification of award to commencement of Contract <p>The Bidder shall demonstrate how their proposed solution addresses the requirement above. The Bidder's response shall take each requirement and explain the understanding of the requirement and the Bidder's proposed solution to addressing that requirement. Bidders shall provide evidence to support the response.</p>	
Bidder's Response	

Section 3: Stakeholder Engagement	Weighting
	15%
<p>The following element is seen as essential for the delivery of a successful Contract:</p> <ol style="list-style-type: none">1. The Bidder's approach to involving stakeholders to ensure that the review benefits from relevant expert advice, including people with lived experiences of some the issues involved. <p>The Bidder shall demonstrate how their proposed solution addresses the requirement above. The Bidder's response shall take each requirement and explain the understanding of the requirement and the Bidder's proposed solution to addressing that requirement. Bidders shall provide evidence to support the response.</p>	
Bidder's Response	

Section 4: Risk Management	Weighting
	10%
<p>The following elements are seen as essential for the delivery of a successful Contract:</p> <ol style="list-style-type: none">1. Identification of the main risks associated with the Contract2. How the Bidder would mitigate each risk <p>The Bidder shall demonstrate how their proposed solution addresses the requirement above. The Bidder's response shall take each requirement and explain the understanding of the requirement and the Bidder's proposed solution to addressing that requirement. Bidders shall provide evidence to support the response.</p>	
Bidder's Response	

Appendix 5 – Form of Tender

To: Centre for Ageing Better

Re: Healthy Ageing Challenge Community of Practice Evaluation (Phases 2 and 3) (the “Contract”)

Dear Sirs

1. Having examined the Invitation to Tender and having satisfied ourselves as to all other matters relevant thereto, we confirm our tender for the Contract.
2. We enclose our tender and confirm that these comprise all of the documents required to be submitted in accordance with the matters set out in the Invitation to Tender. We acknowledge that we are bound by our proposals submitted pursuant to the Invitation to Tender.
3. We hereby unconditionally and irrevocably offer to provide the Services requested to be provided and performed under the Invitation to Tender in accordance with the Contract and at no greater rates or prices than the rates or prices stated in the Pricing Document.
4. We confirm that we are fully conversant with all the Invitation to Tender documentation and that this tender is submitted strictly in accordance with the Invitation to Tender.
5. We agree that this tender shall remain open to be accepted or not by Ageing Better and shall not be withdrawn for a period of twelve (12) months from the deadline for receipt of tenders as set out in the Invitation to Tender, or such longer period as may be agreed with Ageing Better.
6. We undertake to execute the Contract for the proper and complete fulfilment of the Services required or any part or parts thereof, as you may in your absolute discretion award to us.
7. We agree that we shall commence and undertake the Services required when instructed to do so pursuant to the terms of the Contract.
8. We certify that the details of this tender and the Invitation to Tender documentation have not been communicated to any other person or adjusted

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in accordance with any agreement or arrangement with any other person or organisation.

- 9. We acknowledge that Ageing Better is not bound to accept the lowest or any tender it may receive and reserve the right at its absolute discretion to accept or not to accept any tender submitted.
- 10. We certify that we have full power and authority to enter into the Contract and to carry out the Services, and that this is a bona fide tender.
- 11. We confirm that in submitting our tender, we have satisfied ourselves as to the accuracy and completeness of the information we require in order to do so (including that contained in the Invitation to Tender).

Total Price for this Tender

£.....

in words

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____

Appendix 6 – Anti-Collusion Certificate

To: **Centre for Ageing Better**

Re: **Healthy Ageing Challenge Community of Practice Evaluation (Phases 2 and 3) (the “Contract”)**

The essence of the public procurement process is that Ageing Better shall receive *bona fide* competitive tenders from all Bidders. In recognition of this principle we hereby certify that this is a *bona fide* bid, intended to be competitive, and that we have not fixed or adjusted the bid by or under or in accordance with any agreement or arrangement with any other Bidder (other than a member of our own consortium). We have not and insofar as we are aware neither have any of our employees, contractors, advisers, agents, officers or subcontractors:

1. Entered into any agreement with any other person with the aim of preventing bids being made or as to the fixing or adjusting of any bid or the conditions on which any bid is made; or
2. Informed any other person, other than the person calling for this bid, of the content of the bid, except where the disclosure was necessary for the preparation of the bid for insurance, for performance bonds and/or Contract guarantee bonds or for professional advice required for the preparation of the bid; or
3. Caused or induced any person to enter into such an agreement as is mentioned in paragraph (1) and (2) above; or
4. Committed any offence under the Bribery Act 2010; or
5. Offered or agreed to pay or give any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other bid or proposed bid any act or omission; or
6. Canvassed any other persons referred to in paragraph (1) above in connection with the Contract; or
7. Contacted any officer of Ageing Better about any aspect of the Contract except in a manner permitted by the Invitation to Tender.

Invitation to Tender for Evaluation of the Healthy Ageing Challenge Community of Practice (Phases 2 and 3)

We also undertake that we shall not procure the doing of any of the acts mentioned in paragraphs (1) to (7) above before the hour and date specified for the return of the bid nor (in the event of the bid being accepted) shall we do so while the resulting Contract continues in force between us (or our successors in title) and Ageing Better.

In this certificate

The word “person” includes any person, body or association, corporate or incorporate and “agreement” includes any arrangement whether formal or informal and whether legally binding or not.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____

Appendix 7 – Non-Canvassing Certificate

To: **Centre for Ageing Better**

Re: **Healthy Ageing Challenge Community of Practice Evaluation (Phases 2 and 3) (the “Contract”)**

Non-Canvassing Certificate

I/we hereby certify that I/we have not canvassed or solicited any officer or employee of Ageing Better in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf has done any such act.

I/we hereby further undertake that I/we will not in the future canvass or solicit any officer or employee of Ageing Better in connection with the award of the Contract and that no person employed by me/us or acting on my/our behalf will do any such act.

Signed for on behalf of the Bidder by a duly authorised signatory of the Bidder:

Signed: _____

Name: _____

Position/Status: _____

On behalf of:
(name of Bidder) _____

Date: _____

Appendix 8 – Supply Chain of Conduct

Ageing Better is committed to carrying out procurement activities in an environmentally, socially, ethically and economically responsible manner and to entering into agreements and contacts with suppliers that share and adhere to its vision

To demonstrate this commitment, Bidders are asked to acknowledge their compliance with the principles of the Supply Chain Code of Conduct for this Contract, below, with respect to their organisation and their supply chain:

With respect to Social Compliance Tenderers shall:

(i) Not use forced, involuntary or underage labour

- Employees should be free to choose their employment and leave that employment without hold by financial deposit of personal items
- Forced, bonded or involuntary prison labour shall not be used
- Support the effective abolition of child labour
- Comply with the national minimum age for employment, or minimum age 15, whichever is the higher unless a lower minimum age is permitted under International Labour Organisation (ILO) convention 138
- Where any child is found to be engaged in performing child labour, to provide support for that child to enable them to complete, as a minimum, their compulsory education (even if they shall cease to be involved in child labour) or an equivalent education level, as provided for under the UNI Covenant on Economic, Social and Cultural Rights. Such support by the Tenderer should recognise and not prove detrimental to the conditions of the child or those that their work supports

(ii) Provide suitable working conditions and terms

- At least statutory minimum wages (or if none, a realistic living wage) must be paid without discrimination to all employees and all non-statutory deductions must be with the consent of the employee.
- Working hours must be excessive (not over 48 hours per week, excluding overtime) and must allow for at least 1 day off for each 7 day period on average. Working beyond this should be non-regular and of employees own will
- A safe and hygienic working environment must be provided, including any catering or accommodation areas. Any hazardous working, as defined by ILO, should only be carried by persons age 18 years or over
- All equipment must be safe for use and processes must allow a safe working environment
- Policies and processes must be in place for recording and eliminating occurrence / reoccurrence of health and safety related incidents.

(iii) Treat employees fairly

- Allow employees the freedom of association to join (but not be forced to join) , or be represented by, a trade union or similar organisation of their choice, and be free to leave organisations

- Not discriminate or unfairly treat any employee for any reason including education, social class/ caste, nationality, trade union membership or any of the 9 Protected Characteristics of the UK Equality Act 2010
- Provide a workplace free from discrimination, harassment or victimisation
- Treat all employees with respect and dignity, and not accept inequality as justifiable on a basis of culture
- Remunerate all employees equally at the same employment grade, regardless of any characteristics listed above, unless statutory conditions require otherwise.

With respect to Ethical Compliance & Economic Development Tenderers shall:

- As a minimum, comply with all laws and regulations of the countries they are working in, manufacturing in or trading with, as applicable
- Not be involved in any way with acts of corruption or bribery, or support acts of violence or terrorism or abuse of individual people or communities
- Not force unsustainable or unfair contract terms on their suppliers, or throughout their supply chain, nor allow unfair exploitation of a dominant market or customer position
- Support fair trade conditions for producers, where applicable
- As a minimum, comply with all financial regulations and taxations of the countries they are working in, manufacturing or trading with, as applicable
- Include community benefit delivery in the locality of where the contract is performed (including publishing and delivering levels of local training and employment opportunities)
- Appoint sub-contractors through an open and fair process, such as public advertising of such opportunities wherever possible
- Act at all times with respect and integrity, including open and transparent accounting
- Allow staff protection if reporting misconduct or raising concerns with respect to their own, or another organisation, and ensure all affected staff are treated in a fair and transparent manner

With respect to Environmental Compliance Bidders shall:

- As a minimum, comply with all local and national environmental laws, regulations and directives of the countries they are working in, manufacturing in or trading with, as applicable
- Actively avoid causing environmental damage and / or negative environmental impact through manufacture and supply of the goods or services and disposal of supply chain waste
- Have a business plan in place, and be acting on it, to minimise their environmental impact year on year and adopting or working towards internationally recognised environmental standard and/ or behaviours
- Encourage the development and use of environmentally friendly technologies
- Promote positive environmental impacts (such as reduced carbon emissions, better carbon management, waste management and water management, reduced pollution levels and technological improvements) through their activities wherever possible.

I confirm that I am authorised and have all requisite corporate authority to make this declaration on behalf of the entity referred to below

I hereby confirm that the entity referred to below adheres to this Supply Chain Code of Conduct and , if successful in this procurement exercise , shall ensure its supply chain

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adheres to the Code of Conduct also in order to enforce and promote sound social, ethical , environmental and economic practices

Entity	(Enter text here)
Name	(Enter text here)
Title	(Enter text here)
Position in Entity	(Enter text here)
Date	(Enter text here)