



# **Community-centred approaches to health, wellbeing and community participation: Scoping a learning approach**

**Deadline for Tender Submissions:**

***Friday 20th August, 16:00***



The Centre for Ageing Better creates change in policy and practice informed by evidence and works with partners across England to improve employment, housing, health and communities. Ageing Better is a charitable foundation, funded by The National Lottery Community Fund.

## **Contents**

1. About us.....	4
2. Background to this Invitation to Tender (ITT).....	6
3. Contract Overview.....	9
3.1 Scope of the contract.....	9
3.2 Potential scoping questions .....	10
3.3 Outcomes and deliverables .....	11
3.4 Contract Term .....	11
3.5 Budget.....	12
4. Invitation to Tender evaluation criteria.....	13
4.1 Scoring .....	13
5. Bid return and Tender evaluation process.....	15
5.1 Enquiries and communication.....	15
5.2 Amendments to the Invitation to Tender .....	15
5.3 Procedure for the submission of bids.....	15
5.4 Content of bids .....	16
5.5 Evaluation of bids .....	17
6. Important notices for bidders.....	18
6.1 Confidentiality .....	18
6.2 Accuracy of information and liability of Ageing Better and its advisers .....	18
6.3 Anti-collusion .....	19
6.4 Non-canvassing.....	19
6.5 Copyright.....	20
6.6 Tax Liability .....	20
6.7 Modern Slavery Act 2015 .....	20
6.8 Confidentiality .....	20
6.9 Ageing Better's right to reject bids .....	21
6.10 Time .....	21
6.11 Bid costs and loss of profits .....	21
7. Timetable .....	22
Appendix 1: Conditions of Contract.....	23
Appendix 2 – Pricing Document .....	24

## **Centre for Ageing Better**

Pricing Preambles .....	24
Schedule of Rates .....	25
Appendix 3 – Written Return .....	26
Section 0 – General Information .....	27
Section 1: Experience.....	29
Section 2- Approach (including stakeholder engagement approach) .....	30
Section 3: Project and Risk Management.....	31
Appendix 4 – Form of Tender.....	32
Appendix 5 – Anti-Collusion Certificate .....	34
Appendix 6 – Non-Canvassing Certificate .....	36
Appendix 7 – Supply Chain of Conduct.....	37

## **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.

## **Centre for Ageing Better**

### **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. Ageing Better is also 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](mailto:responses@ageing-better.org.uk) by 30<sup>th</sup> July 2021, 16:00
- Bidders should also notify us of their intention to bid by 9<sup>th</sup> August 2021, 16:00

### **Introduction**

We are currently conducting a multi-year evaluation of [\*\*the Leeds Neighbourhood Networks\*\*](#) (LNNs) in order to understand the individual, community, and health system outcomes that they achieve.

We aim to use the evidence gathered through this evaluation to:

1. Improve practice locally
2. Encourage spread and scale of good practice to other localities
3. Encourage an exchange of ideas and approaches from other areas that work to meet similar outcomes

Scoping out a “learning approach” to achieve the second and third aims above is the focus of this Invitation to Tender.

### **The Leeds Neighbourhood Networks**

The LNNs consists of 35 independent, community organisations which operate ‘for, by, and with’ older people, and take a preventative approach to health and wellbeing through the activities offered by 166 paid staff and 2,000 volunteers. Leeds City Council (LCC) initiated one of the Networks in the late 1980s and they grew iteratively. LCC continue to provide substantial funding with individual LNNs raising additional income through charitable grants/fundraising activities. The LNNs cover the whole of the city, but each is locally based, serving different geographical areas and communities and providing slightly different activities as a result. As such the LNNs represent a ‘community-centred approach’ operating at scale.

The four key outcomes for the Leeds Neighbourhood Networks are:

- Increasing contribution and involvement
- Improving choice and control
- Improving wellbeing and healthier life choices
- Reducing social isolation

**Invitation to Tender for Community-centred approaches to health and wellbeing and community participation: Scoping a learning approach**

### **Leeds Neighbourhood Networks Evaluation to date**

Ageing Better are in the midst of a multi-year evaluation of the Leeds Neighbourhood Networks. Partners in Leeds are particularly interested in better understanding the role of the LNNs on health in terms of prevention and self-management of existing health conditions and the impact on wider wellbeing. Within this work Ageing Better are also looking to build our understanding of how community-based approaches can support more people to age well, and share this learning nationally.

We have commissioned the Centre for Regional and Economic Research at Sheffield Hallam to undertake the evaluation. The first wave of the evaluation was a “Real Time Evaluation” to document the response to the pandemic and share emerging best practice, which has been completed. We are now in the midst of phase 2 of the evaluation which will entail fieldwork in Leeds with the LNNs and beneficiaries to begin to evidence individual, community and health system outcomes.

### **Community-centred approaches to health and wellbeing**

LNNs have a range of outcomes across community participation, health and wellbeing. As such LNNs are an example of a community-centred approach to health and wellbeing.

Community-centred approaches are described by Public Health England as “*a way of working locally, which is about mobilising assets within communities, promoting equity and increasing people’s control over their health and lives, supporting people to live independently in their homes and participate in their communities and with each other for as long as possible*”. There are four key strands to the ‘family’ of community-centred approaches identified by PHE:

- **Strengthening communities** – approaches involving building on community capacities to take action together on health and the social determinants of health
- **Offer volunteer and peer roles** –approaches focusing on enhancing individuals’ capabilities to provide advice, information and support or organise activities around health and wellbeing in their or other communities
- **Promoting collaboration and partnerships** –approaches involving communities and local services working together at any stage of planning cycle, from identifying needs through to implementation and evaluation
- **Enabling access to community resources** –approaches connecting people to community resources, practical help, group activities and volunteering opportunities to meet health needs and increase social participation

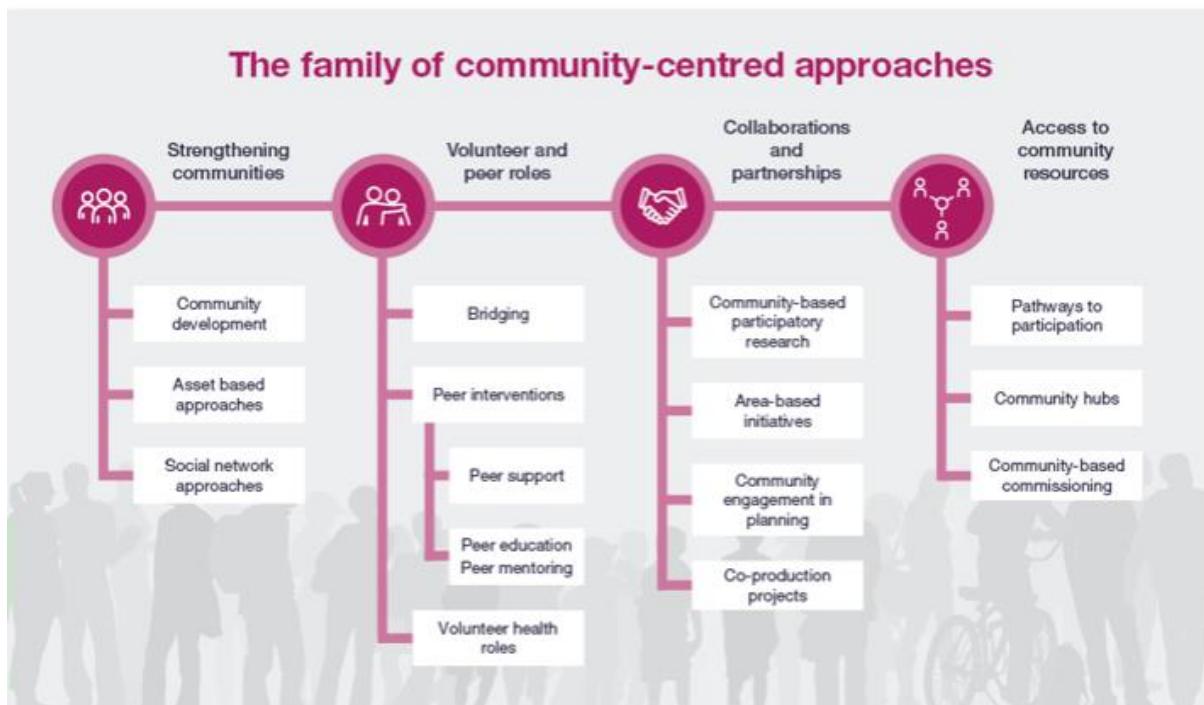


Figure 1: Family of community-centred approaches

### Why do we want to develop a learning approach?

The Leeds Neighbourhood Networks evaluation work has catalysed Ageing Better's interest in community-centred approaches to health and wellbeing more broadly. We want to develop an approach to learning which enables us to share the evidence from the Leeds Neighbourhood Networks evaluation, however the scope is wider than this: we want to facilitate opportunities for shared learning around community-centred approaches more generally and bring an ageing lens to these approaches.

We do not come at this from a purely academic perspective, and do not see this work as simply creating a "talking shop" around community-centred approaches. We want to build an approach to learning which supports implementation and enables change on the ground. If successful in building this approach the outcomes we would want to see are:

- An increased uptake of community-centred approaches across the country
- Increased use of evidence within community-centred approaches
- People delivering community-centred approaches feeling more supported and networked.
- Community-centred approaches being designed to work for our age cohort (50-70 year olds)
- Improved health, wellbeing and community participation outcomes and opportunities for our age cohort across England

### Invitation to Tender for Community-centred approaches to health and wellbeing and community participation: Scoping a learning approach

## **3. Contract Overview**

### **3.1 Scope of the contract**

The aim of the project commissioned through this tender is to scope the learning approach outlined above. We want to build our understanding of the opportunities to convene, connect and support stakeholders (community organisations, funders, commissioners, services etc.) across England to learn with us about how to grow and / or improve community-based approaches to health and wellbeing in local areas. We are specifically looking to facilitate learning on community-centred approaches which support and involve our age cohort (age 50-70).

We want to understand whether there is a clear role for Centre for Ageing Better (we are keen not to duplicate others work<sup>1</sup>) to stimulate learning, adaptation and improvement across the sector. We want better understanding the opportunities and challenges we might face, including any existing work in this area that we could feed into or learn from.

We envision that some of the activities the successful bidder will undertake include, but are not limited to:

- Further developing our existing stakeholder maps for this topic area, including identifying new stakeholders
- Conducting a series of conversations with key stakeholders – to be jointly identified with Centre for Ageing Better
- Summarising literature on relevant activities already happening to support community-centred approaches
- Developing a set of options for us to consider taking forward

Following the completion of this project we would expect to have a clear route forward for this work, whether that is Ageing Better starting something new or joining something existing. Whatever this route forward is, we would expect the learning approach to be focused on enabling change on the ground as outlined in the previous section.

### **Beyond health and wellbeing outcomes**

We have decided to focus this tender on “community-centred approaches to health and wellbeing.” We have done this to give some parameters to the scope of the project, however we would expect that this research may also cross into the realm of community participation. The Leeds Neighbourhood Networks work towards outcomes beyond health and wellbeing and indeed many of the “community-centred approaches” also enable community participation and social inclusion outcomes as well as health and wellbeing ones.

---

<sup>1</sup> Despite our current thinking being that we may need to set up something entirely new, we are keen to test this idea and to ensure that we do not duplicate others work. We are therefore interested in understanding how to make the best use of existing networks rather where possible and feasible.

As such we are taking a community-first lens to this project and a holistic approach to the stakeholders we want to involve, so although a major stakeholder the focus of this project is not just the NHS and clinical commissioners. We also anticipate that many of the stakeholders we would want to speak to will not see themselves as delivering a community-centred approach as defined by PHE, despite their work in communities having positive health and wellbeing outcomes. We would work with the contractor to decide how to frame this research when speaking to stakeholders with various “official” interest in health and wellbeing.

Stakeholders we have so far mapped so far for this project fall under the following categories:

- Local community organisations (and representative national umbrella organisations)
- Service delivery organisations
- Funders
- Local authorities
- Health bodies and networks (including commissioners)
- Central government and policy
- Research organisations

### **3.2 Potential scoping questions**

We have developed a series of potential questions to guide the scoping process but will review these with the successful bidder upon award of contract. The questions are as follows:

1. What are the most important issues affecting stakeholders who are involved in or have a stake in the provision of community-based approaches?
2. Which of the themes we’re exploring in the Leeds Neighbourhood Networks evaluation are of interest to different stakeholders and why?
3. What activities are already underway to support learning and improvement within this field of work?
  - a. Who is leading on this work?
  - b. Who is participating in this work?
  - c. Who is missing from this work?
  - d. Would anyone undertaking current work be interested in collaborating with us to expand their work?
  - e. What is working well with the current approaches? What is working less well?
  - f. What are the gaps within the existing learning activities underway?
  - g. Is there a space stakeholders could see Centre for Ageing Better contributing to / filling?
  - h. How are stakeholders using the existing activities to implement change?
4. Would stakeholders be interested in participating in some sort of learning activities as part of a learning exchange about community-based approaches in this field?
  - a. What themes would they like to see as the focus?

## **Centre for Ageing Better**

- b. What would they want these activities to look like?
- c. What are the opportunities and constraints affecting stakeholders' willingness and ability to participate in an active learning programme?

### **3.3 Outcomes and deliverables**

#### **Outcomes**

The overall outcome of this tender is to understand whether there is a clear role for Centre for Ageing Better to stimulate learning, adaptation and improvement around community-centred approaches, in particular to bring an ageing lens to this, and if so what that could be.

At the end of this project we expect to have:

- A better understanding of the landscape our work around learning would sit
- A better understanding of the opportunities and barriers to engaging stakeholders in some form of learning activities
- An understanding of how relevant stakeholders turn learning into practice
- Some concrete ideas as to what these learning activities could look like

#### **Deliverables**

We are open to suggestions from bidders as to what the outputs from this project could be but we anticipate they could include:

- An updated stakeholder map and analysis of this
- A report detailing the findings of the scoping
- Notes of key points from each stakeholder interview, anonymised if needed.
- An understanding of different learning models that could be relevant to this piece of work
- A series of options for potential learning activities/opportunities with an indication of the resources involved (internally: ranging from 'using resource already allocated'<sup>2</sup> to larger future projects, and externally: support needed from others, conditions that need to be in place.)

We would expect to review the deliverables as we progress with delivering this project. For example if we find early on that there is an existing network or organisation we could collaborate with, the scoping and deliverables could look quite different to if there is less of a clear direction.

### **3.4 Contract Term**

We are looking for bidders to complete this work by Friday 10<sup>th</sup> December.

---

<sup>2</sup> We will share budgetary details with the successful bidder

### **3.5 Budget**

The budget for this project is £25,500 (excl. VAT).

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's the most economically advantageous tender (MEAT). The criteria and weightings used to assess this bid follow below:

<b>Criteria</b>	<b>Sub Criteria</b>	<b>Weighting</b>
Price (10%)	Price	10%
Quality (80%)	Understanding of topic area and experience of delivering similar work	40%
	Suggested approach (incl. stakeholder engagement)	40%
	Project and risk management	10%
	<b>Total</b>	<b>100%</b>

### **4.1 Scoring**

#### **Scoring**

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

<b>Score</b>	<b>Description</b>
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.
---	--

Sub-criterion 1 is weighted at 10%. The Bidder that submits the Lowest Bid Total shall receive the maximum score of 10%. All other Bidders' Bid Totals shall be evaluated using the following formula:

Lowest Bid Total

---

X      10

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 Friday 30<sup>th</sup> July, 16:00 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 Friday 20<sup>th</sup> August, 16:00 via e-mail to: **responses@ageing-better.org.uk**

The Invitation to Tender return shall state the following title:

**'Community-centred approaches to health and wellbeing and community participation: Scoping a learning approach'**

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 Purchase as set out at Appendix 1;
- Confirmation of acceptance of the Specification 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.

## **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 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

## **Centre for Ageing Better**

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

## **Centre for 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 6.

### **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 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:

<b>Stage</b>	<b>Date</b>
Invitation to Tender issued to Bidders	Wednesday 14 <sup>th</sup> July
Deadline for clarification questions	Friday 30 <sup>th</sup> July, 16:00
Deadline for notifying intention to bid	Monday 9 <sup>th</sup> August, 16:00
Deadline for bid submission	Friday 20 <sup>th</sup> August, 16:00
Bidder Interview (optional)	Tuesday 31 <sup>st</sup> August (tbc)
Notification of result	Friday 3 <sup>rd</sup> September
Appointment of successful Bidder	Monday 6 <sup>th</sup> September
Contract commencement	Tuesday 21 <sup>st</sup> September

Ageing Better reserves the right to amend the above timetable.

## **Appendix 1: Conditions of Contract**

## **Appendix 2 – 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 services.
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 31<sup>st</sup> March 2022. Rates from 1<sup>st</sup> April 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.

## **Centre for Ageing Better**

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**

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 Services.

## **Appendix 3 – 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 2,500 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

<b>1</b>	<b>Bidder name</b>	Insert details
<b>2</b>	<b>Registered address</b>	Insert details
<b>3</b>	<b>Name of person completing the Invitation to Tender</b>	Insert details
<b>4</b>	<b>Telephone number</b>	Insert details
<b>5</b>	<b>E-mail address</b>	Insert details
<b>6</b>	<b>Company status (e.g. Ltd, Plc, sole trader, Charity, Community Benefit Society, etc.)</b>	Insert details
<b>7</b>	<b>VAT registration number</b>	Insert details
<b>8</b>	<b>Company registration number and/or charity number</b>	Insert details
<b>9</b>	<b>Date of incorporation</b>	Insert details
<b>10</b>	<p><b>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.</b></p> <p>Insert details</p>	

**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.

<b>Section 1: Experience</b>	<b>Weighting</b>
	<b>40%</b>

The following elements are seen as essential for the delivery of a successful Contract:

1. Relevant qualifications, experience and capacity of the team to carry out this project
2. An understanding of community-centred approaches to health and wellbeing and community participation
3. Experience of researching community-centred approaches to health and wellbeing and community participation
4. An understanding of the different approaches that could be used to facilitate learning (e.g. learning networks) and be drivers of change.
5. Experience of scoping (and developing) learning approaches

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.

**Bidder's Response**

<b>Section 2- Approach (including stakeholder engagement approach)</b>	<b>Weighting</b>
	<b>40%</b>
<p>Please tell us how you would approach delivering this work and achieving the outcomes we want to see. Within this response please include:</p> <ol style="list-style-type: none"><li>1. An approach to identifying relevant stakeholders</li><li>2. An approach to engaging and managing relationships with stakeholders</li><li>3. An approach to developing research questions/frameworks</li><li>4. An approach to consolidating insights to produce recommendations</li><li>5. An approach or framework for developing learning activities</li><li>6. Any additional recommended activities to achieve the project's outcomes</li><li>7. Recommended outputs for this project</li></ol> <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>	

<b>Section 3: Project and Risk Management</b>	<b>Weighting</b>
	<b>10%</b>
<p>Please tell us how you would approach project and risk management in this project. Within this response please include:</p> <ol style="list-style-type: none"><li>1. An approach to project management for the project</li><li>2. Identification of the main risks associated with the project</li><li>3. How you would mitigate each risk</li><li>4. How you would ensure effective communication with Ageing Better throughout this project</li></ol> <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>	
<b>Bidder's Response</b>	

## **Appendix 4 – Form of Tender**

To: **Centre for Ageing Better**

Re: **Community-centred approaches to health and wellbeing and community participation: Scoping a learning approach** (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 in accordance with any agreement or arrangement with any other person or

## **Centre for Ageing Better**

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 5 – Anti-Collusion Certificate**

To: **Centre for Ageing Better**

Re: **Community-centred approaches to health and wellbeing and community participation: Scoping a learning approach** (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.

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 6 – Non-Canvassing Certificate**

To: **Centre for Ageing Better**

Re: **Community-centred approaches to health and wellbeing and community participation: Scoping a learning approach** (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 7 – 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

**Invitation to Tender for Community-centred approaches to health and wellbeing and community participation: Scoping a learning approach**

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

<b>Entity</b>	(Enter text here)
<b>Name</b>	(Enter text here)
<b>Title</b>	(Enter text here)
<b>Position in Entity</b>	(Enter text here)
<b>Date</b>	(Enter text here)