

TENDER SPECIFICATION



Home-Start Preston
1 Meadow Street
Preston, PR1 1TR

FOR REVIEW OF HOME START PRESTON

AUGUST to OCTOBER 2011

Background

HSP has provided support through volunteers for families in Preston for 19 years. During this time it has adapted to various changes- eg last year we had to relocate with less than a months notice, and this was achieved with the service continuing despite the disruption caused. HSP continues to provide family support, working together with other organisations, and exploring different options to maintain and develop an innovative and effective frontline public service. The service provided by Home-Start is unique, in that it is seen as a service offering "non-judgemental" family support, often helping families who will not accept assistance from Social workers and Health visitors. In a typical year we support up to 50 families and currently we have just over 20 active volunteers linked to families in regular support home visits.

Our scheme manager, Ann Gill, has worked for HSP since 2004, The 2 part time staff have been with HSP since 2007 and 2010 . The Management Committee comprises 7 members- the Chair worked with LCC Social services, and other backgrounds of the committee include management in local authority Children's services, human resources and finance, a voluntary sector practitioner and researcher, and a retired teacher, .Two members of the MC are also volunteers who provide family support.

Until recently Home-Start Preston was facing the prospect of redundancies at the end of June 2011, but we have just obtained funding from Lancashire County Council & Childrens Centres totaling £27,500 for 2011/12, which means we can now continue the service for up to another year. However, the long term position remains uncertain.

The scheme has also been awarded some Transition Fund monies which will enable the scheme to review and reconfigure its operation going forward in the new “Big Society” environment. The aim is to

- make our organization more fit for purpose,
- become “tender ready”,
- become financially sustainable for the medium to long term,
- plan to expand and diversify our work
- while achieving excellence in the quality of our services

This Tender

Experienced consultants are asked to tender for the first stage of this work which will be a comprehensive review and planning process to be carried out between 1st August to October 31st 2011. Successful completion of this tender is likely to place the contractor in pole position for a subsequent contract for the role of advising and mentoring the trustees through the implementation of proposed changes extending into 2012.

The successful consultant will be expected to

1. Carry out a substantial evaluative review of the organization, (governance, staffing, what we do, how we do it, quality assurance standards, monitoring processes, work roles and staff use of time, the skill sets and training needs of trustees, staff and volunteers)
2. Carry out an analysis of the relevant external environment (trend and horizon scanning) covering relevant local social needs, recent and foreseeable policy developments, and market opportunities in the context of statutory commissioning and the personalization agenda for Homestart Preston over the next 5- 10 years)
3. Write (and agree with the trustees) a draft strategic plan and a sound business plan that fit the context and allow for contingencies. This should have clear developmental goals, including actions needed to ensure sustainable income generation and financial viability for the next five to ten years.
4. Discover, document and open access to professional relationships with funding and commissioning bodies that will allow HSP to place ourselves at strategic points in networks that maximize our chance of achieving said goals
5. Make recommendations for necessary organizational change and help us begin the process of restructuring that will be necessary.
6. Begin the work of establishing partnerships and membership of emerging consortia of VCFS groups .
7. Write and submit a number of (hopefully successful) grant funding bids which will enable HSP to sustain its core operation and increase its range of services into 2012-2013. Successful bids will attract a financial bonus payment of 5% of the value of the first year of the grant award up to a maximum of £5k from each funding body. This cost must be declared as an administrative cost in the budget on the application form and agreed as a legitimate expense by the funding body.
8. Mentor.. be a reflector / accompanist for and transfer knowledge and skills to the chair, Trustees and scheme manager for the duration of the contract..

Confidential access to the office and relevant files and electronic records will be offered for the duration of the contract but no copies of any client or volunteer or staff personnel files may be copied or taken out of the office.

Administrative support will be offered by releasing the services of one of the scheme's administrative staff to work on the review process under the direction of the consultant for up to 8 hours per week.

The appointed consultant will be expected to work within relevant statutory regulations and the policies adopted by HSP (e.g. confidentiality, safeguarding, equal opportunities, Health and safety)

The consultant will be responsible for their own legal and financial liabilities in terms of taxation, insurance, professional indemnity and for all expenses such as travel and subsistence incurred in connection with the contract.

Reporting:

The trustees will require a formal written progress report and attendance at their monthly meetings in September and October and the documents mentioned in 1,2& 3 above will be required by 31st October in time for consideration at the November meeting.

Day to day reporting and line management of the contract will be through the chair of Trustees

Criteria of appointment

Consultant(s) will be appointed after scoring on these criteria at short-listing and interview

- expertise and knowledge of the field of family support work
- expertise and knowledge of good practice, governance and change processes in the VCFS
- experience of similar consultancy contracts, producing evaluative reports and needs / market analysis, business plans and similar documents,
- knowledge of statutory providers, their commissioning processes, policies and networks
- local knowledge of Lancashire and Preston in particular ...
- the price and perceived value for money of your tender

Submission of Tenders

Interested parties are asked to submit their tender bids in electronic format (word or pdf) by 5pm on 30th June. By email to credoconsultancy@maister-smith.fsnet.co.uk with subject line Homestart Preston Tender Submission. No other communication with us is permitted prior to this deadline.

Documentation could include:

- a statement of your relevant experience in similar consultancy roles for VCFS organizations working in similar fields. This should include brief CVs of the key staff who will work on the contract
- a summary of your portfolio of previous work which may include a small number of previous reports or planning documents you have produced.
- Testimonials or references from previous customers
- No more than one side of A4 outlining how you would approach the tasks required and the key issues and questions you would seek to address
- A one page work plan or schedule of tasks and interim milestones for the three months of the contract
- A budget and costings for the work with indications of days to be spent and the day rate (including all expenses) for each of your team.
- The overall price of your tender and whether you will need to charge VAT. Please note that tenders above £15k gross will not be considered and ones at a lower price are likely to be favourably considered.

Shortlisted consultants will be contacted by 11th July with a view to interviews on 19th or 20th July with an induction meeting in the following week and work to commence on 1st August. If you have not heard from us by 11th July you should assume you have not been shortlisted.

Payments:

An invoice for an interim payment of 25% of the value of the contract may be submitted after completion of the first month of the contract

An invoice for the remaining 75% may be submitted on completion of the entire contract

Any bonus payments resulting from successful grant funding bids may be invoiced as soon as the grant funding has been cleared into HSP's bank.

Invoices will be paid within 30 days of submission

Disputes

In the case of any dispute over the terms or fulfillment of the contract which cannot be resolved by negotiation both parties agree to seek mediation and/or accept arbitration rather than recourse to the courts.

Declarations of Interest

Consultants should make a full declaration in their tender submission of any conflicting interests including existing personal or professional relationships with trustees, staff or volunteers of Homestart Preston, other Homestart schemes or Homestart UK