

**Ashton Community Trust & ACDL Invitation to Tender**

**Title**: Facilitating strategic planning day

**Reference number:** Ashton001

Deadline for receipt of tender proposals: ***12 noon, Tuesday 1st February 2022***

**BACKGROUND**

As a registered charity and a social enterprise, both Ashton Community Trust & ACDL are committed to delivering physical, economic and social regeneration across North Belfast. With a common mission ‘*To promote positive change and improve the quality of life of the North Belfast community*’. We achieve this mission by providing physical space for services that are tailored to meet local need in multiple areas that include: Childcare and Family Support, Training and Employment, Health and Wellbeing, Youth Services, Peacebuilding and Community Development.

**OBJECTIVE**

1. Ashton Community Trust & ACDL are seeking to appoint a suitably qualified and experienced provider to facilitate a series of strategic planning sessions to explore their strategic goals and objectives direction of travel over the next three years.
2. To assess and analyse the strategic opportunities that will assist both organisations to deliver their individual charitable status.

**SCOPE OF WORK**

**The scope of work includes the following;**

1. Facilitation of one-day management strategic planning session.
2. Facilitation of two-day Board strategic planning sessions with one date confirmed for Thursday 17th February 2022 and a date in early March 2022.
3. A written report presented to nominated persons from each Board.

**METHODOLOGY**

The contracted service provider is expected to produce the following deliverables:

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| --- | --- |
| **Deliverable** | **Deadline** |
| Management Strategic Planning Session | TBC (early February 2022) |
| Board Strategic Planning Session with Ashton Community Trust | Thursday 17th February 2022 |
| Board Strategic Planning Session with ACDL | TBC (early March 2022) |
| Board Strategic Planning Session with both ACT and ACDL | TBC (mid-March 2022) |
| Presentation of Written Report including recommendations | TBC (31st -March 2022) |

**REQUIRED SKILLS & COMPETENCIES**

1. A proven track record and experience in facilitating strategic planning sessions
2. Experience in the area of change management
3. Evidence of working in the community/voluntary sector
4. Clear understanding of the existing and emerging policy landscape both locally, regionally and nationally.

**INSTRUCTIONS TO TENDER – PLEASE ENSURE THESE ARE FOLLOWED**

The Tender requirement to the evaluation criteria are set out below. Tenderers are required to respond to ALL of the Tender requirements set out below. To assist in the evaluation of the tender submission please ensure Tenders clearly cross-refer to the Tender requirements set out below. Any relevant supporting tender documentation must also be clearly identifiable by the evaluation criteria number.

**Instructions for completing Tenders – please ensure these are followed;**

* Answers must be on A4 paper with a minimum font size 11. The paper layout can either be landscape or portrait. A3 paper can be used where use of diagrams, graphs etc. is required.
* Tenderers are required to provide information about their history; strategy; corporate structure, team and key staff leading their tender. This information is not subject to any work count limit.
* When providing examples, Tenderers must demonstrate knowledge and understanding of delivery of this type of work across the community/voluntary. The examples must also demonstrate where the tenderer have provided delivery to organisations similar to Ashton Community Trust and ACDL.

Please respond to **ALL** of the criteria below. Any relevant supporting tender documentation must also be clearly identifiable by a criteria number.

Please note – Though criteria are numbered, this does not relate to any order of importance

|  |  |  |
| --- | --- | --- |
|  | **Criteria** | **Scoring** |
| **Question 1.** | Outline your previous relevant experience of providing similar services. | 10 |
| **Question 2**. | Outline your approach and detail how you will meet all our requirements. | 20 |
| **Question 3.** | **Project management and delivery specifically:**  Methodology has been outline on behalf of both organisations but in addition to this explain your methodology for contract implementation and why this approach is feasible and effective, based on your previous relevant experience.  **Your response must include:**   * A detailed project plan demonstrating your ability to meet our timescales. * How you will meet our requirements effectively and any additional services you recommend * Your proposals for maintaining quality and providing management and reporting information. | 30 |
| **Question 4.** | Demonstrate the quality and technical skills of the team members you propose to undertake this contract if successful and explain how those members will have the skills and availability to provide the service to a high standard.  Your response should outline your reporting structure. | 10 |

**Procurement and Project Timetable**

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| --- | --- |
| **Event** | **Date/Time** |
| Tender Notice posted | *24th January 2022* |
| **Tender response deadline** | ***12 noon, Tuesday 1st February 2022*** |
| Anticipated contract award | Thursday 3rd February 2022 |

**Tender Evaluation criteria**

Price criteria

**30 marks** will be awarded to the lowest priced bid and the remaining bidders will be allocated scores based on their deviation from this figure. Your total costs figure including VAT and expenses will be used to score this question.

**The bidder with the highest score when the quality and price marks are added up will be the preferred bidder.**

**Return of Tender**

Please submit your tender via email to [ciara.rea@ashtoncentre.com](mailto:ciara.rea@ashtoncentre.com)before the deadline

(12 noon on Tuesday 1st February 2022).

Nothing in the enclosed documentation, or any other communication made between Ashton Community Trust, ACDL and any other party, can be considered a contract or agreement at this stage.