



Invitation to Tender

Production of Business Case for Bedfordshire Third Sector Health & Social Care Network

Introduction

You are invited by the VoluntaryWorks consortium to tender for the production of a business case for a Bedfordshire Third Sector Health & Social Care Network, to be completed by end March 2010.

Background

VoluntaryWorks is the ChangeUp Consortium for Bedfordshire (including Luton). Its members include all of the Third Sector Local Infrastructure Organisations in the county. Further information can be found at www.voluntaryworks.org.uk.

Our two-year project entitled Representation and the Impact of Local Government Reorganisation, funded by Capacitybuilders, draws to a close in March 2010. During that time we have represented and promoted the interests of the Third Sector throughout the reorganisation of local government into two new unitary authorities covering the area of the previous Bedfordshire County Council, which came into force in April 2009, and are now aiming to set up structures that will facilitate representation in the future.

Rationale

There are currently no formal structures for bringing together third sector organisations working in the field of health, social care and housing to consider the wide range of public policy issues affecting them, and to coordinate their views for representation.

This has led to the following issues:

- public sector bodies are not always clear how they can ensure representation at meetings, and rely on personal contacts to ensure third sector involvement
- where third sector organisations do attend key meetings it is often not clear whose interests they are representing
- there is no formal mechanism for exchanging information between Third Sector representatives and the wider sector
- there is no mechanism for the third sector to agree (rather than the public body deciding) whom it wants to represent them at meetings
- there is no training, support and rarely any terms of reference for those representing the sector
- there is little or no third sector representation at some key meetings and partnerships

Discussions earlier in 2009 with Chief Officers from leading Third Sector organisations working in health and social care confirmed that there was strong interest in establishing a forum or network to address these issues, including the appointment of an officer to co-ordinate and lead this work.

Our starting point for this Network is Voluntary Organisations for Children, Young People and Families (VOCyfp), an independent body that has received both local and regional acclaim as a model of good practice. VOCyfp has a paid Officer funded by the Bedford Borough and Central Bedfordshire local authorities, although the latter have no input into the role or work load of the post. There are regular meetings between the VOC Executive and the respective Assistant Directors for Commissioning in Children's Services.

Lines of enquiry

The business case should provide well-argued responses to the following:

- What is the level of need and demand, from both Third and public sectors, for a Health & Social Care Network?
- What resources are likely to be available to set up and operate the Network in 2010/11?
- What is the best way of setting up the Network? – issues for investigation to include:
 - Terms of reference
 - Governance structure (including how it would link to Local Strategic Partnership structures)
 - Personnel requirements (including whether there is a need for separate Officers in Bedford Borough and Central Bedfordshire)
 - Need for a 'host' organisation, and process for appointing one

Methodology

The contractor will be expected to undertake the following as a minimum:

- Desk research into similar models elsewhere
- Interviews (phone or face-to-face) with key stakeholders (these will include senior officers in NHS Bedfordshire and the two unitary authorities, and Chief Officers of the leading VCS organisations in the field of health, social care and housing in Bedfordshire – a list will be provided to the contractor)
- Research into a range of potential funding models and sources
- Data analysis and options appraisal leading to conclusions and recommendations

Outputs

The final report should contain the following as a minimum:

- Assessment of similar models elsewhere, the extent of their success and lessons to be applied in Bedfordshire
- Assessment of the level of need and demand, from both Third and public sectors, for a Health & Social Care Network
- Assessment of the likely availability of resources from statutory agencies
- Presentation and appraisal of at least three different options for delivery, based on different scenarios in terms of resource availability

- Conclusions and recommendations
- Appendices, including: draft terms of reference and governance structure; draft job description(s) and person specification(s) for any personnel

Fees

The maximum fee payable for this project is £7,000. You are requested to provide a cost breakdown for each element of the project based on a daily rate.

Timetable

This work must be completed and invoiced by 31 March 2010.

The contractor is asked to attend the following meetings if possible as part of the contract:

12 January 2010, 1.30pm – 5pm, Leighton Buzzard
Voluntaryworks LGR Project Implementation Team

3 February 2010, Flitwick
Central Bedfordshire Third Sector Assembly

Management and reporting

The contractor will report to the Voluntaryworks LGR Project Implementation Team. The contract will be managed day-to-day by John Gelder, the Director of Voluntary and Community Action, the Accountable Body for the VoluntaryWorks consortium.

How to respond

Please submit your response by email to partnerships@action-centralbeds.org.uk by 3.00pm Wednesday 16 December 2009 ensuring that the subject line states: TENDER for Health and Social Care Network Business Case.

Quotes will be assessed according to the following criteria:

- Quality and presentation of submission
- Degree of relevant skills and experience
- Proposals for delivering the project within the timescale, including management of risk
- Proposals for stakeholder engagement, communication and project management and reporting

Interviews with shortlisted contractors will be held on Thursday 7 January 2010 in Leighton Buzzard.