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**Invitation to Tender**

**European Social Fund – FP3 Communities Working Together project**

**Specification Reference: provision of Blue Health activities for unemployed and inactive individuals – CMN**

**ESF Priority Axis:** Priority Axis 1: Inclusive Labour Markets

**ESF Investment Priority 1.4:** Active Inclusion

**Area:** Falmouth / Penryn area, Cornwall and Isles of Scilly (C&IoS)

**Opens:** 3rd February 2022

**Closes:** 3rd March 2022

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10. **About Cornwall Marine Network**

Cornwall Marine Network (CMN) is a not-for-profit company, limited by guarantee, set up in 2005 to help marine businesses improve their prosperity and sustainability. In the last 16 years it has worked to secure project funding to deliver a range of services to its now more than 300 member businesses and has successfully delivered more than 100 business support projects to its marine member businesses since 2005, creating 4,000 new jobs. CMN sees the key to its current and future success as continuing to support members through innovative training, marketing initiatives, business support and employability support to young people and adults to help them Kickstart their career in the marine sector. Over the years, CMN has had a positive impact on coastal communities helping them to thrive and connect to the sea.

1. **Background & Context**

CMN has secured project funding through the European Structural and Investment Funds (ESIF), known locally as the Cornwall and Isles of Scilly Growth Programme, from the European Union’s European Social Fund for a project named Future Peninsula 3 (FP3) – Communities Working Together. This partnership project, running until end of August 2023, will see CMN establish strong local partnerships to address issues of social inequality and worklessness as part of wider strategies for place-based regeneration.

CMN will work with local user-led organisations and local communities and individuals to co-design a range of local approaches and interventions to improve mental health and wellbeing and access to employment, with the aim to address the needs of individuals who face multiple barriers to employment including mental and physical ill health and disabilities, history of economic inactivity, carer responsibilities, difficult family relationships, etc.

To this aim, CMN is looking to deliver a programme of regular blue health interventions taking place in the Falmouth / Penryn area (Cornwall) over the next 2 years, working with freelancers and local charities and companies to offer a wide range of easily accessible activities, all contributing to improving the connection between local communities and the sea. Blue Health refers to the therapeutic benefits of spending time in or by blue spaces including the sea, rivers, waterfront parks, harbours and marinas. Significantly, existing research highlights a positive impact on mental health and wellbeing, including greater connectedness with nature, with greater benefits when time spent in the outdoors is combined with social interactions.

CMN aims to harness these benefits to decrease participants’ anxiety, improve their confidence, health and well-being, as well as their knowledge of the breadth of economic, volunteering and recreational opportunities available in the local marine sector. Eligible project participants will be aged 18 to 65 and will be unemployed or economically inactive.

1. **About this Invitation to Tender (ITT)**

In order to effectively respond to the needs to project participants and offer them the opportunity to try out a wide range of blue health interventions, a framework of suitably qualified freelancers, charities and businesses is being set up. This tender document outlines the areas of delivery that are required and CMN is encouraging relevant local freelancers and organisations to submit proposals to be considered for inclusion on the framework.

The intention is for this framework to offer a wide range of blue health activities. It will therefore be reviewed every 6 months, and when felt appropriate will be opened to new providers to apply to join.

The intention is that CMN will identify the project participants. However, successful providers will be invited to actively promote their delivery as part of the project and refer eligible participants to CMN.

The creation of the framework is in response to the needs of the FP3 Communities Working Together project although it is expected that it might also service CMN’s delivery on other projects such as BBO Game Changer, BBO Positive People, Skills Your Way as well as other ESF and non-EU social and economic inclusion projects as they emerge.

1. **Specification Requirements:**

* 1. **Budget** – CMN expects to allocate up to **£20,000 of ESF** for purchasing from multiple providers on this framework**.** CMN reserves the right to decrease this allocation subject to the quality of the proposals received and demand for activities from project participants.
  2. **Location**: all activities need to be based in easy-to-access locations in the Falmouth / Penryn area, i.e., they need be accessible by foot or public transport. Indoor and outdoor delivery locations are both permitted and will be agreed with CMN prior to delivery. Pricing needs to specify whether venue costs, if applicable, are included.
  3. **Duration** – All activities will be completed by 31st August 2023. The end date may be extended by 3 months to 30th November 2023 subject to further dialogue with the Department for Work & Pensions.
  4. **Objectives** –

This section provides an overview of what is expected from all providers and must be evidenced as part of their application. At the end of the tender document a template is provided for completion by all those wishing to submit a proposal for consideration. All submissions must be completed using the provided template.

* + 1. CMN is looking for activity providers who can offer:
       - Face-to-face (subject to Covid restrictions) activities by, in or on the sea or with a marine theme to project participants from the Falmouth / Penryn area. Activities may include:
         1. marine-themed art & crafts workshops including, but not restricted to, painting, sea glass sculpture, creative writing, clay workshops, photography.
         2. watersports activities including, but not restricted to, paddle boarding, kayaking and sea swimming.
         3. Marine wildlife and conservation activities
         4. Wellness activities including, but not restricted to, yoga and meditation in a marine setting
         5. Any other activities contributing to the objectives of better connecting local communities to the sea and increasing their knowledge of the breadth of economic, volunteering, and recreational opportunities available in the local marine sector. This may include activities in community venues to bring the seaside to the town.
       - Suitable delivery venues and times during the working week (Monday to Friday) to facilitate participation from individuals who are currently unemployed / economically inactive and may not have access to any individual transport mode.
       - Activities lasting a couple of hours each maximum.
       - Activities suitable for individuals aged 18 to 65 who are currently unemployed or economically inactive and may face multiple barriers to engagement including high levels of stress and anxiety, mental and physical ill health and well-being, history of domestic violence, history of drugs and substance abuse, etc.
    2. Activity providers must:
       - be qualified to the appropriate level within their subject
       - have demonstrable experience of delivering high quality activities to a similar audience
       - hold appropriate levels of insurance (professional indemnity, public liability)
       - hold a recent and relevant DBS or apply for a DBS check and provide a copy to CMN. If you need a DBS, you may want to include the cost in your quote.
       - have up to date training on safeguarding and prevent or be willing to undertake on appointment to framework
       - complete a risk assessment or input into CMN’s risk assessment prior to the activity taking place
       - have the capacity to deliver face-to-face to groups of participants. It is anticipated most groups will include 8 participants maximum but community events such as “bringing the seaside to the town” days may include many more including families with young children.
    3. Applicants must outline their experience and skills against the points identified above in their Framework application.
    4. Applicants should also include in their response:
       - information about the activity / activities being proposed for inclusion on the framework
       - the geographical locations of delivery
       - the duration of each activity / activity package
       - the cost of each activity / activity package. Please include details of any costs to cover materials / consumables and venue hire. All costs should be inclusive of VAT (if applicable).
  1. **Audit** – All payment claims will be subject to audit by CMN and other bodies such as DWP, which is the Managing Authority for ESF funds in England.
  2. **Selection** – All proposals for Framework inclusion will be scored in line with the criteria specified in section 6g below.

1. **Cross Cutting Themes** - All applications received under this specification should demonstrate how the cross-cutting themes will be addressed in their activities. The cross-cutting themes for ESF are ‘gender equality and equal opportunities’ and ‘sustainable development’.
2. **Application Process & Prioritisation Methodology:**
   1. Procurement - Robust and transparent procurement is required to ensure that CMN considers:
      1. value for money;
      2. maximises the efficient use of public money; and
      3. maintains competitiveness and fairness across the European Union.
   2. This specification identifies specific requirements for all applicants to consider in respect of their proposals. CMN will appraise proposals against these requirements.
   3. This specification is being assessed in a ‘single stage’ process.
   4. CMN will check applicant eligibility; activity and expenditure eligibility; and the fit with the specification as initial gateway criteria. Proposals that pass this stage will then be considered against the following points: Strategic fit; Value for money; Management & control; Deliverability. The assessment and any prioritisation will be undertaken using only the information supplied as part of the application process.
   5. Questions can be addressed to CMN by email to [aurelie.nollet@cornwallmarine.net](mailto:aurelie.nollet@cornwallmarine.net). All questions and answers will be published for the benefit of all potential applicants on the CMN website.
   6. CMN will also complete a Financial Due Diligence exercise and ask applicants to provide:
      1. Their UTR or Companies House number
      2. Proof of Existence – this could be bank details of the accounts you will invoice us from.
   7. Evaluation Methodology:
      1. As a deliverer of public funds, CMN will advertise this tender in accordance with public contracting regulations.
      2. The decision to award the contract will be based on a number of criteria:

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| --- | --- | --- |
| Criteria | Score (0=not addressed, 5=Fully addressed) | Weighting (%) |
| Best value for money | 0-5 | 20 |
| Understanding of the brief, including clarity and credibility of the proposal. | 0-5 | 20 |
| Proposed delivery model addresses the objectives outlined above. | 0-5 | 20 |
| Quality of the approach to the work. | 0-5 | 20 |
| Capabilities and experience of delivering similar activities | 0-5 | 20 |
|  | Max. 25 points | 100 |

* + 1. Each proposal will be checked for completeness and compliance with all requirements.
    2. During the evaluation of proposals, CMN reserves the right to seek clarification in writing from applicants to assist it in its consideration of the service procurement.
    3. CMN is not bound to accept the lowest price or any proposal. CMN will not reimburse any expense incurred in preparing proposals.
    4. When the needs of participants can be serviced by more than one provider on the Framework, providers who wish to do so, may be asked to bid to secure the delivery work. As all providers will have been quality checked as part of the Framework selection process, the result of this bidding process will be based on a combination of best price/availability and delivery location.
    5. Organisations must note that successful selection on to the Framework does not guarantee an offer of work. Offers of work will depend on participants’ needs and match to the Organisation’s ability to provide (geographical location, content and price point).

1. **Timetable**: The anticipated timetable for submission of the tender is set out below.

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| Milestone | Date |
| Issue Invitation to Tender | Day 0 (3rd February 2022) |
| Final date for receipt of clarifications | Wednesday 16th February 2022 |
| Final date for response to clarifications | Wednesday 23rd February 2022 |
| **Deadline to return proposals to CMN** | **12pm Thursday 3rd March 2022** |
| Evaluation of proposals by CMN – commencement | Monday 7th March 2022 |
| Successful and unsuccessful quoting organisation/s informed | w/c Monday 14th March 2022 |

1. **Submission Requirements:**
2. Any questions or points of clarification to be directed by email to [aurelie.nollet@cornwallmarine.net](mailto:aurelie.nollet@cornwallmarine.net) by **Wednesday 16th February 2022**
3. Please submit the proposal template by email, post or in person by **12pm on Thursday 3rd March 2022**
4. Proposals must be submitted through full completion of the attached template. Any proposals not submitted in this way will not be assessed.
5. If submitting electronically, please send by email to [aurelie.nollet@cornwallmarine.net](mailto:aurelie.nollet@cornwallmarine.net) with the following wording in the subject box: “Communities Working Together – framework proposal - Strictly Confidential.”
6. Applicants are advised to request an acknowledgement of receipt when submitting by email.
7. If submitting by post or in person, the proposal template must be enclosed in a sealed envelope, marked as follows:  
   “Communities Working Together - framework proposal - Strictly Confidential.” Aurelie Nollet, Director of Strategic Developments, Cornwall Marine Network, Maritime Business Centre, Units 7a & 7b Falmouth Business Park, Bickland Water Road, Falmouth, TR11 4SZ
8. In you are delivering the proposal by hand or courier it should be delivered to Reception at Cornwall Marine Network during normal working hours (9.00am to 5.00pm Monday to Friday) and an official receipt obtained.
9. Please ensure you cover all the elements of the specification objectives and your costings should be inclusive of VAT (where this element applies)
10. **General Information**: All proposals **must** consider **all** of the following points as pre-requisite if the proposal is to be considered;
    1. **Equality and Diversity** - CMN is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful applicants will be equally committed to equality and diversity in their provision and will ensure compliance with all anti-discrimination legislation. You will be required to comply with CMN’s Equality & Diversity policy and practices if successful in securing this contract.
    2. **Environmental Policy** - CMN is committed to sustainable development and the promotion of good environmental management. The successful applicants will be committed to a process of improvement with regards to environmental issues. You will be required to comply with CMN’s Environmental policies and practices if successful in securing this contract.
    3. **Indemnity and Insurance** - The successful applicant must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the provider’s obligations and liabilities under this contract, including but not limited to:
       1. Professional indemnity insurance with a limit of liability of not less than £1 million.
       2. Public liability insurance with a limit of liability of not less than £1 million.
       3. Employers’ liability insurance with a limit of liability of not less than £1 million (if appropriate)
       4. All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract.
       5. If applicants do not hold the stated level of insurance, CMN will discuss levels of insurance on a case-by-case basis, as relevant to the content of training being delivered.
    4. **Exclusions** - CMN shall exclude the applicant from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant’s company, has been the subject of a conviction by final judgment of one of the following reasons:
       1. Participation in a criminal organisation
       2. Corruption
       3. Fraud
       4. Terrorist offences or offences linked to terrorist activities
       5. Money laundering or terrorist financing
       6. Child labour and other forms of trafficking in human beings
    5. **Document Retention** - All documentation (electronic and hard copy) produced as part of this contract will need to be returned to CMN at the end of the contract so that we can retain them for future reference/audit. The provider will not be expected to store these documents for future reference.
    6. **Disclaimer** 
       1. The issue of this documentation does not commit CMN to award any contract pursuant to the quoting process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between CMN or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between CMN and any other party (save for a formal award of contract made in writing by or on behalf of CMN).
       2. CMN reserves the right to terminate a provider’s inclusion on the framework if concerns over quality or integrity are identified and substantiated.
       3. Providers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their quote responses. Information supplied to the providers by CMN or any information contained in CMN’s publications is supplied only for general guidance in the preparation of the quote response. Providers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by CMN for any loss or damage of whatever kind and howsoever caused arising from the use by providers of such information.
       4. No representation by way of explanation or otherwise to persons or corporations quoting or desirous of quoting as to the meaning of the Invitation to Quote, contract or other quote documents or as to any other matter or thing to be done under the proposed contract shall bind CMN unless such representation is in writing and duly signed by the CEO of CMN. All such correspondence shall be returned with the quotation documents and shall form part of the contract.
       5. Payment terms – as per CMN’s payment terms: External training providerswill be paid through an invoice system with payment made within 30 days of receipt of the invoice.
       6. CMN reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

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**European Social Fund – FP3 Communities Working Together**

**Specification Reference: provision of Blue Health activities for unemployed and inactive individuals – CMN**

**ESF Priority Axis:** Priority Axis 1: Inclusive Labour Markets

**ESF Investment Priority 1.4:** Active Inclusion

**Area:** Falmouth / Penryn area, Cornwall and Isles of Scilly (C&IoS)

**Opens:** 3rd February 2022

**Closes:** 3rd March 2022

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| **Name of Activity Provider:** |
| **Overview of activity offered:** |

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| *Before you complete this template use the bullets below to check that your organisation is able to offer the required elements:*   * Face-to-face (subject to Covid restrictions) activities by, in or on the sea or with a marine theme to project participants from the Falmouth / Penryn area. Activities may include:   + - * 1. marine-themed art & crafts workshops including, but not restricted to, painting, sea glass sculpture, creative writing, clay workshops, photography.         2. watersports activities including, but not restricted to, paddle boarding, kayaking and sea swimming.         3. Marine wildlife and conservation activities         4. Wellness activities including, but not restricted to, yoga and meditation in a marine setting         5. Any other activities contributing to the objectives of better connecting local communities to the sea and increasing their knowledge of the breadth of economic, volunteering, and recreational opportunities available in the local marine sector. This may include activities in community venues to bring the seaside to the town.       * Suitable delivery venues and times during the working week (Monday to Friday) to facilitate participation from individuals who are currently unemployed / economically inactive and may not have access to any individual transport mode.       * Activities lasting a couple of hours each maximum       * Activities suitable for individuals aged 18 to 65 who are currently unemployed or economically inactive and may face multiple barriers to engagement including high levels of stress and anxiety, mental and physical ill health and well-being, history of domestic violence, history of drugs and substance abuse, etc.   *If you believe your organisation can deliver the above please continue to complete the template.*  *You are welcome to include additional documents as supporting evidence for any of the points in the template below.* | | | | | | |
| **Experience, skills and pre-requisites** | | | **YES/NO** | **Evidence**  **(e.g., copies of certificates included with submission / comment to prove reason for YES or NO response)** | | |
| Qualified to the appropriate level within your subject | | |  |  | | |
| Demonstrable experience of delivery high quality activities to a similar audience | | |  |  | | |
| Hold appropriate levels of insurance (professional indemnity, public liability) | | |  |  | | |
| Hold a recent and relevant DBS, or apply for a DBS check and provide a copy to CMN | | |  |  | | |
| Have up to date training on safeguarding and prevent, or be willing to undertake on appointment to framework | | |  |  | | |
| Provide a risk assessment or input into CMN’s risk assessment | | |  |  | | |
| Have the capacity to deliver face-to-face to groups of participants. It is anticipated most groups will include 8 participants maximum but community events such as “bringing the seaside to the town” days may include many more including families with young children. | | |  |  | | |
| **About your activity / activity package offer** *(add more rows as required)* | | | | | |
| **Name of activity** | **Brief activity overview. *Include here activity objectives, group size and target audience*** | **Duration** | | **Delivery location** | **Costs breakdown (including any materials, venue or DBS costs, and inclusive of VAT)** |
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| **Cross cutting themes** |
| **Gender equality & equal opportunities** |
| *Use this space to explain how these areas of E&D are embedded within the delivery of your activity / activity package. Please provide some examples.* |
| **Sustainable development** |
| *Use this space to explain how the theme of sustainable development is embedded within the delivery of your activity / activity package. Please provide some examples.* |

Signature on behalf of activity provider:

Date:

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A close-up of a logo

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