



T.E.D. COMMISSIONED SERVICES: PROCESS AND GUIDANCE NOTES

Strategic Investment Pot – Service Level Agreements of up to £25,000.

How do we decide which services/activities to commission?

Our engagement with older people and partners during the Vision and Strategy stage of our application to the Big Lottery Fund (including a survey of over 7000 East Lindsey residents), has provided an evidence base about activities most likely to reach socially isolated older people in East Lindsey. This will be supplemented with evidence gathered via T.E.D. events, T.E.D. Network development (organisational health checks) and our T.E.D. Friend beneficiaries. This information will be considered by the Commissioning Panel and the Project Management Group and will form the basis of each annual commissioning plan.

The overarching outcomes of the T.E.D. in East Lindsey Project are:

- More older people will be better connected with volunteering, social, leisure and health improving activities leading to an enhanced quality of life
- More older people in East Lindsey will report that they do not feel lonely or isolated
- More older people in East Lindsey will feel positive about the opportunities that getting older presents
- Older people in East Lindsey will have more opportunities to influence the design and delivery and evaluation of services and businesses available to them

WE WILL BE COMMISSIONING SERVICES THAT HELP US TO DELIVER THESE OUTCOMES

How much will each contract be worth?

The Strategic Investment Pot is for organisations with a public service mission linked to the objectives of T.E.D. such as, but not exclusively, voluntary sector organisations, social enterprise or registered charities. If an organisation or the lead organisation in your partnership bid has this status you can apply for contracts up to the value of £25,000. Applicants may apply for up to 90% of service costs. **All commissioning cut of dates will be advertised until 2020.** This schedule may vary according to take-up and decisions of the Project Management Board/Commissioning Panel.

If you are a smaller organisation with turnover below £5000 pa please refer to our Step-up Investment Pot.

Themes:

This commissioning round will include the following themes with additional outcomes in addition to those stated on page 1:

- **Socialising and Friendship.**
- **Transport.**
- **Advice, Information and Financial Capability.**

Please ensure that your tender demonstrates how you will achieve the outcomes for the theme/s you wish to tender for. The outcomes for each theme are explained in the attached document, **Themes and Outcomes.**

How will the commissioned service be delivered?

If your tender to deliver the outcomes described above is successful your organisation will enter into a **Service Level Agreement.** As a minimum it will be expected that the Delivery Partners will:

- Contribute to the overarching objectives of the T.E.D. project (page 1.)
- Deliver the outcomes as described in the chosen theme/s.
- Complete the Big Lottery Common Measurement Framework for all beneficiaries.
- Comply with any additional monitoring described in the Service Level Agreement and as required by T.E.D.
- Comply with the Terms and Conditions of Big Lottery funding.
- Comply with all the terms and conditions of the Service Level Agreement.

How Will We Commission Our Services?

As part of our commitment to be inclusive and encourage meaningful engagement with older people, all applications to become a T.E.D. delivery partner will be assessed by an independent Commissioning Panel of older people and partners. The Panel will also help us to develop each annual commissioning plan.

As part of the T.E.D. risk management process, any organisation submitting a tender will have to provide due diligence information including information relating to financial, governance and key policies and procedures. Details of this are included as part of the tender forms.

What Is Our Approach To Selecting Delivery Partners?

We are committed to a process that is:

- Fair and transparent
- Straightforward

And will;

- Provide us with a proportionate amount of information to inform our project plan (i.e. how many beneficiaries each partner will work with, a detailed budget for delivering an activity etc)
- Assure us that each partner can successfully deliver the agreed outcomes.

Furthermore, our processes will:

- Support the Asset Based Community Development ethos of the T.E.D. project
- Support the 'test and learn' principles of the project
- Foster a creative and innovative approach to improving older people's lives

How Often Will We Commission Services?

The T.E.D. Commissioning Panel meet quarterly to review the applications made. Cut of dates for applications will be advertised during each term.

T.E.D. Commissioned Services – Strategic Investment.

Step 1

Getting Started

- Read the information about the Theme and outcomes that you want to deliver on the T.E.D. website (www.tedineastlindsey.co.uk).
- The Strategic Investment Pot is for organisations with a public service mission linked to the objectives of T.E.D. such as but not exclusively voluntary sector organisations, social enterprise or registered charities. If an organisation or the lead organisation in your partnership bid has this status you can apply for contracts **up to** the value of £25,000. Applicants may apply for up to 90% of service costs. **Commissioning will be available until 2020.** This schedule may vary according to take-up.
 - Download and read the Tender Submission Form and guidance notes from the T.E.D. website.

Step 2

Partnership Development and Preparation

- If you are interested in working in partnership with another group or organisation get in contact to talk to them. If you are successful one organisation will need to be the lead partner so think about whom that might be now.
- Think about the theme/s, outcomes and activities you would like to tender for. Talk to older people and use their feedback to help structure your ideas. **Think especially about how your project will reach the most socially isolated older people in the area, meet the overarching T.E.D. outcomes and specific outcomes for the chosen theme/s.**

Step 3

Application Form

- Make sure that your plans are relevant to the commissioned requirements.
- Complete the Tender Submission Form. Make sure that you highlight how older people who will be part of the project will be involved in the

planning and delivery. **Make sure that you answer all the questions and include the requested documentation.**

Step 4

Selection

- Your tender will be scored by our independent Commissioning Panel against a set criteria and stated outcomes.
- If your tender is successful then you will be asked to sign a Service Level Agreement and to talk about how soon your project can start.
- If your tender is unsuccessful we will write to let you know the outcome.

FAQs

Can I tender for more than one activity?

You are welcome to tender for different activities. Please submit separate applications forms for each activity, with separate cost breakdowns. All applications will be reviewed separately.

Is there a minimum amount that I can apply for?

No but this is a strategic investment pot and therefore we are looking to commission services which will make a significant contribution to the expressed outcomes. Therefore your tender needs to be economically realistic.

What goods and services is T.E.D. unable to support payments for?

- Any existing costs and activities.
- Any expenditure incurred or committed before the funding is agreed.
- Political or religious activities (We can support activities run by faith-based groups or in religious buildings, as long as the activity is open to people of all faiths or none.)

Must my activity be restricted to people aged over 50?

Successful tenders will show that the activity's main focus is helping to reduce isolation and loneliness of older people, achieve the theme outcomes and that the idea is supported by older people. So whilst your tender might include people below 50, e.g. intergenerational, the majority of beneficiaries should be aged 50 or over.

What criteria are used to assess the applications?

Our Commissioning Panel will score bids against the criteria, giving weighting in accordance to the overall priorities agreed by the panel.

Can I apply to achieve outcomes for more than one theme?

Yes, you may apply to deliver an activity which produces outcomes for more than one theme but if successful your eventual service level agreement will reflect this.

Any further questions?

All questions and answers must be made public and will be published on our website www.tedineastlindsey.co.uk . If you need any more information about the Strategic Investment Pot, or would like to ask anything before applying, please contact:

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All tender guidance and documents are available at:
www.tedineastlindsey.co.uk