



Part A: The Context

Background

The South Yorkshire Centre for Inclusive Living (SYCIL) has 14 years experience of providing a range of services to enable Disabled People to have choice, control and independence in their lives. Until very recently SYCIL has been funded primarily to provide services for residents of Doncaster MBC, but like most CIL's SYCIL has a county wide remit.

During 2008 the Department of Health announced a second wave of funding designed to promote the development of user-led organisations (ULO's), based on a CIL model, as a response to the Governments white paper 'Improving the life chances of Disabled People'. Working with our VCS partners in Rotherham, SYCIL applied to this fund. During the development of the bid it became apparent that RMBC and NHS Rotherham were interested along with VCS partners in exploring opportunities for developing a ULO in Rotherham. Although the bid was unsuccessful, SYCIL, other members of the Adult Services Consortium and individuals agreed to explore ways to progress these plans.

A number of factors have been instrumental in moving developments forward;

- ❑ A one off grant of £6,000 from NHS Rotherham in March 2009 enabled us to:
 - develop a User-led Steering Group
 - hold an Independent Living Equipment Exhibition

- ❑ Closure of the Rotherham Disability Information Service (RDIS):
 - SYCIL was approached by RDIS with a view to working collaboratively to build upon the work of and continue a well established Disability Information service which would form the core of a SYCIL Rotherham service

- ❑ Secured funding to deliver advice & information
 - funding enabled SYCIL to take over the employment of RDIS advice staff and secure the provision of information and welfare advice services for Disabled People in Rotherham.
 - an Interim Strategic Steering Group has been developed to steer the initial stages of SYCIL developments in Rotherham. The group includes local Disabled People and representatives from partner VCS organisations.
 - an outline model for the development of a ULO/CIL in Rotherham has been developed.

Next Steps

SYCIL was successful in securing funds under both phase one and two of the Modernisation Fund.

The first phase of the Modernisation Fund provided SYCIL with a bursary of £1000 which enabled us to access advice and support to explore the benefits of collaboration in the context of developing SYCIL services in Rotherham.

The commission being offered will be funded by phase two of the Modernisation Fund. The successful consultant(s) will be expected to help move our plans forward and carry out more detailed pieces of work in a number of areas as outlined in section B below.

Part B: The Commission

With the closure of Rotherham' s only Disability Information Service we wish to set up a partnership / consortium of like minded voluntary sector organisations that can work with SYCIL to develop CIL services in Rotherham ensuring the continuation and sustainability of quality, user-led services for Disabled People in Rotherham. Together we will work to get support from the local Authority and Health services and also submit tenders when and where opportunities arise. The work falls mainly into three areas with specific pieces of consultancy available to assist us in achieving our vision. Consultants may choose to bid for the work in its entirety or as separate commissions; SYCIL is flexible in its approach to commissioning the work.

The consultant inputs

Tasks

1. Feasibility study: How can we create a competent Partnership/Consortium?

Initial work has been undertaken to establish the basic feasibility of the development of SYCIL services in Rotherham and an outline model designed. Further work is required to address the question; how can we create a competent partnership / consortium? and to consolidate the development of the proposed model and identify ongoing funding.

Specific tasks required of the consultant(s) will include (though not an exhaustive list):

- understanding & reporting what opportunities are around
- developing the vision of what the partnership may be like given the various interests of partners
- an appraisal, of any problems and opportunities, who is doing what, and the resources that may be available
- agreeing and drawing up criteria of ideal partners
- review of current partner(s)
- sourcing potential other partners
- identifying any service delivery opportunities
- Identify strategic opportunities and promotional opportunities

2. Partnership formation:

We have some partners identified but are still looking for more and are at a stage where we now need to explore in greater depth how we can collaborate. Further work is required to develop and agree with all partners the most appropriate way of working together to maximise opportunities and impact, within this advice and support will be required on all the legal aspects and implications of working as a consortium. A separate pot of money is available for specific legal support. Specific tasks required of the consultants will include (though not an exhaustive list):

- establish joint working agreement(s)
- establishing terms of reference & memorandum of agreement
- exploration of & guidance on different structures specifically for delivering public service contracts in consortia
- agreeing structure(s) of partnership(s)

3. Business development and Income generation strategy:

Support is required to develop a business plan and income generation strategy to enable partners to secure grants, tenders and other awards to develop and improve services to inform future work that will enable the partnership to play a greater role in service delivery. Specific tasks required of the consultants will include (though not an exhaustive list):

- completed written business plan & income generation strategy
- identification of possible funders tender opportunities

Outputs / Deliverables

Content

	What is required	How produced	By When
Feasibility study	Feasibility study with recommendations	Written Report & presentation to key stakeholders including details & results of any surveys, interviews etc.	End February 2010
Partnership formation	Partners agreed Structure(s) for working together agreed & in place	Minutes from meetings Summary of key findings & completed written report.	End March 2010
Business development and Income generation strategy	Business plan & income generation strategy List of potential funders	Written strategy & presentation to key stakeholders.	End March 2010

Format

All final reports to be submitted electronically and two hard copies sent to SYCIL's CEO.

PART C Procedure

Nominated Person

The nominated person who will be the official contact point for the consultant(s) is Madeleine O'Sullivan ~ SYCIL Chief Executive. She is responsible for ensuring proper procedure during the tendering process, and will be the main point of contact once the commission has been awarded.

Content of the bid

In order to ensure fair and equal treatment key information required includes the following:-

- **The Consultants**

Experience & evidence of previous work undertaken in this field e.g. collaborative working & establishing models, feasibility studies, income generation etc.

- **The Team**

Specific details of the actual team who will carry out the commission, together with a biography of each member detailing their experience and skills.

- **How skills will be applied**

An account of what part(s) of the work each team member will contribute to, how much time each member will input to each part and the cost per hour or per day for each member.

- **Timetable**

A timetable for the work, specifying key stages, milestones and reporting points.

- **Methodology**

An explanation of how the work will be carried out, i.e., how you will organise your inputs specified in Part B.

- **Outputs**

A listing of outputs to be delivered.

- **Price**

Details of costs are to include expenses such as travelling, questionnaires, hire of venues for stakeholder meetings /focus groups and production of reports. It should be made clear whether prices quoted include or exclude VAT.

- **References**

Two references are required.

- **Legal and financial requirements**

Details of Professional indemnity insurance & Public liability insurance.

Rules for bidding

- **Format of tender**

Tender documents should be in word format and not exceed 4 pages.

- **Joint bids**

Joint bids will be accepted.

- **Price**

The prices for tenders are fixed as shown:

Feasibility study: £1,600.00

Partnership formation: £1,400.00

Business development and Income generation strategy: £2,800.00

Funding is available for legal and contractual matters up to £3,000.00

- **Selection procedure**

Short listing will be made on the basis of written submissions to be followed by interviews to take place at SYCIL, M&M Business Park, Doncaster road, Kirk Sandall Doncaster on **Wednesday 27th January**.

- **Date, time and place for bids**

Closing date for tenders is **Monday 25th January 5pm**. Copies of each tender should be in word and emailed to Maddie.o@sycil.org. Subject line to state **CONFIDENTIAL TENDER**.