



**Strategic Plan for Community Safety in
Ballymoney, Coleraine, Limavady and Moyle
Councils**



Invitation to submit Quotations

February 2010

Ballymoney, Coleraine, Limavady and Moyle Councils invite written proposals from competent individuals/organisations to take on the following work:

‘Strategic Plan of Community Safety across the four Council areas’

Introduction and Background

Community Safety is defined as preventing, reducing and containing the social, environmental and intimidatory factors which affect people's right to live without fear of crime and which impact upon their quality of life. It includes preventative measures that contribute to crime reduction and tackle anti-social behaviour. Community Safety is about delivering local solutions to local problems that have been identified by local people.

Local Government in Northern Ireland is undergoing major restructuring through the Review of Public Administration. Of the eleven Councils to be formed as a result of this Review, the Councils of Ballymoney, Coleraine, Limavady and Moyle are to be amalgamated within the new Causeway Coast & Glens Council area by April 2011.

This cluster of four Councils are committed to fulfilling their responsibilities under Section 75 of the Northern Ireland Act 1998 and wish to appoint service providers with appropriate expertise to a strategic plan for Community Safety in the four Council areas listed above. The common issues and themes that are in each existing plan will provide important base line information to be used in preparation for a new Community Safety Strategy for the cluster Council area.

It is anticipated that this piece of work will involve both desk top analysis and community consultation. The delivery agent will make use of existing research carried out in recent years for similar purposes and must acknowledge the need for updated information where appropriate.

This tender is being issued by Ballymoney Borough Council and will be managed by its Community Safety Manager who will act as the first point of contact in the overall process. The work will however, by necessity, require contact and liaison with the Community Safety Managers from each of the four Council areas.

Key Outcomes

Within the boundaries of this cluster of four Councils, establish the following:

- Strategic overview of the Council areas - an examination of the sub-region's demographics and changing environment

- An overview of the common issues, themes and needs facing the Councils regarding Community Safety including new and emerging problems
- Analyse current Community Safety Action Plans and make comparison of the themes within the existing strategies, including prioritization of issues
- Suggested common themes emerging for the Cluster Council area based on common areas of identified need, issues and existing themes/areas of work
- Identify potential projects that respond to the issues/needs of the Council areas and possible alignment of existing prioritised projects

The Councils will provide the following assistance:

1. Meeting and liaison with Community Safety Managers and any other appropriate officers in each Council area
2. Relevant supporting documentation which it is in a position to provide

Outline of Services to be provided:

The Council will require the service provider to:

- Work with the Community Safety Manager of each Council throughout the development of the project and maintain regular contact. The lead Officer and first point of contact in the overall process will be the Ballymoney Borough Council Community Safety Manager.
- Conduct desk research of existing documentation which should include each Council's Community Safety Strategy and Action Plan, and other information deemed relevant
- Produce a document that:
 - gives a strategic overview of the Council areas demographics and changing environment
 - overviews common issues, themes and needs facing the Councils regarding Community Safety, whilst also acknowledging where differences exist
 - analyses current Community Safety Action Plans and make comparison of the themes within the existing strategies, including prioritization of such
 - suggests common themes emerging for the cluster Council area based on common areas of identified need, issues and existing themes/areas of work

- produces a detailed action plan which responds to the issues and needs of the cluster Council area. It is expected that this will include scoping of community safety delivery elsewhere in the UK and reflect best practice.
- Provide appropriately qualified/experienced staff to complete the brief. Staff should have good knowledge of and sensitivity to Community Safety issues.
- Make one presentation to the Council Officers at a time mutually agreed on completion of the work. Other members may be invited to the presentation as is felt appropriate.
- Desktop audit of socio economic demographics and community safety issues/themes across cluster Council
- A minimum of three focus groups in each area (target groups to be agreed by relevant Community Safety Managers.
- Scoping exercise of current community safety plans. Identify key themes therein, whilst acknowledging similarities and differences which exist.
- Strategic overview of Community Safety in cluster Council, which will include emerging trends. The overview must be reflect and reference other existing local and regional strategies.
- We require a detailed action plan for 2012-2015 for cluster Council with estimated costs.
- Provide four copies of the completed document.

Timescales

The work should be completed by **Friday 27th August 2010 by 12 noon.**

Budget

The budget for this proposal must not exceed £8,000 (excluding VAT).

Potential service providers are required to submit details of their fees/ charges, inclusive of all expenses, costs of preparation/ background work, development, report writing, etc.

Submission of quotations - Format

All quotations/ proposals should follow the format described below. Responses will be reviewed for completeness prior to detailed evaluation. A

response submitted in a manner, which makes evaluation unnecessarily time consuming, may be eliminated from further consideration.

An individual who is authorised to bind the Service Provider(s) contractually must sign the Service Provider's Form of Tender.

The Service Provider must specify how long service pricing will be valid (a minimum of 90 days will be required).

- **Introduction:** Provide a statement confirming the organisation's acceptance of the requirements, terms and conditions detailed in this specification; This section should also include details of the contact name, address, telephone, fax and e-mail details for the person submitting this quotation and other partners/members.
- **Executive Summary:** Provide details of your approach to implementation. This may include a summary of the proposal highlighting the important features and the organisation's approach to the carrying out of the brief and reporting stages. This summary should outline the methodology that will be used in the different stages and details of how you will ensure the project will be completed within the stated timescale. Details of quality systems deployed in the provision of your services should also be provided.
- **Timescales and plans:** Detail the project delivery plan. Summarise the proposed timescale and plan implementation. This section should outline how the tenderer will access/incorporate other research, meet with interviewees, liaise with statutory organisations and other interested parties to ensure that the work is delivered on time
- **Experience of similar projects:** Provide details of the organisation's relevant experience and evidence of capabilities of carrying out work of this nature previously. This should reflect a relevant track record or details of prior experience
- **References:** Submit a minimum of three (3) client references where similar work has been undertaken. The following information must be provided – Name of Organisation, Location, Contact Name, Contact's Title, Telephone Number.
- **Other:** Audited accounts for the last three financial years should be provided.
- **Appendix:** Information such as reports or executive summaries of similar work and other material that contributes value to the response document.
- **Cost Breakdown.** Potential service providers are required to submit itemised costing details of their fees/ charges, inclusive of all expenses, costs of preparation/ background work, development, report writing, etc.

Tenders will be evaluated to ascertain the most economically advantageous proposal. You must clearly demarcate project costs – i.e., costs spent on the delivery of the study content, from ancillary costs such as management, administration, subsistence and travel. Please ensure that you include totals of the number of days spent on the project by businesses.

- Failure to follow this format will result in tenders being marked as incomplete and therefore rejected

PLEASE PREPARE FOUR DUPLICATE COPIES OF YOUR BID

PROCEDURE FOR RETURN OF QUOTATIONS

1. The completed quotation (and any other documents) should be sent by Registered Post, Recorded Delivery or delivered by hand to the Chief Executive, Ballymoney Borough Council, Riada House, 14 Charles Street, Ballymoney, BT53 6DZ, sealed in the envelope supplied and clearly endorsed "Community Safety Strategic Plan". Whichever method is used the envelope, or any franking thereon must not bear any marks, sign or reference which might indicate who the applicant is.

The Quotation must arrive NOT LATER THAN 12.00 noon Friday 19th February 2010.

Quotations must not be sent by any other form of postal service.

Applicants should ensure that an official receipt is obtained for quotations delivered by hand. Equally, those quotations deposited in the post box at Riada House will only be considered by the Council if an official receipt has been issued to, and received by the applicant. It should also be noted that the Council cannot accept responsibility for postal delays.

Any quotation received after the time and date indicated will neither be opened nor considered.

2. The Council shall not necessarily accept the lowest or any quotation, and reserve the right to accept all or any part or parts of a quotation submitted and reserves the right to purchase.
3. If estimated quantities are set forth in a quotation they shall be regarded only as a guide to quotations and shall not be binding on the Council.
4. The prices quoted by the applicant shall include and shall be deemed to include:-

- (a) Delivery at the applicant own risk and expense at such place or places as may be required by the Council.
 - (b) All royalties and charges for patent rights (if any) and the applicant shall indemnify the Council, its Officers, Servants or Agents and save them harmless against all claims for infringements of such rights.
5. The Council will not be involved in any expenses incurred in the preparation of any quotation.
6. Any query relating to this quotation must be made 5 working days prior to the closing date for receipt of quotations and any deviation from the specification will only be acceptable if it is confirmed in writing by the Borough Council's Director of Borough Services who will, if the query is relevant, transmit the details to all firms who requested quotation documents.
7. ALL PRICES QUOTED ARE TO BE EXCLUSIVE OF VALUE ADDED TAX.

Evaluation Criteria

Ballymoney Borough Council will use the following criteria when evaluating the quotations:

- Ability to meet requirements stated in this specification (40)
- Calibre and competencies/qualifications of project team (30)
- Quality of submission (20)
- Project Plan and ability to meet time scales (35)
- Similar/related service delivery experience (30)
- Understanding of the brief (30)
- Research/actions to be undertaken (25)
- Knowledge of the community safety programme in Northern Ireland (40)
- Innovation and additionality (20)
- Cost and value for money (25)
- References (5)

Total scoring is out of 300. The total marks achievable against each criterion are indicated in brackets.

The Council reserves the right, at its discretion, to require applicants to attend interview, make presentations etc. as part of the selection process.

The final decision will be based upon the most advantageous quotation. Ballymoney Borough Council does not bind itself to accept the lowest or any quotation.

Terms and Conditions

The following are the terms and conditions which the Service provider must adhere to:

1. The Service Provider should refer to the Freedom of Information Act 2000 (please see Appendix 2)
2. Proposals must be signed by an officer of the company capable of binding the offer.
3. This Specification does not commit the Council to pay any costs incurred by the Service Provider in preparing or submitting the proposal.
4. The Service Provider's proposal response will become part of the contractual agreement between the Council and the selected Service Provider(s).
5. The Service Provider will be required to sign and to adhere to the Fair Employment Declaration (Appendix 1).
6. All work associated with this specification must be completed by the agreed closing date by Friday 27th August 2010.

Closing Date

The closing date for quotations is **12 noon Friday 19th February 2010**. Submissions received by fax, email or after the latest time and date will not be considered.

Return Address

Your quotation, duplicated four times, should be submitted in a sealed envelope marked **Quotation – Community Safety Strategic Plan**. It should not be identifiable who the sender is from the outside of the envelope. Please return to:-

Chief Executive
Ballymoney Borough Council
Riada House
14 Charles Street
Ballymoney
BT53 6DZ

For further information, contact:

Mrs Catherine Watson

Tel. No: 028 2766 0257

Email: communitysafety@ballymoney.gov.uk

Appendix 1

BALLYMONEY BOROUGH COUNCIL

FAIR EMPLOYMENT (NORTHERN IRELAND) ACT 1989

I/We

hereby declare that I am/we are not an unqualified person for the purposes of the Fair Employment (Northern Ireland) Act 1989.

I/We undertake that no work shall be executed or goods or services supplied by any unqualified person for the purposes of any contract with Ballymoney Borough Council to which Section 41 of the Act applies.

Signed by

Duly authorised
to sign for and
on behalf of

Dated

**DECLARATION AND UNDERTAKING TO BE SIGNED BY ALL MAIN
CONTRACTORS AND NOMINATED SUB-CONTRACTORS TENDERING
FOR THE EXECUTION OF WORKS OR THE SUPPLY OF GOODS OR
SERVICES**

BALLYMONEY BOROUGH COUNCIL

FAIR EMPLOYMENT (NORTHERN IRELAND) ACT 1989

1. Section 41 of the Fair Employment (N.I.) Act 1989 (“the Act”) provides inter alia that a public authority shall not accept an offer to execute any work or supply any goods or services where the offer is made by an unqualified person in response to an invitation by the public authority to submit offers. Section 41 also provides that the public authority shall take all such steps as are reasonable to secure that no work is executed or goods or services supplied for the purposes of such contracts as are mentioned above by an unqualified person.
2. An unqualified person is either an employer who, having been in default in the circumstances specified Section 38(1) of the Act, has been served with a notice by the Fair Employment Commission stating that he is not qualified for the purposes of Sections 41 to 43 of the Act, or an employer who, by reason of connection with an employer on whom has been served a notice to that effect, has also been served with such a notice.
3. Mindful of its obligations under the Act, Ballymoney Borough Council has decided that it shall be a condition of tendering that a contractor shall not be an unqualified person for the purposes of Sections 41 to 43 of the Act.
4. Contractors are, therefore, asked to complete and return the attached Declaration/Undertaking, with their tender, to confirm that they are not unqualified persons and to undertake that no work shall be executed or goods or services supplied by an unqualified person for the purposes of any contract with a Council to which Section 41 of the Act applies.

Appendix 2

"Applicants should be aware that the information provided in the completed tender and contractual documents could be disclosed in response to a request under the Freedom of Information Act. We will proceed on the basis of disclosure unless an appropriate exemption applies. No information provided by applicants will be accepted "in confidence" and Ballymoney Borough Council accepts no liability for loss as a result of any information disclosed in response to a request under the Freedom of Information Act.

Ballymoney Borough Council has no discretion whether or not to disclose information in response to a request under the Freedom of Information Act, unless an exemption applies. Disclosure decisions will be taken by appropriate individuals in Ballymoney Borough Council having due regard to the exemptions available and the Public Interest. Applicants should be aware that despite the availability of some exemptions, information might still be disclosed if the Public Interest in its disclosure outweighs the Public Interest in maintaining the exemption. Applicants are required to highlight information that they include in the tender documents, which they consider to be commercially sensitive or confidential in nature, and should state the precise reasons, why that view is taken. In particular, issues concerning trade secrets and commercial sensitivity should be highlighted. Applicants are advised against recording unnecessary information.

In accordance with the Lord Chancellor's Code of Practice on the discharge of public functions¹, Ballymoney Borough Council will NOT accept any contractual term that purports to restrict the disclosure of information held by the Council in respect of the contract or tender exercise save as permitted by the Freedom of Information Act. The decision whether to disclose information rests solely with Ballymoney Borough Council.

Ballymoney Borough Council will consult with applicants, where it is considered appropriate, in relation to the release of controversial information. Applicants will be notified by the Council of any disclosure of information relating to them."

¹ Lord Chancellor's Code of Practice on the discharge of public functions under Part 1 of the Freedom of Information Act 2000 issued under Section 45 of the Act.