

Commissioning Lead: Viki Ashcroft (Senior Policy, Improvement and Partnerships Officer)	
Priority Area - Prevention and Early Help Support – substance misuse and mental health outreach service	
Introduction	
Brief description of service required	<p>The Safer Communities Partnership is committed to working together with other services and organisations to make the Borough a safer place to live. Mental ill health, alcohol and drugs are cross-cutting issues that impact on a diverse range of people in the Borough, including families and wider communities.</p> <p>There are a range of specialist services already commissioned in the Borough and a variety of support is available for individuals. However there are further opportunities for complementary services to be developed to assist the Partnership in co-ordinating available resources and in delivering shared outcomes around the prevention and early intervention agenda for individuals presenting with complex needs. This will ensure that appropriate support and responses are provided to individuals before relevant enforcement action is considered and will also provide support and reassurance to our communities.</p> <p>Stafford Borough Council as lead agency for the Partnership therefore wishes to commission an early intervention/preventative substance misuse outreach service from a specialist third sector partner. This service will offer support to individuals who have been identified as having have substance misuse and/or mental health issues by the Partnership HUB. In addition to this it is expected that the service will provide outreach to individuals/communities who are living in hot spot areas identified as part of the geographical analysis in the strategic assessment.</p> <p>It is expected that the successful provider will manage direct referrals, from the Partnership HUB for individuals identified as needing support with substance misuse and/or mental health issues. The service will be flexible and innovative in its approach to positively engage hard to reach individuals with complex needs and achieve the agreed outcomes. This may include visiting identified individuals, helping them with their immediate needs, offering emotional support and advocating on their behalf.</p>

<p>PA Sta</p>	<p>The successful provider will also be expected to carry out educational and awareness work in areas identified as hotspots in the Borough, including schools in the area. The service will also develop and provide a community mentoring mechanism to support recovery, address wider health and social needs and promote personal, parental and community responsibility.</p>
<p>Local Context</p>	<p>The Borough lies in the centre of the county, is home to the county town of 'Stafford', the canal town of Stone and several picturesque rural settlements. It covers an area of approximately 230 square miles. The population of Stafford Borough is 131, 000 and this figure is expected to grow to approximately 142,900 by 2033. The Borough is characterised by significant variations in the level of employment, health, economic well-being, housing and overall living standards. The Borough has areas of considerable affluence but also includes wards that fall into the 10% most deprived in the Country.</p>
<p>Any other relevant information e.g. key partners</p>	<p>The key partners that the successful provider will work with will include (but is not limited to) the following;</p> <ul style="list-style-type: none"> • Stafford Borough Council • Stafford and Surround Clinical Commissioning Group • Staffordshire Police • Staffordshire Fire and Rescue • Staffordshire County Council • Specialist Drugs and Alcohol Providers • Stoke-on-Trent and Staffordshire Partnership Trust (SSOTP) • Stafford and Rural Homes • Registered Social Landlords • Stafford County Hospital • Voluntary Sector Providers • West Midlands Ambulance Service
<p>Service availability (Days/Hours per week)</p>	<p>The Partnership would like prospective providers to propose service availability and capacity as part of their submission for evaluation.</p>

Service Information	
Details on geographical delivery area	Across the Borough of Stafford as directed by the Commissioning Lead.
Details of any specific target groups	The successful service provider will ensure that the service is available to individuals and their families with complex needs identified by referral to the Partnership Hub and as directed by the Commissioning Lead.
Details of eligibility criteria	The successful service provider is expected to have a specialism and specific experience working with individuals with complex needs including alcohol and / or drug misuse and/or dependency and / or mental health issues.
Indication of volume/numbers accessing the service	The Partnership would like prospective providers to propose service availability and capacity as part of their submission for evaluation.
Details of referral process	The service provider will work with individuals and their families identified by referral to the Partnership Hub and as directed by the Commissioning Lead from the Partnerships Team at the Borough Council on behalf of the Partnership.
Planned start date	1 st May 2017
End date	Expires 30 April 2018, with the option to extend for a further twelve months, plus a further twelve months upon satisfactory performance and subject to available funding.
Evaluation	<p>Please see Invitation to Quote Application Form for further information. In summary the following weightings will be given to submissions;</p> <ul style="list-style-type: none"> • Project Proposal (what) = 35% • Project Plan with proposed outcomes to be delivered (how) = 35% • Project Price = 30%

Specific Service Standards & Monitoring	
What outcomes aim to be achieved?	<p>It is essential to know if outcomes are being achieved. The following indicators provide measures which can be compared to manage performance and impact, additional outcomes may be agreed with the successful provider;</p> <ul style="list-style-type: none"> • An increase of Partnership HUB case resolutions and positive impacts of the service provision in both quantitative and qualitative case study format. • A clear reduction over a period of time in repeat cases referred into the Partnership HUB. • Evidence of partnership working, effective signposting and sustainability of support put in place. • Contribution to delivering outcomes towards Stafford Borough Building Resilient Families and Communities accreditation framework as agreed. • Contribution to reducing the fear of crime within the Borough. • A visible presence within the Borough's communities identified as hot spot areas to offer support, awareness and education to individuals and their families affected by substance misuse and / or mental health issues. This to include working with schools in those areas. • A clear mentoring approach .
What are the target outputs to be achieved?	<p>See below Performance Indicators.</p> <p>Target outputs to be agreed with the successful provider.</p>
Performance Indicators (expected qualitative and quantitative data)	<p>The successful provider will be required to record and report to the Borough Council on a quarterly basis a summary report to include;</p> <ul style="list-style-type: none"> • Specific 'Partnership HUB' case studies highlighting success, achievements and learning • Number of active cases open and being supported • Type of support offered to each case • Number of repeat cases presented • Summary of partners engaged with outcomes • Number of referrals made and to whom • Increased customer satisfaction • Number of outcomes achieved for BRFC accreditation framework and FIP. • Summary of community engagement awareness and education undertaken • Summary of mentoring programme development and capacity • Number of sessions delivered at schools and outcomes achieved

PA Sta	Contract Period:	
	The maximum contract period will be for 12 months, with the option to extend for a further twelve months, plus a further twelve months upon satisfactory performance and subject to available funding.	
	Budget:	
	£40,000 for a twelve month period. The Partnership shall reserve the right to increase or decrease the total funding subject to availability for any contract extension.	
	Queries / clarification:	
	Questions of clarification should be submitted to policyandpartnership@staffordbc.gov.uk for the attention of Viki Ashcroft	
	Closing date:	
	Interested parties should complete the application form (Appendix A) with the accompanying Community Impact Assessment form (Appendix B) and return them to policyandpartnership@staffordbc.gov.uk by 5pm on Monday 17th April 2017.	
	Indicative Timetable:	
	<i>Application Deadline</i>	17 April 2017
	<i>Evaluation</i>	19 th April – 21 st April 2017
	<i>Award of Contract</i>	24 th April 2017
	<i>Service Commencement</i>	May 2017

Evaluation of Applications:

When considering submissions the following award criteria will be applied:

Criteria	Percentage	Appendix A
Price	30%	Qn 1a – 1c
Quality	70%	Qn 2 - 3
Total:	100%	

We will use the following scoring grid in evaluating the **price** submitted by each provider:

Category	Definition	Score Range
(A) Unacceptable	Funding requested is above the stated budget, no detail of breakdown costs or costs generally are a major concern.	0
(B) Poor	Funding requested is within the stated budget, but management/overhead costs are a concern, (i.e. above 20%) and/or several cost areas are a concern, and/or breakdown costs are not detailed adequately.	1
(C) Acceptable	Funding requested is within the stated budget, management/overhead costs are of no real concern, (i.e. less than 20%) only one or two cost areas are a minor concern and can be discussed, and/or breakdown costs are detailed adequately.	2
(D) Excellent	Funding requested is within the stated budget, management/overhead and other costs are of no concern, and breakdown costs are detailed very well.	3

We will use the following scoring grid in evaluating each provider's **quality** element of the application against the established criteria in each service area. Scoring systems give a score for the provider's ability to meet the non-priced criteria. All answers will be scored as follows;

Category	Definition	Score Range
(A) Unacceptable	No response to the question or the response is highly inadequate/inappropriate/incorrect or irrelevant. Outputs and outcomes are not clear/relevant. Poor value for money/insufficient information. Use of funding does not meet the funding criteria.	0
(B) Poor	Limited response provided, or a response that is partially irrelevant or only partially addresses the question. Lack of confidence in the organisation to deliver within the timescales or project is too ambitious to deliver within the timescales. Limited experience and no clear plans of how the relevant skills will be gained. Appears expensive for service delivery.	1
(C) Acceptable	An acceptable response submitted in terms of the level of detail, accuracy and relevance. Meets the funding criteria/ required standard. Satisfactory level of experience and value for money demonstrated.	2
(D) Excellent	Clearly meets or exceeds required criteria. A comprehensive response submitted in terms of detail and relevance, with good evidence provided. Provides added value and/or includes innovative ideas. Service is excellent value for money.	3

Each project application will receive an overall score. The top scoring applicant will be awarded funding as long as this is within the funding allocation. Applicants must score a minimum of 50% of the available marks to be eligible for funding.