

## LAMBETH EARLY ACTION PARTNERSHIP (LEAP) EVALUATION & RESEARCH PREFERRED SUPPLIERS LIST PRE-QUALIFICATION QUESTIONNAIRE (PQQ) GUIDANCE

### 1. *Introduction*

This Preferred Suppliers List Pre-Qualification Questionnaire (PQQ) is open to Private, Public, Academic, Voluntary and Community sector organisations, individual sole traders and partnerships who wish to be considered to deliver Evaluation and Research Services in support of the delivery of the Lambeth Early Action Partnership (LEAP) Programme over the 3 year period 2<sup>nd</sup> January 2018 to 31<sup>st</sup> December 2020, when a new PQQ will be released to cover the period beginning of 2021 to end of 2023.

### 2. *Overview*

In June 2014, the Lambeth Early Action Partnership (LEAP) was awarded £36m over ten years to improve outcomes for babies and young children as part of the Big Lottery Fund's A Better Start (ABS) programme. There are four other ABS sites located in Blackpool, Bradford, Nottingham and Southend-on-Sea. More information about the ABS Programme can be found at:

<https://www.biglotteryfund.org.uk/betterstart>

LEAP is made up of local statutory and VCS organisations, communities, parents and carers that live and provide services within the Coldharbour, Stockwell, Tulse Hill and Vassall Wards of Lambeth.

The programme works in an innovative way to transform early years' services, working with local families to build stronger and more supportive communities. LEAP's purpose is to enable individuals and organisations to collaborate so that every child has A Better Start in life, from pregnancy up to their fourth birthday. The lead VCS partner, and the accountable body for the LEAP Programme, is the National Children's Bureau (NCB).

The LEAP approach is to build services that work for local families through a service design process, to implement these services, and to evaluate their implementation, cost-effectiveness, and their impact upon a range of outcomes. There is a commitment from local statutory partners to shift resources in children's services from treatment to prevention once programmes have demonstrated that they are making savings to specialist services, and the results of evaluating the interventions will support this step change.

The Big Lottery Fund has invested in an independent evaluation of its A Better Start (ABS) initiative, which runs alongside the 10 year programme. The research consortium, led by Warwick University, is made up of a range of universities and research organisations with relevant knowledge and expertise to conduct a robust evaluation of ABS.

The overarching aim of this National Evaluation work is to evaluate whether ABS results in improved life chances for children and improvements in ABS

identified outcomes. This evaluation is looking across the five ABS sites and will provide learning and evidence in relation to the ABS programme as a whole.

As one of the five Big Lottery-funded ABS Programmes, LEAP is taking part in this evaluation, which will provide evidence of what works, for whom, and under what circumstances by focusing on the development, set up, delivery and effectiveness of the ABS Programme. Lessons from the evaluation will be shared across the ABS sites and more widely, to ensure that learning from the programme is effectively disseminated. More information about the ABS evaluation can be found:

<http://www.abetterstart.org.uk/>

The ABS Programme evaluation will not provide evidence of why, how and under what circumstances the *LEAP Programme* specifically makes a difference to LEAP children and families. In order to address this, LEAP has developed a LEAP Evaluation Framework and a programme of LEAP evaluation work. Please contact the LEAP Programme to request a copy of the LEAP Evaluation Framework. The LEAP Team can be contacted at [leapadmin@ncb.org.uk](mailto:leapadmin@ncb.org.uk)

LEAP values independent evaluation of its work. It must be, and must be seen to be, objective and credible. In order to ensure that LEAP research and evaluation work is of the highest quality and represents value for money, all proposed research and evaluation work of a value greater than £10,000 inclusive of VAT is required to go through a formal tender process.

In order to commission research and evaluation services, LEAP is developing a Preferred Suppliers List, from which potential suitably qualified and experienced suppliers can be invited to tender for required work. Potential suppliers who wish to express an interest through the PQQ would be applying to be on the Preferred Suppliers List, enabling them to respond to LEAP Evaluation and Research Invitations to Tender.

### **3. Access to the PQQ**

This Pre-Qualification Questionnaire was **published on Monday 30<sup>th</sup> October 2017**, with a **closing date for receipt of completed PQQs of 9am on Monday 27<sup>th</sup> November 2017**. Suppliers of research and evaluation services must be on The Preferred Supplier List in order to respond to an Invitation to Tender (this applies to work between £10,000 and £99,999 including VAT.) Any work of the value of £100,000 (including VAT) and over, will go through an open competitive tendering process and will be externally advertised.

### **4. Further information about LEAP**

The LEAP Programme has four broad outcome areas (children's social and emotional development, communication and language development, diet and nutrition, plus wider systems change outcomes), with a range of KPIs aimed at addressing each of these wider outcome strands of work.

Please visit <http://www.leaplambeth.org.uk/> for further information.

Please contact the LEAP Programme to request a copy of the LEAP Programme KPIs. Please direct enquiries to [leapadmin@ncb.org.uk](mailto:leapadmin@ncb.org.uk).

## **5. What are the services required?**

This procurement process is looking for high-calibre individuals, sole traders, partnerships and organisations to join the LEAP Preferred Suppliers List for evaluation and research contracts.

LEAP recognises the value of evaluation to improve the quality of its work, provide evidence to inform decision-making, evidence the difference the programme and its individual interventions make, further the development of the evidence-base for individual interventions and approaches, and generate and spread learning and good practice.

The different types of potential research and evaluation activities that the LEAP Programme may be required to contract are represented by the eight individual Lots (below). For each we would expect a final, user-friendly report of findings and a presentation to the audience of LEAP's choice.

**Lot 1 Economic evaluation:** Such as cost effectiveness, or cost-benefit analyses

**Lot 2 Impact evaluation:** Quasi-experimental designs, RCTs, Theory-driven approaches such as results-based mapping, care pathway mapping, realist approaches

**Lot 3 Implementation evaluation** (to be conducted alongside the development and implementation of LEAP interventions and programmes): Qualitative and mixed methods including, focus groups, semi-structured interviews, ethnographic research, participatory methods, secondary data analyses, action research, small-scale surveys

**Lot 4 Process evaluation:** Qualitative and mixed methods as in Lot 3 above

**Lot 5 Area-based/population surveys** to collect data on experiences, perceptions and levels of awareness of services, support and messages amongst local families, at key points over the life of the LEAP Programme

**Lot 6 Qualitative Research Methods:** Ethnographic research, participatory approaches, focus groups, semi-structured interviews, qualitative needs analyses

**Lot 7 Quantitative Research Methods:** Quantitative approaches, large and small-scale surveys, quantitative needs analyses

**Lot 8 Mapping studies:** Fund mapping, service and resource mapping

Organisations with the appropriate skills and experience can apply for as many Lots of work as they see appropriate. In Section C of the PQQ, organisations should provide evidence of their skills and previous experience in relation to each of the Lots of work applied for.

In addition, it is desirable for all organisations to provide evidence of their experience of conducting research and evaluation work within the following fields:

- Complex community-based programmes
- Systems change initiatives
- Initiatives/services aimed at children and families, particularly the Early Years
- The London Borough of Lambeth or an inner-city area with similar demographics/populations

## **6. Procurement process**

An **Open Procedure** - selection and short-listing process is carried out on the basis of an open pre-qualification questionnaire (PQQ). Responses to the PQQ are assessed by a panel of representatives from LEAP Partner organisations with relevant skills and expertise. Successful suppliers will then be placed on the LEAP Programme Evaluation and Research Preferred Suppliers List. Relevant ITTs will be sent to all those on the Preferred Suppliers List with relevant backgrounds and expertise (as indicated through their selection of Lots of work at the PQQ stage and their supporting information).

The PQQ timetable is laid-out in Annex A of this document.

### **Criteria for Inclusion**

Shortlisting will be based on the criteria set out below.

- a. Supplier technical capacity and capability – assessment of the technical ability and core competences of potential contractors (60%)
- b. Contractor Track Record - contractors must be able to demonstrate a successful track record of providing similar works to those required, including relevant methodological experience more broadly (40%)
- c. Economic and Financial Standing – contractors must be in a sound financial position and able to demonstrate appropriate financial viability to perform the services required Pass/Fail

### **Stage 1**

The information supplied by applicants will first be checked for completeness and compliance with eligibility requirements before responses are evaluated. NCB reserves the right to reject/disqualify any application that is incomplete or non-compliant.

## Stage 2

Selection for inclusion within the Preferred Suppliers List will be based on evaluation of the PQQ on the following criteria. The relative weightings of the sections of the completed Pre-Qualification Questionnaires are as follows: -

### *Technical capacity*

1. Evidence of at least 3 years' experience relevant to the Lots of work applied for. This includes evidence of qualifications and expertise in relevant methodological approaches, evidence of their experience of conducting evaluation and research work relevant to the fields of complex community-based programmes, systems change, and with initiatives/services aimed at children and families. In addition, evidence drawn from references is required of the ability of the contractor to deliver contracted work to an acceptable standard

### *Economic and financial standing*

1. Evidence of economic and financial standing in respect of viability to perform the services including the submission and evaluation of three year's financial accounts, the latest not more than 18 months old. This should take the form of audited accounts. In the case of sole traders, small partnerships and small businesses, a balance sheet and income statement for each of the three years, signed by the company secretary or a professional accountant would suffice. Draft, abbreviated, and unsigned accounts are not acceptable. **Pass/Fail** - those applying need to demonstrate sound financial standing in order to be considered for inclusion on the Preferred Suppliers List
2. Suitable insurance cover. Public Liability to a minimum of £5,000,000 per occurrence, Employers Liability to a minimum of £10,000,000, Employer's Liability of £5,000,000 (or statements that these will be obtained if awarded the relevant contract(s)) **Pass/Fail**
3. A sound record of and clear policies of quality standards including ethical research practice, environmental, safeguarding, health & safety and equalities. **Pass/Fail**

NCB reserves the right not to select a potential contractor who has been assessed as having grave weaknesses in one particular area covered by this PQQ, notwithstanding acceptable or even strong responses in all other areas.

Following evaluation of PQQ's, it is NCB's intention to restrict the number of suppliers invited to tender to a maximum of 40 companies. If more than 50 companies fulfil the selection criteria, those scoring the highest number of points will be invited to join the Preferred Suppliers List. NCB gives no guarantee of the volume of work to be awarded under the List and reserves the right to carry out work in-house.

## 7. Length of contract

The Preferred Suppliers List will be reviewed will be reviewed in 2020 and re-issued in 2021. There is a 'cooling off' period built into the contract to allow for annual review of the List.

## 8. What you need to do next

Interested suppliers should complete the PQQ template and submit it in Word with relevant annex's to [leapadmin@ncb.org.uk](mailto:leapadmin@ncb.org.uk) by 9am on Monday 27th November 2017 to be considered.

Postal applications will not be accepted.

Please put "*Evaluation Preferred Suppliers List PQQ*" and the name of your organisation in the subject line of your email submission.

## 9. Notifications

Louise Harrington will contact all individuals, partnerships and organisations that submit a PQQ regarding the outcome of the process by 15<sup>th</sup> December 2017.

Enquiries regarding the PQQ process should only be directed to Louise Harrington, LEAP Evaluation Manager at [leapadmin@ncb.org.uk](mailto:leapadmin@ncb.org.uk).

## 10. Appeals/ feedback

If you wish to appeal on the decision made with regards to the outcome then please contact Louise Harrington in the first instance.

## **ANNEX A – LEAP PROCUREMENT TIMETABLE**

Set out below is the proposed timetable for organisations interested in joining the Preferred Suppliers List. This is a guide for suppliers and, subject to the quantity and quality of bids, is subject to change.

<b>Activity</b>	<b>Date</b>
<b><i>Pre-qualification questionnaire (PQQ)</i></b>	
PQQ call published	30 <sup>th</sup> October 2017
Deadline for receipt of questions related to PQQ	22 <sup>nd</sup> November 2017 @ 5pm
Feedback on questions received to all those who have expressed an interest in applying	23 <sup>rd</sup> November 2017 @ 5pm
Deadline for receipt of PQQs	27 <sup>th</sup> November 2017 @ 9am
Evaluation of PQQs	w/c 27 <sup>th</sup> November 2017
Shortlist of organisations agreed internally	w/c 4 <sup>th</sup> December 2017
Applicants notified of the outcome of the PQQ process	w/c 11 <sup>th</sup> December 2017
Feedback on request to unsuccessful applications	w/c 11 <sup>th</sup> December 2017
Preferred Suppliers List finalised and published internally	w/c 15 <sup>th</sup> January 2018