



EMERSONS GREEN

TOWN COUNCIL

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Invitation to Tender

Youth Provision Services 2026–2027

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2. Invitation to Tender

Emersons Green Town Council invites suitably qualified organisations to submit tenders for the delivery of youth provision services commencing 1 October 2026. The Council has allocated a maximum contract value of £72,000 for an initial 12-month period with the option to extend for a further 12 months subject to performance, funding and continued need.

3. Procurement Timetable

Stage	Date
Tender Published	27 th of July 2026
Clarification Deadline	14 th of August 2026, 12 noon
Responses Issued	19 th of August 2026
Tender Return Deadline	24 th of August 2026, 12 noon
Evaluation	1-16 th of September 2026
Council Approval/Award	Late September 2026
Mobilisation	Mid-late September 2026
Contract Start	1 st of October 2026

4. Clarification Process

All clarification questions must be submitted through the procurement portal by 12 noon on 21 August 2026. Questions received after this deadline may not be answered. All responses will be anonymised and shared with all bidders to ensure transparency and equal treatment. Questions should be directed via the contact details on page 6, point 15.

5. About Emersons Green Town Council

The Council seeks high quality, inclusive youth services that improve wellbeing, participation, community cohesion and positive outcomes for young people.

6. Background and Objectives

- Provide safe and welcoming youth opportunities.
- Increase youth voice and participation.
- Support emotional health and wellbeing.
- Develop skills, confidence and resilience.
- Work collaboratively with schools, police and community partners.

7. Contract Information

Contract value: up to £72,000. Minimum term: 12 months from 1 October 2026.

Extension: up to 12 months. 24- or 36-month tender submissions will be considered.

A minimum two-week mobilisation period is expected before service commencement.

8. Service Specification

- Twice weekly open access youth club sessions. (1 Yr 6 to Yr 8 / 1 Yr 9 upwards)
- Two weekly drama/creative sessions and showcase events. (1 Yr 6 to Yr 8 / 1 Yr 9 upwards)
- School holiday provision.
- Targeted youth work where concerns arise.
- Volunteer recruitment and development.
- Youth consultation and co-production.
- Promotion and community engagement.
- Safeguarding, quality assurance and risk management.
- Partnership working with schools and agencies.

9. Key Outcomes and KPIs

- Attendance, retention and reach reported quarterly.
- At least 80% of all recorded attendances, and at least 70% of individual participants, should be resident within Emersons Green Parish.
- Evidence of improved wellbeing and engagement.
- Young people involved in service design.
- Volunteer numbers and development activity.
- Community and participant satisfaction feedback.
- Quarterly performance and finance reports.
- Quarterly face to face contract performance reviews against SLA's established under the contract.

10. Contract Management

The successful provider will attend quarterly contract review meetings and submit quarterly performance reports, safeguarding updates, attendance data, case studies and financial monitoring information. Payments will be made against agreed invoicing arrangements and satisfactory performance.

11. Mandatory Requirements

- Enhanced DBS checks

- Safeguarding policy
- Public liability insurance
- Employers' liability insurance
- Health and safety policy
- Equality, diversity and inclusion policy
- GDPR compliance
- Complaints procedure
- Relevant references and financial standing

12.Evaluation Criteria

Criteria Weighting

Service Proposal and Delivery Model	30%
Experience and Organisational Capacity	20%
Safeguarding and Quality Assurance	15%
Community Engagement and Social Value	15%
Monitoring, Evaluation and Sustainability	10%
Price and Value for Money	10%

Scoring methodology

Score	Description
0	No response or unacceptable
1	Poor
2	Below requirements
3	Meets requirements
4	Good
5	Excellent

13.Tender Submission Requirements

Tenderers must provide organisational details, delivery methodology, mobilisation plan, staffing structure, safeguarding arrangements, pricing schedule, references, social value commitments and declarations. Whilst it is our preference to receive submissions in the format on page 7, item 16, using our application form, we will consider submissions in different formats.

14.Declarations

Bidders must disclose conflicts of interest, confirm the accuracy of their submission, confirm anti-collusion compliance and confirm compliance with modern slavery legislation.

15.Submission Contact Details

All tender submissions must be received either via email or by post to the contact details below in line with the Procurement Timetable, item 3 page 3 of this Invitation to Tender.

Contact Details: Telephone: 0117 302 6989

Responsible Finance Officer – Jane Wray email: finance@emersonsgreen-tc.gov.uk
or Town Clerk – Jo Bryant clerk@emersonsgreen-tc.gov.uk

Address: Emersons Green Town Council, 198 Westerleigh Road, Emersons Green,
Bristol BS16 7AN

16. Appendix A - Application Form

1. Name of applying individual/organisation/group (all boxes expand for further information)
2. Name of Lead Applicant/Contact:
3. Tell us about your organisations background, and record of working with young people
4. What is your experience of running youth clubs and conducting targeted youth work? Do you have established contacts within Emersons Green? Have previous projects been successful?
5. Please share your plan for delivery and include a timeline.
6. We would like you to suggest an expected minimum number of different young people. How will you go about reaching this figure?
7. What would be the recruitment strategy for volunteers? How would you market this project to young people from all backgrounds? How will you ensure the project is accessible for all?

8. How will you monitor outcomes, outputs and measure impact with the young people and the community?

9. The Town Council are committed to this project and would like to know what added value you could bring to the project. How would you support the projects long term vision for sustainability?

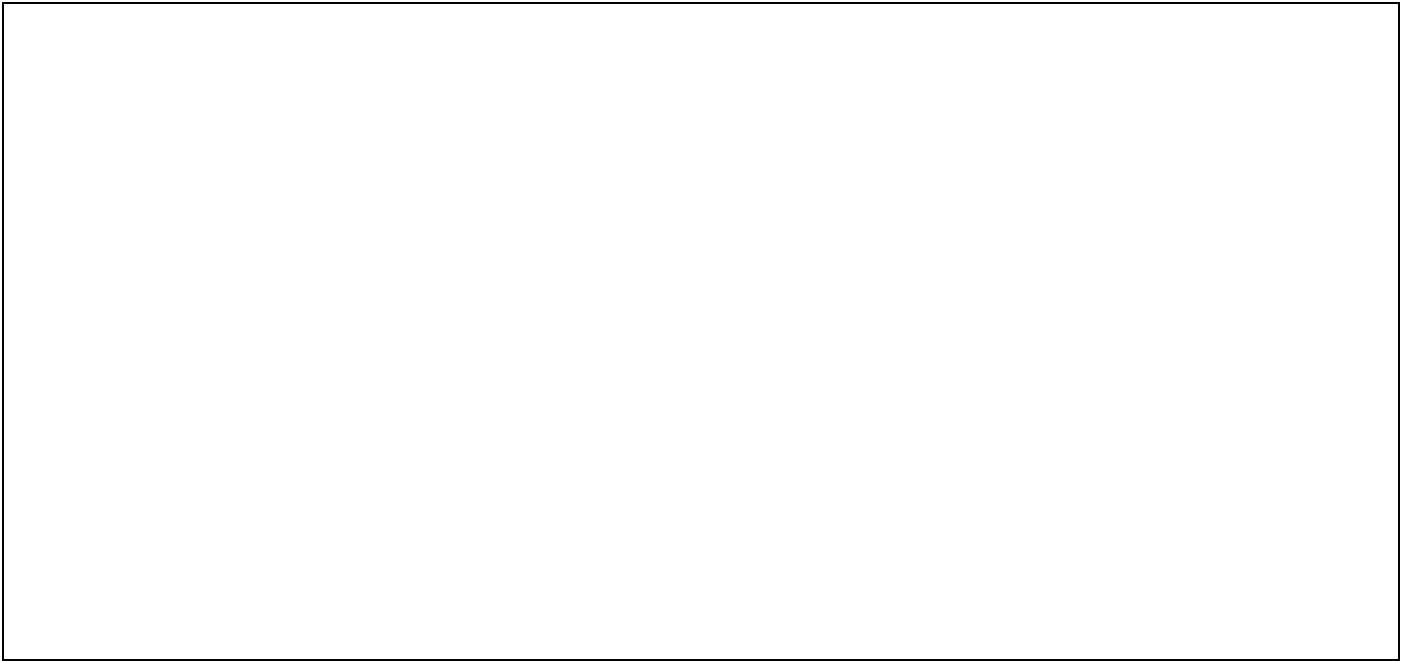
10. Using the total budget of £72,000 provided, please give a breakdown of how the money will be spent?

11. Do you have the following policies and procedures in place? (If successful you will be asked to provide these)

- Safeguarding/Child Protection: Yes/No
- Health and safety: Yes/No
- Up to date and signed Project Risk Assessments: Yes/No
(Please note, this applies to all staff/volunteers facilitating a project) Remove bullet point and put info either above or below.
- Data Protection/Confidentiality: Yes/No
- Youth involvement strategy: Yes/No
- Equality, Diversity, Inclusion: Yes/No

NB: All partner staff must hold an enhanced DBS check

Please list all relevant training provided to staff:



17. Appendix B – Parish Boundary Outline

