



Big Local North East Hastings Commissioning 2017/18

Information for Applicants

The Resident Led Partnership (RLP) of Big Local North East Hastings is seeking to commission two separate services within the themes of “Advance in Years” and “Raise a Family”. These themes form part of the vision for North East Hastings shown in the Action Plan and in the background section of the commissioning specifications.

The partnership has adopted this approach in order to identify suppliers who can deliver a resident designed service as well as bringing their own expertise and experience. Commissioning is a new activity for the RLP and other themes from our action plan will be commissioned in future years.

Who Can Apply

Proposals are invited from constituted groups, charities, not for profit organisations and businesses. Applications from consortia are welcomed but please note that applications should be made in the name of one leading organisation. If successful, a delivery contract will be made with the lead organisation only.

The commissioning process

1. Application form completed and submitted by date
2. Proposals considered by commissioning panel, a sub group formed of RLP members
3. One or more organisations invited to present to commissioning panel
4. Modifications to proposal(s) negotiated
5. Decision made and contract issued.

1. Application form

Complete an application form and return it to the Big Local office by **9.00 am on Monday 19th February 2018**. When completed, it contains all the information that the RLP needs to select potential suppliers to progress to the next stage so there is no need to include any supplementary information with the form, other than copies of policies specifically requested. Please complete the delivery plan, which will enable the commissioning panel to compare the essential facts about all the proposals received, but use the “Your Proposal” box to address the remaining parts of the specification.

2. Proposals considered and 3. Organisations invited to present

A commissioning panel, comprising members of the RLP, will consider all proposals and select one or more organisations to present their proposal in more detail

Selected organisations will be asked to provide the following documents:

- Constitution or other governing document
- Annual accounts
- Public liability insurance



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- The names of two organisations who can provide a testimonial or reference about relevant, previously delivered activity.

4. Presentation to the commissioning panel

This is the stage where the applying organisation meets the residents on the commissioning panel and presents its proposal in greater detail than in the application form.

5. Modifications to proposal(s) negotiated

We envisage an element of co-design in some parts of the proposed delivery to ensure that suitable beneficiaries are attracted to the service and that it delivers the kind of outcomes the RLP has in mind.

6. Final decision made and contact awarded

When the commissioning panel is content with the proposed delivery, a contract will be issued. The contract will be awarded by Hastings Voluntary Action, which is the Locally Trusted Organisation for Big Local North East Hastings.

Further information

Commissioning is a new activity for the RLP and it is quite possible that potential suppliers might have specific questions or require more information than that contained in this document. All requests for further information should be directed to our Community Development Worker, Jan Papworth, who will be happy to answer questions and provide any additional information you may require. You can contact Jan by emailing jan@hvauk.org, or calling 01424 444010.