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**Integrating Physical Activity Pathways into Health and Care Systems**

**Development of a Framework and valid tools to ensure that physical activity and its underpinning infrastructure is fit for purpose and fully supported.**

**Invitation to Tender**

**Application Form**

**This Invitation to Tender (ITT) Application Form provides the following:**

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# 1. About this Application Process

This form should be used to respond to the questions in Section 2 below, indicating your interest in submitting an application to work in partnership with the Active Partnerships National Organisation in relation to the project described in the ‘Invitation to Tender’ Documentation Pack. We recommend you read the ITT Documentation Pack and the supporting slide set, prior to responding to the questions in this Application Form.

## The ITT Evaluation Process

The answers you provide will be assessed against the criteria contained in the ITT Documentation Pack (and included here). An assessment and evaluation panel will review all applications and score the responses, as part of the short-listing process. An assessment and evaluation panel meeting will then be held with the panellists to collate scores and validate the process. The top 3 Applications with the highest score will then be invited to interview, on either Monday 18th or Tuesday 19th December.

## The Interview

If your organisation / consortium is successful and invited to interview, you will be asked to expand on specific areas of your application response(s) or to clarify or substantiate responses. Given timescales, it is not expected that you prepare a slide set to support your responses to the specific interview process but of course if you wish to, you can.

We anticipate the interview taking no longer than 1 hour.

You will be notified if you have been invited to an interview **by Wednesday 13th December.**

## The Outcome

Following the interviews, the interview panel will discuss and confirm selection of the chosen partner.

The chosen partner will be notified by Thursday 21st December.

If you have any questions as you complete the Application Form, please contact:

Annie Holden - [aholden@activepartnerships.org](mailto:aholden@activepartnerships.org)

**Before completing the Application Form**, please read the following information regarding Freedom of Information, Data Protection and Assessment. You should only proceed if you are happy to comply with the Freedom of Information and Data Protection requirements.

## Freedom of Information

As a registered charitable organisation, we must comply with The Freedom of Information Act 2000. The Act gives members of the public the right to request any information that we hold. This includes information received from organisations such as:

* grant applicants
* grant holders
* contractors
* people making a complaint.

Some information is exempt from The Act, such as personal details. If information is requested under the Freedom of Information Act, we will release it. If you think that information you are providing may be exempt from release, you should email us and tell us why when you apply.

## Data Protection

As a registered charitable organisation, we must comply with the Data Protection Act 1998. We are committed to protecting your privacy and will ensure any personal information is handled properly under the Data Protection Act.

We will collect and process the following information:

* Organisation name
* Organisation type
* Email
* Postal address
* Name of lead contact
* Senior contact
* Named collaborators

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

* we have a legitimate interest

We will use the information you give us in your Application Form for:

* assessing applications
* monitoring the tender project
* evaluating the way our funding works and its affect.

We may also give copies of this information to individuals and organisations such as:

* accountants, auditors, and external evaluators
* other organisations or groups involved in delivering your submission
* other organisations for the prevention and detection of fraud.

We will keep the Invitation to Tender applications until the process is complete, and an organisation has been appointed. We will then dispose of your information by digital deletion and supported by our IT provider (this will be a period of between 6-12 months).

# 2. The Application Form

## Section 1: Organisation details

This section requests general contact details for the applying organisation and is essential for the accurate assessment and administration of your submission.

|  |  |
| --- | --- |
| Organisation Name |  |
| Organisation Type (Charity, Community Interest Company, Local Authority, University, Company Ltd by Guarantee, etc.) |  |
| Registration Number(s) (if applicable) |  |
| Email: |  |
| Full Postal address  (All correspondence relating to this application will be sent to this address) |  |
| Who is the lead contact for this project? | Name:  Position in organisation:  Telephone:  Email: |
| Senior contact  (Organisation decision maker i.e. Director, CEO (Chief Executive Officer), etc) | Name:  Position in organisation:  Telephone:  Email: |
| Named Partners/Collaborators on the proposal  Please tell us who your partners and collaborators are for this proposal and 1 sentence about the role they will play (if applicable). |  |

## Section 2: ITT Questions

Please respond to the questions below in each of the subsequent text boxes.

1. Please describe how and why your organisation’s experience and expertise ensures you are well placed to work in partnership with the APNO to develop, and deliver a high-quality framework to integrate physical activity pathways into health and care. (Max. 300 words)

|  |
| --- |
|  |

1. Describe the approaches / methods you would take to lead the development of this Framework and its valid tools, and in particular, how would you ensure the Active Partnership Network would be involved. (Max. 500 words)

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1. How would you ensure that the development of this Framework would be implemented and adopted beyond the term of this grant award, i.e., how would you ensure its longevity and sustainability?  (Max. 250 words)

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1. Provide an overview of what you consider at this stage, may be the key components to be included in this Framework and its tools. (You may include visuals to support your response if you wish to). (Max. 300 words)

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1. Describe how you would foster positive relationships with national partners, to engage them as part of this collaborative co-design approach? (Max. 250 words)

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|  |

1. Describe how you would ensure this Framework and its underpinning infrastructure would be grounded in behaviour change theoretical principles, ensuring a person-centred approach and in consideration of a variety of multi-morbidities that individuals may present with. (Max. 300 words)

|  |
| --- |
|  |

1. Please identify any possible issues or challenges that could be encountered during this Framework development and describe how you would attempt to overcome or avoid these. You should present this in a table in the box below, to identify any potential risks and their mitigations associated with the issues or challenges you consider may be encountered. (Max. 250 words)

|  |
| --- |
|  |

1. Project costs: What is the cost for your organisation to undertake this work up to a **maximum of £200k** under a grant funding arrangement to be achieved by the end of March 2025. Please provide the headline cost breakdown.

|  |  |
| --- | --- |
| **Total Costs** |  |
| **Description of Cost** | **Cost (£)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

1. Please use the space below to tell us any other information that you feel would be relevant to your application, for example if there are any conflicts of interest that would need to be managed or what additional value your organisation would bring to this work. (Max. 200 words)

**(Please note:** It is not the parties intention to create a contract for services. This will be a Grant Award. As a grant funding arrangement, VAT should not be included in the application cost breakdown.

The Grant Award does not represent consideration for a taxable supply to Active Partnerships and is therefore not subject to Value Added Tax ("VAT"). If HM Revenue and Customs rules that VAT is payable, then the amount of the Grant payable by Active Partnerships will be deemed to be inclusive of VAT. The Organisation acknowledges that the Active Partnerships National Organisation will not be obliged to make any further payment in addition to the Grant in respect of any VAT).

|  |
| --- |
|  |

1. Please provide an outline of a project plan to include indicative timelines for key elements of this project’s development (this should be an additional attachment).
2. If you are appointed as the chosen partner, you will be required to start delivery in early January 2024. Please confirm you are able to do this? Yes/No

***Please do not submit attachments, other than visuals to support your answers to Q4 and the outline project plan. The assessment panel will not be able to review additional attachments as part of the assessment process.***

# 3. Submission of Application Form

Please submit this completed Application Form directly to:

Annie Holden: [aholden@activepartnerships.org](mailto:aholden@activepartnerships.org)

In the **subject** box within the email please state: **PA Pathways to Health ITT Submission**

This Form should be submitted no later than **Friday 8th December, 12.00.**

*Please* *note:* ***late applications will not be accepted.***

4. Assessment Criteria

|  |  |
| --- | --- |
| Criteria | Weighting |
| Q1. Track record of organisation’s expertise and experience to work in partnership with the APNO, to integrate physical activity pathways into the health and care sector. | 15% |
| Q2. Proposed approach / methodology to harness a co-design approach, including the Active Partnership Network considering their expertise at place but acknowledging capacity. | 15% |
| Q3. Considerations given for future sustainability. | 10% |
| Q4. Initial thinking of key components to be included in the Framework. | 15% |
| Q5. Ability to foster positive relationships with national partners, ensuring they are part of the journey. | 15% |
| Q6. An understanding of the need for, and reasons why, this Framework should be underpinned by behaviour change theoretical approach, and in consideration of a variety of multi-morbidities individuals may present with. | 10% |
| Q7. Identification of relevant issues and challenges that may be encountered with possible solutions (using a table to identify risks and their mitigation). | 10% |
| Q8, Q9. To what extent the organisation’s cost for this work provides optimal value for money to achieve the full requirements of this tender opportunity. | 10% |
| Q10. A project plan has been included provided an overview of key project timelines. | Y/N |
| Q11. Organisation is able to start Jan 2024. | Y/N |