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**Expression of Interest**

**Virtual Decisions – Knives and Gangs Delivery Partner 2025-2026**

Please complete and return to [pccommissioning@westyorks-ca.gov.uk](mailto:pccommissioning@westyorks-ca.gov.uk)

**by 17:00 Friday 2 May 2025**

**It is strongly recommended you read all the supporting information and service specification before completing this Expression of Interest**

**Introduction**

The West Yorkshire Violence Reduction Partnership (VRP) are seeking to commission a delivery partner to undertake delivery of the Virtual Decisions programme across West Yorkshire.

A successful pilot year of the Virtual Decisions programme has been completed through localised delivery. The VRP wish to centralise a portion of the programme to extend reach of the delivery across the region led by a single delivery partner.

**Details / Overview**

The total amount of funding allocated to this Expression of Interest is **£55,000 (inclusive of VAT)** with required spend categories from 1 June 2025 to 31 March 2026 only.

The West Yorkshire Violence Reduction Partnership is seeking an Expression of Interest from experienced providers in relation to deliver the requirements outlined in the full **‘Service Specification’** included in the supporting information.

The funding is intended to cover delivery of the Virtual Decisions programme within the timescales noted above.

**Intended Outcomes**

It is intended that the funding will extend the reach of the Virtual Decisions programme across West Yorkshire to support the programme and the VRP’s aims and objectives:

* To establish effective relationships with schools, VCSE organisations, and other children’s services or provision across West Yorkshire to enable delivery
* To increase the reach of the Virtual Decisions programme across the region, focused on children aged 12-18
* To establish a delivery model that effectively delivers the Virtual Decisions videos **and** the follow-up workshops allowing for learning and discussion
* To educate young people on social issues and risk-taking behaviour
* To support the partnership in reducing youth crime, youth violence, and informing young people about the dangers and potential consequences of carrying a weapon
* To empower children and young people to make informed decisions and take positive actions, contributing to a safer, more inclusive community
* To support the VRP in their evaluation of the programme through the collection of regular data, including demographic information

**Evaluation**

* All Expressions of Interest received by the required deadline will be evaluated by 9 May 2025
* Applicants will receive notification week commencing 12 May 2025
* Each response will be scored using the scoring matrix detailed in the Scoring Criteria section.
* All applications received by the stated application deadline will be assessed against the stated criteria before any decision is taken whether to grant fund.
* Due diligence checks will form part of the process.
* The assessment panel’s decision will be final.

**Scoring criteria**

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| **Numerical Score** | **Description** |
| 10 | In respect of each element of the Services identified in the question, the proposals fully explain how the relevant element will be delivered to the standards required, throughout the term.  The proposals are clear, precise and robust.  The explanation is sufficient to give the Combined Authority a high degree of confidence that all of the relevant aspects of the Service Specification will be delivered. |
| 8 | In respect of each element of the Services identified in the question, the proposals explain how the relevant element will be delivered to the standards required, throughout the term.  The proposals are clear, precise and robust.  The explanation is sufficient to give the Combined Authority a high degree of confidence that the relevant aspects of the Service Specification will, for the most part, be delivered. To the extent that the explanation is not sufficient to give the Combined Authority that high degree of confidence, the explanation does not raise concerns. |
| 6 | In respect of each element of the Services identified in the question, the proposals explain, to some extent, how the relevant element will be delivered to the standards required, throughout the term.  The proposals are clear, but there are some concerns around precision and / or robustness.  The explanation is sufficient to give the Combined Authority confidence that the relevant aspects of the Service Specification will, for the most part, be delivered. To the extent that the explanation is not sufficient to give the Combined Authority that confidence, the explanation raises one or more concerns but no material concerns. |
| 4 | In respect of each element of the Services identified in the question, the proposals explain, to some extent, how the relevant element will be delivered to the standards required, throughout the term, but for certain elements the explanation is very limited.  There are concerns around the clarity, and around the precision and / or robustness, of the proposals.  The explanation is sufficient to give the Combined Authority confidence that the relevant aspects of the Service Specification will be delivered to some extent. To the extent that the explanation is not sufficient to give the Combined Authority that confidence, the explanation raises one or more concerns, one of which is a material concern. |
| 2 | In respect of one or more elements of the Services identified in the question, the proposals fail to explain to any extent how the relevant element will be delivered to the standards required, throughout the term; and / or the proposals are mainly or wholly unclear; and / or the explanation is insufficient to give the Combined Authority confidence that the relevant aspects of the Service Specification will be delivered and / or the explanation for any one or more of the elements raises multiple material concerns. |
| 0 | No response or response is irrelevant to the question asked. |

**Supporting information included on the webpage**

* Virtual Decisions – Knives and Gangs Delivery Partner 2025-26 Supporting Information
* Service specification

**Supporting information included on the West Yorkshire Combined Authority website**

* [Trauma Informed Approach](https://www.westyorks-ca.gov.uk/policing-and-crime/west-yorkshire-violence-reduction-partnership/trauma-informed-approach/)
* [Child First Approach](https://www.westyorks-ca.gov.uk/policing-and-crime/west-yorkshire-violence-reduction-partnership/child-first-approach/)

**Clarification questions and answers**

Please send clarification questions to [pccommissioning@westyorks-ca.gov.uk](mailto:pccommissioning@westyorks-ca.gov.uk) and title to email ‘Virtual Decisions – Delivery Partner questions’.

Clarification questions can be submitted between Tuesday 15 April and Tuesday 29 April 2025. Any questions received after this date will not be responded to.

Read all the supporting information before submitting a clarification question. If a clarification question is submitted that is answered in the supporting information we will be signposted back to the relevant document.

Please note all clarification questions and answers will be published on our website unless they are deemed commercially sensitive.

**Answer all the questions below.**

**All answers must be within the required wordcount.**

**Applicant details**

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| --- | --- | --- | --- |
| **Name(s)** |  | **Role/s** |  |
| **Organisation/s** |  | | |
| **Registered charity / company no/s** |  | | |
| **Email** |  | | |
| **Telephone** |  | **Mobile** |  |

**Please check the boxes for the following if you:**

Have provided a required copy of your Safeguarding policywith your completed EOI

Conduct/check DBS certificates for staff

Agree to work closely with VRP colleagues by engaging in evaluations and monitoring processes

There are a total of 8 questions for the following themes

1. Delivery Model
2. Mobilisation and delivery timescales
3. Experience
4. Inclusivity
5. Best practice and quality
6. Safeguarding
7. Added value and innovation - *please note this answer will not form part of the scoring against the criteria*
8. Budget

Answer all the questions.

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| 1. **Delivery model - Please provide an overview of the delivery model you have or would establish in order to deliver the Virtual Decisions programme across West Yorkshire to the target audience**   **Maximum word count: 1500 12pt Arial font** |
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| 1. **Taking into account the funding period how will you ensure that you will be prepared to mobilise at pace following award and operate effectively from day one of the grant start date and throughout the 10-month grant period.**   **Please include an attached delivery plan/timeline (not included in the word count)**  **(Including school holiday periods – delivery is expected for 40 weeks minimum June to end March 2026)**  **Maximum word count: 700 12pt Arial font** |
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| 1. **Please provide any previous experience you have that would make you an appropriate delivery partner, including previous work with children and young people and the relationships you already have established where the programme could be delivered**   **Maximum word count: 500 12pt Arial font** |
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| 1. **How will you ensure that wherever possible the programme is accessible, inclusive, and responsive to the diverse needs of young people, including those who may experience barriers related to language, learning differences, disabilities, cultural backgrounds, or other protected characteristics?**   **Maximum word count: 500 12pt Arial font** |
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| 1. **How will your delivery align to trauma-informed practice and child-first principles that prioritise the needs, experiences, and well-being of children and young people?**   **Maximum word count: 500 12pt Arial font** |
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| 1. **How** **will the service ensure the safeguarding of children, young people and/or vulnerable people?**   **Maximum word count: 250 12pt Arial font** |
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| 1. **Please note this answer will not form part of the scoring against the criteria.**   **Please describe any added value or innovation that you are able to provide to enhance delivery and maximise the positive impacts.**  **Maximum word count: 250 12pt Arial font** |
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| 1. **Budget – please add budget lines as required** |
| |  |  |  | | --- | --- | --- | | **Cost Breakdown** | **Cost breakdown detail** | **Total Cost £** | | Staffing (including salary and employer costs) |  |  | | ICT and Communications |  |  | | Travel and Subsistence |  |  | | Training |  |  | | Management |  |  | | **Total** | |  | |

# GDPR – The General Data Protection Regulation

For the purposes of the Data Protection Act 2018, the ‘controller’ of the personal data which you provide in the attached form is the West Yorkshire Combined Authority (“The Combined Authority”, “we”, “us”) of Wellington House, 40-50 Wellington St, Leeds LS1 2DE (tel: 0113 251 7272) who are the responsible statutory body for the Leeds City Region Enterprise Partnership (“LEP”) and WY Metro. The Combined Authority is registered with the Information Commissioner’s Office with registration number ZA051694.

The Combined Authority is collecting this data and will process it for the purpose of assessing each bid as part of our Quotation evaluation process.

For some Quotations, we may choose to appoint a technical contractor to evaluate Quotation submissions and as such, we will need to share your details with them. If this is the case, we will ensure this is communicated to all prospective Bidders.

The Combined Authority will not share your personal information with any other organisation or third party other than the circumstances described above. There may be other circumstances in which we may share or use certain information about you, which are:

1. if we have a legal obligation to do so or if we are required or requested to do so by a competent authority such as the police or a court;
2. if we need to use or disclose your information to obtain legal advice or in connection with legal proceedings;
3. if we need to share your information to protect your vital interests if you are unable to give us consent or it is unreasonable for us to ask for your consent in the circumstances (e.g. if you are injured).

We will retain your information as set out below in accordance with our information retention policy and on the expiration of such period we will safely delete it.

* Unsuccessful Quotation submissions – Current year +1
* Successful Quotation submissions – For the duration of the service + 6 years

Information provided to the Combined Authority will be processed under Article 6(1)(e) of the GDPR which states that processing is necessary for the purposes of a task carried out in the public interest or in the exercise of official authority vested in the controller.

As a data subject you have a number of rights under the DPA. These include the right to access the information which we hold about you. In some cases you may have a right to have your personal data rectified, erased or restricted, and to object to certain use of your data.

This would not affect the legality of what we do with your personal data before you make such a request and would not stop us from continuing to use your data to the extent that we do not require your consent. It would stop us from further using data for purposes which require your consent (e.g. marketing).

If you are unsatisfied with the manner in which we collect or handle your personal data you have a right to make a complaint to the Information Commissioner’s Office. Information about how to make complaints can be found on the ICO’s website at <https://ico.org.uk>

For further information, or to contact us to make a request, please visit  
<https://www.westyorks-ca.gov.uk/contact/>

The Combined Authority’s Data Protection Officer can be contacted at [DPO@westyorks-ca.gov.uk](mailto:DPO@westyorks-ca.gov.uk)