

**ROSSENDALE BOROUGH COUNCIL**

# **INVITATION TO TENDER**

Delivery of the  
Healthy Weight Programme  
For Rossendale

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### **Important Notice**

This Invitation to Tender ("ITT") is issued to those who wish to tender ("Tenderers") to Rossendale Borough Council (the "Council") to deliver the grant funded Healthy Weight programme.

The contents of this ITT and of any other documentation sent to you in respect of this tender process are provided on the basis that they remain the property of the Council and must be treated as confidential. If you are unable or unwilling to comply with this requirement you are required to destroy this ITT and all associated documents immediately and not to retain any electronic or paper copies.

No Tenderer will undertake any publicity activities with any part of the media in relation to the Contract or this ITT process without the prior written agreement of the Council, including agreement on the format and content of any publicity.

This ITT is made available in good faith. No warranty is given as to the accuracy or completeness of the information contained in it and any liability or any inaccuracy or incompleteness is therefore expressly disclaimed by the Council and its advisers.

The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this Contract.

You are deemed to understand fully the processes that the Council is required to follow under relevant UK legislation, particularly in relation to The Public Contracts Regulations.

## **Introduction**

- 1.1.1 Rossendale is a local government district with borough status. Lancashire County Council (LCC) is the upper tier authority. Rossendale is made up of small former mill towns in Lancashire, England centred around the valley of the River Irwell in the industrial North West. The district combines urban with rural aspects and is close to the more populated areas of Bolton, Burnley, Bury, Manchester and Rochdale.
- 1.1.2 Rossendale Borough Council (RBC) is the local authority for the Rossendale District of Lancashire in North West England. The district was formed on 1 April 1974 under the Local Government Act 1972, from the municipal boroughs of Bacup, Haslingden, Rawtenstall, part of Ramsbottom Urban District and Whitworth Urban District.

## **Rationale for Tender**

- 1.1.3 Lancashire's Cardiovascular Disease (CVD) mortality rates are well above the England average which in part is likely to be associated with correspondingly high levels of deprivation. Two of the common modifiable risk factors of CVD is being overweight or obese and physically inactive. As such Lancashire County Council's Health and Wellbeing Board have made a commitment to prioritise Healthy Hearts as one of its initial three priorities. The Healthy Weight service will form a key part of supporting the Healthy Hearts Strategy and will report to the Healthy Hearts Steering group.
- 1.1.4 Addressing unhealthy weight and supporting people to sustain weight loss is complex and it is recognised that just providing traditional weight management services is no longer enough. A flexible service is needed that adapts to meet need and promotes sustainability whilst contributing to a whole systems approach to tackling obesity, working closely and in partnership with stakeholders to improve outcomes for all.
- 1.1.5 Whole systems approach to obesity acknowledges that obesity is a complex problem with multiple causes and has significant implications beyond health. Tackling this problem requires a long-term, system wide approach and makes it everyone's

business and should work across the life course. Additionally Primary Care Networks (PCNs) nationally are working in a more place-based way, using joined up approaches with local partners, to address health inequalities.

- 1.1.6 NICE (2014) makes recommendations for weight management services for adults that should promote an integrated approach and raise awareness of services among stakeholders. It also recommends that commissioned programs should promote using the NICE guidelines and address the needs of the local community specifically. NICE (2014) also highlights that the project should be monitored and reviewed regularly.

## **2 Requirements**

### **2.1 Scope**

- 2.1.1 In order to deliver this programme, LCC grant fund RBC to deliver the key outcomes which are listed in the appendices to this tender. RBC is seeking to appoint experts within this area to deliver the requirements of the programme in line with the grant funding terms and conditions. Suitable contract monitoring and reporting will be undertaken in accordance with the terms of the grant funding and at such intervals to be agreed between the parties upon award of contract. The successful Tenderer will be required to abide by the terms of any grant funding agreement between LCC and RBC and will indemnify RBC fully, without limit of liability, in relation to the same to include but not limited to the repayment of any clawback triggered as a result of the default of the successful Tenderer.
- 2.1.2 The anticipated project is for 5 years (with an option to extend for a further 3 years subject to confirmation of further funding from LCC). Grant funding is paid on an annual basis and any contract awarded following this tender exercise will be subject to the continuation of grant funding being received. In the event that funding is not awarded, the contract will be brought to an end without any continuing liabilities to make payment

for future years. The grant funding awarded to RBC is £49k per annum and will be paid to the successful tenderer in line with the LCC grant funding requirements.

2.1.3 The tenderer will provide the Council with the following information which will be scored:

<b>Request</b>	<b>Scoring</b>
Name and Address of organisation	n/a
Company registration number	n/a
A brief history of the company and details of your business activity (max 800 words)	n/a
Please provide an overview of how your organisation will deliver the healthy weight outcomes of the project	45%
Please provide an overview of how your organisation will aim to sustain the project following the project	15%
Please provide an overview of how your project will aim to achieve the outcomes within the Our Place Our Wellbeing Our Plan “Physical activity and healthy weight” aim	15%
The Council is required to have regard to the Public Services (Social Value) Act 2012. Please provide an overview of how you will improve the social, economic and environmental wellbeing of the Borough and the local area over and above the requirements of the project itself.	10%
Please provide evidence of successful delivery of a similar project and detail the learning that was achieved during the same.	10%
Please submit your accounts for last year	5%

### 3 Timescales

- 3.1 Responses are due back in a PDF by email **no later than 13:00 pm on Friday 2<sup>nd</sup> February 2024** to [tenders@rossendalebc.gov.uk](mailto:tenders@rossendalebc.gov.uk) only this e-mail address may be used for the submission.

File size must be kept below 10MB, if the file is larger the 10MB please send multiple emails clearly marking the order of documents. Please see full submission instructions in section 4 of this document.

- 3.2 Timescales for the process are expected to be as follows, but are subject to change as the process develops:

Out to Tender:	04/01/2024
Deadline for receipt of queries:	17/01/2024
Final response to queries:	21/01/2024
Tender deadline:	03/02/2024
Tender decision:	07/02/2024
Standstill period	19/02/2024
Award of contract	28/02/2024 (subject to Full Council Ratification)

### 4 Submission Criteria

#### 4.1 Overview of Submission

- 4.1.1 Submissions will be assessed based on the scored answers outlined in 2.1.3. The Tenderer shall be deemed to have satisfied itself before submitting its tender as to the accuracy and sufficiency of the information provided so that it shall cover all the obligations under the Contract and the Tenderer shall be deemed to have obtained for

itself all necessary information as to risks and any other circumstances which might reasonably influence or affect the Tenderer's tender.

4.1.2 Responses are due back in a PDF by email no later than 13:00pm Friday 2<sup>nd</sup> February 2024 sent to [tenders@rossendalebc.gov.uk](mailto:tenders@rossendalebc.gov.uk).

4.1.3 File size must be kept below 10MB

4.2 The following information is required as part of the submission:

4.2.1 Tenders must be written in the English language.

4.2.2 Only one Tender is permitted from each Tenderer. In the event that more than one is submitted by a Tenderer, the one with the latest time of submission will be evaluated and the other(s) disregarded. It is the Tenderer's responsibility to ensure that the tender is received by the Council by the time stipulated. Any tender submitted after the date and time specified for submission shall only be accepted for consideration by the Council following agreement by the Monitoring Officer and the Section 151 Officer.

4.2.3 The Tender should remain valid for a minimum period of 90 days.

4.2.4 Any signatures must be made by a person who is authorised to commit the Tenderer to the license.

4.2.5 Your full registered business/name and main office address must also be provided.

4.2.6 Signed Certificate of Non-Collusion and Non-Canvassing (Appendix A).

4.2.7 The Data Processor Supplemental Agreement (please see RBC Standard Terms and Conditions/Data Protection link in section 9) to be signed on appointment.

## **5 Assessment Criteria**

5.1 The Council does not undertake to accept the lowest or any tender and reserves the right to accept the whole or any part of any Tender submitted.

5.2 Each Tender will be checked initially for compliance with all requirements outlined in

2.1.3



- 5.3 Tenders will be evaluated against the award criteria in 2.1.3
- 5.4 During the evaluation period, the Council reserves the right to seek clarification in writing or by means of a clarification meeting from any or all of the Tenderers, to assist it in its consideration of their Tenders.

## 6 Freedom of Information Act and Environmental Information Statement

- 6.1 The Council is subject to The Freedom of Information Act 2000 ("Act") and The Environmental Information Regulations 2004 ("EIR").
- 6.2 As part of the Council's obligations under the Act or EIR, it may be required to disclose information concerning the procurement process or the Contract to anyone who makes a reasonable request.
- 6.3 If Tenderers consider that any of the information provided in their Tender is commercially sensitive (meaning it could reasonably cause prejudice to the organisation if disclosed to a third party) then it should be clearly marked as **"Not for disclosure to third parties"** together with valid reasons in support of the information being exempt from disclosure under the Act and the EIR.
- 6.4 The Council will endeavour to consult with Tenderers and have regard to comments and any objections before it releases any information to a third party under the Act or the EIR. However, the Council shall be entitled to determine in its absolute discretion whether any information is exempt from the Act and/or the EIR, or is to be disclosed in response to a request of information. The Council must make its decision on disclosure in accordance with the provisions of the Act or the EIR and can only withhold information if it is covered by an exemption from disclosure under the Act or the EIR.
- 6.5 The Council will not be held liable for any loss or prejudice caused by the disclosure of information that:

- 6.5.1 Has not been clearly marked as "Not for disclosure to third parties" with supporting reasons (referring to the relevant category of exemption under the Act or EIR where possible); or
- 6.5.2 Does not fall into a category of information that is exempt from disclosure under the Act or EIR (for example, a trade secret or would be likely to prejudice the commercial interests of any person); or
- 6.5.3 In cases where there is no absolute statutory duty to withhold information, then notwithstanding the previous clauses, in circumstances where it is in the public interest to disclose any such information.

## **7 Appendices**

<b>ITEM</b>
Appendix A - Signed Certificate of Non-Collusion and Non-Canvassing
Appendix 1 – Healthy Weight project including outcomes
Appendix 2 – Rossendale Our Place Our Wellbeing Our Plan
Please see link for copy of RBC Standard Terms and Conditions/Data Protection Processor Agreement: <a href="https://www.rossendale.gov.uk/info/210170/business/10745/working_with_the_council">https://www.rossendale.gov.uk/info/210170/business/10745/working_with_the_council</a>
<b>SIGNED:</b>

## Appendix 1

### Service Scope for Healthy Weight Services

#### Introduction and Background

The whole systems approach to obesity recognises that obesity is a complex issue with multiple causes and has significant implications beyond health. There is no one solution in tackling this problem and it requires a long-term, system wide approach to support change. Evidence suggests a family based holistic approach to be more effective, acknowledging that working with whole families extends the reach of services and increases the likelihood of making and sustaining behaviour change. (Health matters: whole systems approach to obesity – GOV.UK ([www.gov.uk](http://www.gov.uk))).

The Provider(s) will support Lancashire County Council and Rossendale Borough Councils' commitment towards addressing the prevalence of being over overweight and obesity across Lancashire by delivering services that address the Healthy Weight agenda. This project scope/service specification will define the requirements for the delivery of the Healthy Weight service and the responsibilities of the collaborating entities.

#### Context

Lancashire's Cardiovascular Disease (CVD) mortality rates are well above the England average which in part is likely to be associated with correspondingly high levels of deprivation. Two of the common modifiable risk factors of CVD is being overweight or obese and physically inactive. As such Lancashire County Council's Health and Wellbeing Board have made a commitment to prioritise Healthy Hearts as one of its initial three priorities. The Healthy Weight service will form a key part of supporting the Healthy Hearts Strategy and will report to the Healthy Hearts Steering group.

Addressing unhealthy weight and supporting people to sustain weight loss is complex and it is recognised that just providing traditional weight management services is no longer enough. A flexible service is needed that adapts to meet need and promotes sustainability

whilst contributing to a whole systems approach to tackling obesity, working closely and in partnership with stakeholders to improve outcomes for all.

Whole systems approach to obesity acknowledges that obesity is a complex problem with multiple causes and has significant implications beyond health. Tackling this problem requires a long-term, system wide approach and makes it everyone's business and should work across the life course. Additionally Primary Care Networks (PCNs) nationally are working in a more place-based way, using joined up approaches with local partners, to address health inequalities.

NICE (2014) makes recommendations for weight management services for adults that should promote an integrated approach and raise awareness of services among stakeholders. It also recommends that commissioned programs should promote using the NICE guidelines and address the needs of the local community specifically. NICE (2014) also highlights that the project should be monitored and reviewed regularly.

Healthy Weight Declaration In 2017 Lancashire County Council adopted and signed the Healthy Weight Declaration (HWD). The HWD outlines 16 commitments (see Appendix 1) which tackle a range of issues influencing unhealthy weight. The parties will advocate for and actively work to support the commitments of the Healthy Weight declaration as part of a whole systems approach across Lancashire.

At a community level the healthy weight service will support a reduction in health inequity by engaging all eligible members of the local community. The venues used for delivery and methods will need to vary depending on the need in the community.

Between January and May 2023 Lancashire County Council engaged with residents and stakeholders to inform the healthy weight service specification, the complete key findings can be found in Appendix 2. The engagement analysis was themed including delivery models, physical activity, venues and logistics, marketing and promotions, barriers to engagement, KPIs and programme outcomes.

A summary of the findings include:

Support and physical activity are important in the healthy weight offer.

Weight loss is a motivator for attending a healthy weight programme.

Participants found the peer group support invaluable and was critical to the success of their weight loss.

Participants identified the inclusion criteria as quite prohibitive and should not be based purely on BMI.

There is a need to offer pre and post course support to participants.

Post programme and onward support mechanisms was a key motivational tool to maintain healthy lifestyle behaviours.

The location of the venue and the timing of the session were identified as being of the highest importance to participants.

Delivery in participants communities by trusted people and known organisations was key to engagement of those harder to reach population groups which led to more successful outcomes.

It is important that participants understand the programme aims, eligibility criteria, referral route, assessment criteria, programme content, session, and programme length and that there is follow up at programme completion.

Most attendees identified that their health had benefitted from attending a programme and they were now making healthier choices.

Participants want to record their individual progress.

## Population Need

District	Population aged 5+ years (2021) (count)	Adults overweight or obese (2021/22) (%)	Population aged 4-5 (2021) (count)	Population aged 10-11 (2021) (count)	Reception: Prevalence of overweight (including obesity) (NCMP 2021/22) (%)	Year 6: Prevalence of overweight (including obesity) (NCMP 2021/22) (%)	Deprivation (IMD) score 2019 (score)
Burnley	88,886	73.4	2,481	2,505	25.4	42.6	37.8
Chorley	111,670	61.5	2,762	2,860	22.0	34.2	16.9
Fylde	78,064	62.5	1,426	1,619	23.5	31.7	15.9
Hyndburn	77,308	71.7	2,006	2,194	24.6	42.4	34.3
Lancaster	136,192	60.7	2,865	3,060	24.0	36.6	24.2
Pendle	89,805	67.6	2,621	2,752	24.2	40.1	30.7
Preston	138,912	62.1	3,772	3,786	24.1	37.4	29.5
Ribble Valley	58,926	66.7	1,121	1,403	20.0	33.9	10.6
Rossendale	67,091	63.3	1,673	1,846	23.6	38.1	24.1
South Ribble	105,534	64.2	2,452	2,593	21.9	36.2	15.3
West Lancashire	112,183	68.6	2,246	2,564	26.5	37.9	18.6
Wyre	107,056	66.7	2,149	2,407	24.6	36.4	20.9
Data source:	2021 Census	Fingertips, OHID	2021 Census	2021 Census	Fingertips, OHID	Fingertips, OHID	Ministry of Housing, Communities & Local Government (downloaded from Fingertips, OHID)

### Responsibilities:

Lancashire County Council

- Finance

- Community Services Dataset (CSDS) and digital data collection platform
- Public Health officer support
- Data
- Project Scope
- Prepare the Collaboration Agreements

#### Council Responsibilities:

- Will lead and coordinate all aspects of the healthy weight service, whether via direct delivery, subcontracting or working in partnership with other organisations and providers.
- Contract/Quality Management of Provider
- Support the development of place-based opportunities.
- Finance
- Officer Support

#### Joint Responsibilities

- Lancashire County Council/Districts/Provider(s) will work in partnership to facilitate relationships with key partners and work towards national and local ambitions.
- Lancashire County Council/Districts/Provider(s) will take a proactive approach to map the place-based assets of their local communities to inform their partnership links. The asset mapping will identify services, wider system partners and support the establishment of relationships, and referral pathways to effectively create a local joined up approach to healthy weight. They will attend and contribute to the relevant steering groups and partnership boards to support a whole systems approach to healthy weight.
- The Districts/Provider(s) supported by Lancashire County Council will deliver training to partner organisations to improve awareness of healthy weight and key nutritional

messages including but not limited to primary care colleagues, District Health, and Wellbeing partnerships, VSFCE organisations, NHS Health Check Providers.

- The Districts/Provider(s) will submit data with the support of Lancashire County Council, according to national reporting requirements. Currently the CSDS will be used.

### Key Outcomes

The Provider will deliver services that support the following overarching key service outcomes:

- To reduce overweight and obesity levels in place.
- A whole system approach to healthy weight in place.
- Reduce health inequalities.
- To support service users to feel healthier and have improved well-being.

### Service Delivery Aims and Overview

The service to be delivered will be an accessible multi component Healthy Weight Service for individuals which, at a minimum will include:

- A single point of assessment for all eligible individuals, whether self-referral or via health professionals.
- Adult weight management/healthy weight interventions that are evidence based and support healthy nutritionally balanced diets and healthier lifestyles.
- A family intervention based on the piloted programme known as PASTA (Play and skills at Teatime Activities) which will support healthy behaviours focusing on being active as a family, cooking healthy meals, playing out and reducing sedentary behaviour.
- Provide programmes embedded in the principles of and delivery methods that support behaviour change.



- Advice and support to access appropriate physical activity opportunities and reduce sedentary behaviours.
- An integrated approach that offers support outside of the Provider(s) own delivery, utilising a place-based approach that links with community assets.
- Maternal nutrition, healthy eating, and physical activity advice during pregnancy.
- Development of a network of place-based opportunities and encourage ongoing peer connection and support network.

The Healthy Weight Service will include components of a Tier 2 Weight Management Service for adults, a family programme that promotes and supports healthy weight behaviours, and a wider integrated support option for individuals who wish to access independent community services that support healthy weight behaviours.

The Healthy Weight Services will deliver its family-based programme as a group intervention. This will be a programme that does not place a focus on weight and instead encourages and models healthy lifestyle behaviours; and a varied balanced diet, support, and encouragement to get involved with community activities. For example, learning practical skills such a cooking and play in a fun environment.

The Districts/Provider(s) will work with Lancashire County Council to develop all elements of the service and be responsive to local population health needs and diversity and will contribute to reducing health inequalities in Lancashire through treatment and prevention. The Healthy Weight service must offer options to Service Users throughout service delivery but particularly on exit of the programme to support ongoing/long-term behaviour change.

The interventions and pathways in place will be fully explained to Service Users, and options will be offered where appropriate for the Service User to make an informed choice. The Districts/Provider(s) will signpost and refer Service Users for continued community and peer support.

Service Users family/carers/supporting others will be engaged in their healthy weight journey to improve their wellbeing, by discussing goals and agreeing a co-produced plan for support, where appropriate.

Making Every Contact Count (MECC) (<http://www.makingeverycontactcount.co.uk/>) should be integrated within service provision to ensure families are signposted to further ongoing support if required.

***The effect of collective actions is greater than the sum of individual actions***