

## Draft Service Specification for Procuring a Host Organisation – Dudley LINK

Applications are invited from organisations for the establishment of a host organisation to support a Local Involvement Network (LINK) in Dudley. The Host must be based in Dudley. Bids being made by single agencies or consortia are welcomed.

### **ROLE OF THE HOST ORGANISATION**

The Host is required to provide:

- Establish the initial set-up of the LINK.
- Work with the LINK participants to facilitate the establishment of the LINK's arrangements for managing and deciding on its activities
- Hold the finances of the LINK
- Facilitate the correspondence and communication activities of the LINK.
- Ensure data management and record-keeping of LINK information.
- Provide advice and support for the LINK.
- Have a strong commitment to forming strategic partnerships and effective working relationships with other organisations.
- Support the LINK in the development and promotion of its priorities and work plan and activities.
- Support and, where necessary, develop local networks to support ongoing, sustainable recruitment activity.
- Provide a service appropriate to people's needs and not discriminate on the grounds of their disability, race, culture, religion, sexuality, age or gender, in terms either of participation or of obtaining and presenting people's views and experiences.
- Operate within the agreed performance frameworks laid down in its contract with the local authority.
- Report back to the local authority on LINK/host activity in accordance with the terms of the contract and ensure the LINK annual report on expenditure, activity and achievements is sent to the Department of Health and made publicly available.

### **SELECTION CRITERIA**

The points identified in the Role of the Host Organisation will be used as a basis for evaluating tender submissions and drawing up a short-list.

Each bid will need to include a timetabled deliver plan for the establishing of the LINK with milestones, costs as well as a financial breakdown of how the grant (not as yet known) will be utilised. Monitoring and evaluation processes should also be identified.

Key selection criteria:

1. Experience of engaging with and involving local people from diverse communities
2. Experience and understanding of community development or community engagement approaches
3. Knowledge and experience of commissioning within the health and social care sector
4. Understanding of the community and voluntary sector (in Dudley)
5. Capacity to provide effective administrative and business support
6. Financial robustness and value for money

Please provide details of the following in your submission:

- How you meet the criteria stated in this invitation To Tender
- How the bid is fit for purpose in setting up a Host Organisation which will establish and support an effective LINK in Dudley.
- Organisational arrangements.
- Details of 2 referees.
- Please include 2 annual reports with your submission.

Proposals must be received as soon as possible, but no later than XX All submissions should be submitted to Brendan Clifford Assistant Director of Policy, Performance & Resources, & DACHs, Dudley DMBC, Ednam House, St. James's Road, Dudley, DY1 3JJ.