

Request for Quotation

Description of service	<p>Trowbridge Area Board is looking for an organisation that can provide a range of sporting activities including alternative sports for 13-19 year olds within the more rural parts of the Trowbridge Community Area and the centre, during the April half term, May bank holiday and summer holidays. We are looking for the sports to be in 4 rural parishes as well as the centre of Trowbridge, equalling five locations. We are looking for all five locations to have 2 hours each over 10 weeks giving a total of 100 hours of sporting provision. Please note as this is community work we are looking for 2 coaches per session a lead who must be a UKCC Level 2 and an Assistant who must be a UKCC Level 1/2</p> <p>The organisation will also be responsible for promotion, printing and advertisement, as well as risk assessments and safeguarding. All staff and volunteers must have an enhanced DBS and must be qualified to the stated level (please see below)</p> <p>Minimum Standards of Deployment (MSD) require all coaches to meet the following:-</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Minimum Standard for Deployment</th> <th style="text-align: center;">Criteria</th> </tr> </thead> <tbody> <tr> <td>Agreed minimum age</td> <td>Lead Coach or independent deliverer: 18+ years Assistant Coach: 16+ years</td> </tr> <tr> <td>Appropriate Qualifications</td> <td>Lead Coach or independent deliverer: UKCC / NGB Level 2 or above unless otherwise stated by the NGB Assistant Coach: UKCC Level 1</td> </tr> <tr> <td>Appropriate Insurance</td> <td>Coaches should have an insurance policy that covers the coach for the duties to be undertaken, this ensures both the coaches and participants are covered. Cover that is required: Public Liability Insurance and Professional Indemnity to a minimum of £5million</td> </tr> <tr> <td>Safeguarding & Protecting Children Workshop</td> <td>This workshop looks at good practice for a coach, enables the coach to understand different types of abuse, recognise signs and symptoms and to identify the appropriate action to take if abuse is suspected/disclosed to them.</td> </tr> <tr> <td>Welfare Safety Checks</td> <td>Lead Coach & Assistant Coach : Disclosure & Barring Service Check (previously CRB)</td> </tr> <tr> <td>1st Aid</td> <td>This workshop teaches participants how to respond</td> </tr> </tbody> </table>	Minimum Standard for Deployment	Criteria	Agreed minimum age	Lead Coach or independent deliverer: 18+ years Assistant Coach: 16+ years	Appropriate Qualifications	Lead Coach or independent deliverer: UKCC / NGB Level 2 or above unless otherwise stated by the NGB Assistant Coach: UKCC Level 1	Appropriate Insurance	Coaches should have an insurance policy that covers the coach for the duties to be undertaken, this ensures both the coaches and participants are covered. Cover that is required: Public Liability Insurance and Professional Indemnity to a minimum of £5million	Safeguarding & Protecting Children Workshop	This workshop looks at good practice for a coach, enables the coach to understand different types of abuse, recognise signs and symptoms and to identify the appropriate action to take if abuse is suspected/disclosed to them.	Welfare Safety Checks	Lead Coach & Assistant Coach : Disclosure & Barring Service Check (previously CRB)	1 st Aid	This workshop teaches participants how to respond
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	<p>Furthermore the sporting company must have a proven track record engaging hard to reach young people, the correct insurance in place as well as any relevant policies including safeguarding and Health and Safety.</p>		
Date (s) service required	April 2017 – August 2017		
Total cost	Please submit your total cost here £		
Evaluation criteria	Best value - combination of service provided and cost		
Terms and conditions	Wiltshire Council's standard terms and conditions apply These are available on www.wiltshire.gov.uk		
Payment terms	Payment within 28 days of the invoice date		
Quotation required by			
Please list which qualifications your staff hold (which would coach/deliver on the project)	<ul style="list-style-type: none"> • UKCC Level 2 in Rugby, Gymnastics, and Cheerleading, Tennis, Cricket and all sports below can be provided by our coaching team who are qualified to do so. • 1st for Sport Level 2 Multi Skills • 1st for Sport Principles and Practice in Coaching • Qualified Youth worker • StreetGames Managing Challenging Behaviour, Doorstep Sports Level 2) • Football • Tag Rugby • Cricket • Tennis • Hockey • Netball • Basketball • Tri-Golf • Multi-Skills • Street Surfing • Indo Boarding • Dodgeball 		

	<ul style="list-style-type: none"> • Ultimate Frisbee • Cheerleading • Badminton • SEN Multi Skills • Lacrosse • Handball • Rock-It-Ball • Rounders' • Circuits • Athletics • Futsal • Gymnastics • Archery coaching • Fencing
<p>Please describe your service including history of engagement with community projects, developing volunteers and numbers of staff/coaches.</p>	<p>Active Trowbridge is a non for profit sports development services within Trowbridge Town Council. We have been providing opportunities with key partners in our community for over 8 years. Active Trowbridge has 20 full time qualified sports coaches who delivery to all ages as is a fully inclusive services. Key partners included, Wiltshire Council, Collaborative Schools, TCAF, Sports partnership, and Local sports club, Trowbridge Town Hall / Art. Housing, Police, SPLASH just to name a few. We have worked closely to ensure engagement in our community is happening on a variety of projects.</p>
<p>Please state what your organisation can offer and a background of previous engagement of hard to reach young people</p>	<p>Active Trowbridge has been a key partner on the Wiltshire Council Street Games project, Urban Rugby with Bath Rugby Foundation and the community sports roadshow. We have provided detached work in the community areas, lunchtime provision at secondary schools to engage the hard to reach young people.</p>

<p>Please provide a breakdown of this projects costings for your organisation</p>	<ul style="list-style-type: none">- Coaching costs 2 x level 2 coaches x 100 hours = £ 4,000-- Marketing materials (design and print):£540.00- Banner Flags £720.00- Promotion (Street work, school assemblies, leafleting, partner engagement): £612.00- Youth Worker £ 308.00- Recording and reporting of KPIs £ 308.00- Inflatables in Kind <p>Total project cost : £6488.00</p>
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