

Commissioning Specification

LAA 06/09 Smoking Reduction

Expressions of Interest are invited from potential Delivery Agents to undertake the following commissioned activity:

LAA 06-09 Smoking Reduction

1 Introduction and context

The Oldham Partnership is utilising resources made available through the Area Based Grant by commissioning multi-agency services in order to achieve targets set in the Local Area Agreement. One of the LAA themes is Health and Wellbeing, where the vision is '*...people enjoy long, healthy, active and fulfilling lives.*'

Consequently the Health and Wellbeing Block is seeking to commission a Smoking Reduction and Intervention Service, aimed specifically at Oldham residents between the ages of 16 and 25 years.

2 Background

The activity to be commissioned must contribute to the achievement of the 4 week quit targets defined in National Indicator 123. The overall aim of this Indicator is to increase quit rates in groups, (e.g. young people), where there has historically been a lower success rate and engagement,

The service to be provided is expected to deliver a range of flexible, stop smoking interventions, (making use of new and innovative approaches), targeted at Oldham residents between the ages of 16 and 25 years. It is anticipated that the service will be provided from community-based locations, making use of outreach work and community health development techniques to deliver the commissioned activity.

The scope of the service must include two main strands:

- **prevention of the taking up of tobacco use by Oldham residents between the ages of 16 and 25 years**
- **early intervention and treatment to help Oldham residents between the ages of 16 and 25 years to stop smoking**

3 Anticipated Outcomes and Outputs

Outcomes

NI 123 – Stopping Smoking	Tier 1	To increase the rate of self-reported 4 week smoking quitters per 100,000 population aged 16 to a rate of 1161 per 100,000 by December 2011
NI 120 – All age all cause mortality rate	Tier 1	To contribute to the reduction in the rate of deaths per 100,000 to a rate of 725 male and 503 female by December 2011
NI 121 – Mortality rate from all circulatory diseases at ages 75	Tier 1	To contribute to the reduction in the mortality rate from circulatory diseases to 93.37 by December 2011 for those aged under 75
NI 122 – Mortality from all cancers at ages under 75	Tier 1	To contribute to the reduction in the mortality rate from cancers to 116.58 by December 2011 for those aged under 75

Anticipated Primary Outputs

Primary Outputs	Estimated total over lifetime of the commissioned activity, (which must be completed by March 31 st 2011).
Number of young people, (16-25 years), engaged by preventive interventions to stop them from taking up smoking	1,500
Number of young people, (16-25 years), participating in treatment interventions to quit smoking	500
Number of young people (16-25 years), who participate in treatment interventions and who progress successfully to quitting smoking	250
Production of annual report	1
Undertaking of annual, in-house, qualitative evaluation of users' experiences and outcomes	1
Attendance of Delivery Agent's key service staff at Commissioning Group meeting	1

Anticipated Secondary Outputs (deriving from the Primary Outputs detailed above).

Output	Estimated total over lifetime of the commissioned activity, (which must be completed by March 31st 2011)
Number of preventive interventions undertaken to discourage young people, (16-25 years), from taking up tobacco use	To be proposed by the Delivery Agent
Number of interventions undertaken to identify smokers (16-25 years) with a view to engaging them on a smoking cessation programme	To be proposed by the Delivery Agent
Number of smokers (16-25 years) identified as a result of interventions undertaken	To be proposed by the Delivery Agent
Number of different types of treatment interventions to quit smoking offered to young people, (16-25 years)	To be proposed by the Delivery Agent
Number of young people, (16-25 years) taking part in each type of treatment intervention to quit smoking	To be proposed by the Delivery Agent
Number of hours of smoking cessation services, (specifically dedicated to supporting young people 16-25 years to quit), delivered	To be proposed by the Delivery Agent
Number of young people, (16-25 years), of BME origin, who benefit from the smoking cessation services delivered by the commissioned activity	To be proposed by the Delivery Agent

The anticipated primary and secondary outputs are meant to reflect the likely delivery of the two main strands of the service:

prevention of the taking up of tobacco use by Oldham residents between the ages of 16 and 25 years

early intervention and treatment to help Oldham residents between the ages of 16 and 25 years to stop smoking

To this end, the broad stages of intervention are likely to involve:

- General information sessions delivered to non-smokers and smokers between the ages of 16 and 25 years
- Identification of young people, who are either at risk of becoming smokers or who are already smokers, who would benefit from the service's intervention
- Engagement of young people in prevention programmes or enrolment of young people onto treatment programmes, whichever is appropriate

- Completion of appropriate prevention or treatment programmes by young people

N.B. Potential Delivery Agents are welcome to propose additional outputs in their Expressions of Interest

Expressions of Interest are therefore invited from potential Delivery Agents for:

LAA 06/09 Smoking Reduction

Potential Delivery Agents

- Expressions of Interest are welcomed from individual organisations or consortia. If a consortium applies to undertake delivery of the commissioned activity, **one organisation must be identified as the Lead Delivery Agent.** Accountability for delivery will remain with that identified Lead Delivery Agent.

N.B. A maximum of **£100,000** from Area Based Grant Funds has been allocated to this Commissioned Activity, (which must be completed by March 31st 2011), as follows:

Year One	2009-10	£50,000
Year Two	2010-11	£50,000

- Progression into Year Two of delivery will be subject to satisfactory, ongoing and year-end evaluation of delivery in Year One
- The Commissioned Activity must be completed **by March 31st 2011**
- The intellectual property rights of all material, associated information and reports, specifically produced for, and resulting from, the delivery of this commissioned activity will belong to the Oldham Partnership

4 Programme Specification

<p>Elements of the Activity to be Commissioned</p>	<p><i>The Health and Wellbeing Block does not intend to be over-prescriptive, either in terms of the approach to be taken or the nature of the work to be undertaken in delivering this commissioned activity.</i></p> <p><i>However, it is envisaged that potential Delivery Agents, in formulating their Expressions of Interest, will include the following areas of work in their proposals for delivery of the commissioned activity:</i></p>
<p>Smoking Reduction</p>	<ul style="list-style-type: none"> • Provision of a tailored service for 16-25 year olds incorporating the following broad stages: <ol style="list-style-type: none"> 1. General information sessions delivered to non-smokers and smokers between the ages of 16 and 25 years 2. Identification of young people, who are either at risk of becoming smokers or who are already smokers, who would benefit from the service's intervention 3. Engagement of young people in prevention programmes or enrolment of young people onto treatment programmes, whichever is appropriate 4. Completion of appropriate prevention or treatment programmes by young people • A detailed description of how the service will be delivered – location, approach, scope, work programme (eg a range of flexible stop smoking interventions and prevention interventions from community-based locations and incorporating outreach work and community health development techniques) • A description of innovative and new ways to engage young people in the target group • Details of how the service will address both prevention of the take up of tobacco use and also the quitting of smoking • A basis for how clients are accepted/ refused for enrolment onto the treatment intervention programme • Estimated number of BME clients, who will benefit from the services delivered by the commissioned activity • Details of how users' experiences and outcomes will be evaluated • Proposals for the structure and content of the annual report
<p>Partnership Working</p>	<p>The successful Delivery Agent will be expected to cooperate and collaborate, where appropriate, with other Delivery Agents undertaking activity commissioned on behalf of the Oldham Partnership and other agencies.</p>

Duration of commissioned Activity	The Commissioned Activity must commence in July 2009 and end on March 31st 2011									
Prospective Delivery Agents	Only Expressions of Interest with a SINGLE , identified Lead Delivery Agent will be considered. Where the Lead Delivery Agent wishes to sub-contract part/all of the activity, accountability will remain with the Lead Delivery agent. Any proposed sub-contract arrangements must be clearly stated in the Expression of Interest and will be scrutinised by the Assessment Panel.									
Deadline for receipt of Expressions of Interest	Potential Delivery Agents, (individual organisations or consortia) must submit their Expressions of Interest for undertaking the Commissioned Activity by 1.00 pm, Wednesday, 24th June 2009 . Two references should accompany the submission									
Area Based Grant Funds available	A maximum of £100,000 from Area Based Grant Funds has been allocated to this Commissioned Activity, (which must be completed by March 31 st 2011): <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding-right: 20px;">Year One</td> <td style="padding-right: 20px;">2009-10</td> <td>£50,000</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td style="padding-right: 20px;">Year Two</td> <td style="padding-right: 20px;">2010-11</td> <td>£50,000</td> </tr> </table>	Year One	2009-10	£50,000	 	 	 	Year Two	2010-11	£50,000
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Year Two	2010-11	£50,000								
Intellectual Property Rights	The intellectual property rights of material, associated information and all reports <u>specifically produced for, and resulting from,</u> this Commissioned Activity will belong to the Oldham Partnership.									

5 Further Information

In formulating applications, potential Delivery Agents should bear in mind that the Assessment Panel, which will consider their submissions, will expect to see the following detail:

- Measurable, quantifiable outputs, which demonstrate the effectiveness, scope and scale of the work to be undertaken over the lifetime of the commissioned activity, (which must be completed by March 31st 2011).
- Fully costed Expenditure Profiles, demonstrating value for money and effective use of financial resources and staff, relating to the commissioned activity, (which must be completed by March 31st 2011).
- A work schedule, which shows clearly how the Commissioned Activity will commence and be completed within the designated time scale
- Details of the quality assurance standards that will be applied to ensure effective delivery of the commissioned activity
- Evidence, (backed up by references), of practical experience and demonstrable achievement in this field of activity

- Details of staff to be deployed, giving names and specialist expertise etc. This applies to all staff, including, where relevant, those employed by other organisations in the consortium and by sub-contractors. In cases where new staff may need to be recruited, details of the recruitment timetable, job descriptions, person specifications etc must be supplied.
- Contingency plans / risk assessments to cover eventualities such as the departure or sickness of key staff during delivery of the Commissioned Activity
- Evidence that equality and diversity issues have been taken fully into account in planning the delivery of the Commissioned Activity.
- Details of plans to ensure collaborative, joined-up working and sharing of information in situations where sub-contractors are undertaking elements of the commissioned activity

6 Deadline for Submission of Expressions of Interest

- An electronic version of the Expression of Interest should be submitted on the template provided to: shirley.allen@oldham.gov.uk
- **Two references** should also be e-mailed to shirley.allen@oldham.gov.uk
- In addition, a **hand-signed**, hard copy of the Expression of Interest, (on the template provided), must be sent to the address listed below.

All Expressions of Interest, (electronic and hard copy versions) must be received by **1.00 pm Wednesday 24th June 2009**. Submissions received after the stated deadline will **not** be considered.

It is the responsibility of the potential Delivery Agent to ensure that a signed, hard copy of their Expression of Interest has been received at the following address within the stated deadline.

Private and Confidential
(Ref: 06-09 SMOKRED)
Shirley Allen
LAA Commissioning Unit
2nd Floor
Oldham Business Centre
Cromwell Street
Oldham
OL1 1BB

7 Selection Procedure

All Expressions of Interest received from potential Delivery Agents within the stated deadline will be considered by an Assessment Panel, which will meet as soon as possible by the 10th July 2009.

A shortlist of preferred Delivery Agents will be invited to deliver a presentation at an interview. The selected Delivery Agents will be notified accordingly.

The successful Delivery Agent will subsequently be notified of the outcome and invited to participate in the next stage of the process, (the drawing up of an agreed Delivery Schedule).

N.B. The anticipated Outputs proposed by the successful Delivery Agent will be finalised during the drawing up of the Delivery Schedule.

Unsuccessful organisations will be notified in due course.