

Stop Smoking Service – expressions of interest

24 July 2013

We would like to receive expressions of interest from local voluntary organisations based in Westminster, Kensington & Chelsea or Hammersmith & Fulham that are interested in delivering outreach and community engagement activities in the local community to help people quit smoking.

An information event will be held on Tuesday 6 August 2013 (detailed below).

Background

The Tri-Borough Public Health Team (now based at Westminster City Council) is re-commissioning the Stop Smoking Service with a view to a new tri-borough service being in place by 1st January 2014. Smoking remains a major public health issue and is the single largest cause of preventable death in the UK.

We (KCCE-CIC) will be working in partnership with Kick-It Stop Smoking to bid for this contract. If we are successful, KCCE-CIC will coordinate outreach and engagement activities across the tri-borough area. We will need community-based voluntary organisations to direct and support people into the local authority-funded Stop Smoking Service, and also undertake or support some smoking prevention activities.

To be eligible to be part of this work, organisations must:

- (1) have well-established links with local communities in the tri-borough area, particularly those that have high rates of smoking and those that mainstream services traditionally find hard to engage (see information below), and a track record in working with those communities to improve health and well-being (ESSENTIAL)
- (2) are formally constituted as a charity or company (see below) (ESSENTIAL)
- (3) have a track record in delivering behaviour change and/or smoking cessation services (DESIRABLE)
- (4) have passed KCCE-CIC's pre-qualification questionnaire (ESSENTIAL)
- (5) be prepared to work collaboratively in partnership with other community organisations and be held accountable to agreed targets. (ESSENTIAL)

Timetable

5 August 2013	Deadline for submission of expression of interest
6 August 12.00	Information event
12 August	Deadline for lead organisation to submit tender
23 August	Deadline to complete the KCSC Pre-Qualification Questionnaire (PQQ) online (for those organisations not completed already)
20 September	Deadline for KCSC to assess incoming PQQs
14 October	Bidders to be informed which organisation has won the tender
1 January 2014	New tri-borough Stop Smoking Service begins

Why should community organisations get involved in this?

This is a great opportunity for small community-based organisations that are involved in health improvement.

If our bid to deliver the Stop-Smoking Service is successful, we will need community-based organisations to take part in a number of activities, for example:

- getting volunteers from your organisation trained up to make brief interventions and to promote smoking cessation within your organisation/community
- community outreach and face to face promotion, resulting in brief interventions and referrals to the stop smoking service.
- targeted social media campaigns.
- provision of stop smoking advice/clinics.
- assistance with provision/translation of culturally specific resources

The overall contract for the service would be for 4 years. Projects involving community based organisations could take place at any point in the four year period and will vary in length and value depending on the piece of work. Whilst there will be a (limited) amount of funding available for some of these projects, we are looking to engage with organisations that can “add value” through use of their existing work and networks.

What types of organisations should get involved?

We would like to work with organisations that:

- are based in or predominantly working with communities in the boroughs of Hammersmith & Fulham, Kensington & Chelsea and/or Westminster
- are constituted (i.e. a registered charity, or a company with non-profit-making status such as company limited by guarantee or community interest company)
- are in touch with and have experience of working with the following target populations:
 - o people living in Queen’s Park, Harrow Road, Church Street, Golborne, College Park and Old Oak, Wormholt and White City, Shepherd’s Bush, Westbourne, North End, Churchill and Tachbrook (these are the most deprived parts of the three boroughs where smoking rates are highest).
 - o Men from any of the following ethnic groups: Black Caribbean, Bangladeshi, Chinese, White Irish and Other White
 - o Women from any of the following ethnic groups: Black Caribbean, White English, White Irish and Other White
 - o Pregnant women
 - o People out of education and employment
 - o People with a severe mental health condition
 - o Young people
 - o People who are deaf, hard of hearing, blind or partially sighted.

What is the process?

We are currently going through the tendering process and hope to win it, but at this stage there is no guarantee that we will win the tender. We are making links with community organisations now so that when the contract begins (if we are the successful bidder) we have the relationships in place to get the service up and running quickly.

By mid-October we will be informed if our bid is the successful one. If that is the case, we will then start engaging partner organisations to support the delivery of the service. This will include proper partnership agreements and service level agreements.

In order to be part of this work, organisations must have completed our standard pre-qualification questionnaire (PQQ) by 23 August. Contracts are likely to be below £5,000 and therefore organisations will need to complete the 'light' version of our PQQ. This is an 'internal' process and your information is not shared with commissioners. If there are any gaps in the PQQ, or areas where an organisation does not meet the required standard, we can provide support in reaching the standard over the coming months before the service begins in January 2014. We can also offer support in actually completing the PQQ.

PLEASE NOTE:

We understand that community organisations might go through this process and we might not win the contract, but this PQQ will enable your organisation to take part in future contract opportunities, and also by gathering the data that you need, you are also preparing your organisation for grants and commissioning opportunities. Your effort will not be wasted.

What is Kensington & Chelsea Community Enterprises CIC?

Kensington & Chelsea Community Enterprises is a new community interest company (CIC) that the Social Council has set up to help small local charities bid to deliver public services. We aim to bid for public service contracts and sub-contract delivery of services to local organisations that meet certain quality requirements. More information:

<http://www.kcsc.org.uk/kc-community-enterprises>

The company is based at the Social Council's offices in Ladbrooke Grove and is run by KCSC staff.

How do we get involved?

1. Consider the target populations listed above, and whether your organisation can ensure that the stop-smoking service can reach one or more of those demographic groups
2. Submit your Expression of Interest online at www.kcsc.org.uk/stop-smoking - This includes booking your place for the information event on Tuesday 6 August, 12-2pm at the offices of Kick-It Stop Smoking, 7 Galena Road, Hammersmith, London W6 0LT.
3. Attend the information event, where we will answer your questions in more detail.

4. We will send you a copy of the Pre-Qualification Questionnaire requirements so that you can start work on this. Support with this is available from Kensington & Chelsea Social Council.

At any time please feel free to contact:

Lev Pedro

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Kensington & Chelsea Social Council / Kensington & Chelsea Community

Enterprises CIC

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Please note that this expression of interest does not in any way guarantee that your organisation will be guaranteed a contract.