



Leicestershire
Holiday Activities and Food Programme
Holiday Clubs Tenderer's Event

Background to the DfE HAF Programme

The DfE have recognised that school holidays can be pressure points for some families because of increased costs and reduced incomes:

- Some children are more likely to experience 'unhealthy holidays' in terms of nutrition and physical health
- Some children from lower-income families are less likely to access fun activities

2018 -2020 the DfE invested in pilot programmes to deliver free healthy meals and fun activities to disadvantaged children over the summer holidays.

Following these successful pilots, the programme was rolled out to all local authorities in 2021 so that children on free school meals across England could be offered free healthy meals and enriching activities over the Easter, summer and Christmas holidays

HAF model aims to support high quality provision coordinated across a local area

Local coordinator objectives



MAP
PROVISION



AWARD
FUNDING



SUPPORT
PROVIDERS



PROMOTE
PROVISION



WORK WITH
OTHERS



DEVELOP
SUSTAINABLE
APPROACHES

We want children attending clubs to:

- Eat more healthily
- Be more active
- Take part in engaging and enriching activities
- Be safe and not isolated
- Have greater knowledge of health and nutrition
- Be more engaged with school and other services
- Have greater knowledge and awareness of holiday club provision

HAF minimum standards aim to support high quality provision



Healthy food



Enriching activities



Physical activities



Nutritional education



Policies and procedures

And a few other requirements:

- Inclusive and accessible provision (e.g. SEND and rural children)
- Provision offered to all FSM children in the local authority
- At least 4 hours for 4 days a week, for 4 weeks in the summer (max 16 sessions)

HAF 2021 delivery

Spring HAF (4 sessions/16 hours)

- Awarded approx. £75,000 HAF funding to schools to deliver across 30 venues
- 700 children accessed HAF funded places

Summer HAF (4 hours x 4 days x 4 weeks)

- Awarded approx. £600,000 HAF funding to 25 providers to deliver across 58 venues
- 1496 children accessed HAF funded places

Winter HAF (4 sessions/16 hours)

- Awarded approx. £105,000 to 22 providers to deliver 1500 places at 39 venues across the county
- 1,129 children accessed HAF funded places

HAF 2022 - 2025

- The 2021 spending review announced over £200 million a year for the continuation of the holiday activities and food programme from 2022-2025
- Leicestershire allocation for 2022, for the co-ordination of the programme and delivery of holiday clubs in the Easter, summer and Christmas school holidays, is £1,508,610
- Funding must target school aged children eligible for and receiving benefits-related free school meals . (Infant pupils who receive a free meal under UIFSM must also be eligible for benefits-related FSM to be able to access a HAF place)
- LA can use up to 10% of their total funding allocation to cover costs and 15% of delivery funding at their discretion to provide places for children not in receipt of benefits-related free school meals but who are considered in need of this provision (eg LAC, CIN, CP, SEND) – this is co-ordinated by the LA who may ask providers to offer some “LCC referred” places as part of their HAF offer.

Support for providers

- **Pre – application Q and A:** A pre-application Q and A session will be held to support prospective providers to understand the requirements of the HAF programme and the application process.
- **Mapping :** Heat mapping FSM data to identify areas on highest need in the county
- **Training support:** Online workshops will be offered to successful providers before each delivery period to support them to meet the required HAF standards.
- **Comms support:** Centralised comms support in the lead up to each holiday period, promoting the HAF programme to parents/carers through various channels including dedicated HAF webpages on The Council and Active Together websites. Providers are expected to carry out their own promotion of each holiday provision in the area local to that provision, actively target eligible children within the area.
- **Resource support:** An online resource hub will be available for providers including ideas, information, resources, tools, videos and links relating to the required HAF standards.
- **Booking system:** A central booking system that will commence from winter 2022 with details of the HAF provision being offered during each holiday period, including provider information, venues, session dates and times, age groups being catered for and how to book a place
- **Quality Assurance and Improvement support:** QA visits will be undertaken to HAF provision, and recommendations and support will be offered to providers to help improve the quality of future provision.
- **Provider Network:** Events will be held to enable providers to come together to share learning and successes.

Changes to Funding Process

- Following the Government's confirmation of the continuation of the HAF programme for three years from 2022-25, the Council was required to review the process for awarding funding to providers through direct grants and to identify a process for the 3 year programme that is compliant with Contract Procedure Rules and the Public Contract Regulations.
- The Council's Cabinet agreed to an exemption to the contract procedure rules for Spring and Summer 2022 to allow direct grant awards to providers to continue while this review was being undertaken.
- The review has been completed and the decision was made to move to a Dynamic Purchasing System (DPS) for awarding contracts to HAF providers for the remainder of the 3 year programme.

The procurement is being run as a Dynamic Purchasing System (DPS)

Tenders must be submitted to gain a place on the DPS. A place on the DPS will allow providers to apply for Holiday Club Places prior to each Holiday Period.

Tenders must be submitted by completing the online questions - HAF ITT Part D - Selection Questionnaire

The DPS will run for an initial period of 2 years and 2 months from 1st November 2022 with the potential to extend

Completed tender submissions can be submitted at any time during the DPS period. Submissions will be evaluated and places on the DPS awarded as Rounds

DPS Rounds will be periodically closed to allow tender submissions to be evaluated and places on the DPS awarded.

To be able to apply for Spring 2023 Holiday Club provision providers must submit a tender in Round 2

Completed tender submissions for Round 2 must be completed by:

7th December 2022

12.00 noon

Following Rounds will be closed and evaluated 3 times a year as detailed in Doc 1 – ITT Part A – Overview & Instructions

Tender documents

- All information relating to service provision and the DPS processes are contained within the tender documents
- The tender documents can be downloaded from the e-tendering portal – It is important that providers read and understand these documents

Portal Messaging Facility

- All questions related to the tender documents, the requirement or the procurement process must be submitted via the e-tendering portal messaging facility
- This is where the Council will send out the responses to providers questions, any changes to the information in the tender documents or relevant information that is not contained within the tender documents
- Please look out for notifications from the portal that you have a new message – check junk mail too

Clarification Questions

A **clarification log** will be issued periodically to all tenderers that have expressed an interest. This will share the questions and responses with all tenderers so that everyone is using the same information.

Prior to each Holiday Period (Winter, Spring and Summer) the Council will run a further competition (Holiday Club Contract Allocation) Process.

All Providers who have successfully been admitted onto the DPS will be invited to submit an application form (via the e-tendering portal) for the up coming Holiday Period.

The application forms will be evaluated and Holiday Club places allocated between the successful applicants.

Further details on the process can be found in Doc 1 – ITT Part A – Overview & Instructions

To apply for a place on the DPS you must register as a supplier on the EastMidsTenders Portal and express an interest in the opportunity

<https://procontract.due-north.com/Advert?advertId=a6208493-a614-ed11-8117-005056b64545&p=527b4bbd-5c58-e511-80ef-000c29c9ba21>

If you are already registered as a provider on EastMidsTenders you can register your interest in the opportunity by clicking on the green button on the right hand side of the screen

If you are not already registered as a provider on EastMidsTenders you can complete a simple registration process by clicking on the 'Register free' link below the green button

The Council is not able to provide technical support with the portal. If you have any issues with logging into the system, accessing information or submitting your application please contact the portal supplier:

Full instructions on how to bid for contract opportunities on the portal can be found here <https://supplierhelp.due-north.com> . If you are unable to resolve your issue by this method and require additional assistance, please contact the Technical Support Team:

You should email ProContractSuppliers@proactis.com for all support issues. This will auto-log a support ticket in the new PROACTIS Supplier Support Helpdesk - <http://proactis.kayako.com/default>

In emergency situations you can contact the Supplier Support Service Desk on +44 (0)330 005 0352 this should be by exception and not as a rule and you should already have logged a support ticket prior to your call.

To avoid any issues when submitting your application by the deadline please don't leave it to the last minute to submit your application

Activity	Date
Round 2 closing date for submission of tenders	7th December 2022
Round 2 Evaluation of Tenders	December - Mid January
Round 2 Award letters issued	W/C 18 th January 2023
Round 2 Standstill period begins	26 th January 2023
Round 2 Standstill period ends	4 th February 2023
DPS start date	6th February 2023
Further Competition Starts	8 th February 2023

Any Questions?

If you have a question, please click once on the raise hand icon in your call controls and the presenter will ask each person in turn to ask their question.

Please keep your microphone muted until you are asked to speak.

Alternatively please post a question using the chat window