



west midlands
police and crime
commissioner



WEST MIDLANDS
VIOLENCE
REDUCTION
PARTNERSHIP

Regulated Below-Threshold Tender

Invitation to Tender – Statement of Requirements

Violence Reduction Partnership Research and Evaluation

Reference Number 155067

Contents

1. Introduction	3
2. Background to the West Midlands Violence Reduction Partnership (WMVRP)	3
3. Social Value	Error! Bookmark not defined.
4. Scope and Specification	4
5. Additional Information.....	Error! Bookmark not defined.
6. Pricing	5
7. Delivery Model	Error! Bookmark not defined.
8. Contract Management.....	5
9. Service Credits.....	6
Annex 1 – Contract Management Information Requirements.....	9

1. Introduction

1.1 This Invitation to Tender (“ITT”) has been issued by The contracting authority who are seeking to award a **below-threshold contract** for the provision of Violence Reduction Partnership’s Research and Evaluation.

1.2 The requirement will be tendered to seek single or multiple suppliers to deliver Research and Evaluation for the West Midlands Violence Reduction Partnership under the following contract lots:

1.2.1 Lot 1 – Violence Reduction Partnership Community Research

1.2.2 Lot 2 - Violence Reduction Partnership Research and Evaluation Support

1.2.3 Lot 3 - Violence Reduction Partnership Habitual Knife Carriers Evaluation.

1.3 The Contract Term shall be for a period of up to 6 months, ending 31 March 2027 with 1 opportunity to extend for up to a further 12 months.

1.4 The anticipated commencement date of the contracts is October 2026. Any changes to this commencement date will be communicated to all Bidders via the [OPCC website](#).

2. Background to the West Midlands Violence Reduction Partnership (WMVRP)

2.1 The West Midlands Violence Reduction Partnership (WMVRP) is one of twenty VRPs across England and Wales, established in 2019 and funded by the Home Office to build capacity in local places and systems, to tackle the root causes of violence. The VRP consists of public, private, voluntary and community sector organisations, bringing efforts together across the West Midlands Metropolitan Region to deliver on this objective. The WMVRP Team is made up of a range of specialists who work regionally and locally to facilitate and encourage the development of system-wide responses to preventing and reducing violence, as well as directly delivering and commissioning a range of services/interventions. The Team actively work with local violence reduction partnerships to support their local violence prevention/reduction systems, enabling everyone from frontline workers to senior leaders to access data and information about the nature of violence in the region; support them to meet the statutory requirements of the Serious Violence Duty; and lead on developing and sharing a robust evidence base to understand the impact of interventions. The VRP adopts a public health approach to preventing violence. This means focusing on understanding the root causes of the problem and testing, evaluating and upscaling interventions. Developing stronger data, analysis and evaluation is key to working in this way. A public health approach to preventing and reducing violence:

- Is collaborative
- Develops the evidence base
- Promotes innovation
- Promotes equity and equality
- Builds on the strengths of individuals and communities

2.2 The VRP takes a life course approach, ensuring interventions and support to prevent violence is available at each life stage.

3. Scope and Specification

3.1 Please see the individual specifications for the following Lots:

Lot 1 – Violence Reduction Partnership Community Research

Lot 2 - Violence Reduction Partnership Research and Evaluation Support

Lot 3 - Violence Reduction Partnership Habitual Knife Carriers Evaluation.

4. Pricing

- 4.1 Bidders must complete the pricing schedule document within the tender pack.
- 4.2 Indicative spend for the contracts are detailed in the specifications and exclude VAT.
- 4.3 Payment terms are 30 days payment. Payment will be quarterly and be made on the basis satisfactory monitoring as per section 5.
- 4.4 Investment is for the period 1st October 2026 – 31st March 2027 with potential to extend the scope of Lot 1 and Lot 2 contracts. Please only provide pricing for the initial term up to March 2027.

5. Contract Management

- 5.1 As part of the submission, the successful Bidder must provide a point of contact who will be responsible for contract performance and delivery. This representative will liaise with the contracting authority Contract Manager monthly and must ensure that any questions or issues are reported to the correct person for timely resolution, as detailed in the KPIs included in the service specifications.
- 5.2 Over the lifetime of the contract, successful Bidder(s) will be expected to meet the Key Performance Indicators included in the service specification, which will be reviewed on a quarterly basis as part of the contract management process.
- 5.3 KPI data must be provided within 10 working days of the agreed due date(s). KPI data will be used to measure and track the successful Bidder(s)' performance across each individual contract and across all contracts awarded under the contract.
- 5.4 As part of the contract management process the contracting authority will hold monthly reviews with the successful bidder(s).
- 5.5 Reports and Management Information

5.5.1 Throughout the term of the contract the successful Bidder(s) must provide Management Information (MI) to the contracting authority. This information is set out in **Annex 1**.

A) Management Information Report

Bidders are required to provide the information detailed in Annex 1 – Contract MI Reports on a quarterly basis within 10 working days of the quarter end. The report fields are not exhaustive and are subject to amendment as part of The contracting authority's strategic supplier management and continuous improvement.

6. Service Credits

6.1 No service credits shall apply where delays are caused by the Authority or agreed changes to scope of timetable.

6.2 Where possible, the Authority will allow the supplier to remedy before service credits are applied.

6.3 If the supplier fails the same KPI in two consecutive reporting periods or misses any key milestone by more than one month, the Authority may require a formal improvement plan and reserves the right to escalate under the contract

6.4 There will be a maximum overall cap of 10% per lot.

6.5 Service Credits for Lot 1 – Violence Reduction Partnership Community Research

Service Level	Service Credit Trigger	Service Credit
Recruit a peer research team of at least 15 individuals who reside in West Midlands postcodes and are representative of the seven local authority areas.	Fewer than 15 researcher recruited by the agreed date	5% of the annual contract price
Clear and detailed methodology with research questions and methods proposed by month 2 of the project.	Submitted up to 10 working days late More than 10 working days late	2% of the annual contract price

Demonstrate a peer research team participant demographics match local census data by month 3 of the project.	Evidence not provided by the deadline	2% of the annual contract price
Complete 250 peer-led surveys and 30 in-depth peer interviews with local residents across the West Midlands by February 2027.	Deliver fewer than 200 surveys Deliver fewer than 20 interviews	2% of the annual contract price 2% of the annual contract price

6.6 Service Credits for Lot 2 - Violence Reduction Partnership Research and Evaluation Support

Service Level	Service Credit Trigger	Service Credit
Local Authority Engagement: 100% of the 7 West Midlands local authorities offered and received at least 2 dedicated advisory sessions.	One Authority receives fewer than two sessions	2% of the annual contract price
	More than two authorities miss the requirement	5% of the annual contract price
	The supplier will be given an opportunity to hold a rearranged advisory session within 20 working days.	
At least 2 formal reviews and expert guidance on methodological plans for on-going interventions by March 2026.	Delivery more than 20 working days late without an agreed extension	2% of the annual contract price
	Failure to delivery by the end of the reporting period	5% of the annual contract price

100% attendance at scheduled monthly internal performance and evaluation meetings.	One unexplained absence	1% of quarterly charge
	Two or more unexplained absences in a quarter	3% of quarterly charge
	Charges excluded where the authority cancels meetings or does not provide information needed for delivery.	

6.7 Service Credits for Lot 3 - Violence Reduction Partnership Habitual Knife Carriers Evaluation.

Service Level	Service Credit Trigger	Service Credit
Draft process evaluation to be shared with WMP and VRP by 28 th February 2027	Submitted up to 10 working days late	2% of the annual contract price
	Submitted more than 10 working days late	5% of the annual contract price
	Draft requires substantial reworking because it does not meet the agreed specification	Additional 3% of the annual contract
Final process evaluation to be completed and signed off by WMP and VRP by 31 st March 2027.	Submitted up to 10 working days late	2% of the annual contract price
	Submitted more than 10 working days late	5% of the annual contract price
	Final report not approved due to failure to meet the agreed specification (excluding authority requested changes)	Additional 3% of the annual contract
Monthly meetings with WMP lead for HKCs and VRP Data and Evaluation Manager.	Failure to attend a scheduled meeting without reasonable notice or agreed substitute	1% of monthly contract charge
	Two or more missed meetings in a quarter	3% of the quarterly charge
Engagement and collaboration with a range of agencies engaged in the HKC process including West Midlands Police, Office of the	Failure to undertake agreed stakeholder engagement activities or provide evidence of engagement	2% of the annual contract price

Police and Crime Commissioner, West Midlands Violence Reduction Partnership, local statutory and voluntary sector.		
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Annex 1 – Contract Management Information Requirements

A. Management Information Report

The following information must be provided as per the timescales detailed in 5.4.1, unless otherwise specified below. The successful bidder must provide this information in an electronic format, e.g. an Excel spreadsheet.

A. Management Information	B. Frequency
Service Progress Issues / Risks Progress against milestones and KPIs Finance – invoices	Monthly