

VCSE Procurement Event - October 2023

Thank you for your continued engagement with the Voluntary, Community and Social Enterprise Sector Commissioning Programme in Kingston.

As you are aware, over the summer we have been working with the sector to codesign outcomes and requirements for our future commissioned services. We have also engaged with elected Members, the NHS and the wider market to refine these further. We are now at phase three of the VCSE re-commissioning programme.

Phase three commissioning and procurement activities will begin this month, October, 2023 and the Council will seek to award contracts in February, 2024 for services to commence in April, 2024.

We recognise that this is a challenging and uncertain time for affected organisations so the Council wishes to support voluntary and community organisations through this procurement process and has arranged a virtual procurement event to cover basic procurement elements such as:

- *How to submit a tender for a theme and sub-theme*
- *How to write an effective method statement*
- *How to use the London Tenders Portal*
- *What documents should you complete at the different stages of the procurement process*
- *Understanding service specification requirements, contract terms & conditions and insurance level requirements*
- *Evaluation criteria and scoring*

The event will provide a step-by-step guide to the process and will be held virtually on **Wednesday 18th, October 10.00 - 11.15am**. The Council will also endeavour to make a recording of the session available afterwards alongside a summary of any questions asked and the response.

All VCSE organisations are welcome to attend, even if an organisation does not intend to submit a tender under phase three. Although the virtual event will cover some details specific to the phase three contracts, much of the information will be generic to the Council's procurement process and may be useful if your organisation is interested in tendering for other Council contracts.

Please complete the attendance form attached to this email in order to RSVP for the procurement event. A link to the virtual event will be sent to VCSE organisations on **Monday, 16th October 2023**.

The Council would like to thank you again for your support and all the work the VCSE organisations do in Kingston.

If you have any further questions or comments please email commissioning@kingston.gov.uk See you all at the engagement event.