**FORM OF CONTRACT**

**Contract no. 2021-0036**

**For**

**Research and Public Consultation: Fire and Rescue Plan and**

**North Yorkshire Fire and Rescue Service’s Resource Model**

**[Insert Date] to [Insert Date]**

**Table of Contents**

Section One: Form of Contract 3

Section Two: General Terms and Conditions 5

Section Three: Special Conditions 6

Section Four: Specification 7

Section Five: Schedule of Rates 9

Sectiion Six: Change Control Notice…………………………………………………………………………10

Section Seven: Service Level Agreement 12

Section Eight: Key Contacts 13

Section Nine: Request For Quotation Response and clarifications letters 14

Section Ten: Data Processing Contract ……………………………………………………………..…….15

Section Eleven: Security Aspects Letter……..…………………………………………………………….16

# Section One: Form of Contract

THIS CONTRACTis made on [Insert Date] between;

The Police, Fire and Crime Commissioner for North Yorkshire (PFCCNY) of 12, Granby Road, Harrogate, North Yorkshire, HG1 4ST whose principal place of business is at North Yorkshire Police, Headquarters, Alverton Court, Crosby Road, Northallerton, North Yorkshire, DL6 1BF.

and

[Insert supplier name and address] (Supplier)

**BACKGROUND**

The PFCCNY wishes to arrange for the provision of a **Research and Public Consultation: Fire and Rescue Plan and North Yorkshire Fire and Rescue Service’s Resource Model.**

The PFCCNY has accepted a Request For Quotation from the Supplier for the Contract.

**IT IS AGREED:**

1. In this Contract words and expressions shall have the meanings assigned to them in the General Terms and Conditions referred to in Section Two.

## The Contract shall take effect on [the Commencement Date] and shall expire upon [the Expiry Date ], unless it is otherwise terminated in accordance with the provisions of the Contract, or otherwise lawfully terminated, or extended under clause 3 below.

## The PFCCNY may extend the duration of the Contract beyond [the Expiry Date] pursuant to clause 4 below. The provisions of the Contract will apply throughout any such extended period.

## For the purposes of clause 3, the PFCCNY may extend the duration of the Contract beyond [the Expiry Date] for a further period of up to [xx years] on giving reasonable written notice to the Supplier prior to the [Expiry Date].

1. The following documents (“the Contract Documents”) shall be deemed to form and be construed as part of the Contract: [Amended as appropriate]
   1. Request For Quotation Response
   2. The Request For Quotation Schedules
   3. The Clarification letters (attached) dated:-
   4. The Sections annexed to this Contract
   5. Any Order generated in accordance with the Contract
   6. Any signed Change Control Notice

In the event of any conflict between the provisions they shall be read in the following order: [Amended as appropriate]

1. Schedule of Rates referred to in Section Five
2. Any signed Change Control Notice
3. Service Level Agreement referred to in Section Four
4. The Clarification letters
5. The Specification
6. Special Conditions referred to in Section Three
7. The General Terms and Conditions referred to in Section Two
8. The Request For Quotation Response
9. The relevant Order.
10. In consideration of the payments to be made by the PCC to the Supplier as provided in the Contract Documents the Supplier agrees with the PCC to provide to the entire satisfaction of the PCC the Services/Goods/works in accordance with this Contract.
11. The PFCCNY agrees with the Supplier to pay the Supplier in consideration of the provision of the Services/Goods/works such sums as are provided at the times and in the manner provided for by the Contract Documents.

**Signed** …………………………………… ……………………………………….

(Authorised) (Position)

…………………………………… ……………………………………

(Print Name) (Date of Signature)

on behalf of [insert Supplier name]

**Signed** …………………………………… ……………………………………….

(Authorised) (Position)

…………………………………… ……………………………………

(Print Name) (Date of Signature)

on behalf of the PFCCNY

# Section Two: General Term and Conditions



# Section Three: Special Conditions

Not applied.

# Section Four: Specification

## Objectives

1. **Public consultation:** To deliver a full, exemplary and robust public consultation, in line with best practice and legal requirements for local government consultations (Gunning Principles). It must gather views not only from the public, but from a range of local stakeholders, partners and employees. Whilst there are two elements, we expect there to be one consultation.
2. **Fire and Rescue Plan:** to recommend priorities for the new Fire and Rescue Plan to meet the needs and expectations of the public, the Service, partners, stakeholders and employees and continue to set clear priorities and direction to 2025.
3. **Resource Model:** to assess public, partner, stakeholder and employee support for the proposed changes to the Resource Model, to inform the development of a new Risk and Resource Model from January 2022.

## Expected Activities

Working with the OPFCC, the agency would need to deliver a range of activities, suggested below on the lead up to and during a 12-week consultation period commencing late July. We are also looking for ideas on additional activities you would recommend in order to deliver as full a consultation as possible. We are open to agencies collaborating with other agencies in order to deliver a wider range of services.

To include, but not limited to:

|  |  |
| --- | --- |
| **Fire and Rescue Plan - priorities** | **Risk and Resource Model – proposed changes** |
| **Need assessment and outline proposals for consultation**  In close collaboration with the OPFCC and NYFRS:   * Analysis of priorities and key drivers; * High level assessment of needs and areas for service improvement from available information and data; * Insight from previous staff /public/stakeholder/partner/employee consultations on their requirements of NYFRS; * Insight workshop(s) with the PFCC, Chief Fire Officer and senior stakeholders. | **Consultation preparation**   * Access to and understanding of the new Risk Profile and proposed resource changes to the Resource Model. * Preparation of consultation materials with the OPFCC. |
| **Public Consultation Programme**   * Design and implementation of a single survey (commencing with broader FRP priorities, leading into Resource Model proposals) to be used to collect:   + Representative sample (of North Yorkshire and City of York residents covering all districts and demographics, c1000-2000 residents and businesses)   + Opinion of NYFRS partners and stakeholders   + Employee opinion   + Wider public opinion - open online (self selecting) * Booster interviews in locations where proposed changes to the Resource Model have greatest impact to allow robust sub group analysis (by additional surveys and/or focus groups and or/drop-in public events); * Support for consultation events in locations across North Yorkshire; * Development of supporting documents providing further information on the impact of each resource model option (OPFCC and NYFRS to assist producing) * Personalised, written requests to certain groups e.g. MPs and councillors; * Input into content of a communications strategy and plan and design of promotional materials to be used on the lead up to and during consultation. | |
| **Consultation analysis**   * Analysis of both qualitative and quantitative feedback and data; highlighting statistical variations by subgroup and significant findings as appropriate; * Full statistical breakdown of survey responses with the raw survey data. | |
| **Final reporting**   * Assessment and recommendation of priorities * Final consultation report | **Final reporting**   * Assessment of proposals support * Final consultation report |

## Target Audiences

* The public of North Yorkshire and the City of York, including harder to reach groups.
* Residents and businesses in locations where proposed change most impact.
* Organisations, partners and/or stakeholders, including;
  + Businesses;
  + Members of Parliament;
  + Councillors from Top Tier Authorities (i.e. North Yorkshire County Council, City of York Council);
  + Councillors from the North Yorkshire District and Borough Councils (Craven, Hambleton, Harrogate, Richmondshire, Ryedale, Scarborough, York and Selby);
  + Councillors from the Parish and Town Councils;
  + The Police, Fire and Crime Panel;
* NYFRS staff and staff networks
  + Their Unions and employee representatives

In addition, the agency will need to consult with other organisations and groups.

These include:

* North Yorkshire Police
* Health services (inc. CCGs and Yorkshire Ambulance Service)
* Justice partners (HMPPS, HMCTS, CPS)
* Economic groups (e.g. LEPs, West and North Yorkshire Chamber of Commerce)
* Military establishments
* Universities and relevant educational establishments
* The Community and Voluntary Sector
* National parks
* Heritage Groups

The representative sample for resident and business interviews will need to be sourced by the agency. Contact details can be provided for all other consultees to allow an invitation to participate to be sent via email or letter. There will be a number of existing channels that can be utilised to gather feedback from staff groups and union and employee representatives.

## Deliverables

### Public Consultation

The successful agency will deliver a full, exemplary and robust public consultation in line with best practice and legislative requirements and to Market Research Society standards.

Full preparatory work and analysis (in line with that set out as expected activity) and a comprehensive consultation survey will be delivered for sign off by 19 July and it is expected that the consultation will launch during the week commencing 26 July.

### **Final Reports**

The successful agency will deliver two final reports, one providing an analysis of the responses to the consultation on FRP priorities and a second on the level of public support for the proposed changes to the Resource Model.

#### **Fire and Rescue Plan – Recommendations Report**

This report is due 31 October and will deliver:

* Evidence-based recommendations on how the new FRP should reflect public, stakeholder, PFCC and Service expectations, identifying the future priorities and setting a clear direction for NYFRS to 2025.

This report will include, but is not limited to:

* Quantitative and qualitative analysis of the key themes and priorities raised by previous public consultations and evidence/data/information from the fire sector and NYFRS;
* Gap analysis of these themes and priorities , considering the continued validity of current priorities, any new themes that need to be included, and where and how they might best fit;
* Sub group analysis by respondent type (resident, business, stakeholder, partner, staff).

#### **Resource Model – Response to Proposed Changes**

This report is due 14 November and will deliver:

* An assessment of support for the proposed changes to the Resource Model.

This report will include, but is not limited to:

* Overall assessment of support on proposed changes;
* Sub group analysis by respondent type (resident, business, stakeholder, partner, staff);
* Additional sub group analysis of responses in locations most impacted by proposed change, by respondent type (resident, business, stakeholder, partner, staff).

#### **Instruction for proposals**

Section 3 to this request for quotation should be completed in the following way:

1. Questions 1.1 to 1.7 inclusive to be completed as per the form below.
2. The submission for questions 2.1 to 3.3 (inclusive) should be 1 document, in a format of your choice, and sent as an attachment along with the completed Request for Quotation.

Section 4 to be completed to provide your quote and a breakdown of your financial quote – how you will allocate the fees and any expenses within the total you are quoting.

## Budget

We are looking for proposals of up to £40,000 + VAT. The budget must cover all fees and expenses, including recruitment of respondents to any groups or surveys, venue hire, expenses, etc. Please note that whilst an upper limit has been set, value for money is a key criterion in the assessment of quotes and potential suppliers will need to clearly demonstrate this in their responses.

# Section Five: Schedule of Rates

*[Insert pricing Schedule as submitted by the Supplier]*

**Section Six: Change Control Notice**

|  |  |
| --- | --- |
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**CONTRACT VARIATION / CHANGE**

|  |  |
| --- | --- |
| **CONTRACT TITLE:** |  |
| **CONTRACT REF:** |  |
| **CHANGE No:** |  |
| **DATE:** |  |

**BETWEEN:**

|  |  |  |
| --- | --- | --- |
| **The Police, Fire and Crime Commissioner for North Yorkshire**  **(hereinafter called “the PFCCNY)** | **&** | **(hereinafter called “the Supplier”)** |

1. With effect from the Contract shall be changed as follows:

|  |
| --- |
| **With regard to:-**    Clause shall be amended to include the following definitions:  Clause shall be amended in its entirety to read:  Clause shall be deleted in its entirety.  The following will be added at clause |

1. Words and expressions in this Contract Change Form shall have the meanings given to them in the Contract.
2. The Contract, including any previous Contract Changes, shall remain effective and unaltered except as amended by this Contract Change.

**SIGNED:**

|  |  |
| --- | --- |
| For: The PFCCNY | For: The Supplier |
| By: | By: |
| Full Name: | Full Name: |
| Title: | Title: |
| Date: | Date: |

# Schedule Seven: Service Level Agreement

Not applied.

# Section Eight: Key Contacts

[Insert Supplier Key Contacts]

[Insert PFCC Key Contacts]

# Section Nine: Request For Quotation Response and clarifications letters

# Section Ten: Data Processing Contract

Not applied.

# Section Eleven: Security Aspects Letter

Not applied.