

## **SERVICE SPECIFICATION TEMPLATE**

Please note – this template is for guidance only. However, please ensure that you consider all the points covered in this template when drafting your specification.

<b>Lead Theme Partnership</b>	
<b>Ref No.</b>	
<b>Title of Service Specification:</b>	
<b>Source of Funding</b>	

### **1. Strategic Context**

**E.g. Sustainable Community Strategy / Theme Partnership Strategic Plan**  
(state as appropriate)

**Outcome** (from Sustainable Community Strategy/LAA/Theme Partnership Strategic Plan).

**Indicator, Baseline and Target** (from Theme Partnership Delivery Plan/ LAA).

**Key links to other activity in the Sustainable Community Strategy and One Nottingham priorities** (e.g. Early Intervention, City Strategy, Community Empowerment).

## 2. Specification: Activity to be Supported

### 2.1 Brief Context

### 2.2 Description

### 2.3 Scope and Scale of the Activity

*Note – you may want to include “added value” elements as requirements – e.g. that delivery will support healthy lifestyles, community empowerment, local skills and employment etc.*

*Please also state if it is essential that this activity is sustained in the event of an emergency e.g. major flooding, ‘flu pandemic; and ask suppliers to respond in the “Activity” and/or “Risks and Mitigations” sections of the Tender Form if the activity is essential.*

### 3. Target Groups / Sectors

*List the groups / communities the service must cater for. Please be as specific as possible.*

*You may also want to identify others that it would be desirable, but not essential, to cater for, but please make the minimum and essential requirement quite clear.*

### 4. Target Locations

*State the target neighbourhoods or locations. Provide a map if appropriate.*

*You may also want to identify others that it would be desirable, but not essential, to cater for, but please make the minimum and essential requirement quite clear.*

### 5. Outputs/Outcomes/Milestones

*These **must** include at least one Core Output (see Technical Guidance for Procurement) and any key milestones, events or dates, particularly for activity where the outcomes are only measured annually.*

*You may want to state a minimum expected level of outputs, or test the market by leaving this completely open for responses from providers.*

## 6. Option to Tender to Deliver Part of the Service

*State whether tenders to deliver part of the service will be accepted and how you are willing to split up the contract – e.g.*

- *Delivery to specific areas/neighbourhoods*
- *Delivery to specific communities of interest or identity*
- *Delivery of one part of the specified service*
- *Other*

*Note – you will need to make it clear how funding will be affected by splitting up the outputs – e.g. if it will be allocated on a pro rata basis. You will also, when appraising tenders, need to consider whether the combination of two or more contracts will deliver the specification in full to meet the identified needs. (You could think about it like “unpaired” job share applications!)*

*If part tenders are not accepted, explain why. (Note - part tenders should not be accepted for activity costing less than £50,000).*

## 7. Quality Standards

*Please state any quality standards that are essential for the delivery organisation.*

*Please also state any desirable quality standards, making it clear how much weight you will attach to these.*

**8. Funding Available**

Total maximum allocated to this contract – amounts and sources e.g.

<b>Funding Stream</b>	<b>2009 / 10</b>	<b>2010 / 11</b>	<b>Total</b>
WNF			
Other (specify)			
<b>Total</b>			

\* WNF = Working Neighbourhoods Fund

*You may also wish to break down the total costs between different elements of the service specification - for example between a piece of research and direct delivery; or state a maximum cost per output e.g. costs per trainee; or state the maximum allowed for management overheads etc.*

**9. Contract Period**

Contract Start Date:

Contract End Date:

**10. Forward Strategy**

*Please state how you expect to maintain impact and / or delivery of successful activity at the end of this contract.*

**11. Date Specification Prepared****12. Date Agreed by Theme Partnership**

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<b>Name of Author of Specification</b>
Name: Position: Organisation: Address:  Email: Telephone:
<b>Lead Contact for this Contract</b>
Name: Position: Organisation: Address:  Email: Telephone: