

Dear Colleague,

Re: Service Level Agreement, Maghull Advice Centre – Invitation to Tender

Maghull Town Council are looking for a Service Provider (SP) to provide advice to residents of Maghull and Lydiate Town and Parish Council areas for the next calendar year. The service will be delivered at the Maghull Advice Centre on Leighton Avenue in Maghull. The Advice Centre has been open for 10 months and has helped over 400 local residents with a variety of welfare, debt and benefits advice.

The Council has produced a Service Level Agreement (SLA) for this tender process which is attached to the email.

If you wish to tender for this opportunity, then you must provide the following to the Council in a sealed envelope no later than **12 noon on Tuesday 5th December 2023**. The documents can be emailed to the Town Clerk to the address above but must be received by the date and time given above. Please mark the email “Confidential – Tender Documents: Maghull Advice Centre”.

- The amount you wish to tender for the SLA
- A copy of your public liability insurance
- Initial plans to for the training of volunteers
- Plans for the delivery of the service.

The tender will be evaluated on the following basis:


- Cost (70%)
- Quality of the provision (30%)

If you have any queries regarding this tender, please feel free to have an informal chat with the Town Clerk who can be contacted on the number above. If you would like to visit the Advice Centre, please feel free to contact the Town Clerk who will be happy to arrange a visit.

It is anticipated that the tenders will be opened 5th December 2023 with the tender to be awarded the same week.

I look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'A. McIntyre'.

A. McIntyre (Miss)
Town Clerk to Maghull Town Council

