# Commercial in Confidence

# Invitation to submit proposals:

# Bespoke ‘recruit and train’ pre-employment courses for the West of England.

1. **Background**

Skills West, as part of GWE Business West Ltd (Business West) is a key player in delivering support solutions to businesses and is seeking bids from a range of organisations to **co-design and deliver bespoke pre-employment training opportunities**. These opportunities aim to equip up to 360 learners with the skills and competencies required to apply for roles, both now and in the future, in the West of England Enterprise Zones and Enterprise Areas (Appendix 1 Map).

Organisations are invited to submit a proposal (or proposals) for co-designing and c0-delivering bespoke and innovative pre-employment training that will help people gain the skills, confidence and/or competencies that they may require **to apply for the types of roles that will exist in the West of England Enterprise Zones or Areas either now or in the future**. The training **must** be co-designed with employers/stakeholders in the region and must include an element of co-delivery during the programme. (e.g. mentoring, a CV or mock interview workshop, tour of an employer’s premises or an experience of work opportunity).

Evidence of that co-design is essential for funding to be awarded by the ESFA.

Ideally the funding will be awarded to innovative pilot training models for small cohorts that can be scaled up for delivery beyond the initial funding period.

Collaborative responses are encouraged from both employers and providers (both formal & informal), and / or other stakeholders who operate in the region (see Section 3. Requirement).

The organisation providing the training programme does not need to be an accredited training provider. The training can be provided by an employer or another organisation with expertise in the specified area of training.

Calls will cease once the allocated funding level has been reached. (360 learners)

All training must start **by 29th March 2019**.

Skills West is funded through the European Social Fund (50%) and UK Education and Skills Funding Agency (ESFA, 50%) and has been commissioned by the West of England Local Enterprise Partnership (LEP). The West of England encompasses the areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. The programme helps businesses and learners to identify and tackle skills gaps, connecting them with local and national employers and training providers.

1. **Supporting Information**

1st and 2nd year results of the Skills West Business Skills and Training Survey are available in the form of Local Sector Skills Statements (LSSS). These statements cover 12 sectors and contain information on skills shortages, growth areas, recruitment and workforce development. The statements are available to individuals, businesses and training providers and are aimed at supporting the development of future training provision and suitably qualified resource. (2017 and 2018 survey details are available on request or on-line from the [Business West](https://www.businesswest.co.uk/grow/people-and-skills/local-sector-skills-statements) and/or [West of England LEP](http://westofenglandlep.co.uk/people-and-skills/local-sector-skills-statements/) website.) It is important that the training courses demonstrate specific links to the skills issues and challenges reflected in the Local Sector Skills Statements and other research carried out by West of England LEP/WECA, Local Authorities and DWP.

1. **Requirement**

We are seeking to fund a number of proposals from different organisations across the region that deliver training for up to 360 learners.

The total amount of funding available is £100,000 (plus VAT) – approximately £300 per learner start (depending on type of training). Applicants can submit more than one proposal. Further calls will be made until the funding has been fully committed.

Training courses must be co-designed and developed by working in partnership with, employers and key stakeholders (e.g. Unitary Authorities, Department for Work and Pensions (DWP), training providers, developers etc.) and maximise employment opportunities for learners through the joint development and delivery of bespoke ‘recruit and train’ offers.

Provision must be related to current and / or future employment opportunities in the Local Enterprise Zones and Areas and we are looking for a diverse range of projects which will address the skills needs / competencies or particular certifications that are associated with those employment opportunities.

The training **must** also add value to any existing provision. The provision can complement existing ESFA funded programmes, or any additional training / qualification that is specific to the employer, or additional training needs that are specific to individual learner(s). A sector-based academy, traineeship or any statutory training (e.g. training that employers must provide under health and safety or to meet legislation requirements) alone cannot be funded.

Please note:

* The training and / or employer do **not** need to be located in the Enterprise Zone or Areas but strong employment links to these zones/areas must be made.
* The training must be **related** to and demonstrate strong links to the jobs or opportunities that exist now or in the future in Enterprise Zones or Areas.
* The employers involved in the co-design/co-delivery needs to demonstrate strong links to employment in the Enterprise Zones/Areas.
* The learners do **not** need to be living in the Enterprise Zone or Areas.
* The learners must be 16 plus.
* The learners can be employed or unemployed but must be eligible to receive training in the UK and provide evidence to support this. (see **Appendix 4**)
* The fund **cannot** be used to upskill **existing** employees in a company.

Documentary evidence of the joint training course design and delivery **must** be provided for payment. This may take the form of joint meeting minutes, e-mails, student registrations and other agreed methods set out by Business West and would need to include correspondence and co-design with **at least** one of the following:

* Employers linked to the Enterprise Zones/Areas
* Employer Providers
* Key stakeholders (West of England Combined Authority/DWP/West of England LEP/Network organisations)
* Local Authorities
* Business West
* Further Education Colleges/Independent Training Providers
* Universities
* Other

Outputs and associated evidence will be subject to review and audit. Any marketing of the training must include the European Social Fund, ESFA, Business West and Skills West logo’s (copies of these will be provided by Business West).

***All*** learners must be made aware of the [ESFA data protection policy](https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018), and purpose for which their personal details are being recorded at the point of first engagement about any training.

Business West’s data protection policy can be found [here](https://www.businesswest.co.uk/privacy).

A template for your proposal response is included at **Appendix 2**. Please use this template.

The associated scoring matrix is provided at **Appendix 3**.

Please ensure that you provide full details of your funding expectations either, on a per learner or, a per course basis, including whether the funding is needed to supplement existing or absent funding provision, e.g. transport costs, childcare costs. The cost per learner must not exceed (on average) £300 per learner (plus VAT) and your proposal will be assessed on this basis.

Your attention is also drawn to the ESFA cross-cutting themes identified in “[Cross-Cutting Themes Guidance for ESF (Sustainable Development and Equality) Version 3 dated 2 August 2018](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731312/ESF_Cross_Cutting_Themes_guidance.pdf)”:

* Environment
* Equality

Interested parties should please respond to this requirement using the proposal submission template at **Appendix 2**. All sections **must** be completed and be submitted with the following policies:

* Data Protection
* Equality and Diversity
* Sustainability
* Health & Safety

Please ensure that you have also provided dates for the following:

* start of course design
* completion of course design (**by end of March 2019**)
* start of course
* end of course
* candidate screening / eligibility checking
* outcomes and / or assessment methodology

For your further information our Vendor Assessment Form is attached at **Appendix 6.** This will be used to run a credit check of your organisation, no award will be made if your organisation does not pass the check or meet our requirements.

1. **Project Deliverables**

Successful applicants will be required to provide the following documentary evidence to Business West in respect of the work performed:

* Joint training design and delivery (with employers / stakeholders etc.)
* Evidence of the co-design through meeting notes/emails etc.
* Each learner’s signed registration sheet and evidence of eligibility to live and work in the UK. (Appendix 4).
* Each learner signed starting the course. (Appendix 5)

Discussions will need to take place of how personal data records, signatures, evidence of address etc. will be obtained using hard copy (paper original) formats, and how /if they will be retained by the provider of the training. You must nominate a point of contact for such records and for the Project, with your proposal.

Payment will be made on submission and approval of the above project deliverables and the signed learner start sheet. (No payments will be made on proposal submission).

1. **Data and Project Management**

Business West will provide a Project Manager.

For the purposes of any contracted provision, the ESFA will be the data controller. The date up to which documents should be retained is currently 31 December 2030 and in the event of contract award you will be notified of any change to this date.

If your Project Manager is not your main point of contact for data protection, please provide data protection officer or team contact details.

1. **Clarification Questions**

Any questions relating to the clarification of any aspect of this Invitation to submit proposals must be made via email to: procurement@businesswest.co.uk and within 1 week of the call being issued.

All responses to questions will be published on the Business West website at the following location: <https://www.businesswest.co.uk/tenders>.

1. **Price**

The total amount of funding available for **all** calls is £100,000 (plus VAT) and is anticipated to cover training for up to 360 learners.

The price **must not** exceed an average of £300 per learner plus VAT.

Your price should include all set up and any other one-off costs

Proposals that utilise match funding are also welcome.

1. **Assessment Criteria**

All submissions will be reviewed for completeness. Proposals will be disqualified if you do not submit a fully completed PROPOSAL TEMPLATE (Appendix 2), or you fail to meet the deadline.

Additionally, the following are critical requirements. Responses will be scored on a Pass/Fail basis. The outcome will determine whether a bidder remains in the procurement process:

* Contact details
* Training must start **on or before 29th March 2019**
* All policies and appendices completed
* Average cost must not exceed £300 per learner (exc. VAT)
* Satisfactory credit check

Proposals will be assessed by an Evaluation Panel in order to identify the most economically advantageous proposals. Specifically, for this contract, Business West will be evaluating proposals on the basis of:

* 95% Quality of Technical Element
* 5% Price of Financial Element

The Technical Element will be evaluated against the Scoring Matrix provided at **Appendix 3**. Please note that individual question responses are not equally weighted, the weighting used for each question is stated in the appendix.

The Financial Element will be evaluated against the price of the lowest **similar proposal** received to determine a score relative to that lowest price, which will be awarded the highest score.

The proposal price submitted for the service shall be the total price for the contract.

As further calls are made the assessment criteria may change, any changes will be notified on or before the next call release date.

1. **Timescale**

Requirements will be issued through an initial call.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Opening Date** | **Closed for Questions** | **Question Responses Published** | **Closed for Proposal Submission** | **Decisions Completed and Notified** |
| Initial Call- CLOSED | Tuesday 30th October 2018 | Friday 2nd November 2018 | Monday 5th November 2018 | Friday 9th November 2018 | Wednesday 14th November 2018 |
| Call 2 - CLOSED | Monday 26th November 2018 | Friday 30th November 2018 | Friday 30th November 2018 | Thursday 6th December 2018 | Monday 10th December 2018 |
| Call 3 - CLOSED | Monday 10th December 2018 | Wednesday 19th December 2018 | Thursday 20th December 2018 | Monday 7th January 2019 | Monday 14th January 2019 |
| **Call 4** | **Wednesday 16th January 2019** | **Wednesday 23rd January 2019** | **Thursday 24th January 2019** | **Friday 1st February 2019** | **Friday 8th February 2019** |
| Call 5 | Monday 11th February 2019 | Monday 18th February 2019  | Tuesday 19th February 2019 | Wednesday 27th February 2019 | Wednesday 6th March 2019  |

Any proposals submitted after the Initial Call Submission Date will be held over to the next call, should there be one.

All closure times are 5pm (GMT).

More than one proposal can be submitted.

Proposals offering different training programmes with different employers and stakeholders engaged will also be considered.

Subject to funding availability the programme will remain open for receipt and review of proposals until **5pm on Wednesday 27th February 2019**.

The start of learner pre-employment training provision must occur no later than 5pm on **Friday 29th March 2019.**

Please email your quote to procurement@businesswest.co.uk entitled:

Quote for Skills West “Recruit and Train” Pre-employment Programme Call #: ***Name of your Company***.

1. **Contract Award**

Contract agreement is needed before a Purchase Order will be issued. Any work undertaken before a Purchase Order is in place will be at the supplier’s risk.

**11. Appendices**

## Appendix 1 - West of England Enterprise Zones and Areas

## Appendix 2 - SD07 Bespoke ‘Recruit & Train’ Pre-Employment Programme

**Programme Plan Proposal - Training Course Design & Delivery**

Please use this editable file template to submit your proposal ensuring that you have completed all boxes and included any / all supporting documents. Please do not renumber any of the sections; for your assistance, the section numbers correlate directly to those given in the scoring matrix ‘Requirement’ column at Appendix 3.

## Appendix 3 – Proposal Assessment and Scoring Matrices

Proposals will be evaluated against the requirement by a team of internal and / or external (to BW) assessors using the assessment criteria and associated scoring system below. The requirement number relates to the equivalent section number in the Programme Plan Proposal Template.

Proposal responses are required to achieve a score of 3 or higher against a requirement to be considered for award of the contract. Proposal responses that score 2 or lower for any of the criteria may lead to the proposal being disqualified or identified as needing re-submission in either the same, or a subsequent call.

## Appendix 4 – Learner Eligibility Criteria and Registration Requirements

An example learner eligibility registration sheet is provided at Appendix 4. This should be used to capture evidence of a learner’s right to live and work in the UK prior to a learner starting a course. Should you anticipate any issues with doing this, please contact us at the earliest opportunity to discuss alternative arrangements, otherwise we may not be able to accept your proposal.

## Appendix 5 – Attendee / Learner Start Register

An example of the attendance sheet which learners will be asked to sign when they start the course is provided at Appendix 5. Should you anticipate any issues with this, please contact us at the earliest opportunity, as we may not be able to accept your proposal.

## Appendix 6 - Vendor Assessment

You will be asked to please complete the vendor assessment questionnaire attached at Appendix 6a before contract signature. You are invited to submit this with your proposal.

In some circumstances Business West is required to exclude you from participating further in procurement. If you cannot answer ‘no’ to every question in “Section C, Professional Conduct” it is very unlikely that your proposal will be accepted, and you should contact us for advice before completing this form.