

Invitation to Tender (ITT)

For the Provision of End Point Assessment Services (EPAS)

Thank you for your interest in bidding to be an **End Point Assessment Organisation (EPAO)** for the Provision of **End Point Assessment Services (EPAS)** to the **National Institute of Teaching (NIoT)**.

In this **Invitation to Tender (ITT)** document you will find all the information and documents you need to complete and return your submission.

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Additional Information:

Annex A – NIoT Social Value Plan - [Annex A - NIoT Social Value Plan.docx](#)

Annex B – NIoT Current LA PGTA coverage - [Annex B - Current Local Authority PGTA coverage.pdf](#)

Section 1 – Background to NIoT

1.1 The National Institute of Teaching

The National Institute of Teaching (NIoT) was founded by four of England's leading School Trusts. The NIoT's vision is to transform the lives of pupils by nurturing the talents of teachers and leaders. Our mission is to improve the quality of teacher and leader development at a system level through generating research, applying the insights to the design and delivery of our programmes, and sharing findings with the sector.

Section 2 - Scope of Services

2.1 Description and Duration of Services

The NIoT are looking to appoint an **End Point Assessment Organisation (EPAO)** to deliver **End Point Assessment Services (EPAS)** for Apprentices.

The initial contract duration will be for two (2) years from **1 Feb 2025 to – 31 Jan 2027**, with the option to extend further for a single year thereafter, at the discretion of the NIoT to **31 Jan 2028**.

The EPAO shall provide highly experienced individuals to carry out end point assessment services (EPAS) drawn from a diverse range of backgrounds, with the necessary qualifications and experience as outlined in **Appendix A – Specification of Requirements for EPAS**.

Section 3 - Submission Requirements

Part A: Standard Selection Questionnaire (SSQ)

Bidders must complete the attached document which will be scored on a Pass or Fail basis.

Part B: Quality Response Document

Bidders should provide responses to the questions below in the Quality Response document, taking note of the number of marks awarded per response and not exceeding the word limits for responses.

The Scoring Matrix to be used can be found below:

Question	Word count	Max scoring for question	Weighting	Total marks available
Question 1: Organisation Overview				
1 a) Overview of organisation and experience	1,000 words in total for question 1	4	1	4
1 b) Please confirm how you will assess and maintain the calibre of assessors included in the delivery of the services		4	1	4
1 c) How your organisation can deliver and create a solution that can be delivered in the regions selected for the standard(s) bid against.		4	1	4
1 d) With anticipated further growth, please confirm what capacity you offer to support across the country currently and/or how you intend to increase this capacity in time?		4	1	4
Question 2: Delivery of High Quality EPAS				
2 a) Please explain the types of delivery models you would propose to enable successful delivery of the standard(s) successfully?	1,000 words in total for question 2	4	1	4
2 b) What will be your approach to booking/scheduling EPAs to make the process user friendly?		4	1	4
Question 3: Contract Management & Project Implementation				
3 a) Detail the process for delivering the end point assessment services and ensure they are completed in a timely manner	1,000 words in total for question 3	4	1	4
3 b) Please provide an overview of the implementation process and previous examples within your response.		4	1	4
3 c) Please provide an overview of the contract management process		4	1	4
3 d) Please detail how you will manage the relationship with the NIoT and apprentice to ensure that the EPA is delivered successfully?		4	1	4
Question 4: Social Value				
4 a) The approach to delivering social value as an organisation	500 words in total for question 3	4	0.5	2
4 b) How you understand and can support the social value aims of the NIoT		4	0.5	2

The total score for **Part B** will be multiplied by 1.82 to give a score out of **80**.

This will be added to the bidder's score out of a possible **20** for costs to give an overall total out of **100**. (The scoring process for cost is included in Part C3 – Scoring (*see below*) on Budget and payment mechanism.)

Scoring Criteria

Score	Explanation
4 - Exceeds requirement	The response provides a full explanation of how the bidder would meet the requirement and demonstrates additional value or quality above the tender requirements
3 - Fully meets requirement	The response provides a full explanation of how the bidder would meet the requirement
2 - Partially meets requirement	The response gives some explanation of how the bidder would meet the requirement, but with omissions
1 - Doesn't meet requirement	The response does not adequately explain how the bidder would meet the requirement

NIoT reserves the right to exclude any bid which scores 1 on any question or sub-question.

Part C1: Pricing Schedule

Please complete the attached Pricing Schedule and return with your Tender Submission.

Part C2 - Budget overview

- a. The maximum budget for this contract is **£214,000** (inclusive of VAT if applicable).
- b. All prices submitted must be inclusive of VAT.

Part C3 – Scoring

- a. The total price submitted will be used to generate the Tenderer's 'Tendered Price' which will be used for the purpose of the Price Evaluation.
- b. The '**Tendered Price**' will be the Total Cost per Apprentice x the Current Number of Apprentices at the time of going to tender (**117**) x Contract Duration (**3 years**).
- c. The Tenderer who offers the lowest Tendered Price will achieve **100%** of the Maximum Price Score available, namely **20%** of the **Total Tender Score**.
- d. Every other Tenderer will be ranked on a relative assessment basis from lowest to highest and awarded a percentage of the **Maximum Price Score** available (20) on a reducing basis, based on the Tenderer's 'Tendered Price' versus the lowest '**Tendered Price**'. The process is illustrated in the example below:

The calculation used is:

- i. $\text{Score} = (\text{Lowest Tendered Price} \div \text{Tendered Price}) \times \text{Maximum Score available (20)}$
- ii. Scores will be rounded to two decimal places.

A worked example is provided below:

Tenderer A TP = £214,000

Tenderer B TP = £200,000

Maximum Score available for Price = 20

Tenderer B has the lowest Tendered Price and so scores the full **20** marks

Tenderer A's price score is calculated to be:

$(£200,000/£214,000) \times 20 = \mathbf{18}$ (90% of the available full **20** marks)

Part C4 - Abnormally Low Tenders

- a. Where obvious arithmetical errors are found in a Tenderer's cost schedule, the NIOT may, at its discretion, contact the Tenderer immediately, asking for clarification and stating the time period the Tenderer has to respond. In this case, the Tenderer will

be asked to correct the error or withdraw their Tender. Failure to comply with the rectification or stipulated time period will deem the Tender non-compliant and the Tender shall be excluded from further participation in this Procurement.

- b. The NIoT reserves the right to seek independent financial and market advice to validate the information declared to assist with the evaluation.
- c. The NIoT reserves the right to disqualify any Tender which it considers to be priced at abnormally low levels. An abnormally low price is considered to be one which:
 - i. appears much lower by comparison to the prices of other Tenders or the NIoT's 'should cost' estimate;
 - ii. is unlikely to cover the Tenderer's costs, even with efficient working; or
 - iii. seriously calls into question the Tenderer's understanding of the requirement or ability to perform the Contract satisfactorily.
- d. If the NIoT deems that a Tenderer has submitted a price, or part of a price, that is abnormally low, the NIoT may, at its discretion, investigate the price and write to the Tenderer to request an explanation of, and information pertaining to, the offer, or those parts of the offer, which the NIoT believes is abnormally low.
- e. Upon receipt of the information, the NIoT shall assess and fully consider the information and evidence provided by the Tenderer to verify if the offer, or those parts of the offer, is valid, or should be classified as abnormally low.

Part C5 - Payment mechanism

- a. Monthly payments will be made to the appointed provider in arrears based on the following formula:-
 - i. Number of allocated Apprentices x £ agreed total cost per Apprentice for services delivered in the last month
- b. NIoT staff will check invoiced delivery against actuals before approving monthly payments.

Part C6 - Cancelled sessions

- a. The EPAO will still be paid if an apprentice cancels an arranged session less than 48 hours in advance. If an apprentice misses two sessions, the NIoT programme team will pick this up with the apprentice to discuss their ongoing engagement.
- b. If the Assessor cancels an arranged session that cannot be rearranged or within 48 hours, the appointed EPAO will not be able to invoice for this session.

Part D: Form of Tender

Please complete the document attached and submit it with your tender submission -

Part E: Non-Collusive Tendering Certificate

Please complete the document attached and submit it with your tender submission -

Part F – Conflict of Interest Declaration

Please complete the document attached and submit it with your tender submission -

Section 4 – Procurement Timetable

Project Activity	Completion By:
Advertise Procurement and issue Contract Notice	16/12/24
Deadline for Clarification Questions	03/01/24 – 4pm
Tender Submission Return Date	10/01/24 – 12pm
Tender Evaluation	17/01/25
Collaboration meeting to agree Final Scores	w/c 20/01/25
Award of Contract & Unsuccessful Letters	w/c 20/01/25
Signing of Contract and Bidder Feedback Follow Up	24/01/25
Set up & Mobilisation Period	24/01/25 - 30/06/25
Programme Commencement	01/07/25
<i>Formal Contract Award Notification (Gvnt requirement) Issued</i>	24/01/2025

After contract signature, the contractor will have a **Set Up & Mobilisation** period in readiness for implementation of the project by **1st July 2025**. This will include:

- Allocating assessors to employing schools
- Design and delivery of a short briefing session for apprentices and their mentors on the requirements of the EPA. Planning and organisation EPA window(s)
- Any other activities the contractor deems necessary to deliver the contract.

Section 5 – Submission Deadline

The deadline for submission will be **12 noon, Friday 10th January 2025**. Submissions should be sent to tenders@niot.org.uk

Section 6 - Clarifications Questions & Responses

- Bidders may submit clarification questions during the tender process. Questions will be responded to within a maximum of 48 hrs of receipt. Responses will be sent to all

bidders unless a request not to share is received and accepted due to being commercially sensitive. Please note any references to bidders will be anonymised accordingly.

- Deadline for bidders to submit any clarification questions in writing – **4pm, Friday 3rd January 2025**. Clarification questions should be sent to tenders@niot.org.uk

Section 7 – NIoT End Point Assessment Services (EPAS) T & Cs of Agreement

Please review and confirm if you are in willing to authorise should you be successful – Y / N

Section 8 – NIoT Data Processing Agreement

Please review and confirm if you are in willing to authorise should you be successful – Y / N

Section 9 – Tender Checklist

Please review and ensure you have completed and attached all required documents and information prior to submission of your tender response.