

**Adult and Community Learning Tendering Document 2016-17**

This is a tender for the provision of Adult Education courses to be delivered to the residents of Wokingham. These courses need to engage hard to reach learners as identified in section 1.3 of this document. The courses should be designed so that they motivate and inspire residents to develop the skills and learning they need to maximise their potential.

1. **Delivering our Adult Learning Outcomes**

The Adult and Community Learning Plan provides the strategic direction for Adult and Community learning and is informed by key national and local strategies. These included the Wokingham Borough Council’s Health and Wellbeing strategy, Thames Valley Berkshire LEP Strategic Economic Plan and National Government’s ‘New Challenges New Chances’

The Skills Funding Agency (SFA) fund Adult and Community Learning through the Adult Education Budget (AEB) which will replace the Community Learning Grant (CLG) and the Adult Skills Budget (ASB) for the academic year 2016-17.

* 1. **Purpose of the Adult Education Budget**

**National**

AEB combines all SFA funding that is not ESF (European Social Fund), Advanced Learner Loans or Apprenticeships.

It aims to engage adults and provide the skills and learning they need to equip them for work, an apprenticeship or other learning. It enables a more flexible, tailored programme of learning, which may not require a qualification and is intended to help those furthest from learning or the workplace.

**Local**

Wokingham Borough Council will aim to commit the majority of the AEB budget to deliver non -regulated provision. We will however, seek to set aside approximately 25% of the sub-contracted provision to the delivery of regulated English and Maths at entry level to level 2 (approx. £33.5K). (See Programme 1 page 3)

**1.2 Key Wokingham Priorities for Adult and Community Learning**

The key priorities identified in the Community Learning Plan which we are putting out to tender are:

1. To support vulnerable, disadvantaged and/or disengaged families and individuals to re-engage in learning and make progression
2. To Provide Independent living skills for those with LDD
3. To provide English and Maths courses from Entry Level to level 2 for those who have not achieved a level two qualification in either subject.

**1.3 Allocation of Sub Contracted Provision**

The table below gives an indication of the proportion of funding we intend to allocate to each programme.

The value apportioned to each programme is intended to be a guide and we reserve the right to alter the amount available for each programme in order to meet our requirements and ensure we have adequate coverage of our key priorities and target groups. We may award more than one contract to each programme. The total value of contract(s) awarded for each programme may exceed the allocation.

***Please ensure when completing your application form you make it clear which programme/target group you are bidding for.***

|  | Programme | Target groups | Approximate Funding available | Description | Specification | Key Priority Group |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | Regulated English & Maths | Adults 19+ who have not achieved level 2 or equivalent in English and or Maths | £33K | Delivery should be from various locations across the borough and delivered at times which will maximise attendance | The courses should be short (approximately 30 hours) and be offered part time with lessons lasting approximately two hours. All courses must be approved by SFA and appear in the list of qualifications in English and Maths in the **legal entitlement** <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding> | 3 |
| 2 | Delivery in Deprived Communities and targeted groups | Typical vulnerable groups who would be expected to access these courses include:  Early help and Troubled families Long term unemployed Care leavers, parents not in employment, members of the GRT community, residents with LDD (without an EHC Plan) homeless residents or those at risk of homelessness etc | £40k | The courses should focus on engaging new learners and developing their confidence, self –esteem, skills, aptitudes and motivation to progress onto further learning, employment or community engagement.  It should be delivered from various venues which are easily accessible to residents of our most deprived communities across the borough. These include the wards of   * Norreys,(targeting Norreys estate) * Bulmershe & Whitegates, * Southlake, * Finchampstead North (targeting Gorse Rise), * Shinfield North (targeting Shinfield Rise and Fensham Green * Winnersh (targeting Rainbow Park) | It is up to the provider to propose how this programme will be delivered but we would anticipate that it will comprise a mixture of engagement workshops, taster courses and / or longer 15 week courses covering a range of topics | 1 |
| 3 | Independent Living Skills | Adults with LDD 24+ | £30K | A range of courses aimed at adults with LDD (24+) which support them to develop their independent living skills. | It is up to the provider to propose how this programme will be delivered but we would anticipate that it will comprise a mixture of engagement workshops, taster courses and / or longer courses covering a range of topics | 2 |
| 4 | Elderly and Vulnerable | Elderly residents who have significant vulnerabilities i.e. mental health issues, significant social isolation or who are in the early stages of dementia. | £9K | The courses should support learners to take part in meaningful person centred learning activities and should ideally be delivered via residential/nursing homes, day centres and other appropriate settings | Courses should be a minimum of an hour delivered over a number of weeks | 1 |

***1.4* Fee Policy**

The key principles which informs the fee policy are

* that public funding is focused on people who are disadvantaged and least likely to participate in learning
* to collect fees from people who can afford to pay and use where possible to extend provision to those who cannot.

Fees are set at the discretion of the provider but you must comply with AEB funding rules if offering regulated learning.

Fee Concessions

Wokingham Borough Council expects learners who are unemployed and in receipt of one of the benefits listed below to be exempt from course fees

* Job Seekers Allowance
* Employment Support Allowance
* Income Support
* Universal Credit (work related)
* Pensions Credit

Similarly learners from the following vulnerable groups should also be offered fee concessions:

* individual members of families engaged with early help and troubled families,
* care leavers,
* carers of vulnerable adults
* members of the Gypsy Roma Traveller community,
* Homeless residents or those at risk of homelessness
* Those in receipt of Working tax Credit
* Parents seeking to return to work

1. **Eligibility and Performance Criteria**

To be eligible for contracting with Wokingham Borough Council you must meet **all** of the following

* Providers must be registered with the UK Register of Learning Providers and have a UKPRN (UK Provider Reference Number).
* Providers must appear of the Register of Training Organisations
* The provider must have a named officer who is trained or working towards level 3 in adult safeguarding

The project must comply with SFA Common Rules of Funding 2016/17 <https://www.gov.uk/guidance/sfa-funding-rules>

* The provider must organise/provide suitable tutors (trained to Level 3 Award in Education & Training/PTLLS or an equivalent standard), with ongoing professional development
* The management fee must be less than or equal to 20% of the total project cost
* The bid must meet at least one of the priority groups identified in 1.3
* Learning provision must be delivered for a minimum of 30 Learners and be classroom based.
* The provider must produce schemes of work and lesson plans as appropriate
* The provider must provide completed WBC Individual Learner Records for each learner.
* The provider must deliver in appropriate venues which have been risk assessed.
* The provider must have a quality assurance process in place and comply with WBC QA processes.
* The provider must commit to supporting the OTL Quality Forum by providing a suitably qualified tutor to sit on the forum and undertake observations of tutors.
* All provision must support learners to improve English and maths by embedding into all learning programmes
* The provider must commit to delivering learning which meets the requirements of Ofsted’s Common Inspection Framework
* The provider will be responsible for data entry of all their learners onto the Learner Track database and for clearing errors (under guidance from Wokingham Borough Council) so that data submissions to the SFA are accurate and error free.

**2.1 Support and Guidance**

Wokingham Adult and Community Learning Team will offer the following support and guidance to providers:

* Quality assurance processes and manual
* Support in identifying fundable Learning Aims.
* Access to SFA funding through the Learner Track database and ongoing training and support
* Professional development opportunities
* Access to a shared learning platform where tutors and managers can share good practice
* Networking opportunities with other providers
* Signposting of potential learners and community organisations
* Regular updates on funding and learning developments.
* Destination tracking and reporting of all learners

**2.2. Safeguarding**

* All providers must have a named officer who is trained or working towards level 3 in adult safeguarding
* All staff involved in the learning programme must undertake or have received safeguarding training in the last two years
* All providers must have a PREVENT Policy and comply with WBC’ s PREVENT Policy and Procedures
* All tutors should have undertaken an appropriate PREVENT training course within the last 2 years. On line training is available here [www.et-foundation.co.uk](http://www.et-foundation.co.uk)
* All providers are required to provide a safe, healthy and supportive environment

**2.3 Equality, Diversion and Inclusion**

* All Providers are required to demonstrate equality and diversity and inclusion in the planning, recruitment and delivery of their programmes.

**2.4 Information Advice and Guidance**

* All providers are required to provide learners with access to information advice and guidance which enables them to make informed decisions about the next steps which are open to them.

1. **Payment**

* Funding will be provided subject to delivering the project in line with the bid and learner achievement levels matching those stated in the bid.
* In the case of regulated provision, funding will be available in line with the funding rates specified by the SFA in the funding rules and rates catalogue/Learning Aim Reference Service (LARS). Providers must deliver education and training that leads to qualifications, units and other learning aims that are approved for funding.

**3.1 Successful tenders will receive payments as follows**

* 10% of the overall value of the learning programmes on return of the signed contract.
* 25% of the overall value of the learning programme at the end of each term following programme monitoring.
* 15% of the overall value of the learning programme on receipt of
  + Completed data recorded accurately on Learner Track
  + Achievement of a minimum 85% of target learner numbers
  + Impact evaluation to include progression data
  + Confirmation from Awarding Organisations on achievement of learners for those on regulated learning.

**3.2 Withdrawal of Funding**

Funding will be refused or withdrawn under the following circumstances

* Any evidence of financial irregularity arises
* Failure to comply with SFA funding rules requirements
* Failure to follow any performance management plans put in place by Wokingham Borough Council Adult and Community Learning Team.

1. **The Application process**

Applicants must complete the documents contained in this application pack as follows:

* Adult Education Budget Application
* Appendix A: Programme Breakdown (Budget)

Please send your tender documents to:

Reference: Adult Education Tender

Democratic Services

Wokingham Borough Council

Shute End

Wokingham

RG40 1BN

The application form and Appendix A must be completed electronically however electronic submissions will not be accepted. Four hard copies must be sent to Democratic Services at the address above, within the deadline.

Please note, any documents not fully completed or received after this date will not be eligible for consideration for funding. Electronic submissions will not be accepted.

The deadline for tender submission is 10th June. 5pm.

1. **Evaluation of** **bids**

Any contract awarded as a result of this procurement will be awarded on the basis of the most economically advantageous tender, or tenders, to the Council as set out below:

|  |  |
| --- | --- |
| **Element of the Evaluation** | **Percentage Weighting** |
| A. Section 2 of the application form | 70% |
| B. Price | 30% |
| **TOTAL** | **100%** |

**5.1 Section 2 Evaluation**

Providers are required to answer the questions in Section 2 of the application form demonstrating how specific elements of the programme, as defined in Section 1 of this pack will be delivered.

Section 2 of the application form carries a weighting of 70%. The table below details the individual weighting attached to each question. The total percentage score achieved in accordance with the below weightings will be prorated to a maximum score of 70% and applied to the overall evaluation.

| **Section 2** | **Weighting** |
| --- | --- |
| **Managing the programme** | |
| 1. Please tell us how you intend to meet the relevant key priority(s) for Adult & Community Learning? | 10% |
| 1. Please tell us what key groups(s) your programme intends to target and describe how you will engage them | 5% |
| 1. Please outline the key objectives that you intend to meet as part of the programme delivery | 3% |
| 1. Please list the courses you intend to deliver i.e. interview preparation, healthy cooking, Introduction to social media etc. | 5% |
| 1. Please list the locations/venues which you will deliver the course(s) from | 5% |
| 1. Please tell us how you will promote the programme and recruit learners | 5% |
| 1. Please list the actions you will take to ensure continuous improvement. Please describe how you will incorporate this in the ongoing delivery of your programme. | 7% |
| 1. Please describe how the programme will be managed. In your answer please detail the level of experience and qualifications of the tutors | 5% |
| Ofsted Common Inspection Framework | |
| 1. Please describe what experience you have of delivering to the Ofsted Common Inspection framework | 10% |
| 1. Please describe what your anticipated learning outcomes are and describe what measures you will have in place to ensure that the programme is relevant and responsive to the needs of the learners | 10% |
| 1. Please describe what methods you have in place for assessing and supporting the learning of individuals. Please also tell us how you propose to monitor each learners progress | 10% |
| 1. Please describe how you will embed English and Maths into the learning programme | 5% |
| 1. Please describe how you will use ICT to support learning | 5% |
| 1. Please describe how you will promote British values to your learners and ensure that they are safeguarded | 5% |
| 1. Describe how you will work with individuals to sustain motivation and attendance and prevent learners from withdrawing. | 5% |
| 1. Describe the progression pathways for the programmes and describe how learners will be supported to access these Please give details of IAG support that will be offered | 5% |
| **TOTAL** | **100%** |

Provider’s response to each question in Section 2 of the application from will be scored using the following scoring matrix.

| **Score** | **Rating of Response** |
| --- | --- |
| 0 | No response provided and/or substantial omissions which make the response fundamentally unacceptable and gives the Council cause for major concern. |
| 1 | Very poor standard of response; fails to meet nearly all requirements, Insufficient information provided or response generally not supported by evidence. Gives the Council cause for a very high level of concern. |
| 2 | Poor response; fails to meet the majority of requirements, insufficient information provided and/or response is generally not supported by evidence. Gives the Council cause for a high level of concern. |
| 3 | Inadequate response; fails to meet some requirements and is generally unsatisfactory and/or has omissions and/or is not supported by evidence. Gives the Council cause for serious concern. |
| 4 | Basic response; borderline in meeting requirements and has some satisfactory elements but is generally unsatisfactory and/or has several omissions. Gives the Council cause for concern in several areas. |
| 5 | Adequate response; generally meets requirements and is supported by a reasonable level of evidence but has a number of omissions which give the Council cause for some concerns in few areas. |
| 6 | Competent standard of response; meets requirements and is supported by a satisfactory level of evidence although there are a few issues which give the Council cause for some minor concerns. |
| 7 | Good standard of response; meets requirements and is supported by evidence although there are a few very minor omissions and/or very minor issues which gives the Council cause for some very minor concerns. |
| 8 | Very Good standard of response; meets requirements and is supported by comprehensive evidence which gives the Council a very good level of confidence. |
| 9 | Excellent standard of response; exceeds the requirements in a number of areas and is supported by strong evidence which gives the Council a high level of confidence. |
| 10 | Exceptional standard of response; exceeds requirements in most areas and is supported by very strong evidence which gives the Council a very high level of confidence. |

Evaluation of Section 2 of the application form will be carried out by a panel made up of staff members from the council with relevant experience and expertise.

**5.2 Price Evaluation**

The price element of the tender carries a weighting of 30%. Providers must complete the Pricing Schedule: Appendix A: Programme Breakdown.

The element of price being evaluated is the **net cost per unique learner hour.** This calculation is highlighted in yellow on the Pricing Schedule.

The “Price” score will be calculated in line with the Chartered Institute of Public Finance and Accounting (CIPFA) scoring model, according to the formula:-

Lowest tender total price  
Score of other tender (%) = Price ratio x ----------------------------------   
 Other tender total price

The lowest priced tender will be awarded 100% of the available financial score, as detailed in **Section 5.** The other tender will then be prorated relative to this.

WBC will ask tenderers to explain the price or costs proposed in this tender where the values appear to be abnormally low in relation to services required. WBC may reject the tender where the evidence supplied does not satisfactorily account for the low level of price or costs proposed.

1. **Procurement Timetable**

|  |  |
| --- | --- |
| **Action** | **Date** |
| Advert and tender documents published | 16th May 2016 |
| Deadline for submissions | 10th June, 5pm |
| Tender Evaluation | 13th - 20th June |
| Inform bidders of winning tenders | By end of June |

1. **Questions and Answers**

Any questions about this tender please email Lorraine Barker at the following email address: [Lorraine.barker@wokingham.gov.uk](mailto:Lorraine.barker@wokingham.gov.uk). We will endeavour to answer your questions within 3 working days. In the subject box please write ‘ADULT EDUCATION TENDER’

**Q: What can the AEB be used for?**

*AEB combines all SFA participation and support funding that is not ESF, Advances Learner Loans and apprenticeships.*

* + *It aims to engage adults and provide the skills and learning they need to equip them for work, an apprenticeship or other learning.*
  + *It enables a more flexible, tailored programme of learning, which may not require a qualification which will help those furthest from learning or the workplace.*

*2016-17 will be treated as a transition year. Wokingham Borough Council will aim to commit the majority of the AEB budget to deliver of non -regulated provision but will seek to set aside approximately 25% of the sub-contracted provision to the delivery of regulated English and Maths at entry level to level 1 (approx. £33K)*

**Q: Where does the funding come from?**

***Funding is provided by Central Government via the Skills Funding Agency***

**Q: How much funding is available?**

*Approximately £120,000 will be available to sub-contract. The total funding pot for each programme is outlined in Section 1.3. We reserve the right to award more than one contract for each programme to ensure that we have adequate coverage of the key target groups.*

**Q: Can learning programmes of over one year in length be applied for?**

*No.  Currently applications can only be made for the academic year finishing by 31st July 2017*

**Q: Who can apply for the fund?**

*Any organisation that is a legal entity and registered with the UK Register of Learning Provider and the SFA’s Register of Training Organisations is entitled to apply. If there is a potential conflict of interest you must declare this on the application form.*

**Q: What would constitute a potential conflict of interest?**

*If a Wokingham Borough Councillor or senior officer sits on your board or governing body for example you should declare this in your application. This will not necessarily exclude you from receiving a contract but written permission will be needed from the SFA.*

**Q: Is the fund targeted particularly at the voluntary sector?**

*No*

**Q: When can I apply?**

*Applications must be received by the date specified above*

**Q: How long before I am notified of the outcome of my application?**

*Please refer to the Procurement Timetable.*

**Q: Am I required to produce a learning programme plan?**

*Yes an overview plan for the delivery of courses is required in your application.  (Section 2)*

**Q: What type of learning programmes are not funded?**

*Generally learning programmes are not funded where*

* *There is no evidence of group classroom learning, either clear or implicit.*
* *Learning is delivered at and employee’s workplace and relevant to either their job or their employers business( unless the learner has an entitlement to full funding)*
* *The primary purpose of the programme is to deliver work placements or work experience*
* *Learning programmes will not be funded where there is evidence of application for double funding.*

**Q: Do the learners have to be 'new to learning'?**

*It is preferable that the learners are 'new to learning', that is, have not taken a funded course in the last year, since the purpose of the funding is to attract those learners who are disengaged.  It is recognised however that some learners will have to take a number of small steps before they can progress into the workplace, higher level courses or achieve their personal learning aim and so learning programmes that show progression routes for learners will be considered for funding, even if the learners are not 'new'.*

**Q: How will the learning programme be monitored and evaluated?**

*You will receive regular monitoring and performance reports and will have formal Contract Monitoring visits depending on the support your organisation requires to ensure that it meets the contract requirements.*

**Q: What happens if I don't reach my target number of learners?**

*We will work with you to help you attract learners, but your funding may be reduced if you fail to achieve a minimum of 85% of the number you identified in your bid.*

**Q: How can I evidence learner progression?**

***Learner progress is evidenced through robust RARPA and all our paperwork is designed to facilitate this process. We will track learners during the year to confirm their next destination and share this information with you.***