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| **INVITATION TO QUOTE**  |
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| **Project: Support for UK Futures Programme** | **Ref: UKFP PRSP** |
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| **Timeline for Delivery: From: 27 April 2015 To: June 2016** | **Budget: Not to exceed £20k Inc VAT for each lot you are applying for** |
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| **Deadline for Response: 1200 midday, 14 April 2015** |

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| The completed form should be submitted to tenders@ukces.org.uk by the deadline above. |

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| **OUR REQUIREMENTS** |
| **Background:** From April 2014, UKCES has been running the UK Futures Programme. Through this Programme, we are working with industry to research, develop, pilot and scale innovative solutions to tackling current and emerging workforce development issues that restrain business performance. The key objectives of the programme are:* **to identify ‘what works’ when addressing market failures in relation to workforce development,** for adoption in policy development and wider business practice
* **to support collaborative approaches to workforce development issues** amongst employers and, where applicable, wider social partners
* **to encourage innovative approaches to addressing workforce development issues**

A key priority for the UK Futures Programme is the desire to test out new ideas and learn what works and what doesn’t. As such, we are interested in working with organisations who are prepared to work in partnership with us to trial innovative ways of working, and who are keen to share their learning for a wider benefit.The Programme mainly operates by issuing targeted competitions in response to the areas where we are looking to create impact through this Programme. The competitions we run will be identified following dialogue with industry, through the insights of our Commissioners and from our research base. To date, we have launched five competitions. We are currently working with 19 collaborations testing new ways of tackling skills issues across the first three competitions. Please refer to The UK Futures Programme – an Introduction. This and key documents on the Programme can all be found at: [UKCES Futures Programme: overview - GOV.UK](https://www.gov.uk/government/collections/ukces-futures-programme-overview) |
| **SPECIFIC REQUIREMENTS** |
| **Offer:** UKCES is looking for a number of experienced individuals to support the UK Futures Programme in the following areas:Lot 1: market testing and market making, and Lot 2: assessment of applications. **You can apply for one Lot or both. If both, you will need to complete the two separate applications, which can be found at the end of this form.**For each Lot above, we will be creating a pool of Associates, each of which will be awarded a call-off contract of up to £20k including VAT and expenses. If successful in both Lots you will receive a contract for each. However, this does not guarantee you work to this value as our requirements, particularly in the area of assessments, will be determined by the level of interest and/or number of applications received in each completion – and your availability during future competition dates.**Lot 1 Market testing and market making**UKCES is seeking a number of experienced individuals to support the market testing and market making aspects of the UK Futures Programme competitions. We are looking for people who have:* the ability to engage with partners, stakeholders and especially employers , especially in relation to explaining/discussing the complex issues this programme is seeking to address
* can raise awareness of the competition by testing the market and generating interest
* can conduct conversations, particularly by telephone:
	+ against a script to make sure we are pitching the competition in the right place/setting the right challenges
	+ to tease out potential ideas for applications and advise people if their ideas are in scope or not
	+ to advise and support potential applicants with their applications

We will start to work with successful applicants (known as Market Testing and Market Making Associates) in these areas from mid-May for competition 6 and future competitions thereafter. A briefing session will take place for all Associates involved in this stage for each competition. **Market testing** takes place pre competition launch to work with key stakeholders to establish whether or not there is a market for a competition and to scope out and specify the competition. This includes the challenges we are setting and the target area and audience. The UKCES Competition lead would manage a small number of Associates to carry out this work which involves:* using a draft competition brief (developed by UKCES) as the tool to talk to key stakeholders in the identified area/sectors
* making contact with partners and key stakeholders to test the draft brief and gain feedback on the scope of the proposed competition
* providing feedback on the conversations to the UKCES Competition lead who will use this information to refine the competition brief
* through these conversations, begin to raise awareness for the competition and warm up the market
* providing suggestions of key stakeholders/employers to include in this activity (desirable not essential)

The end product of this stage will be confirmation that there is an appetite for a competition on this topic and a final competition brief including all key information.  **Market making** happens once the competition has been launched and will be led by the UKCES lead managing a small number of external Associates to:* further awareness raising and warming up the market to encourage applications
* make contact with identified organisations to discuss their potential ideas for applications and advise whether or not they are in scope for the competition
* advise potential applicants in the development of their ideas
* advise and support potential applicants with their applications

**Lot 2 Assessment of applications**UKCES is seeking a number of experienced assessors (known as Associate Assessors) to work with UKCES staff to assess the applications for competition 5 and further competitions later in the year. All Associate Assessors involved in completion 5 assessment will be required to attend the training day on 27 April 2015. There will be a training day that all requested Associates must attend before each competition assessmentWe have established a planned and rigorous approach to competition assessment. It is critical that each Associate Assessor develops a detailed understanding of the competition and what the UKCES is looking for, is able to review applications and score consistently against a proscribed framework of evaluation criteria. External assessors will assess in teams of two over a set period of time and also take part in team level moderation. Some external assessors will be asked to take the role of lead in a team which includes them taking full responsibility for the assessment outcomes of the team and taking part in further moderation and preparing paperwork for Commissioners. **Notice period for each competition:** The number of assessors required for each competition will be determined by the number of applications received. We will gain a picture of potential numbers throughout the open stage of each competition but the final number of applications will not be known until the deadline for receipt of applications. The indicative timeline is outlined below. UKCES will:* inform all assessors of the assessment timeline as each competition is launched
* check availability of each assessor for the assessment period relating to that competition and advise them of the training date
* contact the assessors we anticipate we will need for each competition at least one week before the training and ask them to attend the training - Note: this may mean that more assessors may be trained than needed
* confirm to assessors whether or not they are needed for the specific competition - Note: this may mean that if fewer applications are received, we may need to stand assessors down

**Known competition dates**As each competition is launched, the key dates will be published. As an illustration, the key dates for competition 5: **Developing leadership and entrepreneurship skills in small firms are:**

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| Activity Competition 5 | Start Date | End Date |
| *Launch and Market Making Phase* | *19/03/15* | *30/04/15* |
| *Assessor Training Day* | *27/04/15* | *27/04/15* |
| *Assessment*  | *01/05/15* | *22/05/15* |
| *Lead assessment (including follow up activity)* | *01/05/15* | *09/06/15* |
| Activity Competition 6 – Addressing gender imbalances in the workplace (dates indicative only) | Start Date | End Date |
| *Launch and Market Making Phase* | *May 2015*  |  *June 2015* |
| *Assessor Training Day* | *end of June/beg of July* | *end of June/beg of July tbc* |
| *Assessment*  | *July* | *July* |
| *Lead assessment (including follow up activity)* | *July* | *August* |

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| **HOW TO APPLY** |
| Please complete your application below and return it to tenders@ukces.org.uk by the deadline. |
| **HOW TO APPLY – Please complete the application for each Lot you are applying for in which you address the evidence requested and give costs****Provide brief details of your knowledge and experience of any specific sectors of industry – for information but not scored**  |

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| **LOT 1 APPLICATION FORM – Market testing and market making Associates** |
| Company Name |  | Contact e-mail |  |
| Please indicate your availability during the Market Making phases as shown in the Known Competition dates table: |
| **Capability - 60% of total score – maximum of 500 words** |  |
| 1. Demonstrate your understanding of the UK Futures Programme by providing a *brief summary* on what it aims to achieve and the key elements that make this funding programme different (20 marks):

Response |
| 1. Provide a *brief,* pertinent example of your experience in engaging with key stakeholders, particularly employers, where you had to explain complex ideas and draw out constructive feedback (market testing) (15 marks).

 Response: |
| 1. Provide *brief* details of working with stakeholders to (15 marks):
2. raise awareness, discuss and develop potential ideas and advise and support them in the development of their concept (market making)
3. how would you apply this to market making for the UK Futures Programme

Response: |
| 1. Provide details of how you would encourage applicants to develop an ongoing approach to testing and learning as a key element of the activity (10 marks)

Response  |
| *A minimum score of 60% of the marks available in this section must be achieved in order for the application to continue to be considered.* |
| **Cost - 40% of total score** |  |
| **Please quote your best day rate including VAT (if applicable):** |

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| **LOT 2 APPLICATION FORM – Associate Assessors** |
| Company Name |  | Contact e-mail |  |
| Please indicate your availability during the assessment periods shown in the known competition dates table: |
| **Capability - 60% of total score – maximum of 500 words** |  |
| Demonstrate your understanding of the UK Futures Programme by providing a brief summary on what it aims to achieve and the key elements that make this funding programme different: (20 marks)Response |
| Provide brief details of your experience of assessing funding proposals/bids/applications (20 marks)Response: |
| Briefly describe the challenges and issues of assessing complex areas such as:(20 marks)* Potential for Impact
* Innovation
* Employer leadership and engagement
* Public and private contributions
* Testing and sharing learning

Please refer to the [guidance documents](https://www.gov.uk/government/collections/ukces-futures-programme-overview#guidance-documents) on these areas. |
| *A minimum score of 60% of the marks available in this section must be achieved in order for the application to continue to be considered.* |
| **Cost - 40% of total score** |  |
| **Please quote your best day rate including VAT (if applicable):** |

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| **Sector knowledge and experience - maximum of 500 words** |
| Provide brief details of your knowledge and experience of any specific sectors of industry – **for information but not scored** Response: |

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| **NEXT STEPS – TIMELINE FOR PROCUREMENT** |
| Deadline for applications | 1200 hrs midday, 14April 2015 |
| Evaluation of proposals by UK Commission panel | 15 – 20 April 2015 |
| Telephone interviews (if required) | 21 April 2015 |
| Award | 22 April 2015 |
| Unsuccessful applicants notified | 22 April 2015 |
| Mandatory Training Day | 27 April 2015 |

All quotes must remain valid for a period of 6 months from the Deadline for Proposal/Quote receipt