

Commercial in Confidence

Invitation to submit proposals for bespoke 'recruit and train' pre-employment offers in the West of England.

1. Background

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

You are invited to submit a proposal (or proposals) for designing and delivering bespoke pre-recruitment training that will equip people with the skills that are needed in the West of England Enterprise Zones or Areas both now and in the future.

Collaborative responses are encouraged from both employers and providers / 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 the expertise in the specified area.

Calls will cease once the allocated funding level has been reached.

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.

2. 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](#) and/or [West of England LEP](#) website.)

3. Requirement

We are seeking to fund a number of proposals that together deliver training for up to 360 learners. The total amount of funding available is £100,000 (plus VAT). Applicants can submit more than one proposal. Should insufficient proposals be accepted through the initial call a number of further calls will be made until the funding has been fully committed.

Training courses **must** be 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 that are associated with those employment opportunities. Appendix 1 provides examples of the areas / sectors and types of partners that could potentially be involved in a proposal.

The offers **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.
- The learners do **not** need to be living in the Enterprise Zone or Areas.
- 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 4a)
- The fund **cannot** be used to upskill existing employees in a company.

Documentary evidence of joint training course design and delivery **must** be provided. 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:

- Business West
- 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
- 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 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](#), 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](#).

A template for your proposal response is included at Appendix 2. 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](#)":

- 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
- start and finish of any pilot course (if appropriate)

- candidate screening / eligibility checking
- start of training
- end of training
- outcomes and / or assessment

For your further information our Vendor Assessment Form is attached at Appendix 6.

4. Project Deliverables

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

- joint training design (with employers / stakeholders etc.) and delivery
- each learner's registration / eligibility to live and work in the UK. (See Appendix 4).
- each learner starting the course. (See Appendix 5)

Unless otherwise advised, personal data records, signatures, evidence of address etc. will be obtained using hard copy (paper original) formats. 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. (No payments will be made on proposal submission).

5. Data and Project Management

Business West will provide a Project Manager and an Administrator for the programme.

For the purposes of any contracted provision, the ESFA will be the data controller. Learner records will be made available for audit purposes. 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.

6. 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>.

7. 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.

8. Assessment Criteria

All submissions will be reviewed for completeness. Proposals will be disqualified if you do not submit a fully completed RESPONSE FORM (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.
- Satisfactory credit check
- Average cost must not exceed £300 per learner.

Proposals will be assessed by an Evaluation Panel in order to identify the most economically advantageous proposals (MEAT). 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 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.

Should further calls be made following the Initial Call assessment criteria may change, any changes will be notified on or before the next call release date.

9. 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	Tuesday 30 th October 2018	Friday 2 nd November 2018	Monday 5 th November 2018	Friday 9 th November 2018	Wednesday 14 th November 2018

Subsequent calls will be made, if required.

Call 2	Wednesday 14 th November 2018	Wednesday 21 st November 2018	Thursday 22 nd November 2018	Friday 30 th November 2018	Friday 7 th December 2018
Call 3	Monday 10 th December 2018	Wednesday 19 th December 2018	Thursday 20 th December 2018	Monday 7 th January 2019	Monday 14 th January 2019
Call 4	Wednesday 16 th January 2019	Wednesday 23 rd January 2019	Thursday 24 th January 2019	Friday 1 st February 2019	Friday 8 th February 2019
Call 5	Monday 11 th February 2019	Monday 18 th February 2019	Tuesday 19 th February 2019	Wednesday 27 th February 2019	Wednesday 6 th 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:

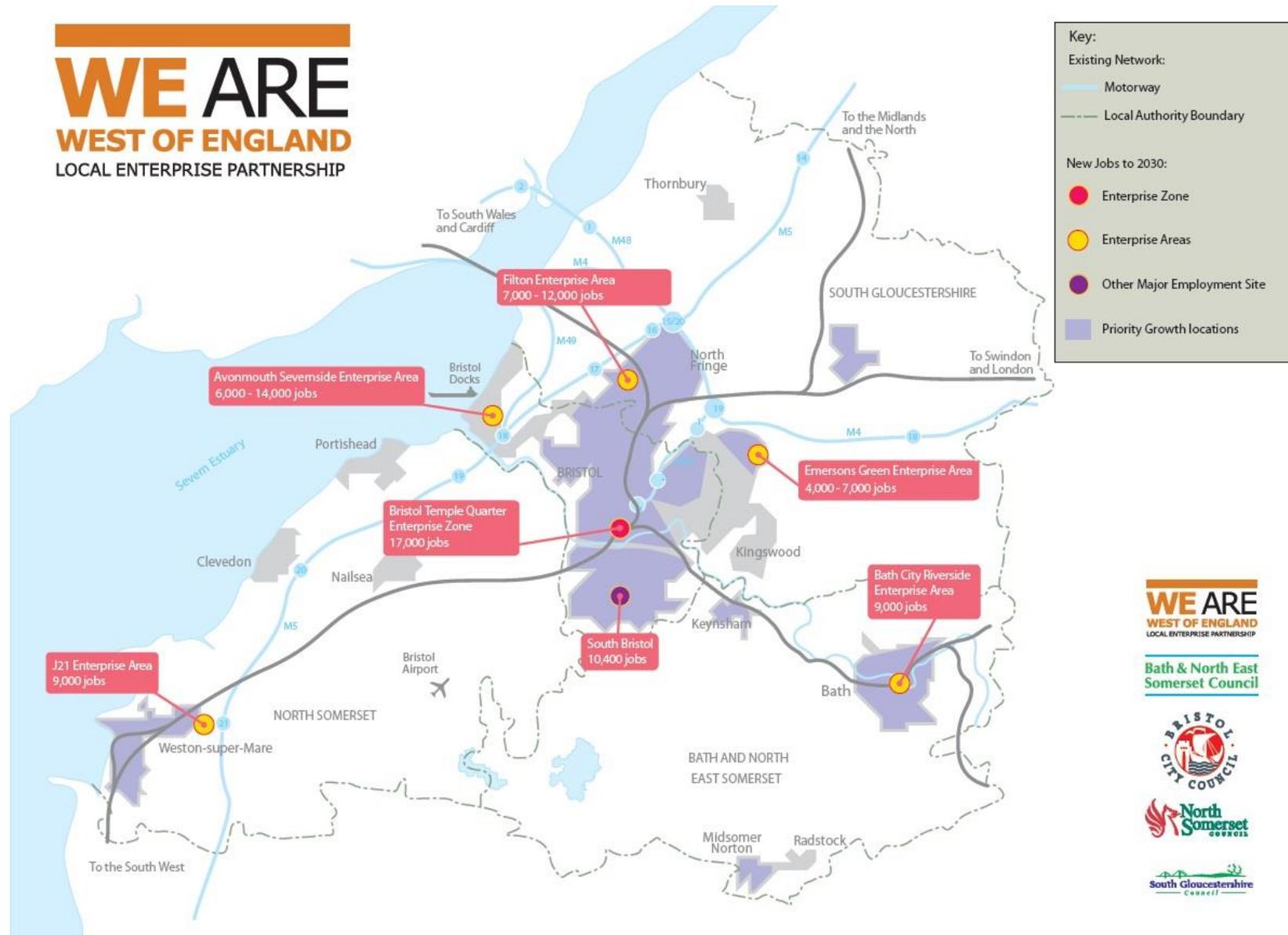
Quote for Skills West "Recruit and Train" Pre-employment Programme Call #: ***Name of your Company***.

10. 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.

Appendix 1 - West of England Enterprise Zones and Areas

A larger map version is available [on-line](#). Industry sectors, and example businesses and learner groups in each zone / area are given in the table below.



Appendix 1 continued: Examples of potential key sectors/employers, providers and learner groups*

*Please note this is not an extensive list and purely suggested opportunities

Enterprise Zone / Area	Key Sectors	Examples of Employers / Providers operating in area/zone	Examples of Potential learner groups/types/challenges
Bristol Temple Quarter	Professional Services High Tech Visitor Economy Digital Creative Construction	Women in Tech N-Gaged Weston College City of Bristol College Babassa QA Calling the Shots Knowle West Develop Me Boom Satsuma HIT Rising Arts Paintworks Bottle Yard Ashley Housing Princes Trust Bristol City Local Authority	<ul style="list-style-type: none"> • Women Returners • BME and other underrepresented groups, including people with disabilities • Traineeships with extra training • Sector based work academies with additional training
Filton	Advanced Engineering Manufacturing Aerospace Visitor Economy Hi Tech Digital Health (Care / Digital) Visitor Economy	Airbus GKN Rolls Royce BBC Village hotels Selco NBT N-Gaged	<ul style="list-style-type: none"> • Candidate rejections from Primes (referrals to Aerospace Supply Chain) • Sector Based work academies • BME and other underrepresented groups, including people with disabilities • Traineeships with extra training • Sector based work academies with additional training

Filton (cont'd)	Construction	SGS College City of Bristol College Reed Princes Trust BEMA South Gos. Local Authority	
Bath Riverside and Somer Valley	Health (Care / Digital) Creative Digital Construction (Housing) Hi Tech Retail Visitor Economy	Mayden HIT City of Bath College Creativity Works N-Gaged Lifetime Princes Trust BANES	<ul style="list-style-type: none"> • Candidate rejections from Primes (referrals to Aerospace Supply Chain) • Sector Based work academies • BME and other underrepresented groups, including people with disabilities • Traineeships with extra training • Sector based work academies with additional training
Junction 21	Health Care Food Hi Tech Professional Services Distribution Construction	Alliance Homes Foodworks BCE The Hive Weston College HIT North Somerset Local Authority	<ul style="list-style-type: none"> • Not in Education, Employment, Training or School (NEETS) • Over 50's / Fuller working lives • Transport to Work • BME and other underrepresented groups, including people with disabilities • Traineeships with extra training • Sector based work academies with additional training
Avon and Severnside Area	Distribution Retail Manufacturing Advanced Engineering Construction Hi Tech	Nisbets Working Knowledge Aldi N-Gaged Bristol City Council Learning Communities team	<ul style="list-style-type: none"> • TUPE / Redundancy / Career changers • Candidate rejections from Primes (referrals to Aerospace Supply Chain) • Sector Based work academies • BME and other underrepresented groups, including people with disabilities

Avon and Severnside Area (cont'd)	Low Carbon	City of Bristol College SGS College South Glos Local Authority	<ul style="list-style-type: none"> • Traineeships with extra training Sector based work academies with additional training
Emerson Green	Retail Hi Tech Advanced Engineering Creative and Digital Health Professional Services	Working Knowledge SGS COBC BEMA NBT N-Gaged South Glos. Local Authority	<ul style="list-style-type: none"> • TUPE / Redundancy / Career changers • Candidate rejections from Primes (referrals to Aerospace Supply Chain) • Sector Based work academies • BME and other underrepresented groups, including people with disabilities • Traineeships with extra training Sector based work academies with additional training

Appendix 2 – Training Proposal Template

Please use the editable file template attached as Appendix 2a 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 below relates to the equivalent section number in the Programme Plan Proposal Template.

	Requirement	Score	Assessment Comments	Weighting
	1. Organisational Details Address, postcode, and contact details	Pass / Fail	Organisations which do not provide these details with their proposal will be initially rejected.	n/a
	2. Cost of Delivery	Pass / Fail	The proposal price should not exceed £300 plus VAT per learner.	n/a
	3. Timescales and Delivery Dates	Pass / Fail	Start of training must be on or before Friday 29th March 2019 or the proposal will be rejected.	n/a
	4. Policies included	Pass / Fail	The following policies must be included: Data Protection, Equality and Diversity, Sustainability, Health & Safety	
	Satisfactory credit check	Pass / Fail	Business West will carry out a credit check.	
	<u>Research</u> 5. Overview of pre-employment programme	Enter Score: 0-5	What research has been undertaken to substantiate the programme being offered / training need. What research has been carried out? Is any supporting evidence provided?	10%

	Requirement	Score	Assessment Comments	Weighting
	<p><u>Innovation</u> 5. Overview of pre-employment programme 6. Delivery model 7. Targeted learners</p>	<p>Enter Score: 0-5</p>	<p>The extent to which the training delivery model and mechanism is unique / bespoke and addresses the needs of learners, employers and stakeholders in or near the West of England Enterprise Zones and Areas.</p>	20%
	<p><u>Knowledge of Subject Matter</u> 7. Targeted learners 8. Alignment to Enterprise Zones and Areas</p>	<p>Enter Score: 0-5</p>	<p>Understanding of the Skills West programme, ESFA and ESIF rules and cross-cutting themes, individual learner requirements and existing training provision in the West of England. Understanding of recruitment needs of employers in the Zones/Areas. Understanding of skills challenges across the sector and Zones/Areas.</p>	20%
	<p><u>Design and Delivery</u> 6. Delivery Model 9. Employers and Stakeholders involved</p>	<p>Enter Score: 0-5</p>	<p>The extent of collaboration between employers and stakeholders, relevance of delivery model to the learners (including any immediacy, or otherwise, of requirement in relation to the employment opportunities being offered).</p>	20%
	<p><u>Experience</u> 10. Experience 7. Targeted learners</p>	<p>Enter Score: 0-5</p>	<p>Capability and capacity to deliver the number of learners stated, including managing the training approach, personal data and evidencing requirements.</p> <p>Where possible, 3 recent examples (within the last 2 years) should be provided to demonstrate a successful track record of working with learners and / or business support organisations.</p>	15%

	Requirement	Score	Assessment Comments	Weighting
	<p><u>Location</u> 11. Location of Course 7. Targeted learners</p>	<p>Enter Score: 0-5</p>	<p>Proximity of the training in relation to the identified learner groups, relationship(s) to the West of England Enterprise Zones and Areas and how this will be evidenced including whether additional costs exists which would prohibit any priority learner groups from travelling.</p>	5%
	<p>12. <u>Outcomes and Evaluation</u></p>	<p>Enter Score: 0-5</p>	<p>Nature, method and timescales for identifying the success or otherwise of the course (s).</p>	5%
	<p>2. <u>Cost / Value for Money</u></p>	<p>Enter Score: 0-5</p>	<p>Where like for like proposals are received, the lowest average price will receive the maximum score and the remaining quotes will have their scores applied pro-rata; i.e. divided into the lowest price and the result multiplied by the maximum score.</p> <p>Where proposals differ, cost / value for money will be further assessed in relation to the type of programme, overall budget and type / number of learners.</p>	5%

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.

Response	Score	Definition
No Response or failed response	0	Not completed or completely fails to meet the requirements.
Very Poor	1	Most, or all requirements have not been met, contains significant shortcomings or is inconsistent with other proposals.
Poor	2	Some of the requirements have not been met or have only been met in part.
Good	3	Satisfies the requirements in all material respects.
Very Good	4	Satisfies the requirements in all material respects and exceeds some requirements – demonstrating some added value.
Excellent	5	Satisfies the requirements in all material respects and exceeds all requirements – demonstrates significant added value.

Appendix 4 – Learner Eligibility Criteria and Registration Requirements

An example learner registration sheet is provided at Appendix 4a. 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 4a - Learner Eligibility Registration (SD07)

Learner Name:	Date of Birth:
Course:	Date:
Delivery organisation:	UKPRN:

Please tick to indicate that you are:	YES	NO
Aged 16 and above at the start of the programme		
A legal UK Resident, either British Citizen or EU Citizen resident in the UK		
Able to take paid employment in a member EU State		
Not on any other Publicly funded Training Programme		

If you have ticked NO to any of the above, you are NOT eligible for Project.

Evidence of Eligibility

Full Passport & Valid Passport (EU/Non EU)	Passport Number:
Other evidence provided: Please state (See notes overleaf) <input type="checkbox"/> UK issued "right to remain" letter (Note 4) <input type="checkbox"/> Other (Notes 3 & 5)	Ref:
Evidence of Address Provided (please state and include number/type)	Evidence of Age (please state and include number/type)

I declare that the details given on this form are true to the best of my knowledge and the evidence that I have provided is true and accurate.

Signed (Learner)		Date	
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I can confirm that I have assessed the above learners' eligibility for Project (number) and can confirm that I have seen with the original documents that have been recorded on this form.

Signed (Provider)		Date	
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Data Protection Legislation – This information will only be shared where the law allows it. It may be shared with other organisations and the Department for Work & Pensions for administrative, statistical and research purposes, to inform careers and other guidance and to monitor progress. For more detailed information on how we handle your personal information see the ESFA: privacy notice at www.gov.uk/government/publications/esfa-privacy-notice. Where you provide personal data to us, it is essential that you have the right to give us that personal data, and to allow us to use it as anticipated by the arrangements between us. This includes where the personal data that you are providing relates to people other than yourself. We will rely on you to make sure that you do have those rights. Both we and you will comply with our obligations under all relevant laws and rules on data protection and privacy.

Appendix 5 – Training Course Attendance Sheet

An example of the attendance sheet which learners will be asked to sign when they start the course is provided at Appendix 5a. 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.