**INVITATION TO TENDER**

Goldsmiths’ College

New Cross

London

SE14 6NW

12th August 2021

# INVITATION TO TENDER FOR THE PROVISION OF ANTI-RACISM TRAINING DELIVERY

You are invited to submit a tender for the provision of anti-racism training delivery at Goldsmiths, University of London.

Goldsmiths, University of London is looking to appoint an experienced facilitator / team of facilitators with an expertise in anti-racism, to deliver mandatory Anti-racism training to all staff.

In June 2019 Goldsmiths committed to launching mandatory staff training in relation to issues of racism and oppression after a 137-day organised occupation of Deptford Town Hall which was led by Black and people of colour students. This forms part of the College response to the occupation and will underpin the college’s commitment to promoting equality, tackling racism and progressing racial justice.

The Anti-Racism Training Working Group was established to curate the anti-racism training with the aim of identifying a suitable provider to facilitate the training and to ensure the successful roll-out of the training for all academic and professional staff. Engagement sessions with key stakeholders including GARA (Goldsmiths Anti-Racism Action) and GREG (Goldsmiths Race Equality Group – staff network) were also held to garner input from a broader range of staff and students.

Your tender response together will all supporting attachments should arrive no later than **Noon on 15th September 2021 for the attention of Samantha Lee: Samantha.lee@gold.ac.uk**

We look forward to hearing from you in due course.

Yours faithfully

Samantha Lee

Procurement Manager

Goldsmiths University of London

**Tender Specification: Anti - Racism Training Delivery**

**Context**

In June 2019 Goldsmiths committed to launching mandatory staff training in relation to issues of racism and oppression after a 137-day organised occupation of Deptford Town Hall which was led by Black and people of colour students. This forms part of the College response to the occupation and will underpin the college’s commitment to promoting equality, tackling racism and progressing racial justice.

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**Delivery requirements**

Our aim is to:

* Launch anti-racism training for all staff by November 2021
* Start with SMT/Council/senior managers
* Roll out 30 sessions between November 2021 and July 2022 (with the aim of training 450 staff in year 1).
* Review quality and engagement with the training by the end of term 1 before finalising programme for the remainder of the academic year (dates and evaluation approach to be agreed with supplier).
* The format will be 1-day; we are keen for this to be delivered in different configurations (see below).
* Training must seamlessly connect with Action Learning Sets which will be led by Goldsmiths, to ensure continuity and ongoing learning.

**Draft outline and objectives**

The following draft outline has been developed based on discussions at the Anti-Racism Working Group and Stakeholder Engagement Sessions (Summer 2019). The draft outline and content aims to provide an overview of our priorities, we are keen to receive input from potential suppliers on what you feel is feasible and how we might enhance the training to ensure it has the greatest impact.

**Draft outline**

The aim of the programme will be to enable participants to recognise and understand the impact of racism within society and higher education, and to explore ways of tackling racism at Goldsmiths.

During the session we would want participants to develop an understanding of how institutional racism manifests and the ongoing impact of racism on students and staff today. Participants will come away from the session with an awareness of the responsibilities of individuals, departments and the college as a whole in tackling racism, and the steps they can take to support racial justice work at Goldsmiths.

**During the session we would want participants to develop an understanding of the following concepts/objectives:**

* Institutional/structural racism
* Everyday racism
* Role of white power
* Whiteness - What is it & how it manifests.
* Intersectionality
* Understanding the societal impact of racism
* Recognising how racism affects different groups, including, for example people of Gypsy, Roma and Traveller heritage

**By the end of the session we would want participants to have identified the skills required to support racial justice work at Goldsmiths, including:**

* Skills to develop a personal action plan in conjunction with the action learning sets/wider EDI strategy
* Frame within Action Learning Set
* Critical listening, introspection and reflection
* How to be an active bystander, empowering to recognise and to act against racism
* Effective and proactive allyship and inclusive leadership
* Empathy, understanding differences

**Additional context**

For more information about race equality work at Goldsmiths please visit our website: <https://www.gold.ac.uk/racial-justice/>.

Information on the 137-day Black and people of colour student led occupation of Deptford Town Hall can be found here: <https://gal-dem.com/tag/goldsmiths-university/> as well as GARA’s [Twitter](https://twitter.com/goldantiracism?lang=en) and [Facebook](https://www.facebook.com/goldsmithsanti/) pages.

Information about Goldsmiths Student Union ongoing activism can be found on their website: [https://www.goldsmithssu.org/democracy/campaigns/](%20https://www.goldsmithssu.org/democracy/campaigns/) as well as [Twitter](https://twitter.com/GoldsmithsSU) and [Facebook](https://www.facebook.com/goldsmithssu/) pages.

**Session format**

The Anti-racism training will be a 1-day course.

We are aiming to ensure the training is offered in a way that is accessible, so that all staff are able to engage. We are therefore keen to include:

* In person sessions delivered over 1 day
* In person sessions delivered over 2x half days
* Sessions facilitated online via zoom / Teams

This training will form the core training that all staff are required to attend. We are also exploring the possibility of offering Action Learning Sets, and tailored workshops for departments as a follow-on from this core module (this activity is not in scope for this tender but we are happy to discuss these ideas as part of the development of the training).

**About you**

We are looking for a facilitator, or team of facilitators who:

* Has experience of delivering anti-racism training in a large complex organisation
* Facilitates discussions in a way that is informed by racial trauma and is sensitive to the personal experiences of participants
* Has knowledge of anti-racism within higher education
* A strong awareness of the Goldsmiths context
* Draws on different theoretical, historical and social frameworks to contextualise discussions around race
* Can draw on their lived experience to inform their practice
* A competent and confident facilitator who is able to navigate the tensions and conflicts surrounding discussions of race
* Is able to adapt the training for different participants e.g. academic / professional and support staff and different levels of understanding.

1. **Procurement Timeline**

| **Action** | **Deadline/period** |
| --- | --- |
| Requirements communicated to suppliers | 10th August 2021 |
| Deadline for  submissions | 12 noon 6th September 2021 |
| Deadline for clarification questions | 12 noon 1st September 2021 |
| Evaluations & review | 7th September – 14th September |
| Shortlisted Interviews | TBC |
| Evaluation of Interviews | TBC |
| Contract commencement | November 2021 |

1. **Contract Period**
   * 1. The intention is to let a contract that runs from November 2021 until July 2022. There will be a break clause after six months in March 2022 to review quality and engagement of the training before finalising the programme for the remainder of the academic year. Goldsmiths’ reserve the right to terminate the contract after this six month period.
   1. Goldsmiths’ University will take the necessary steps to finalise the Contract for award to the winning Tenderer, including completing the Tenderer-specific sections of the Contract.

4.3 Goldsmiths’ reserve the right to cancel, abandon and not award the Contract.  Goldsmiths’ shall not be responsible or liable to the Tenderer in any way whatsoever as a result of taking this action.

1. **Tender Submission Requirements**

5.1 Tenderers should complete and submit their Tenders in compliance with the submission requirements

5.2 Each Tenderer may submit a maximum of one Tender. Variant or multiple tenders are not invited and will not be considered.

5.3 A tender that does not contain all the information required may not be considered valid.

5.4 A Tender must be unconditional and capable of acceptance. The Tender must be clear, concise and complete.

The following requirements must be adhered to when submitting Tenders:

(a) all prices and pricing information must be provided in pounds sterling (£) and be exclusive of VAT and

(b)) tendered prices must include all travel and subsistence expenses.

1. **Confidentiality**

**6.1 Note on Data Protection**

Due to the confidential and personal nature of the information involved in this contract, Data Protection is of vital importance. Goldsmiths will look to work closely with the appointed Supplier, to ensure that all possible measures are in place to protect data and that Data Protection roles and responsibilities are clear. The successful Supplier will have to confirm they can meet Goldsmiths Data Protection policy and ensure that they have robust data storage, management and security systems, which comply with our security, data protection and confidentially requirements.

**7** **Publication of Contract**

7.1 Under the Government’s Transparency requirements we are obliged to publish the contract between Goldsmiths’ and the successful tenderer(s) in full. The successful tenderer(s) should identify any information regarded as commercially sensitive and explain (in broad terms) what harm may result from disclosure and the time period applicable to that sensitivity.

# **8 Qualification, Evaluation & Award**

## **Compliance check**

8.1 Tenderers will be assessed against the responses submitted to ensure that all questions have been answered and that the documentation has been completed and answered in accordance with the provisions set out within the tender

8.2 Where a Tender is considered by Goldsmiths’ to be non-compliant with the requirements of the tender documentation, the Tenderer may be eliminated from this procurement process and its Tender rejected without any further assessment.

## **Evaluation Criteria**

8.3 The tender process will be conducted in a manner that ensures tenders are evaluated fairly to ascertain the most economically advantageous tender. Your capability to perform the contract will be evaluated using the criteria set out below.

8.4 Please prepare your written response to cover the key deliverables below. Each deliverable must be covered in the written response. The response must be submitted via email in either MS Word or PDF format with a minimum font size of 12pt.

# 8.5 Please note that this competition is a two – stage process based on a written response/pricing evaluation for stage 1 and an interview for stage 2

* + 1. Bidder’s proposals will be subject to Quality and Price evaluations as outlined below:

Stage 1 – Shortlisting – Written Quality Evaluation/pricing evaluation

Stage 2 – Interview

* 1. Stage 2 of the tender process will involve interviews with the top four scoring bidders at Stage 1. Details of the interviews will be given in the award letters after Stage 1.

|  |  |
| --- | --- |
| **Criterion** | **Percentage Weightings** |
| Stage 1 Written Proposal | 50% |
| Stage 2 Interview | 35% |
| Pricing | 15% |

# 

# 8.6 **Technical Evaluation Criteria**

Each of the questions in the technical evaluation criteria will be scored from 0-5, using the scoring scale below. The score for that question is then multiplied by the weighting, to give a weighted score for that particular question. The weighted scores will then be added together, to give a total score out of 95 for the technical evaluation criteria. For example:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Ref | Question | Areas to cover | Score | Weighting | Weighted Score |
| *1* | ***Example Q*** | * *Example criteria* | ***3*** | ***5*** | ***15*** |
| *2* | ***Example Q*** | * *Example criteria* | ***2*** | ***5*** | ***10*** |
| *3* | ***Example Q*** | * *Example criteria* | ***4*** | ***4*** | ***16*** |
|  |  |  |  | ***Total Score*** | ***41/95*** |

**Scoring Scale**

|  |  |
| --- | --- |
| *0* | **Nil or inadequate response**. Fails to demonstrate an ability to meet the requirement. |
| *1* | **Poor Response.** Response meets less than half the stated requirement. It is partially relevant but generally poor and lacks relevant detail. Very little evidence of appropriate knowledge, skills, experience, quality of approach |
| *2* | **Unsatisfactory.** Response meets some but not all of the stated requirement. Lacks detail on how the requirement will be fulfilled in several areas. |
| *3* | **Satisfactory.** The response meets the stated requirement. Answers are relevant and acceptable, has credible plans to deliver the requirement but may lack some detail. |
| *4* | **Good.** The response fully meets the stated requirement in all areas. Answers are clear, relevant and elements of the response exceed the requirement by offering some added value. Have confidence in their ability to deliver the requirement. |
| *5* | **Exceptional.** The response exceeds the requirement in all areas. Answers are comprehensive, unambiguous and offer significant added value to the requirement which benefits Goldsmiths’. Have confidence in their ability to deliver the requirement to an exceptional standard. |

8.7 The top four tenderers at stage 1 will be shortlisted and invited to present. Tenderers that are not shortlisted will not progress to stage 2 and will be eliminated from further consideration in this procurement process.

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## **8.8 Award steps**

# 8.8.1 The award criteria will be applied to evaluate and score the Tenders submitted by all Tenderers that have passed the qualification step. The award criteria and weightings are set out:

### **QUALITY**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Weighting** | **Available Score**  **(out of 100)** |
| Question 1 | 0.6 | 3 |
| Question 2 | 2 | 10 |
| Question 3 | 3 | 15 |
| Question 4 | 2 | 10 |
| Question 5 | 1.4 | 7 |
| Question 6 | 1 | 5 |
| Pricing |  | 15 |
| Stage 2 Presentation | See appendix 1 | 35 |
| **TOTAL** | | **100** |

4.2 For Both price evaluation stages where irregularities or omissions are identified within the pricing schedules Goldsmiths’ reserve the right to seek clarification from bidders for the costing information they have submitted. Goldsmiths’ also reserve the right to clarify and challenge what it considers abnormally low pricing submission and may reject a bid should a sufficient clarification not be provided to address Goldsmiths concern.

4.3 Financial scoring represents 15% of the overall evaluation. We will only look at the final price. The bidder with the cheapest overall price will receive 5 marks and all other bids will be marked as a proportional variance from the top scoring bid. The formula being used for Relative Assessment for this procurement is:

Bid Score = (Lowest Price/bid price) x 15%

5 **Scoring Approach**

5.1 The scores in the quality section and the pricing section will be added together to calculate a stage 1 score that will be used to rank all bids at written stage. Using these criteria, the top 4 suppliers at stage 1 will be shortlisted and invited to attend interviews. The score for the interviews will represent 35% of the total score.

5.2 For the avoidance of doubt, suppliers that are not shortlisted and not invited to the interview, will not progress to Stage 2 and will be discounted from further consideration in this procurement.

5.3 The interviews will be with a small panel of Goldsmiths staff and students. After interview, Goldsmiths’ may invite potential suppliers to deliver a pilot session, paid for by Goldsmiths in line with the provider’s pricing structure.

5.4 Following the evaluation of Stage 2, the interview score will be added to the stage 1 score to create an overall total score of 100%. At this point the highest scoring bidder will be awarded the contract.

**Appendix 1 – Award Questions**

|  |  |  |
| --- | --- | --- |
| **No** | **Information required** | **Weight** |
| Q1 | Please outline your approach to managing training contracts:   * Your approach to working with the commissioning team * Developing and refining the training * Feeding back key themes and observations after the training as part of the   evaluation process | 3 |
| Q2 | Please demonstrate how you would meet the requirements set out in the ‘About you’ section. | 10 |
| Q3 | Training proposal outlining how you would respond to the Draft aims and objectives developed by the Anti-Racism training working group:   * Session aims and objectives * Session outline including key discussion topics, resources, theories * Activities that encourage participants to consider new concepts, share ideas and reflect | 15 |
| Q4 | Please outline your approach to facilitation:   * Facilitating complex conversations and disagreements * Adapting the training for different participants e.g. academic / professional and support staff and different levels of understanding. * Ensuring participants’ safety * Responding to power imbalances * Centring the voices and experiences of racialized and other marginalised groups | 10 |
| Q5 | Please outline your approach to conducting training needs assessments and evaluating training, for example, through:   * Pre-course assessment * Post-course self-assessment * Feeding back to the commissioning team * Other evaluation mechanisms | 7 |
| Q6 | Please provide two examples of where training or development interventions relating to anti-racism have been delivered successfully in other HEI’s or similar organisations | 5 |

|  |  |
| --- | --- |
| **Interview – Top four bidders ONLY** | **35** |
| Questions to be provided to shortlisted suppliers – details to follow | |

**Appendix 1A – Pricing**

|  |  |
| --- | --- |
| Please provide full details of your costings including:   * Cost of planning time and estimated cost for the development of this programme   Facilitation day rates:   * Rate for 1-day session (in person) * Rate for 2 x half day sessions (in person) * Rate for 2 x half day sessions (online) | 15 |