**Appendix 5 – STAGE 2: Delivery Partner Tender Form**

**Deadline for submission – 5pm Monday 16 May 2016 – please refer to Section 2 – Appendix 1 – General information on Tendering.**

**If you are applying to become a Delivery Partner for multiple occupational families, a tender form must be completed for EACH Occupational Family.**

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| **Lead Organisations Name:** | |
|  | |
| **Lead Organisations Contact Name:** | **Contact Details:**  *(address, email, telephone number)* |
|  |  |
| **Potential Partner Organisations (if applicable):** | |
|  | |
| **Submission Coverage -** *Please list the Occupational Family and descriptor which the submission will cover. The list of Occupational Families within scope can be found in Appendix 8 of the commissioning document* | |
| **Occupational Family** | **Descriptor** |
|  |  |

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| **Occupational Family knowledge** |
| **Weighting** |
| Pass/Fail |
| **Min. Pass Mark** |
| Pass required |
| * ***Demonstrate your understanding and experience of working with the occupational family for which you are bidding. This should include knowledge of employers/key partners, skills needs, labour markets, current & future demand for the products and should cover all occupations within the occupational family*** |
| *Insert answer here* |

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| **Evidence of Support & Commitment** |
| **Weighting** |
| Pass/Fail |
| **Min. Pass Mark** |
| Pass required |
| * ***Provide evidence of support for and commitment to the tender to cover the selected occupational families. e.g. direct support from employer groups, delivery partner letters of support across all nations of the UK.*** * ***Demonstrate how you will ensure depth and breadth in employer leadership and support from across the UK throughout the lifetime of the agreement. This should be evidenced for example through employer governance structures including membership, employer charters/ service level agreements, use of technology to consult a wide range/ high volume of employers.*** |
| *Insert answer here* |

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| **Capability** |
| **Weighting** |
| Pass/Fail |
| **Min. Pass Mark** |
| Pass |
| * ***Demonstrate your and where applicable, partner organisations capability, skills, capacity and experience in relation to delivering Standards and Frameworks products for the occupational family identified in your submission:*** * ***NOS – development and review*** * ***SVQ/alternative competence based qualification structures and related credit rating activities and development of assessment strategies – development and review*** * ***Apprenticeship/Modern Apprenticeship – developments and review***   ***NB: You must provide evidence of your capability to provide all of the above products.*** |
| *Insert answer here* |

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| **UK-wide Coverage** |
| **Weighting** |
| 30% |
| **Min. Pass Mark** |
| 5 out of 10 |
| * ***Demonstrate your, and where applicable, partner organisations abilities to meet the requirements of the Standards and Frameworks products in relation to policy and differences in products in:***   + ***Scotland***   + ***Wales***   + ***Northern Ireland***   + ***UK-wide (NOS only)*** |
| *Insert answer here* |
| **Delivery Arrangements** |
| **Weighting** |
| 30% |
| **Min. Pass Mark** |
| 5 out of 10 |
| * ***Describe the delivery arrangements for the selected occupational family including a clear rationale to include:*** * ***Partnership arrangements and agreements or other structures to ensure delivery to time, quality and to meet the demands of employers and end users.*** |
| *Insert answer here* |

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| **Quality Processes (UK wide)** |
| **Weighting** |
| 40% |
| **Min. Pass Mark** |
| 5 out of 10 |
| * ***Demonstrate an understanding of the quality requirements needed to deliver the outputs within scope:*** * ***NOS – development and review*** * ***SVQ/alternative competence based qualification structures and related credit rating activities and development of assessment strategies – development and review*** * ***Apprenticeship/Modern Apprenticeship – developments and review*** |
| *Insert answer here* |
| * ***Demonstrate how the required quality assurance will be ensured and implemented by:*** * ***The lead organisation*** * ***Partner organisations (if applicable)*** |
| *Insert answer here* |
| * ***Define how the lead organisation will manage the overall quality assurance and ensure delivery to the Quality Criteria identified at Appendix 7*** |
| *Insert answer here* |

**financial and commercial Criteria (Pass or Fail)**

*Please complete this section and include it within your tender.*

|  |  |  |
| --- | --- | --- |
| How many years have you been trading? | |  |
| What was your actual turnover in the last 2 financial years? | y/e  turnover | y/e  turnover |
| What was your actual trading result in the last 2 financial years? (profit/loss) | y/e  profit/loss | y/e  profit/loss |
| What were your balance sheet total reserves in the last 2 financial years? | y/e  Reserves | y/e  Reserves |
| **If asked would you be able to provide at least one of the following:** | | |
| A copy of your most recent audited accounts. | | **Yes / No** |
| A statement of your turnover, profit and loss account and cash flow for the current year of trading. | | **Yes / No** |
| During the last financial year which single organisation or group was your primary customer?  What percentage of your annual turnover did this customer account for? | | Name:  %: |
| Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past 12 months? | | **Yes**  **No**  **No such terms** |
| If ”**No**” what were the reasons and what has been done to put things right? | | |
| Has your organisation met all its obligations to pay its creditors and staff during the past 12 months? | | **Yes / No** |
| If ”**No**” what were the reasons and what has been done to put things right? | | |
| Are you currently involved in any legal disputes or are any pending?  Have you had any judgements against you for which reparation, compensation or costs are still outstanding? | | **Yes / No**  **Yes / No** |
| If ”**Yes**” give brief details – sufficient not to prejudice the legal process. | | |

Please record the value of insurance cover for current policies where payments are up to date.

|  |  |
| --- | --- |
| Value of Employers Liability insurance cover |  |
| Value of Public Liability insurance cover |  |
| Value of Professional Indemnity insurance cover |  |
| Other cover. Please provide details |  |

**By submitting this document, you are confirming that:**

* The information contained in this form is correct. All organisations mentioned have been consulted and have agreed roles, responsibilities and are financially viable.
* On the date of submission of this tender, the organisation you represent and the staff proposed for this work are not subject to conflicts of interests in the context of this application. You undertake to inform the UKCES without delay of any change to this situation after the date of submission of the tender.