**Request for Quotes**

**Resident Learning Provision 2020-2022**

**Contract Period: 2-year period.**

# Summary

1. Lambeth Housing Services is commissioning vocational education courses for Council residents for two years for the period 2020-22.
2. The accredited learning provider will provide Chartered Institute of Housing and other accredited courses at a base in the Borough centrally located.

This brief sets out

* Requirements
* Timescales for the Quotation
* Price Quality Ratio for Evaluation of Proposal
* Format of Response
* Method Statement requirements for Quality Assessment
* Pricing Evaluation

# Requirements

**1.1 Recruitment and assessment process**

1.1.1 The Council will be responsible for advertising the courses available but the Service Provider will be expected to do similar, targeting Council residents. The Service Provider will have responsibility for the assessment of learners to ensure they would be able to undertake the accredited courses.

1.1.2 The Service Provider will have responsibility for signposting learners to alternative courses or learning if they are deemed unsuitable for the accredited courses.

## 1.2 Curriculum Offer

## 1.2.1 The successful applicant will have to provide the following Accredited courses including Chartered Institute of Housing (CIH) Award in Housing Practice, CIH Scrutiny, Award in Education & Training and Food Hygiene. The courses must be held in Lambeth and easily accessible to residents from across the Borough. The premises must also offer computers and wi fi access for online course work residents will be required to undertake.

## 1.2.2 Qualifications should have sufficient approval time to enable completion of delivery, verification and final certification. The indicative budget for the Accredited provision is £49,000 per annum and the indicative allocations for the curriculum packages are as below.

|  |  |  |
| --- | --- | --- |
| **Accredited package – Qualifications up to Level 3** | **Learners** | **Indicative funding pa** |
| Level 3 CIH Award in Housing Practice | 30 | £24,000 |
| Level 2 CIH Scrutiny | 15 | £7,000 |
| Level 3 Award in Education and Training | 30 | £15,000 |
| Level 1/2 Food hygiene | 30 | £3,000 |

**1.3 Status of the Service Provider**

1.3.1 During the Term the Service Provider shall be an independent Service Provider and not an employee of the Council and the Service Provider must not represent to anyone, nor allow any of their employees or agents to represent to anyone, that they are agents or servants of the Council.

1.3.2 In such capacity the Service Provider shall bear exclusive responsibility for the payment of their national insurance contributions as a self-employed person and for discharge of any income tax and VAT liability arising out of remuneration for their work performed by them under this Contract.

**1.4 Anti-fraud and Corruption**

1.4.1 It is the duty of the Service Provider to be aware of the Council’s policies and codes of conduct to combat fraud and corruption perpetuated by employees abusing their position and by others who may attempt to obtain the Council’s assets or services to which they are not entitled. The Service Provider should refer to the information on the Council’s website: http://www.lambeth.gov.uk/Services/CouncilDemocracy/CouncilDepartments/FinanceResources/Fraud/ .

1.4.2 The Service Provider shall have adequate procedures in place to prevent fraud, bribery, money-laundering and corruption in line with legislation including, but not limited to, the Public Bodies Corrupt Practices Act 1889, the Prevention of Corruption Acts 1906 – 1916, the Terrorism Act 2000, the Proceeds of Crime Act 2002, the Money Laundering Regulations 2007, a20 Data Protection and Freedom of Information

1.4.3 The Service Provider warrants that it will lawfully process in accordance with the provisions of the General Data Protection Regulation 2018 (GDPR) any Personal Data that it has or shall obtain under this Contract.

1.4.4 In relation to personal data provided by the Council to the Service Provider the Council is the Data Controller of the personal data and the Service Provider is the Data Processor of the personal data and the Service Provider, its servants and sub-contractors shall at all times comply with the instructions of the Council and in accordance with the law.

1.4.5 The Service Provider shall indemnify the Council against any loss or damage, which the Council may sustain or incur as a result of any breach by the Service Provider of the provisions of this condition.

**1.5 Monitoring Requirements**

The Council will require the Service Provider to ensure the following monitoring requirements are adhered to;

**1.5.1 Data Collection**

In order to ensure that we are obtaining and effectively monitoring equality and diversity and retention of our participants the following documents will need to be completed;

1.1. Registration forms completed and signed for all attendees

1.2. Attendance Registers completed

**1.5.2 Monitoring**

The Service Provider must provide quarterly reports on course attendance as well as case studies in a schedule to be provided

**1.5.3 Key Performance Indicators**

The following course outcomes will be required

Level 1/2 Food Hygiene  3 x courses delivered  60 x learners enrolled  • Improved of food hygiene  • Improved confidence in food handling  \* Improved employability  100% attendance  90% retention  90% achievement  50% progressing onto further learning

Level 3 NOCN Award in Education & Training  2 x courses delivered  30 x learners enrolled  • Increased confidence in facilitation/presenting  • Improved employability skills  • Improved career prospects  90% attendance  85% retention  90% achievement  70% into voluntary roles  15% into employment

Level 2 CIH Scrutiny in Housing  1 x courses delivered  15 x learners enrolled  • Increased knowledge of role scrutiny in housing  • Improved skills in scrutiny  • Improved employability skills  85% attendance  80% retention  85% achievement  70% into voluntary roles  15% into employment

Level 3 CIH Award in Housing Practice  2 x courses delivered  30 x learners enrolled  • Increased knowledge of Housing  • Improved employability skills  • Improved career prospects  85% attendance  80% retention  85% achievement  70% into voluntary roles  15% into employment

# Timescales for the Quotation

The proposed period of the contract would be from the start date agreed once the tender has been awarded. It is hoped that the start date would be by 1 April 2020 – if this procurement proceeds in full and is intended to run for a 2-year duration.

A timetable for the selection process is detailed below (please note these dates may be varied at the council’s own discretion):

Table 1 - RFQ timetable

|  |  |  |
| --- | --- | --- |
| **Stage** | **Component** | **Indicative timescale** |
| Request for quotation | Publication of Request for Quotation | 4 February 2020 |
| Deadline for receiving questions | 12pm (noon) on 11 February 2020 |
| Proposal submission deadline | 12pm (noon) on 18 February 2020 |
| Selection | Evaluation Period | 19 to 28 February 2020 |
| Successful applicant selected and confirmed | 2 March 2020 |
| Contract Commencement | Successful applicant commences contract | 1 April 2020 |

**Submission of clarification questions and tenders**

All questions relating to this request for quotes and tenders must be emailed to Kamla Peerboccus, Resident Participation Officer, [gettinginvolved@lambeth.gov.uk](mailto:gettinginvolved@lambeth.gov.uk) by the above deadlines.

# Price Quality Ratio for Evaluation of Proposal

The ratio that will be used to evaluate the proposals is as follows:

Price – 40% - Based on the Pricing Proposal

Quality – 60% - Based on the response to the Method Statement

The application will be scored across three areas **Delivery Proposals,** **Service Qualities** and **Value for Money.**

# Format of Response

Your proposal should consist of your response to the Method Statement Questions and your completed Price Proposal, in section 5. Your response to the Method Statement Questions must be kept to a maximum of 400 words per question with clear indication of which question you are responding to. Any submissions that exceed this limit may not be evaluated. A draft copy of the terms and conditions applicable for this contract is also attached for your information (see Appendix A).

**Additional requirement:**

**What do you require from Housing Services to support your delivery proposal?**

|  |
| --- |
| **Please outline any requirements that you have to enable you to deliver your service offer effectively.**  The information you provide here will **not contribute to the scoring of your bid**, but will be used by the Resident Engagement Team in planning ways to work with you to support your delivery |

# Method Statement for Quality Assessment

The response to the Method Statement will be used as the basis for evaluating the quality element of the response.

In respect of the **Delivery Proposals** and the **Service Qualities** the following scoring methodology will be used to establish the suitability of the application in each cluster. Only those applications which score 3 or more on both these sections will progress to the price evaluation (value for money test).

**Scoring**

All criteria will be assessed using a 0-5 scoring system as follows:

|  |  |
| --- | --- |
| **Quality of response** | **Score** |
| Excellent – a major area of strength | 5 |
| Good – an area of some strength | 4 |
| Competent/Acceptable | 3 |
| Some development required | 2 |
| Raising major concerns | 1 |
| No information given | 0 |

The components which are indicated with the appropriate weightings will be evaluated by the panel and the appropriate score will be agreed. The score achieved for this section will be weighted at 60% to give the final score for quality (Quality Score).

* The Quality Score will be added to the Price Score to determine the Final score.
* The council reserves the right to challenge any information provided in response to the RFQ and request further information in support of any statements made therein.
* Potential Providers’ responses must clearly demonstrate how they propose to meet the requirements set out in the question and address each element in the order they are asked.
* Potential Providers’ responses should be limited to and focused on each of the component parts of the question posed. They should refrain from making generalized statements and providing information not relevant to the topic.
* Whilst there will be no marks given to layout, spelling, punctuation and grammar, it will assist evaluators if attention is paid to these areas including identifying key sections within responses.

**Method Statement Question 1:**

**Delivery proposals**

|  |
| --- |
| Briefly explain: Your delivery proposal  Why you are proposing this delivery offer  The outputs and outcomes you expect to achieve  How you will evaluate your delivery, and the performance indicators you will use to support this  **Your answer should not exceed 400 words and will account for 30% of the overall score.** |

**Method Statement Question 2:**

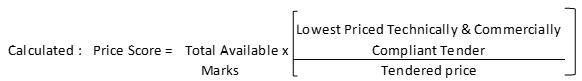
**Service qualities**

Please tell us the service qualities which will underpin your delivery proposal(s).

|  |
| --- |
| Briefly explain:  How you will work to ensure your delivery model is effective  How you will support the recruitment and retention of residents in your delivery  How you will support progression for the residents that you work with  **Your answer should not exceed 400 words and will account for 30% of the overall score given for each of your delivery proposals in this cluster area.** |

# Price Evaluation

For price, each submission will be assessed on the total cost of delivering the service, using the following equation:



Price proposals should be returned by completing the table below (please insert your pricing in the green sections).

Table 2 – Pricing Schedule

Please confirm price per course on basis on the number of learners identified in 1.3 and also the cost per learner.

|  |  |  |  |
| --- | --- | --- | --- |
| **Item No** | **Item** | **Total cost**  **(£ excl. VAT)** | **Per learner**  **(£ excl. VAT)** |
| 1 | Level 3 CIH Award in Housing Practice (for 30 learners) | £ | £ |
| 2 | Level 2 CIH Scrutiny (for 15 learners) | £ | £ |
| 3 | Level 3 Award in Education and Training (for 30 learners) | £ | £ |
| 4 | Level 1/2 Food hygiene (for 30 learners) | £ | £ |
|  |  | |  |
|  | **Total Cost** (item 1 + item 2 + item 3 + item 4) | **£** | **xxx** |

**Completed by** *(please add names and job titles of those completing application*):

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**