**Invitation to Tender**

**European Social Fund – Employer Led Skills Project (ELS)**

**Specification Reference: Software Cornwall Agile Training Programme**

**ESF Priority Axis:** Priority Axis 2: Skills for Growth

**ESF Investment Priority 2.1:** Enhancing equal access to lifelong learning

**Area:** Cornwall and Isles of Scilly (C&IoS)

**Opens:** 10th June 2021

**Closes:** 15th July 2021

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1. **About Software Cornwall**

Software Cornwall is an open and collaborative group of technology based businesses, education providers and business support organisations connected to Cornwall, UK. The community is independent and funded by its members, sponsors and supporters.

***Our vision- Cornwall as the most productive global location for software development***

***Our mission – To promote and support software growth and excellence in Cornwall for today and in the future***

Software Cornwall was established informally in 2012 by a group from the software sector in Cornwall collaborating to support the growth of the digital engineering industry in the County.

Since April 2015 Software Cornwall has been a Limited Not-For-Profit organisation funded through membership and sponsorship. The organisation also works in collaboration to deliver funded educational programmes supporting the development of tech talent here in Cornwall.

### Our objectives

* **Skills & Knowledge:** Encourage learning and transfer of software skills and knowledge at all levels
* **Business & Finance:** Promote the growth and development of software businesses
* **Recruitment & Careers Development:** Engage with young people to promote software as a career and promote high skilled employment opportunities
* **Visibility & Culture:** To promote and support the visibility of software in Cornwall
* **Infrastructure & Environment:** To support the development of infrastructure and a positive environment
* **Collaboration & Networking:** Work openly, inclusively and collaboratively to benefit the software community
* **Financial Sustainability:** To develop an organisation that is self sustaining

1. **About this Invitation to Tender**

Software Cornwall has secured project funding through the European Structural and Investment Funds (ESIF), known locally as the Cornwall and Isles of Scilly Growth Programme, from the European Union’s European Social Fund for a project named Employer Led Skills (ELS).

This tender document outlines a specific area of skills delivery that is required, and that Software Cornwall is encouraging relevant organisations to submit proposals to be considered. A full list of training provision required is provided in section 3 below.

The intention is that the training offered will deliver two days of intensive training one in 2021 and one in 2022 in a range of Agile Methodologies to approximately 300 people (subject to uptake).

1. **Background and Context:**

One of the dominant contributory factors to the region’s productivity and economic growth is the level of education, training and skills within the working age population. This specification seeks to address a range of issues concerning the development and upskilling of Cornwall and IoS’s workforce in the Software Sector. It aims to help businesses to develop and grow, become more resilient and more productive.

Training providers with expertise in the following areas are encouraged to submit a proposal to be considered for inclusion:

* + - * Software Delivery
      * Team Working
      * Agility in Business
      * Product Design and Management

1. **Specification Requirements**

* 1. **Budget** – Software Cornwall expects to allocate up to **£45,000 of ESF** for purchasing this training**.** Software Cornwall reserves the right to increase or decrease this allocation by up to 15% subject to the quality of the proposals received and demand for training and support from employers.
  2. **Location**: all training delivery must be based in C&IoS and will be delivered either online or face to face (when safe to do so).
  3. **Duration** –We require the training to be held between September 2021 and December 2021 and then another training package delivered between May 2022 and July 2022. All training will be completed by 31st March 2023. The end date may be extended by 6 months to 30th September 2023 subject to further dialogue with the Department for Work & Pensions.
  4. **Objectives** –

This section provides an overview of what is expected from all training providers and must be evidenced as part of their application. At the end of the tender document a template is provided for completion by all those wishing to submit a proposal for consideration. All submissions must be completed using the provided template.

* + 1. Software Cornwall is looking for training providers who can offer:
       - delivery of non-accredited Agile training that will cover all job roles within an agile organisation or organisations looking to embrace the agile methodology.
       - a training package which is an opportunity for companies to send a team to both enhance their own learning but also to meet and network with other like minded companies to explore new ideas.
       - participants the opportunity to develop transferrable skills, both into and within sectors.
    2. Training providers must:
       - be qualified to the appropriate level within their vocational/specialist subject or have the relevant industry experience
       - have the capacity to deliver training online and through blended learning, as well as face to face delivery in C&IoS over the term of this tender
       - hold appropriate levels of insurance (professional, indemnity, public liability)
       - have demonstrable experience of delivering high quality training packages
    3. Applicants must outline their experience and skills against the points identified above in their Framework application.
    4. Applicants should also include in their response:
       - information about the training offer being proposed
       - the geographical locations of delivery (if not online)
       - the duration of each course/training package
       - the cost of each course/training package
  1. **Audit** – All payment claims will be subject to audit by Cornwall Marine Network ELS Project lead partner and other bodies such as DWP, which is the Managing Authority for ESF funds in England.
  2. **Selection** – All proposals for training inclusion will be scored in line with the criteria specified in section 5g below.

1. **Cross Cutting Themes** - All applications received under this specification should demonstrate how the cross-cutting themes will be addressed in their training and development. The cross-cutting themes for ESF are ‘gender equality and equal opportunities’ and ‘sustainable development’. This should include focus on improved productivity and improving the gender balance in the software sector.
2. **Application Process & Prioritisation Methodology:**
   1. Procurement - Robust and transparent procurement is required to ensure that Software Cornwall considers:
      1. value for money;
      2. maximises the efficient use of public money; and
      3. maintains competitiveness and fairness across the European Union.
   2. This specification identifies specific requirements for all applicants to consider in respect of their proposals. Software Cornwall will appraise proposals against these requirements.
   3. This specification is being assessed in a ‘single stage’ process.
   4. Software Cornwall will check applicant eligibility; activity and expenditure eligibility; and the fit with the specification as initial gateway criteria. Proposals that pass this stage will then be considered against the following points: Strategic fit; Value for money; Management & control; Deliverability. The assessment and any prioritisation will be undertaken using only the information supplied as part of the application process.
   5. Questions can be addressed to Software Cornwall by email to admin@softwarecornwall.org. Software Cornwall will also complete a Financial Due Diligence exercise and ask applicants to provide:
      1. Proof of trading – financial accounts/statements
      2. Proof of Existence – Certificate of Incorporation, VAT Registration Certificate, etc.
   6. Evaluation Methodology:
      1. The decision to award the contract will be based on a number of criteria:

|  |  |  |
| --- | --- | --- |
| Criteria | Score (0=not addressed, 5=Fully addressed) | Weighting (%) |
| Best value for money | 0-5 | 20 |
| Understanding of the brief, including clarity and credibility of the proposal. | 0-5 | 20 |
| Proposed delivery model addresses the objectives outlined above. | 0-5 | 20 |
| Quality of the approach to the work. | 0-5 | 20 |
| Capabilities and experience of delivering similar programmes | 0-5 | 20 |
|  | Max. 25 points | 100 |

* + 1. Each proposal will be checked for completeness and compliance with all requirements.
    2. During the evaluation of proposals, Software Cornwall reserves the right to seek clarification in writing from applicants to assist it in its consideration of the service procurement.
    3. Software Cornwall is not bound to accept the lowest price or any proposal. Software Cornwall will not reimburse any expense incurred in preparing proposals.

1. **Timetable**: The anticipated timetable for submission of the tender is set out below.

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| Milestone | Date |
| Issue Invitation to Tender | Day 0 (10th June 2021) |
| Final date for receipt of clarifications | 17th June 2021 |
| Final date for response to clarifications | 23nd June 2021 |
| **Deadline to return proposals to Software Cornwall** | **5pm 14th July** |
| Evaluation of proposals by Software Cornwall – commencement | 15th July 2021 |
| Successful and unsuccessful quoting organisation/s informed | w/c 26th July 2021 |

1. **Submission Requirements:**
2. Any questions or points of clarification to be directed by email to [admin@softwarecornwall.org](mailto:admin@softwarecornwall.org) by **17th June 2021**
3. Please submit the proposal template by email, post or in person by **5pm on 15th June 2021**
4. Proposals must be submitted through full completion of the attached template. Any proposals not submitted in this way will not be assessed.
5. If submitting electronically, please send by email to admin@softwarecornwall.org with the following wording in the subject box: “ELS – Agile Training Programme - Strictly Confidential.”
6. Applicants are advised to request an acknowledgement of receipt when submitting by email.
7. If submitting by post or in person, the proposal template must be enclosed in a sealed envelope, marked as follows:  
   “ELS - Training framework proposal - Strictly Confidential.” Kayley Scanlan ELS Project Coordinator, Software Cornwall Ltd, ℅ Bluefruit Software, Gateway Business Park, Barncoose, Redruth, TR15 3RQ
8. Please ensure you cover all the elements of the specification objectives and your costings should be clear of whether they are inclusive or exclusive of VAT (where this element applies)
9. **General Information**: All proposals **must** consider **all** of the following points as a pre-requisite if the proposal is to be considered;
   1. **Equality and Diversity** - Software Cornwall is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful applicant will be equally committed to equality and diversity in its provision and will ensure compliance with all anti-discrimination legislation. You will be required to comply with Software Cornwall’s Equality & Diversity policy and practices if successful in securing this contract.
   2. **Environmental Policy** - Software Cornwall is committed to sustainable development and the promotion of good environmental management. The successful applicant will be committed to a process of improvement with regard to environmental issues. You will be required to comply with Software Cornwall’s Environmental policies and practices if successful in securing this contract.
   3. **Indemnity and Insurance** - The successful applicant must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the provider’s obligations and liabilities under this contract, including but not limited to:
      1. Professional indemnity insurance with a limit of liability of not less than £2 million.
      2. Public liability insurance with a limit of liability of not less than £5 million.
      3. Employers liability insurance with a limit of liability of not less than £5 million (if appropriate)
      4. All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract.
      5. If applicants do not hold the stated level of insurance, Software Cornwall will discuss levels of insurance on a case by case basis, as relevant to the content of training being delivered.
   4. **Exclusions** - Software Cornwall shall exclude the applicant from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant’s company, has been the subject of a conviction by final judgment of one of the following reasons:
      1. Participation in a criminal organisation
      2. Corruption
      3. Fraud
      4. Terrorist offences or offences linked to terrorist activities
      5. Money laundering or terrorist financing
      6. Child labour and other forms of trafficking in human beings
   5. **Document Retention** - All documentation (electronic and hard copy) produced as part of this contract will need to be returned to Software Cornwall at the end of the contract so that we can retain them for future reference/audit. The provider will not be expected to store these documents for future reference.
   6. **Disclaimer** 
      1. The issue of this documentation does not commit Software Cornwall to award any contract pursuant to the quoting process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between Software Cornwall or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between Software Cornwall and any other party (save for a formal award of contract made in writing by or on behalf of Software Cornwall).
      2. Software Cornwall reserves the right to terminate a provider’s inclusion on the framework if concerns over quality or integrity are identified and substantiated.
      3. Providers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their quote responses. Information supplied to the providers by Software Cornwall or any information contained in Software Cornwall’s publications is supplied only for general guidance in the preparation of the quote response. Providers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by Software Cornwall for any loss or damage of whatever kind and howsoever caused arising from the use by providers of such information.
      4. No representation by way of explanation or otherwise to persons or corporations quoting or desirous of quoting as to the meaning of the Invitation to Quote, contract or other quote documents or as to any other matter or thing to be done under the proposed contract shall bind Software Cornwall unless such representation is in writing and duly signed by the CEO of Software Cornwall. All such correspondence shall be returned with the quotation documents and shall form part of the contract.
      5. Payment terms – as per Software Cornwall’s payment terms: External training providerswill be paid through an invoice system with payment made within 30 days of receipt of the invoice.
      6. Software Cornwall reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

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**Specification Reference: Software Cornwall Agile Training Programme**

**ESF Priority Axis:** Priority Axis 2: Skills for Growth

**ESF Investment Priority 2.1:** Enhancing equal access to lifelong learning

**Area:** Cornwall and Isles of Scilly (C&IoS)

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| **Name of Training Provider:** |
| **Overview of training offered:** |

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| --- | --- | --- |
| *Before you complete this template use the bullets below to check that your organisation is able to offer all of the required elements:*   * + - * *Software Cornwall is looking for training providers who can offer:*         1. *delivery of non-accredited Agile training that will cover all job roles within an agile organisation or organisations looking to embrace the agile methodology.*         2. *a conference which is an opportunity for companies to send a team to both enhance their own learning but also to meet and network with other like minded companies to explore new ideas.*         3. *participants the opportunity to develop transferrable skills, both into and within sectors.*   *If you believe your organisation can deliver all of the above please continue to complete the template.*  *You are welcome to include additional documents as supporting evidence for any of the points in the template below.* | | |
| **Experience and Skills** | **YES/NO** | **Evidence**  **(copies of certificates included with submission / comment to prove reason for YES or NO response)** |
| Qualified to the appropriate level within their vocational/specialist subject or have the relevant industry experience |  |  |
| Have the capacity to deliver training online and through blended learning, as well as face to face delivery in C&IoS over the term of this tender |  |  |
| have demonstrable experience of delivering high quality training packages |  |  |
| Hold appropriate levels of insurance: professional, indemnity, public liability (not less than 5 mil) |  |  |
| Ensure all staff involved in the delivery of the training have relevant safeguarding knowledge |  |  |

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| --- | --- | --- | --- | --- |
| **About your training offer** *(add more rows as required)* | | | | |
| **Name and level of individual course /programme** | **Brief course overview.** | **Duration** | **Delivery location** | **Cost** |
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| **Cross cutting themes** |
| **Gender equality & equal opportunities** |
| *Use this space to explain how these areas of E&D are embedded within the delivery of your training offer. Please provide some examples.* |
| **Sustainable development** |
| *Use this space to explain how the theme of sustainable development is embedded within the delivery of your training offer. Please provide some examples.* |