

**Request for quotes**

**for**

**Apprenticeship Training**

**For**

**Horticuluture & Landscape Operative and**

**Arborist Apprenticeships**

**Deadline for submissions is**

**12:00 noon, Friday 20th July 2018**

**to**

**Workforce Development Lead: Bridget Arnold**

**Bids via email only**

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# SCHEDULE OF ACTIVITY.

Please be aware that these are indicative timescales and may be subject to change.

|  |  |
| --- | --- |
| Activity | Date |
|  |  |
| Issue Invitation to submit proposal | Thursday 28th June |
| Clarification window\* | Tuesday 10th July |
| Deadline for receiving proposals | **Friday 20th July** |
| Evaluation period | Friday 3rd August |
| Award of contract | Friday 14th September\* |
| *\*There is an extended time between evaluation and award, this is due to unavailability of lead officers.* | |

\*The clarification window is an opportunity for you to put forward any questions that you have about any aspect of this request to enable you to submit quotations. All questions should be forwarded via email. Any that are received after the window has closed cannot be responded to.

This document should be read in conjunction with Appendix 1: Service Specification that is provided with the RFQ. If you do not have this, you should contact RBG for a copy.

# INTRODUCTION

The Royal Borough of Greenwich (“RBG”) requests quotations from providers to deliver levy-funded Apprenticeships to its employees.

## General information about the Royal Borough of Greenwich

RBG is one of 33 London boroughs, located in the South-East of Greater London, employing approximately 3,700 corporate staff and 4,300 in schools. The Council comprises

six directorates with staff working in a wide range of vocational areas across Children's Services, Health & Adults Services, Regeneration, Communities & Environment, Housing & Safer Communities and Finance

With an ageing workforce and working on reduced budgets RBG has to be innovative in how it offers development opportunities and is keen to offer apprenticeship training to support CPD that is aligned to career grade and trainee posts. In this way the apprenticeship levy will be utilised to develop the existing and new workforce. RBG offers apprenticeships to:

* New recruits
* Existing staff as CPD.

Section 2 of this document will specify the target group/s.

## The RBG Apprenticeship Partnership

RBG has a long history of employing apprentices, this has been via an Apprenticeship Training Agency (ATA) and as direct employees. This request for quotations is to provide learning to members of staff who are directly employed RBG.

In line with the apprenticeship reforms in early 2017 RBG is keen to offer levy-funded apprenticeships to existing staff as well as those who have been newly recruited by RBG.

In this way, RBG utilises apprenticeship qualifications to support workforce planning and staff CPD. The programmes that we offer are facilitated by the Workforce Development Team who work closely with supervisors and managers to ensure the successful deployment of apprenticeships to meet the development needs of their teams.

The Workforce Development Team identifies apprenticeship training needs at the Council by:

* Offering apprenticeships across the Council in qualifications that are relevant to many service (cross-cutting subjects)
* Conducting surveys and skills audits to identify specific needs of the services in niche areas
* Responding to ad-hoc request from managers who have identified qualifications that they wish to offer to their staff as part of CPD or career grade schemes.

## Equalities

RBG is firmly committed to tackling discrimination and promoting equality of opportunity and good community relations.

RBG is required by the general public sector duty of the Equality Act 2010 to "have due regard to the need to":

* Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Equality Act 2010
* Advance equality of opportunity between people who share a protected characteristic and those who do not
* Foster good relations between people who share a protected characteristic and those who do not.

The duty applies in respect of all protected characteristics. RBG will wish to work with providers who demonstrate an ability to overcome barriers preventing individuals from a range of backgrounds and protected characteristics from accessing learning.

## Objectives

RBG is looking for a Provider to deliver apprenticeships to newly recruited and existing staff across various directorates and service areas in a range of vocational areas. Section 2.2 of the specification includes a list of which qualifications the Provider is being asked to propose and whether the learners will be selected from the existing workforce, new recruits or a combination of both.

The Employer is looking for a Provider who can be flexible with enrolment dates, possibly offering them throughout the year in order to avoid the need to co-ordinate starts in line with the academic year.

The apprenticeships will be primarily targeted to all RBG staff who meet the criteria.

All applicants must have:

• A contract of employment with RBG

• Been in employment in RBG for a minimum of 6 months (or on a recognised entry level career progression scheme)

• Resided in the UK for 3 years or more

• Have commitment to remain in the employment of Greenwich Council for two years following successful completion of the programme and to sign a corporate sponsorship agreement to this effect

# SPECIFICATION

## Service

RBG is looking for a suitable provider who will be able to deliver the following services over the duration of the apprenticeship.

* Screening and Preparation
* Enrolment and Induction
* Dedicated on-programme support
* A learning model that is fit for the programme, the learner and the workplace
* Management Information
* Provision of financial information
* (where applicable) assistance with selecting suitable candidates for recruitment.

## Apprenticeships

The Employer is looking for a Provider to deliver both the Horticulture and Landscape Operative Apprenticeship L2 and the ArboristApprenticeship L2.

*Only providers who can delivery both qualifications will be considered for this opportunity.*

## Target Group

The apprenticeships will be made available to the following staff

* Newly recruited apprentices
* If appointed in time, RBG would like the successful bidder to participate in the recruitment process.  However if this procurement process has not be concluded in time, RBG will ensure recruits have the required skills level to be accepted onto the course. RBG may invite the successful provider to conduct their own interviews, if they do not already have this included in standard enrolment procedures.
* RBG is offering an apprenticeship to 2 Horticulture and Landscape and 2 Arborist Apprentices.

## Specifics

RBG requires the following to be included in the provider’s delivery. This should be confirmed in **Part 1: Questionnaire** of the application process and where relevant, referred to in **Part 2: Method Statements.**

1. Learning is delivered using an online portfolio system
2. All claims for additional payment for e.g. those relating to care leavers, additional learning needs, young apprentices
3. All eligibility checks are conducted on RBG’s applicants
4. Upon request, the provider will agree to provide to RBG, CV’s for the staff who will be working on the programme/s included in this quotation.
5. The provider will consult with RBG about suitable EPA Providers at point of enrolment at a suitable time
6. When requested to do so, the provider will attend recruitment and selection processes events to conduct entry assessments such as literacy, numeracy and ICT assessments
7. The provider will collate and store all compliance documentation and records of off-the-job learning.
8. A minimum of 1 day a week attending structured learning as day release
9. This day release to take place with a 25 mile radius of RBG’s SE18 premises.
10. Provide an opportunity for face to face meeting with managers to discuss progress up to 3 times a year, to take place at college or RBG premises.
11. [Optional] Block release where needed.
12. [Optional] Willing to collaborate on learning opportunities with employers (e.g. structured learning sessions taking place on site)

In order to be successful providers must be able to meet all of the above requirements that are not options.

Any sub-contracting of provision should be identified and details of sub-contractors provided in the quotation.

RBG will need to be assured the subcontractors are qualified and validated to deliver any programme. If there is a deviation from original subcontractor RBG will need to be notified and approval given by them to proceed with new.

A delivery partner (sub-contractor) and/or managing company, has to be on the RoATP if the total value of these arrangements will be £100,000 or more per annum. They are not required to do so if the total value per annum is less than £100,000.[[1]](#footnote-1)

## Scope and value

It is RBG’s policy not to pay more than the capped value of apprenticeships as set by the Employment and Skills Funding Agency. It is anticipated that suppliers will, however, offer economies of scale. For more details about how costs are assessed go to the Tender Evaluation section of this document.

The contract value will not exceed £40,000.

## Weighting

The specification will be weighted as:

70% Service (max score that can be achieved will be 700)

30% Cost (maximum score that can be achieved will be 300)

The combined Service and Costs weighted score is expressed as a percentage. The total available combined weighted score is 100%. This score is split between Service and Cost (see below).

The Method Statements in part 2 of the Application Process in this document provide a further breakdown of how the service element of proposals will be assessed.

## Tender Evaluation

* + 1. Cost

The bidder with the lowest priced tender is awarded the maximum score available for the Price element of the evaluation (this is the most common approach). The other tenders are awarded a score that is based on the percentage difference when compared with the lowest tender.

Example:

Bidder “A” price = £500,000

Bidder “B” price = £1,000,000

Total marks available = 100

Bidder “A” would receive 100 marks (lowest price)

Bidder “B” would receive 50 marks

* + 1. Service

Service in simple terms is everything else apart from the Price. Service is evaluated using a range of questions in the tender as part of a pre-determined published evaluation model. Bidder responses to the questions are normally evaluated and scored using a scoring matrix. The range of marks available for each of the questions will be 0 to 5.

In some instances there may be some Pass/Fail questions, whereby if a bidder scores a Fail, they will be excluded at that point from the process. The use of such criteria will be used sparingly, and will be highlighted at every opportunity.

If any proposal has one of the Method Statements evaluated at 2 or below, the assessment will be curtailed and it will not be considered.

Example:

This table shows the outcome of a simple evaluation for the Service element. It consists of 5 questions and the answers were evaluated accordingly. Each question marked out of a total possible score of 10.

|  |  |  |
| --- | --- | --- |
| Question Number | Bidder “A” Score | Bidder “B” Score |
| 1 | 8 | 7 |
| 2 | 5 | 7 |
| 3 | 7 | 6 |
| 4 | 9 | 9 |
| 5 | 6 | 8 |
| Total Score = | **35** | **37** |

Bidder “A” would receive 35 marks

Bidder “B” would receive 37 marks

* + 1. Ratings

Each method statement will be rated as according to the table below:

|  |  |
| --- | --- |
| **Value** | **Criteria** |
| **0** | **Question where no response is given / question left blank** |
| **1** | **Very poor**  Criteria not addressed or processes not acceptable |
| **2** | **Poor**  Missing major areas and not showing sufficient understanding of key requirements |
| **3** | **Minimum / Satisfactory**  Awareness of the issues – but with some reservations |
| **4** | **Good**  Competent response, showing a high level of understanding and working practices. |
| **5** | **Excellent**  Detailed understanding with a high level of understanding of the requirements, of working practices and of quality measures that provide the potential for real service provision - no reservation |

(Each requirement can be scored a maximum score of 5, there will be no half marks awarded in the assessment)

If any proposal has one of the Method Statements evaluated at 2 or below, the assessment will be curtailed and it will not be considered.

## The Selection Process

Interested organisations are required to submit their proposals covering all of the information requested in The Application Process detailed at the end of this document

Proposals must be submitted by 12:00 noon on Friday 22nd June.

Our aim is to shortlist and select from the proposals received, however if after assessment of the submissions against agreed criteria there is no clear successful applicant then a clarification process may take place if the submissions received are very close in comparison. This process could be via emailed questions or a face to face interview.

# Contract Management

The Contract will be managed jointly by RBG and the Provider in the following ways:

* 1. The review and analysis of the monthly reports provided by the training Provider (see SLA for details)
  2. Ad-hoc meetings to address issues and progress areas for development of the contract or individual learners
  3. Detailed progress updates on individual learners are sent to line managers.

The Contract to be applied is the Terms and Conditions supplied with this Tender and any additions and amendments that will be agreed between the parties once a Provider has been confirmed. Schedules will be populated once the Service deliverables have been defined. The Provider’s Commitment Statement fully completed at each apprentice’s enrolment.

The acceptability of any minor changes to the Contract Terms and Conditions will be at the discretion of RBG and the final award of any Contract is dependent on an agreement being reached between the parties regarding the inclusion, removal or amendment of any of the Terms and Conditions.

The Provider should identify an Account Manager responsible for the management of this Contract who would act as a key contact point for RBG and throughout the Contract term.

In addition to the Terms and Conditions, RBG will sign the providers Commitment for each apprenticeship enrolled.

# The Application Process

The application process comprises:

**Part 1: Questionnaire** of this document (this is the questionnaire if using the Proactis e-procurement portal). Providers should use this section to indicate which apprenticeship qualification they are able to delivery from the list in section 2.2.

**Part 2: Annexe 2:** The Pricing Schedule should be completed and used as a schedule of rates.

**Part 3:** **Method Statements** should cover all of deliverables, ensuring to include all requirements in specification section.

Only the information provided in Parts 1, 2 and 3 will be evaluated. Attachments or any supplementary information, for example, links to external sites, will not be considered.

**RBG’s Standard Terms for Apprenticeship Training** are for information only at this stage and are not required to be signed by RBG and the successful bidder until a contract has been awarded.

Please refer to **Annexe 1**: The Service Specification when compiling your bid.

## Part 1: Questionnaire

Please begin by stating which qualification/s you are including in your bid. Please complete part the table to show all

|  |  |
| --- | --- |
| **Organisation Name:** |  |

|  |  |  |
| --- | --- | --- |
| **Apprenticeship Title** |  | |
| **Apprenticeship Level** |  | **Framework**  **Standard**  *(delete as applicable)* |
| **What Qualifications are included in this apprenticeship** |  | |

*(please repeat table above for each qualification you are offering in the quotation)*

|  |  |
| --- | --- |
|  | Response |
| 1. RBG will only consider providers who are on the Register of Apprenticeship Training Providers (RoATP). Please confirm that your organisation on the on the RoATP. | Y or N |
| 1. RBG’s will only commission providers who have an Ofsted Grade of either 1 (Outstanding) or 2 (Good) – alternatively you may not have been inspected yet.    1. If you have been inspected, please indicate whether the grade meets the RBG requirement of 1 or 2    2. If your organisation has not yet been inspected by Ofsted, please state the reason for this below (including timelines on when you anticipate your first inspection will take place) | Y, N or N/A  (free text answer, for info only) |
| 1. Please confirm that you can deliver all of the requirements detailed in the Specifics section (2.4) points 1 to 7 | Y or N |

RBG will only accept bids from providers who have answered positively or N/A to the questions above.

## Part 2: Method Statements

The statements below reflect the elements of the partnership that the Training Provider will be required to manage and deliver. Your proposals should include how you will successfully deliver each element. In responding to the questions please consider:

* Please keep the word count indicated after the questions
* Reference to information on other documents, attachments or links will not be taken into account
* The weightings for each question are indicated in brackets after the question title
* Your response should be in the context of the apprenticeship learning programmes for the qualifications included in this bid and not general to other learning that your organisation delivers.

|  |
| --- |
| Q1. Screening, Enrolment and Induction (20%) |
| RBG will nominate existing staff for apprenticeships who will apply through a process that includes the following stages:   * Triage. The training provider will be required to check Job Descriptions and CVs to ensure eligibility to levy funds on the grounds of development needs that are aligned to the role and the qualification * Enrolment to programme: All required paperwork to be completed and learning plans created.   How will you manage these aspects of the process so that the staff who are accepted onto the course, are fully funded and have a clear idea what to expect of their training programme e.g. duration, workshops, assessment arrangements etc. .  *(max 450 words)* |
| Q2. Managing the Learning Programme and Supporting Apprentices (20%) |
| Describe your on-programme support and how you measure this. Please include retention statistics in your response and details of routine support as well as how you react to critical instances. What do you put in place to identify and mitigate risks of early leavers? How will you work flexibly with learners to ensure you are providing learning at a time and place that suits the learners’ working patterns? Where do you add value?  *(max 450 words)* |
| Q3. Management Information (10%) |
| The Provider will be required to maintain accurate records comprising a broad range of indicators and to report on these at the agreed frequencies identified in the Service Agreement. What are the key touch points with learners and managers? How do you measure your success? (please include statistical information in your response)  *(max 250 words)* |
| Q4. Commitment to equality (15%) |
| Describe how you ensure that your training programmes are accessible to all groups. How do you encourage applicants to apply to programmes where personal characteristics may create barriers to learning? What measures do you put in place to ensure those with additional needs achieve successful outcomes  *(max 250 words)* |
| Q5. Supporting local provision (5%) |
| RBG has a commitment to support local providers. How will you enable RBG to deliver this commitment?  *(max 150 words)* |

## Part 3: Pricing Schedule

Please complete the Pricing Schedule in Annex 2 for the final part of the application.

1. Please refer to the ESFA guidance document: [Joining the Register of Apprenticeship Training Providers – Oct 2017](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/652518/Joining_the_Register_of_Apprenticeship_Training_Providers_Oct_17.pdf) [↑](#footnote-ref-1)