

**Invitation to tender**

**ITT001**

**Subcontracting 23/24**

**Issued 15/05/2023**

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# Confidentiality Statement

This document, and any attachments thereto, regardless of form or medium, is intended only for use by the addressee(s) and may contain legally privileged and/or confidential, copyrighted, trademarked, patented or otherwise restricted information viewable by the intended recipient only. If you are not the intended recipient of this document (or the person responsible for delivering this document to the intended recipient), you are hereby notified that any dissemination, distribution, printing or copying of this document, and any attachment thereto, is strictly prohibited and violation of this condition may infringe upon copyright, trademark, patent, or other laws protecting proprietary and, or, intellectual property. In no event shall this document be delivered to anyone other than the intended recipient or original sender and violation may be considered a breach of law fully punishable by various domestic and international courts. If you have received this document in error, please respond to the originator of this message or email him/her at the address below and permanently delete and/or shred the original and any copies and any electronic form this document, and any attachments thereto and do not disseminate further.

Thank you for your consideration, City College Plymouth.

Where no notice is given, all information contained herein is Copyright 2022 City College Plymouth.

# Open Procedure

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

# Submission Details

## Submission Deadlines

All submissions for responding to this Request for Quote must be submitted electronically as stated below, no later than:

**2nd June 2023**

**12:00 Noon**

Any submissions received after this date will not be considered.

## Submission Questions and Clarifications

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: 29th May 2023.

**Adam Baker**

Procurement Officer

Phone: 01752 505313

Email: tenders@cityplym.ac.uk

All correspondence during the Tender should be channelled via the Procurement Officer using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

## Electronic Submissions

Electronic submissions in response to this Request for Quotation are required and must meet the following criteria:

Sent via email to: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

Document standards:

* Text must be in Microsoft Word format;
* Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
* Supportive evidence may additionally be submitted in PDF format;
* Images, Designs, and other supporting evidence may be in either JPEG or PDF format
* Completed Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
* Signed Agreement Acceptance and Declaration.

*Please note that the College is able to accept submissions sent in a compressed or “.zip” file format, so long as the files contained meet the standards described above.*

**WARRANTY**:

By submitting your tender bid, you are warrantying to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

# Introduction and Executive Summary

City College Plymouth is looking to source an organisation to carry out subcontract training on their behalf with specific sport courses and S1 Adults’ & Children’s Care; SS3 Animal Care; S6 IT; S7 Beauty Therapy; S8 Sport, S15 Business in the 23/24 academic year.

The anticipated value of this contract will exceed £25,000. Therefore, as per the Public contracts Regulations 2015 the opportunity will be advertised on the government portal ‘Contracts Finder’.

# Business Overview & Background

City College Plymouth is one of the largest providers of innovative, technical and professional education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework (TEF) Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be ‘Good’ with many outstanding features.

City College Plymouth is also one of the first Institutes of technology in the UK Working in collaboration with education providers and employers across the South West to improve the training in science, technology, engineering and maths in order to address skills gaps within these industries and support regional growth.

City College supports the region’s employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business’ requirements.

The College operates on two main sites within the city, serving 12,500 students and employing over 600 staff. The College operates year round, with opening times from 0800-2100 on some days.

## Our Guiding principle

City College Plymouth has a learning environment and organisational culture that impacts positively on the health, wellbeing and sustainability of our community and enables all of our students and staff to achieve their full potential.

## Our Vision

To be the learning destination of choice

## Our CORE VALUES

Respect, ownership, integrity.

## Our CULTURE

Nurturing a passion for teaching and learning

Enriching our community through knowledge, experience and skills

Enabling every student to be the best that they can be

## The Way Forward - our Priorities

• Staff - our most important investment

• Students - our purpose

• Community - making a difference

• Achievement - reputation for success

• Wellbeing - infusing health into every day

# Detailed Requirement

## Overview

The ESFA guidance for 2023/24 requires the College to carry out a tendering process prior to the allocation of sub-contracting contracts. This applies to both the study programme, adult provision and traineeships.

City College Plymouth has, through curriculum planning and an examination of the College’s ability to deliver and provide quality student outcomes, identified areas where it wishes to source external providers to support its own delivery. This is either due the specific facilities required, nature of the training/targeted students or the niche nature of the market.

This supports the College’s strategy to provide education and training which meets the needs of students and employers.

All subcontracting will be in line with the EFSA requirements and for the purpose of:

a. enhance the opportunities available to young people and adults

b. fill gaps in niche or expert provision, or provide better access to training facilities

c. support better geographical access for learners

d. offer an entry point for disadvantaged groups

The rationale of the subcontracting is to enhance the quality of our learner offer. We do not offer subcontracts to meet short term funding objectives. We ensure learners receive the best possible education and training. By subcontracting we enhance the opportunities available to learners, we use the subcontractor and their expertise to provide better access to facilities. It enables learners to have better geographical access to their education and supports all learners who may be disadvantaged enter into education

## Lots

We have split the tender into two lots but to the differing nature of the requirements. Potential subcontractors can bid for one or both lots as they require. Each lot will be scored independently but the requirement is outlined below.

**Lot 1**: Up to £256,000 of AEB and £533,400 of 16-18 learner provision. Delivery within 6 occupational sector areas (S1 Adults’ & Children’s Care; SS3 Animal Care; S6 IT; S7 Beauty Therapy; S8 Sport, S15 Business), plus Functional Skills, GCSE Maths & English and Employability Skills. Including within niche provision such as animal care. Special consideration for vulnerable learners will be required and those who have barriers to learning from previous negative experiences at school.

**Lot 2**: Up to £420,357 of AEB. To deliver specific sport courses with access to dedicated facilities. Due to the nature of these courses the college would like to see evidence of elite sports training facilities enabling learners to develop in both the sports and coaching aspects as well as any additional enrichment opportunities the partnership would provide.

Please state in you return which lot you are submitting a bid for.

## Expectations

Providers wishing to apply for this opportunity must have an active UKPRN and must be able to demonstrate successful sub-contract delivery of qualifications and financial standing sufficient to meet the ESFA’s expected due diligence standards.

• All training must be delivered in full by the contracted training provider, no further sub-contracting of any training is permitted by an appointed subcontractor..

• The Subcontractor, if awarded the contract, will be responsible for the recruitment of all learners, the delivery of elements of training, the premises and resources required to deliver the training, awarding body accreditation and associated fees.

## KPIs and minimum expectations

Expectations

* Have an active UKPRN.
* Have a track record of successful delivery, as a Subcontractor, of the qualifications included in its delivery proposal
* Be financially stable with a proven track record of good financial performance and a history and status which complies with ESFA expectations for subcontracting.
* Comply with the audit requirements as per the most recently published version of the ESFA’s AEB funding guidance.
* Quality assurance meetings - As per detail in section below.

KPIS

* Qualification Achievement rate (QAR) - Overall and timely QAR rates in the academic year of a minimum of 90% or above the national average rate, whichever is higher.
* Quality Compliance – 100% of College observed Teaching, Learning and Assessment to be graded as good or better
* Learner Progress – 100% of learning plans and reviews completed and submitted on a timely basis
* Audit Compliance – 100% documentation accuracy and timeliness of submission, appropriately assessed to meet learner needs.
* Customer Satisfaction – For the vast majority of of programmes the College expects student satisfaction to show a minimum of 90% of learners indicating good or better.

## Quality Assurance Activities

The table below shows the minimum level quality assurance activities expected throughout the contracts. These associated activities have been calculated to cover day-to-day management of subcontracted delivery, monitoring of progress, collecting and updating due diligence, ensuring audit compliance, dealing with partner queries, coordinating self-assessment processes, quality assurance and compliance monitoring, as well as other services as needed.

|  |  |  |
| --- | --- | --- |
| Activity | Description | Hours |
| Quality Improvement | | |
| Internal Quality Assurance (termly) | Lead IQA activity, IQA of assessment, Standardisation and Assessor meetings | minimum 8 hours per term 24 hours annually |
| External Quality Assurance (Annually) | EQA Visit per qualification, preparation of sample | minimum 8 hours annually |
| Self-Assessment Reporting & QIP | Production of SAR and termly QIP updates | minimum 2 hours annually |
| Leamer Satisfaction | Leamer surveys, learner forums | minimum 2 hours annually |
| Quality of Education | | |
| Assessor observations (Annually) | Learning Walkthroughs, IQA observations | minimum 3 hours annually |
| Tracking of Progress | Recording of learner Progress and tracking audits | minimum 3 hours annually |
| Support for Learners | Support for Learners - Student Journey Team | minimum 6 hours annually |
| Performance Management | | |
| Programme Performance Review (termly) | Course level review meetings and Curriculum Meetings | minimum 3 hours annually |
| Curriculum Quality Review Panels. (bi-annually) | Academy level review performance including SLT | minimum 1 hour annually |
| Apprenticeship Quality Review Meetings (Monthly) | Held monthly with Apprenticeship Manager to ensure key KPl's are achieved | minimum 8 hours annually |
| Due Diligence | Collecting and updating due diligence  Updates, questions and queries | minimum 2 hours annually |

|  |  |  |
| --- | --- | --- |
| Meetings with Subcontractor (Termly) |  | minimum 4 hours annually |

## Timescales

|  |  |
| --- | --- |
| **Action** | **Date** |
| Tender Issued | 15/05/2023 |
| Deadline for Queries | 29/05/2023 |
| Tender Response Date | 02/06/2023 |
| Award Date (by) | 30/06/2023 |
| Contract start Date | 01/08/2023 |

## Written Submission

Please can you complete and return the subcontractor application within appendix D. This will form the main part of your application and the basis for the scoring of your return. Each sections shows the percentage that the individual section is worth in relation to the total score.

## Required Affiliations

To carry out the subcontracting for the college we require you to have the following affiliations

* UKPRN

Please can you confirm membership in your return

Please also provide any details of Ofsted inspections that you have received.

## Safeguarding

The College requires that all staff, prior to undertaking any subcontracting work on behalf of the college, will have been subject to a (DBS) English Disclosure Barring and Services check. You will be required to provide evidence of compliance before commencing work.

In the event staff are to visit the college, all staff will be required to sign in and sign out when on College premises.

# Pricing

The college will keep up to 20% of the allocated AEB and 16-19 funding as a form of management fee as part of any subcontracting award. This will cover college costs for activities not limited to Quality monitoring, subcontractor management, support, any other governance (data, financial, funding)

# Terms and Conditions

The College’s normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College’s full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College’s General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

# Validity

Bidder’s offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

# Selection Criteria

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the college. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

Please complete and return appendix D - subcontractor application - % scoring for each section is clearly marked and listed below for clarity.

|  |  |
| --- | --- |
| Category | Weight |
| Describe how you will engage with relevant employers, recruit participants and deliver the planned qualifications. Please also indicate the qualifications you plan on offering. | 20% |
| Please indicate your readiness to commence delivery upon notification of award. | 10% |
| How will you provide progression support for your participants during and after learning has taken place? (max. 500 words) | 10% |
| Please state your experience in delivering up to 3 contracts that are of a similar nature to that required within the programmes offered | 15% |
| Please state any experience you have of undertaking robust initial assessments of individuals reviews exit interviews and individuals tracking (max. 500 words) | 10% |
| Contract management arrangements and meeting quality assurance requirements | 15% |
| Describe any additional services your organisation offers to enhance and or complement services (max. 500 words) e.g.Offer guest speaking, work experience placements for the College | 5% |
| Sustainability, the Environment and Social Responsibility | 5% |
| **Lot 1 Specific:** Please state any experience you have of working with those more vulnerable to future employment, with barriers to achieving sustainable employment, such as those now in employment but who have been recently unemployed in the 19-24 year old NEETS and in particular if you have worked with them in specific district areas (max. 500 words) | 10% |
| **Lot 2 Specific**: Access elite sports training facilities enabling learners to develop in both the sports and coaching aspects as well as any additional enrichment opportunities the partnership would provide. | 10% |
| Additional Pass/fail criteria |  |
| All staff DBS checked | Pass/ Fail |
| Meet the require affiliations – UKPRN No | Pass/Fail |
| Financial: previous annual accounts | Pass/Fail |
| Organisational Information | Pass/Fail |
| Geographical Location with 30 miles as per Guidance | Pass/fail |

Each of the actions will be scored out of 4 as per the table below.

## Written submission scoring

|  |  |  |
| --- | --- | --- |
| **Assessment** | **Score** | **Interpretation** |
| **Excellent** | 4 | *Comprehensive response supported by examples*  *Description fully supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Good** | 3 | *Broad response supported by relevant examples.*  *Description well supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Satisfactory** | 2 | *Reasonable response supported by some evidence.*  *Description adequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Poor** | 1 | *Limited response not well supported by evidence.*  *Description inadequately supported by details that demonstrate the applicant’s ability to provide the required services.* |
| **Unacceptable** | 0 | *No response or insufficient information provided.* |

# Assessment of Quotations

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document and complete appendix D in full.. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

# Due Diligence

Please can you complete appendix B due diligence as part of your submission, this will only be checked on award of contract and details will remain unscrutinised up until that point.

# Freedom of Information Act 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

# General Data Protection Regulation (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

# Agreement Conditions Acceptance and Declaration

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. Appendix C

# Supporting Documentation

Appendix A: City College Plymouth Standard Terms & Conditions

Appendix B: Due Diligence Documentation

Appendix C: Agreement Conditions Acceptance and Declaration

Appendix D: Subcontractor Application form