

**INVITATION TO TENDER FORM**

**ECITB 2023 Scholarship Programme**

**Central Belt of Scotland and Shetland**

Tenderers are requested to complete Sections 1, 2 and 3 of this Invitation to Tender Form.

The ECITB will evaluate and score the information provided by the tenderer for Sections One and Two of this document in accordance with the methodology described in the “Evaluation Methodology and Criteria” document

|  |  |
| --- | --- |
| **Please fill in this table** | |
| **Provider** |  |
| **Provider Contact Details** |  |
| **Pathway(s)** |  |
| **Delivery Region** |  |

|  |  |  |
| --- | --- | --- |
| **Scoring and Weighting System** | **Weighting Factor** | **Maximum Score** |
| Section 1 | 10 | 50 marks |

**SECTION ONE: Price Information**

Please insert below the single price per learner to be charged under the proposed contract for the delivery of the Practical Skills Training, CCNSG Safety Passport and ECITB Foundation and Work Based Knowledge and Practical Test components of the ECITB Scholarship Programme.

1. All prices inserted in the **Price Matrix** must be inclusive of VAT.
2. For the avoidance of doubt, the prices inserted in **Price Matrix** below will represent the maximum amounts which will be contractually payable by the ECITB (including VAT) in respect of each group of learners.
3. **Please ensure you populate the table below for each cohort size up to a maximum your centre could deliver.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Number of Learners** | **Cost Per Learner - Skills Training and Assessment (Detailing the hourly rate for workshop/practical activity)** | **Per Learner CCNSG Cost** | **Note:** ECITB will provide two sets of industry standard overalls per learner.  **Please give a price per head for additional PPE** | **Total Group Cost**  (ECITB use only) |
| **Up to 6** |  |  |  |  |
| **7 to 12** |  |  |  |  |
| **13 to 15** |  |  |  |  |
| **16 to 18** |  |  |  |  |
| **19 to 21** |  |  |  |  |
| **22 to 24** |  |  |  |  |

**SECTION TWO: Non-Price Information**

|  |  |  |
| --- | --- | --- |
| **Scoring and Weighting System** | **Weighting Factor** | **Maximum Score** |
| 1. Please provide evidence of your organisations ability to deliver the skills training detailed in **table 1** of the tender specification document and provide evidence of the facilities where this element of the programme will be delivered along with the relevant evidence of staff competencies.   Please confirm who will be the programme lead if you are awarded the contract.  Please also detail how you intend to deliver the CCNSG Safety Passport which is part of the ECITB Pre-Employment Programme (PEP). | 8 | 40 marks |
| 1. Please provide evidence of your organisations ability to deliver any **Qualifications** detailed in **table 1** of the tender specification document along with the selection of optional units you intend to deliver if applicable.   Please explain any plans to merge with other learners is fully explained including the programme the other learners are on as well as the discipline(s) they are learning and proposed cohort sizes for practical skills and knowledge sessions.  Please clearly state how many days a week the learners will be undertaking skills-based activities in the workshop and submit a proposed programme delivery schedule which is timebound.  **If applicable** - please also confirm that the identified Knowledge Qualifications can be delivered within the programme duration. | 5 | 25 marks |
| 1. Please ensure a detailed breakdown of what elements of the curriculum can be subsidised by drawing down public funding, the estimated amount per learner, and what the source of the funding is.   If you do not currently draw down public funding against ECITB VQs please confirm whether you intend to in order to deliver the Scholarship.  **Note:** Level 3 Scholarship only: please indicate whether you can draw down funding to either fully or partially meet the Scholarship bursary costs. If so, please specify the amount (bursary is £100/week during term time). | 9 | 45 marks |
| 1. Please provide details of previous experience in delivering ECITB qualifications and programmes of a similar nature. | 4 | 20 marks |
| 1. Please provide details of what additional components may be required and how you intend to deliver them. | 3 | 15 marks |
| 1. Please detail how your organisation will recruit suitable applicants for the ECITB Scholarship programme.   Please confirm you can host a bi-monthly employer Scholarship steering panel for employers nominated by ECITB.  Please give a detailed explanation of what recruitment activities you will undertake to ensure you reach out to a **diverse** range of candidates. Also, explain where you intend to recruit from.  \*Please ensure that you demonstrate an inclusive approach to recruitment in your answer providing detail of relationships you may have with third party organisations that specifically reach out to hard to access groups. Please provide examples of where you have achieved successful outcomes through these relationships.  **Note;** with ECITB support the provider will arrange and facilitate ECITB employer representation and involvement in the learner recruitment and induction process to enable employers to meet and, if required, assess the programme applicants in order to identify their suitability for employment.  **\*** in this context we are particularly interested in action to increase reach to those with protected characteristics underrepresented in engineering (particularly females, ethnic minorities, disabled people) as well as those from other underrepresented groups such as neurodivergent individuals, disadvantaged or NEET individuals, ex-offenders, etc. | 4 | 20 marks |
| 1. Please outline how you intend to contribute to the successful progression of ECITB Scholarship learners into employment or a Modern Apprenticeship. | 6 | 30 marks |
| 1. Please confirm that you will conduct, and also detail your methodology for conducting the initial assessment of the learner against the comparable Apprentice Standard (not industrial service operative pathway).   English providers please use this link for further information - [Apprenticeships: initial assessment to recognise prior learning - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/apprenticeships-recognition-of-prior-learning/apprenticeships-initial-assessment-to-recognise-prior-learning) | 4 | 20 marks |
| 1. Please explain how you would promote the program to engineering construction companies and how you would manage and deliver the work experience element of the program. | 3 | 15 marks |

## SECTION THREE: Undertakings

When you have completed Sections 1 and 2, please confirm that:

* You have fully answered all appropriate questions YES/NO
* You have read and signed the section below YES/NO

This section is to be completed and signed by a senior person on behalf of the organisation making this application.

My organisation in completing this Invitation to Tender, has considered the specification issued by ECITB and I/We certify that my/our organisation is interested in performing the services set out in the documentation.

I/We certify that the information supplied is accurate to the best of my/our knowledge.

I/We understand and accept that the provision of false or inadequate information could result in the rejection of this application.

I/We understand that it is a criminal offence, punishable by imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body.

I/We also understand that any such action will empower ECITB to cancel any contract currently in force and will result in the rejection of this application.

**SIGNATURE:** ………………………………………

*(who is duly authorised on behalf of the Company)*

**NAME:**  ………………………………………

*(please print name in block capitals)*

**DESIGNATION:** ………………………………………

**TEL. NUMBER:** ………………………………………

*(incl.STD code)*

**DATE:** …………………………………….