The National College for High Speed Rail

**Request for Proposal (RfP) for**

Associate Project Management

and

Commercial Procurement and Supply Chain

Apprenticeship Training

**Information and Instructions**

When completed, please e-mail **a completed copy of this document to**:

**procurement@nchsr.ac.uk**

Add the reference: CA/2017/09 in the subject line.

|  |
| --- |
| **To be received not later than 17:00 hrs on 25th October 2017****Late submissions will be disregarded.** |

Please ensure that you register your interest with the procurement contact named in this Document so in order to receive updates, questions responses etc.

|  | **CONTENTS** | **PAGE** |
| --- | --- | --- |
| SECTION ONE |  |
| 1 | Introduction | 3 |
|  | 1.1 Outline of Requirement | 3 |
|  | 1.2 How this Request for Proposal is structured | 3 |
|  | 1.3 Procurement Timetable | 3 |
|  | 1.4 Instructions on responding to this RfP | 4 |
| 2 | Procurement Approach | 5 |
| 3 | Contract Requirements | 6 |
| 4 | Criteria for Assessing Selection Questionnaire | 6 |
| 5 | Scoring | 7 |
|  | 5.1 Non-Price Scoring | 7 |
|  | 5.2 Price Scoring | 7 |
| 6 | Criteria for Assessing Response | 8 |
| 7 | Proposal | 9 |
| 8 | Contacts | 9 |
| SECTION TWO |  |
| 1 | Specification of Requirements  | 10 |
| 2 | Contract Terms and Conditions (TBC) | 11 |
| SECTION THREE |  |
| 1 | Selection Questionnaire | 12 |
| 2 | Bidder’s Response | 18 |
| 3 | Form of Tender | 21 |
| 4 | Appendices | 22 |
|  |  |  |
|  |  |  |

**SECTION ONE**

1. **INTRODUCTION**

**1.1 Outline of Requirement**

The National College for High Speed Rail (NCHSR) is a new college that is being established to deliver specialist education to enable a UK workforce to deliver HS2 and other rail related projects.

The College is due to open to learners in September 2017, with two brand new, specially constructed campuses - one in Birmingham and one in Doncaster.

The College is managing HS2’s apprenticeship programme. This procurement is for HS2 employed apprentices.

This proposal is to procure, for a period of 21 months, apprenticeship delivery for;

Lot 1:

* Associate Project Manager, level 4 for up to 20 apprentices, 12 based in Birmingham and 8 based in London

Lot 2

* Commercial Procurement and Supply Chain, level 4 for 3 apprentices based in Birmingham

You may submit proposals for either Lot 1 or Lot 2 or both.

**1.2 How this Request for Proposal (RfP) is structured**

This RfP is arranged in three sections:

**Section One** contains instructions on how to respond to the RfP; gives an indication of the timetable being followed; provides bidders with details of the scoring, criteria and weightings which will be used to evaluate bids, and details of how and when to return the Response Document.

**Section Two** contains the detailed Specification for the Apprenticeship Training and the General Terms and Conditions which apply to the ensuing contract.

**Section Three** is the RfP Response which must be completed according to the instructions and returned as instructed by no later than the due date and time.

**1.3 Procurement Timetable**

The procurement is intended to follow the time-line below:

|  |  |  |
| --- | --- | --- |
|  | RfP documents Issued | 20th September 2017 |
|  | Deadline for clarification questions | 18th October 2017 |
|  | Deadline for Submission of RfP | 25th October 2017 |
|  | Clarification (meetings if required) | w/c 30th October 2017  |
|  | Contract Awarded | 8th November 2017 |
|  | Contract Start | 1st January 2018 |

The College reserves the right to amend this timetable and the steps are provided for indicative purposes only.

Throughout the evaluation process, the College reserves the right to seek clarifications from bidders, where this is considered necessary to achieve a complete understanding of the bids received. In any event, should the evaluation panel, in its reasonable judgement, identify a fundamental failing or weakness in any proposal then regardless of its other merits, be excluded from further consideration.

**1.4 Instructions on responding to this RfP**

1. Bidders shall treat the details of the document as private and confidential. However, such information may be disclosed as necessary for the purpose of obtaining quotations or insurance quotes.
2. All costs associated with the preparation and submission of the response to this RfP shall be borne in full by the Bidders. The College will not be liable, under any circumstances, for any costs or charges incurred in submitting a proposal or for the preparation of the Contract with the successful Bidder.
3. The Form of Tender in the RfP document must be signed by the Bidder. The whole document should be returned to the address shown on the front of this document.
4. Any recommendations, reservations or comments pertaining to the information included in the RfP document should be clearly stated.
5. Responses must not be qualified but must be submitted strictly in accordance with the instructions. Bidders must not make unauthorised changes to documents.
6. No alternative bids are to be submitted.
7. The submission should include all the information which the Bidder feels necessary for an accurate and equitable evaluation of their proposal. Reference should not be made to previously submitted information and all aspects of the response request are to be addressed. The submission is to be self-contained.
8. Bidders will not be allowed to alter their proposals after the closing date, except that arithmetical errors may be corrected.
9. Any queries arising from the tender documents which may have a bearing on the offer to be made should be raised with the College’s contact (Paragraph 8) as soon as possible in writing (via email is acceptable) and in any case by 18th October 2017.
10. Responses and supporting documents must be written in English.
11. Bidders should note that the response document may include a requirement for element(s) of the services to be completed by a certain date as shown.
12. Proposals should arrive at the address shown on the first page not later than 5pm on the date indicated on the front of this document. Late bids will not be considered.
13. Bidders must hold their offer open for acceptance for a minimum of ninety (90) days from the date of opening.
14. The College does not bind itself to accept the lowest or any proposal.

**2. PROCUREMENT APPROACH**

1. This is a single stage procurement conducted under the Light Touch Regime for Educational Services.
2. You may ask questions in writing via e-mail regarding the requirement documents or the details of the service required. Where questions raise an issue of general interest or clarification then the question and answer will be circulated to all Bidders. The identity of the originator will not be disclosed.
3. Once the deadline for receipt of bids has been reached, the College will evaluate the written proposals. The Selection Questions will be assessed first, as Bidders who do not meet the College’s expectations may be excluded.
4. The responses to the evaluation questions will then be scored and weighted as explained in paragraphs 4 and 5 below.
5. Once the submitted bids have been evaluated, the College reserves the right to hold clarification meetings with bidders. No new criteria will be introduced at these meetings, rather based on these interviews the College may choose to revise a bidder’s score for each response to an evaluation question, either up or down, to reach a final score.
6. The College will then make its award decision, if appropriate.
7. The procurement timetable is detailed in Paragraph 1.3 above, and the evaluation process is shown below.
8. The process is subject to the completion of formal contract documents.

**3. CONTRACT REQUIREMENTS**

1. The successful bidder will be required to enter the Form of Agreement with the NCHSR.

2. If you consider that any of the terms set out in the Agreement are unacceptable, you must identify such terms in your response.

3. In no event are you to submit your own standard contract terms and conditions as a response to this RfP. You need to address the specific language in the sample contract and submit with your Proposal any exceptions or exact contract deviations that you wish to negotiate.

4. Any deviation from the requirements, the Specification, terms or the conditions set out in this RfP must be clearly stated in your Proposal. NCHSR will be the sole judge as to what constitutes an acceptable deviation. If no deviations are indicated in your Proposal, NCHSR is entitled to interpret that you offer to perform in full compliance with this RfP.

**4. CRITERIA FOR ASSESSING SELECTION QUESTIONNAIRE**

Phase 1: Initial Compliance Check

Each bid shall first be reviewed to ensure that it has been submitted on time and meets the College’s submission requirements as notified in the instructions to bidders. Only bidders which have not been disqualified shall be admitted to Evaluation Phase 2.

Phase 2 – Evaluation of Selection Questionnaire

The College will evaluate each of the questions within the Selection Questionnaire “Pass” or “Fail” type and reserves the right to disqualify forthwith any proposals which score “Fail” against any of the questions within the Questionnaire.

|  |
| --- |
| 1. Potential Supplier Information  |
| Bidder will be excluded if providing insufficient or false information  | Pass/Fail |
| 2. Exclusion Grounds |  |
| No grounds for Exclusion | Pass/Fail |
| 3. Financial Assessment |  |
| Acceptable assessment for a contract of this value | Pass/Fail |
| 4. Technical and Professional References |  |
| Relevant and positive references obtained  | Pass/Fail |
| 5.1 Insurances  |  |
| Confirmation or commitment | Pass/Fail |
| 5.2 Equality |  |
| Breaches of equality law | Pass/Fail |
| 5.3 Health & Safety |  |
| Written policy, Enforcement orders by HSE | Pass/Fail |
| 5.4 Safeguarding |  |
| Written policy | Pass/Fail |
| Declaration |  |
| Signed and dated on behalf of bidding organisation | Pass/Fail |

Only bidders which have not been disqualified shall be admitted to Evaluation Phase 3.

Phase 3 – Evaluation of Responses

The College will evaluate bidders’ responses to each of the questions set out in the Response section of this document. Bidders should note that each question relates to the Specification of Services set out in Section Two. Bidders should ensure that their response gives the NCHSR confidence that each of the requirements will be met.

**5** **SCORING**

**5.1 Non-Price Scoring**

The College shall assign a score (between 0 and 5) to each response, according to the methodology set out in the response section table.

**5.2 Price Scoring**

The total price of the service is not expected to exceed the funding band allocated to the standard. Marks will be allocated based on the level and range of services included in the funding allocation.

**6** **CRITERIA FOR ASSESSING RESPONSES**

Only those Bidders which pass the Selection Questionnaire will have their bids evaluated using this scheme.

| **Section Headings**  | **Maximum Score Available** |
| --- | --- |
| **Quality**  | 80%of 100 (max) marks |
|  |  |
|  |  |

| **Section Headings**  | **Maximum Score Available** |
| --- | --- |
| **\* Price Marks**  | 20 |
|  |  |
| **Total** | **100** |

**\* Please note that NCHSR will reject your submission where the planned fee charge is higher than the designated funding cap.**

**Price Marks will be reduced from the maximum if you cannot provide the entire range of requirements as requested in the appropriate table.**

**DURATION.**

|  |  |
| --- | --- |
| The apprentices are employed on a two-year, fixed-term contract commencing 25th September 2017. Can you complete the apprenticeship by 25th September 2019? | Yes/No |

 **REGISTER OF APPRENTICESHIP TRAINING PROVIDERS**

|  |  |
| --- | --- |
| Are you on the Register of Apprenticeship Training Providers (RoATP)?  | Yes/No |

**7.** **PROPOSAL**

When completed, please submit a copy (PDF) of the entire document to:

procurement@nchsr.ac.uk

Please use the following subject line for your email:

NCHSR Apprenticeship Training RfP CA/2017/09

To arrive by **no later than 17:00 hrs on 25th October 2017**

8. CONTACTS

All bidders should initially register their interest with:

Charles Anderson,

Curriculum Development Manager,

National College for High Speed Rail

Mobile Telephone 07766 440261

E-Mail Charles.Anderson@nchsr.ac.uk

In the event of any queries or requests for further information arising from this proposal, please e-mail:

procurement@nchsr.ac.uk

Please use the following subject line for your email:

NCHSR Apprenticeship Training RfP CA/2017/09

If the College considers any question or request for clarification to be of material significance, both the query and the response will be communicated, in a suitably anonymous form, to all bidders who have responded.

**SECTION TWO**

**1 Specification of Requirement**

* Scope of provision
* Quality
* New Standards and Courses
* End-Point Assessment
* Skills and expertise
* Location
* Key contract dates and conditions

SCOPE OF PROVISION

This proposal is for the Apprenticeship training of Project Management and Commercial Procurement and Supply.

QUALITY

Our requirements include quality training and assessment, relevant to the role. Providers should demonstrate significant quality assurance. Consideration will be given to a range of quality factors to include but not limited to; high achievement levels; employer satisfaction and Ofsted rating where appropriate. Providers must be signed up to ESFA’s RoATP (Register of Approved Training Providers) list.

Lot 1: Associate Project Management

Requires delivery at Level 4

Lot 2: Commercial Procurement and Supply Chain

Requires delivery at Level 4

NEW STANDARDS & COURSES

Where courses already exist, the College requires that there is scope to negotiate on course content to ensure the most appropriate course is being delivered to meet HS2’s business needs.

END-POINT ASSESSMENT

It is expected that the successful training provider will be responsible for arranging end-point assessment for the apprenticeships they are commissioned to deliver. It is necessary that this is an independent organisation so that all apprentices following the same standard are assessed consistently. The end-point assessor must be signed up to the register for apprentice assessment organisations.

LOCATION

The Provision of training should be flexible and meet the needs of the Service and learner alike. The contractor should outline delivery options and how these would be managed. Consideration should be given to distance, in-house and on location delivery and how training can best fit with service delivery. Where apprentices are based in London, the provider should be able to provide suitable premises. Where the apprentices are based in Birmingham, it is preferred for the provider to use the NCHSR’s Birmingham campus.

Premises and Property

If College Premises or Property are to be used during training or assessing, coordination with service managers must be made ahead of time and bookings made. The contractor should abide by College rules on Health & Safety and return property or premises how they found them.

If on location delivery is determined, delivery sites must include as a minimum, access to:

­ discreet 1-2-1 meeting space for assessments and review meetings

­ training rooms for group workshop/training provision with Participants

­ Wi-Fi internet connectivity to enable research

­ DDA compliant and meet with all legal requirements described in the Equality Act 2010.

­ preferably located on main transport routes

It will be the responsibility of the Training provider to provide all training and assessment equipment unless it has been otherwise agreed by the College’s Contract manager or service manager that they may use the College’s equipment.

In the event of College equipment being used the contractor will return all equipment in the manner it was found – any damage/ breakages will be paid for and replaced.

KEY CONTRACT DATES AND CONDITIONS

Key contract dates (anticipated) for this procurement are as follows:

Start Date: January 2018

End Date: September 2019

1. **Contract Terms & Conditions**

NCHSR Standard T&C.

**SECTION THREE**

**1 SELECTION QUESTIONNAIRE**

|  |  |
| --- | --- |
| **1.** | **Supplier information** |
| 1.1 | Supplier Name |  |
| 1.2 | Registered office address (if applicable) |  |
| 1.3 | Registered website address (if applicable) |  |
| 1.4 | Trading status * public limited company
* limited company
* limited liability partnership
* other partnership
* sole trader
* third sector
* other (please specify your trading status)
 |  |
| 1.5 | Date of registration in country of origin |  |
| 1.6 | Company registration number (if applicable) |  |
| 1.7 | Charity registration number (if applicable) |  |
| 1.8 | Head office DUNS number (if applicable) |  |
| 1.9 | Registered VAT number  |  |
| 1.10 | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? | Yes [ ]  No [ ]  N/A [ ]  |
| 1.11 | If you responded yes to 1.10, please provide the relevant details, including the registration number(s). |  |
| 1.12 | Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement? | Yes [ ]  No [ ]  N/A [ ]  |
| 1.13 | If you responded yes to 1.12, please provide additional details of what is required and confirmation that you have complied with this. |  |
| 1.14 | Trading name(s) that will be used if successful in this procurement |  |
| 1.15 | Relevant classifications (state whether you fall within one of these, and if so which one)Voluntary Community Social Enterprise (VCSE)Sheltered WorkshopPublic service mutual |  |
| 1.16 | Are you a Small, Medium or Micro Enterprise (SME) | Yes [ ]  No [ ]  |
| 1.17 | Are you bidding as the lead contact for a group of economic operators? | Yes [ ]  No [ ]  |
| If yes, please provide details |  |
| 1.18 | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? | Yes [ ]  No [ ]  |
| If yes, please provide details |  |

|  |  |
| --- | --- |
| **2.** | **Exclusion Grounds** |
| A response of ‘yes’ to any question below may mean that your bid for this Contract cannot be considered.Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted anywhere in the world of any of the offences below  |
| 2.1 | Participation in a criminal organisation.  | Yes [ ]  No [ ]  |
| 2.2 | Corruption | Yes [ ]  No [ ]  |
| 2.3 | Fraud | Yes [ ]  No [ ]  |
| 2.4 | Terrorist offences or offences linked to terrorist activities | Yes [ ]  No [ ]  |
| 2.5 | Money laundering or terrorist financing | Yes [ ]  No [ ]  |
| 2.6 | Child labour and other forms of trafficking in human beings | Yes [ ]  No [ ]  |
| 2.7 | Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | Yes [ ]  No [ ]  |
| Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. |
| 2.8 | Breach of environmental obligations  | Yes [ ]  No [ ]  |
| 2.9 | Breach of social obligations  | Yes [ ]  No [ ]  |
| 2.10 | Breach of labour law obligations  | Yes [ ]  No [ ]  |
| 2.11 | Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State | Yes [ ]  No [ ]  |
| 2.12 | Guilty of grave professional misconduct | Yes [ ]  No [ ]  |
| 2.13 | Entered into agreements with other economic operators aimed at distorting competition | Yes [ ]  No [ ]  |
| 2.14 | Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure | Yes [ ]  No [ ]  |
| 2.15 | Been involved in the preparation of the procurement procedure | Yes [ ]  No [ ]  |
| 2.16 | Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions | Yes [ ]  No [ ]  |

|  |  |
| --- | --- |
| **3.** | **Financial assessment** |
| Bidders are required to self-certify that they can provide the information below. The College will undertake a financial assessment and analysis of audited accounts/alternative information prior to any contract award |
| 3.1 | Are you able to provide a copy of your audited accounts for the last two years, if requested? | Yes [ ]  No [ ]  |
| If no, can you provide **one** of the following |
| a) A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation. | Yes [ ]  No [ ]  |
| (b) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. | Yes [ ]  No [ ]  |
| (c) Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | Yes [ ]  No [ ]  |
| If you are part of a wider group, please provide further details below: |
| 3.3 | Name of organisation  |  |
| 3.4 | Relationship to the Supplier completing these questions |  |
| 3.5 | Are you able to provide parent company accounts if requested to at a later stage? | Yes [ ]  No [ ]  |
| 3.6 | If yes, would the parent company be willing to provide a guarantee if necessary? |  |
| 3.7 | If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?  | Yes [ ]  No [ ]  |

|  |
| --- |
| **4. Technical and Professional References** |
| Please provide details of up to three contracts that are relevant to the Contract requirement. The College will contact the organisations stated below to obtain a reference in respect of services provided. Please note, you are responsible for ensuring up to date contact details are provided for each reference. It is important that you confirm with your referees that they are current (e.g. still working for the organisation), willing and available to provide a reference.Suppliers should be aware that if references are not returned or if they are unsatisfactory this may affect the contract award decision. |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| **Name of customer organisation** |  |  |  |
| **Point of contact in the organisation** |  |  |  |
| **Position in the organisation** |  |  |  |
| **E-mail address** |  |  |  |
| **Description of contract** |  |  |  |
| **Contract Start date** |  |  |  |
| **Contract completion date** |  |  |  |
| **Estimated contract value** |  |  |  |

|  |
| --- |
| If you cannot provide at least one Contract example, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract.  |
|  |

|  |  |
| --- | --- |
| **5.** | **Additional questions** |
| Suppliers who self-certify that they meet the requirements to these additional questions will be required to provide evidence of this if they are successful at contract award stage. |

|  |  |
| --- | --- |
| **5.1** | **Insurance** |
| 5.1.1 | Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below Employer’s (Compulsory) Liability Insurance = £5mPublic Liability Insurance = £10mProfessional Indemnity Insurance = £1m\*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. | Yes [ ]  No [ ] *A response of ‘no’ may mean your bid cannot be considered* |

|  |  |
| --- | --- |
| **5.2** | **Compliance with Equality Legislation** |
| 5.2.1 | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?If your answer to this question is “Yes”, please provide details in a separate Appendix. | Yes [ ]  No [ ] *A response of ‘yes’ may mean your bid cannot be considered* |
| 5.2.2 | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination? If your answer to this question is “Yes”, please provide details in a separate Appendix. | Yes [ ]  No [ ] *A response of ‘yes’ may mean your bid cannot be considered*  |

|  |  |
| --- | --- |
| **5.3** | **Health and Safety** |
| 5.3.1 | Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.If successful, you will be expected to share your H&S Policy and other related documents. | Yes [ ] No [ ] *A response of ‘no’ will mean your bid cannot be considered*  |
| 5.3.2 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years? If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. The College will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.  | Yes [ ] No [ ] *A response of ‘yes’ may mean your bid cannot be considered*  |

|  |  |
| --- | --- |
| **5.4** | **Safeguarding** |
| 5.4.1 | Do you have a Children and/or Adults safeguarding policy(s) applicable for this project? If “No”, will you have a policy available prior to the award of the contract?  | Yes [ ] No [ ]  |

|  |
| --- |
| **Contact details and declaration** |
| I declare that to the best of my knowledge the answers submitted and information contained in this document are correct and accurate. I declare that, upon request and without delay I will provide the certificates or documentary evidence referred to in this document. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to provide the Services. I understand that the College may reject this submission in its entirety if there is a failure to answer all the relevant questions fully, or if false/misleading information or content is provided in any section.I am aware of the consequences of serious misrepresentation. |

|  |  |
| --- | --- |
| Contact name |  |
| Role in organisation |  |
| Phone number |  |
| E-mail address  |  |
| Postal address |  |
| Signature (electronic is acceptable) |  |
| Date |  |

**2 BIDDER’S RESPONSE**

|  |  |
| --- | --- |
| Are you bidding for Lot 1: Associate Project Management? | Yes/No |
| Are you bidding for Lot 2: Commercial Procurement and Supply Chain? | Yes/No |

Responses will be evaluated separately for each Lot.

1. Please provide evidence of previous experience in delivering apprenticeships and training in Project Management or Procurement, supporting your response with examples to demonstrate how the delivery has been successful. In particular, the College will expect as a minimum of ‘good’ Ofsted inspection judgements:

In particular, you should include evidence of quality of delivery:

* Apprenticeships
* Quality of teaching, learning and assessment
* Success rates
* Overall effectiveness

No more than [500] words. This accounts for 20 marks and will be evaluated on the scale 0-5/5 as shown in the Marking Scheme table below.

1. Please provide evidence of how you have ensured customer satisfaction in previous work.

In particular, the College will expect as a minimum:

* Learner feedback
* Client feedback.
* Communication between provider, apprentice and College

No more than [500] words. This accounts for 20 marks and will be evaluated on the scale 0-5/5 as shown in the Marking Scheme table below.

1. Describe the range of delivery models covering apprentices based in Birmingham and London.

In particular, the College will expect as a minimum:

* Off the job training delivered in Birmingham and London as appropriate
* Birmingham on the College site
* Delivery of some of the programme remotely
* Flexible attendance (day release, block release, blended learning, other)
* Face to Face
* Amount of face to face delivery

No more than [1,000] words. This accounts for 50 marks and will be evaluated on the scale 0-5/5 as shown in the Marking Scheme table below

1. Please explain how you have arranged end-point assessment or how you intend to do so? Which organisation will provide this end-point assessment?

No more than [300] words. This accounts for 10 marks and will be evaluated on the scale 0-5 as shown in the Marking Scheme table below

Pricing Requirement. Lot 1 - Associate Project Management

Please state your fee for the delivery of the apprenticeship training and complete the table to indicate what is included.

|  |  |
| --- | --- |
| Fee of £ per apprentice to include; | Y/N |
| Provision of off-the-job training as described in C |  |
| Access to on-line learning and support materials |  |
| Preparation for mandated qualification* Project management qualification recognised by the IPMA at level D
 |  |
| Preparation for end-point assessment |  |
| End-point assessment  |  |
| Access to named tutor |  |
| Regular progress reports for the* Apprentice
* College
 |  |
| Provision of suitable learning accommodation for off-the-job training if not using NCHSR accommodation |  |
| Support for identified learning styles and needs |  |
| Collaboration with NCHSR in development of high speed rail curriculum and delivery |  |
|  |  |
| Please add any additional provisions included in the fee |  |
|  |  |
|  |  |

Pricing Requirement. Lot 2 - Commercial Procurement and Supply Chain

Please state your fee for the delivery of the apprenticeship training and complete the table to indicate what is included

|  |  |
| --- | --- |
| Fee of £ per apprentice to include; | Y/N |
| Provision of off-the-job training as described in C |  |
| Access to on-line learning and support materials |  |
| Preparation for mandated qualification* Diploma in Procurement and Supply Chain Operations (level 4)
 |  |
| Preparation for end-point assessment |  |
| End-point assessment  |  |
| Access to named tutor |  |
| Regular progress reports for the* Apprentice
* College
 |  |
| Provision of suitable learning accommodation for off-the-job training if not using NCHSR accommodation |  |
| Support for identified learning styles and needs |  |
| Collaboration with NCHSR in development of high speed rail curriculum and delivery |  |
|  |  |
| Please add any additional provisions included in the fee |  |
|  |  |
|  |  |

The Maximum (20 Marks) will be allocated to bidders’ responding ‘Y’ to ALL the deliverables. ‘N’ responses will have 2 marks deducted for each item not included in the fee. All items are considered to be of equal importance.

In event of Equal Scores

Bidders’ additional provisions will only be taken into consideration in the event of a tie in the scores awarded and where the College considers these to be appropriate for its needs and in order of importance.

Each quality criterion will be scored in line with the following marking scheme:

For Example, Bidder’s Response to Response C assessed as a ‘Very Good Response’ allocated 4/5. Weighted Marks allocated 50 x 4/5 = 40.

|  |
| --- |
| USING A 0-5 MARKING SCHEME |
| 5 | Excellent Response– A comprehensive well evidenced submission, clearly demonstrating expertise and knowledge incorporating value added benefits, value attributes & other points of innovation. The response is deemed to offer little or no risk and fully captures the understanding of the steps involved to deliver the aspects of the question posed, giving a very high level of confidence in the Tenderer’s experience and ability. |
| 4 | Very Good Response – The level of detail / supporting examples gives a high level of confidence in the Tenderer’s experience and ability. The Tenderer clearly has the potential to deliver and / or has clearly met an acceptable standard. |
| 3 | Good Response – There is adequate detail / supporting examples giving a reasonable level of confidence in the Tenderer’s experience and ability. The Tenderer appears to have the potential to deliver as required / has met a reasonable standard and there are only minor concerns about the Tenderer’s experience.  |
| 2 | Fair Response – The response contains some omissions and / or is not well supported by evidence / examples. Some concerns about the Tenderer’s ability to deliver / that they have failed to meet a reasonable standard..  |
| 1 | Poor Response – The response contains material omissions and / or is supported by limited evidence / examples. Major concerns that the Tenderer has the potential to deliver / that they have failed to meet a reasonable standard. |
| 0 | Unacceptable Response – No information provided or response does not address the requirement. |

The College is looking for quality and innovation rather than quantity, so please only include information that supports or is relevant to your response.

**3 Form of Tender**

Date: ..........................................

**RfP for The National College for High Speed Rail**

**Apprenticeship Procurement**

I/We the undersigned, hereby tender and offer to provide the Contract as listed above which is more particularly referred to in the Request for Proposal supplied to me/us for the purpose of tendering for the provision of the Contract and upon the terms thereof.

I/We undertake in the event of acceptance of our Tender to execute the Contract within 15 business days of such acceptance and if required in the interim provide the Contract in accordance with the Contract if necessary.

I/We understand that the College reserves the right to accept or refuse this Tender whether it is lower, the same, or higher than any other Tender.

I/We confirm that the information supplied to you and forming part of this Tender including (for the avoidance of doubt) any information supplied to you as part of my/our initial expression of interest in tendering, was true when made and remains true and accurate in all respects.

I/We confirm that this Tender will remain valid for 90 days from the date of this Form of Tender.

I/We confirm and undertake that if any of such information becomes untrue or misleading that I/we shall notify you immediately and update such information as required.

I/We confirm that the undersigned are authorised to commit the Bidder to the contractual obligations contained in the Request for Proposal and the Contract.

Signed by:

Name…………………………………….

Position………………………………….

Name…………………………………….

Position………………………………….

for and on behalf of

………………………………………………………………………………………(Bidder)

**4 APPENDICES**

The following Appendices form part of our submission:

|  |  |
| --- | --- |
| **Section of Submission** | **Appendix Number** |
|  |  |
|  |  |