



INVITATION TO TENDER SPECIFICATION

Delivery of an APM ChPP Programme

Provider

Provider Contact Details

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the above. Full details are included in this document, which describes the services which are required, the basis of tendering and the processes to be followed in the submission of tender offers.

1. Definitions

In this specification the following terms shall have the following meanings:

“**APM**” means the Association for Project Management (www.apm.org.uk)

“**ChPP**” is the Chartered Project Professional status & inclusion on the Register of Chartered Project Professionals that is based on the Chartered Project Professional standard which demonstrates attainment of the APMs defined level of technical knowledge, professional practice & ethical behaviour.

<https://www.apm.org.uk/media/35526/the-chartered-project-professional-standard-march-19-web.pdf>

“**Programme**” means a series of activities to be proposed by the tenderer to facilitate a group of around 15 suitable individuals demonstrate that they meet the ChPP standard.

“**ECI**” means the Engineering Construction Industry. For more information on the ECI and the ECITB see: <https://www.ecitb.org.uk/about-us/>

2. Scope This tender is for a single Programme to enable a group of around 15 candidates achieve the APM ChPP standard. ECITB will invite applications from those employers who work in, or may become involved in, the offshore sector of the ECI. In the current national status, tenderers should be prepared to deliver the Programme remotely utilising online conferencing technologies.

3. The Services

3.1 The Consultant will:

a. Review applications for the Programme, received by ECITB, for suitability and assist in selection of candidates.

b. Develop and deliver a Programme to enable around 30 candidates to achieve the APM ChPP standard. The Programme should include:

- Introducing candidates to the Programme and explaining the requirements
- One to one type approach support to candidates throughout the Programme
- Arrange and support with two formal group reviews throughout the Programme
- Work with individual candidates to provide one to one feedback and support throughout the Programme where necessary
- Individual and/or group support to prepare portfolios
- Preparation advice and guidance to the group/individuals to attend the Professional Review interview.

c. Structure of the Programme should be clearly explained in the tender submission.

d. Assist ECITB to select the most suitable candidates (those whose background makes the most likely to achieve ChPP status) from the group of applicants generated by ECITB.

e. Provide all materials for the Programme including administrative documents (registration form, attendance list etc.).

f. Conduct all liaison with APM on behalf of the candidates, including but not limited to payment of fees, submission of portfolios and arranging the Professional Review interviews.

Note that candidates will be asked to sign a Data Protection statement allowing APM to discuss their participation in this programme with the selected consultant.

g. Agree online delivery platform with ECITB and make arrangements as required. Should the opportunity and requirement for face to face workshops arise during the programme agree venue for any workshops with ECITB and make arrangements with those venues if required. (Note that actual venue costs are treated as expenses and should not be included in the tender cost).

4. Project Schedule

Output	Date
Tender begins	1 July 2024
Question period ends	19 July 2024
Tender deadline	29 July 2024 (17:00)
Evaluation deadline	2 August 2024
Anticipated contract award	5 August 2024
Anticipated contract start	26 August 2024
Target completion date	February 2025

Tenders should include a fixed price for the work under 3.0. This price should be broken down into a series of appropriate milestones against which progress can be measured and payments made and will be aligned to the Project Schedule outlined in item 4.0. Payment for candidates' APM fees should be identified separately; only fees for candidates who successfully progress to the relevant APM stage will be paid.

5. Additional Services

ECITB may request Additional Services (as defined in the Form of Contract) from the Contractor.

Where a course has been developed through the ECITB contract, carry out annual updates for 3 years (to December 2025) as required (such as changes in legislation and any user feedback).

Attend additional meetings with ECITB.

Tenders should include Day Rates for the provision of Additional Services. Where appropriate identify different rates, e.g. rates for attending meetings, development of additional materials, or Support activities.

6. Expenses

Any expenses incurred by the Contractor in the performance of the contract, such as hotel costs, pilot costs and air/rail travel, will only be reimbursed by ECITB if:

- they are reasonable
- they are agreed in advance with the Project Manager
- claims for such expenses are accompanied by valid receipts.

Agreed exceptional expenses must be inclusive of VAT.

It is the ECITB's policy to agree exceptional expenses on the following basis:

- Rail journeys - Standard Class
- Car mileage - Not to exceed 45p per mile, all inclusive
- Airfares - economy class
- Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
- Hotels - Up to 3 star.

A maximum value of agreed expenses should be included in any tender costings – they will be reimbursed to no higher than the maximum value on an 'as incurred' basis.