

# Invitation to Tender Specification

**Delivery of an APM RPP programme**



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](http://www.apm.org.uk))

“**RPP**” means the Registered Project Professional standard as defined by APM, which is achieved through the submission of a portfolio and attendance at a Professional Review interview.

“**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 RPP 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 RPP standard. ECITB will invite applications from those employers who work in, or may become involved in, the Oil & Gas sector of the ECI. At this stage the geographic location of participants is not known, tenderers should be prepared to deliver the Programme in any geographic location.

## 3. The Services

### 3.1 The Consultant will:

- a. Jointly market the programme to suitable employers along with ECITB. Receive applications from candidates, providing ECITB with a weekly list of registrants and co-ordinating with ECITB to ensure effective marketing of the programme without duplication.
- b. Develop and deliver a Programme to enable around 15 candidates to achieve the APM RPP 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 provided 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 them most likely to achieve RPP 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 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	22 March 2019
Question period ends	12 April 2019
Tender deadline	19 April 2019 (17:00)
Evaluation deadline	3 May 2019
Anticipated contract award	7 May 2019
Anticipated contract start date	13 May 2019
Target completion date	December 2019

**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 from the Consultant as described in the included Form of Contract. Additional Services would be based on the work delivered in Section 3.

### 5.1 Additional Workshops

In the event that selected candidates are geographically spread, provide additional workshops to assist candidates more easily

### 5.2 Additional Support

In the event that any candidate is struggling to complete the requirements and requires support beyond that which was envisaged

### 5.3 Additional Candidates

In the event that more than 15 candidates are accepted please identify the maximum you can accept, and the additional cost per candidate/group (eg up to 4) along with their additional APM fees.

**Tenders should include pro-rata day rates for the provision of Additional Services for items 5.1 and 5.2. Where appropriate identify different rates, e.g. rates for attending workshops or support activities.**

## 6. Expenses

Any expenses incurred by the Consultant in the performance of the contract, such as hotel 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.

**Agreed expenses will be reimbursed on an 'as incurred' basis and should not be included in any tender costings.**