

**INVITATION TO TENDER FORM**

**ECITB 2024 Scholarship Programme**

**Scotland Aberdeen Region**

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) tendered for** |  |
| **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 ECITB Scholarship Programme as specified in document 2 of this tender.

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** | **Please identify additional PPE required and state cost to ECITB. Note:**  ECITB will provide two sets of industry standard overalls per learner. | **Total Group Cost**  (ECITB use only) |
| **Up to 8** |  |  |  |  |
| **9 - 12** |  |  |  |  |
| **13 - 16** |  |  |  |  |

**SECTION TWO: Non-Price Information**

|  |  |  |
| --- | --- | --- |
| **This tender will be judged on its content and will be scored by ECITB staff that have no prior experience of working with Scholarship training providers that work with and are approved by ECITB.** | | |
| **Scoring and Weighting System** | **Weighting Factor** | **Maximum Score** |
| 1. **Your Centre** | **8** | **32** |
| 1. Please tell us about your centre and why we should award you this contract.   **(Max word count of 500).** | | |
| 1. Please list the Awarding Organisations you are currently approved by and give a brief overview of the type of qualifications you deliver.   **(Max Word Count of 300).**  If you are currently approved by the ECITB Awarding Organisation, please list which qualifications and pathways, you are approved to deliver. | | |
| 1. Please supply the relevant evidence of staff competencies, this should include CVs detailing experience (**including recent industrial experience**), qualifications and CPD. | | |
| 1. **Training the Scholars** | **8** | **32** |
| Provide evidence of your organisations ability to deliver the training required to deliver the specification detailed in **table 1** of the tender specification document. | | |
| 1. Provide evidence of the facilities where the training elements of the programme will be delivered.   Please specify where knowledge and skills will be delivered.  **(Max word count of 500).** | | |
| 1. Please confirm who will be the programme lead if you are awarded the contract. | | |
| 1. Please explain any plans to merge with other learners including the programme the other learners are undertaking as well as the discipline(s) they are undertaking.   State the proposed cohort sizes for practical skills and knowledge sessions.  Please make it clear if this proposal will result in cost savings to the ECITB. | | |
| 1. Please provide an example of a simple timetable for the proposed specification to include the proposed duration, days, and hours per work. | | |
| 1. **Assessment of Qualifications** | **6** | **24** |
| 1. Please explain how you will manage the assessment and track the progress of the specification’s qualifications. Please include examples of methods that may include but are not limited to:  * E-portfolios, * Annotated photographic images, * Video, * Staff allocated to assessing the qualifications in the programme. | | |
| 1. **If applicable -** In relation to the ECITB qualification, please identify who will perform the following roles:    * Internal quality assurance of the qualification(s),    * Assessment of the qualification(s),    * Centre point of contact for the programme. | | |
| 1. Please provide the following information:  * Latest awarding organisation (AO) EQA report(s), * Disclosure of any current or recently expired sanctions. | | |
| 1. **If applicable** – **Knowledge Qualification** | **3** | **12** |
| Confirm that the identified Knowledge Qualifications can be delivered within the programme duration. | | |
| List the units, you propose to deliver. | | |
| 1. **The use of public funding in the Scholarship will enable the ECITB to deliver more new entrants. A robust response will therefore be viewed favourably.** | **6** | **24** |
| 1. Detail where public funding will be accessed to fund elements of the programme. | | |
| 1. Where public funding is used, detail where the funding is sourced from. | | |
| 1. Detail the estimated amount of public funding drawn down per learner. | | |
| 1. Please indicate whether you can draw down funding to either fully or partially meet the Scholarship bursary costs.   If so, please specify the amount.  Note: - bursary is £100 for 2-year programmes payable during term time. | | |
| 1. **Additionality**   The ECITB are keen to see innovation introduced into their new entrants’ programmes, this question is an opportunity for centres to differentiate themselves from other centres. | **9** | **36** |
| Please provide details of what additional components outside the core specification detailed in table 1 of the specification document will be included. These could include knowledge, skills, pastoral, community, or personal development initiatives.  **(Max word count of 300).** | | |
| 1. **Employer engagement** | **5** | **20** |
| Please explain how you will work with ECITB to engage with their in-scope employers [Register-of-Leviable-Establishments-January-2023.xlsx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ecitb.org.uk%2Fwp-content%2Fuploads%2F2023%2F01%2FRegister-of-Leviable-Establishments-January-2023.xlsx&wdOrigin=BROWSELINK) to ensure the employers are involved in the programme. | | |
| Please provide examples of where you are actively engaged with the Engineering Construction Industry - [About the ECITB - ECITB](https://www.ecitb.org.uk/about-the-ecitb/)  **(Max word count of 300).** | | |
| 1. **Inclusivity in recruitment** - 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. | **6** | **24** |
| 1. Please explain what pipelines you intend to use for recruitment of the Scholars, highlighting specific outreach work with third party organisations who may connect you to groups currently underrepresented in engineering.   **(Max word count of 150).** | | |
| 1. Please explain the methods you use to ensure that your recruitment & selection activities are inclusive and accessible to a diverse range of candidates.   **(Max word count of 200).** | | |
| 1. Please provide examples of where you have achieved successful outcomes through the relationships identified in your response to answer 8 (b).   **(Max word count of 200).** | | |
| 1. **Programme evaluation** | **9** | **36** |
| 1. How will you demonstrate successful contract delivery to the ECITB at the end of the programme. This could include how you will set up, monitor and report back to ECITB:  * Attendance KPIs, including how you would drive and maintain good levels of attendance, * Retention of Scholars, * Work experience, * Progression data, * Awards and recognition of ECITB Scholars.   Note:   * ECITB would expect the attendance of the scholars to be at least 80% excepting genuine cases of authorised absence due to illness and scheduled work placement. * Progression success:   + Gold standard = apprenticeship or direct site hire with an employer on the ECITB register of leviable establishments. [Register-of-Leviable-Establishments-January-2023.xlsx (live.com)](https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fwww.ecitb.org.uk%2Fwp-content%2Fuploads%2F2023%2F01%2FRegister-of-Leviable-Establishments-January-2023.xlsx&wdOrigin=BROWSELINK)   + Silver standard = apprenticeship or direct site hire with an engineering construction industry client.   + Bronze standard = apprenticeship or direct site hire with an employer in an allied sector or industry.   + Acceptable = progression into FE/HE in an engineering related subject. | | |
| **Maximum Total** | **240** | |

## SECTION THREE: Undertakings

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

* You have fully answered all appropriate questions YES/NO

* Where required, you have provided examples/evidence 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:** …………………………………….