**GWE Business West**

**Kickstart Gateway**

**Kickstart Employment Programme**

**Employability Wrap around service**

**INVITATION TO TENDER (ITT)**

**Date: 21st April 2021**

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# Section 1 Instructions for BIDDers

## Introduction

The Kickstart Scheme provides funding to create new job placements for 16 to 24 year olds on Universal Credit who are at risk of long term unemployment. Employers of all sizes can apply for funding which covers:

* 100% of the National Minimum Wage (or the National Living Wage depending on the age of the participant) for 25 hours per week for a total of 6 months
* associated employer National Insurance contributions
* employer minimum automatic enrolment contributions

GWE Business West Ltd (Business West) is an official Gateway for employers wanting 30 or less placements. As part of the programme Business West asks employers to sign up to a code of conduct and a package of employability support provided by a specialist third party.

GWE Business West Ltd (Business West) is seeking to appoint a number of approved service providers to deliver bespoke employability support and mentoring for young people aged 16-24 years old as part of their paid DWP Kickstart placement through GWE Business West Ltd as a Kickstart Gateway. (At present there are a total of 218 possible placements)

Once approved and on the list, service providers will be matched to placements/business based on experience and area of expertise. Service delivery should be capable of starting immediately in May 2021 and at any time throughout the contract period through to June 2022 as new Kickstart participants enter a placement.

Business West requires the information sought in this Invitation to Tender (ITT) from applicants responding to the Opportunity published on Contracts Finder***‘GWE Business West Employability Wrap around Service ITT’*** and on the Business West Website.

Business West intends to award any Contract based on the most economically advantageous tender (MEAT). Business West will not be bound to accept the lowest price of any Tender submitted, but will be looking to ensure the correct balance between quality and price.

The contract will be awarded for a period of to cover 14 months commencing in May 2021 to the end of June 2022 (This may be subject to change based on decisions by the DWP) and Business West continuing to act as a Gateway Organisation for Kickstart.

## Purpose of the ITT

The purpose of this ITT is to:

1. 1. Receive competitive tender returns for evaluation.
   2. Enable Bidders to describe their approach to providing the **‘*Employability Wrap Around Service’***
   3. Enable Business West to select suitably qualified and experienced provider to deliver the **‘*Employability Wrap around Service’***

## Terms of Agreement and commencement

* 1. It is anticipated that the contract issued as a result of this procurement process will be awarded for a period of 14 months commencing immediately until completion of last placement in June 2022.\*

*\*Subject to placements starting and Business West continuing to act as a Gateway Organisation.*

* 1. The contract award is subject to satisfactory performance. Business West reserves the right to terminate the contract should the required **‘*Employability Wrap around Service’***not meet the needs of Business Westor the allocation of financial resources makes continuation not viable.

## Submission of Tenders

* 1. The closing date for receipt of Tenders is **Thursday 6th May 2021 at 16:00hrs BST** to **procurement@businesswest.co.uk**. Tenders received by Business West after this time will be rejected and returned unopened to the Bidder.
  2. Tenders should demonstrate Bidders detailed knowledge and understanding of Business West’s requirements as specified in Section 2 (Scope of Works). Bidders should ensure their Financial Proposals are within the budget provided in [Section 2 (2. ‘Financial Requirement'](#Lots)).
  3. Tenders should be valid for acceptance and negotiation for a period of 90 days following the closing date of this ITT.
  4. Bidders are requested to supply a completed ITT (including annexes and attachments), submitted via email by **Thursday 6th May 2021** no later than **16:00hrs.**The email should state the following:

**Title**: ITT for Provision of ‘***Employability Wrap around Service’***

Should any response be received after the deadline this will be recorded and the application will be rejected.

* 1. **Clarification questions** - Any questions relating to the clarification of any aspect of this ITT must be made in writing via email no later than **Wednesday 28th April 2021** at 12:00hrs:

**To:** Nicky Williams

**Email:** [*procurement@businesswest.co.uk*](mailto:procurement@businesswest.co.uk)

**Subject:** ITT for Provision of ‘***Employability Wrap around Service’***

Business West will post responses to such requests on the Business West website (including a description of the enquiry without identifying the source) on **Thursday 29th April 2021** at <https://www.businesswest.co.uk/tenders>

## Tender Process Timetable

|  |  |
| --- | --- |
| **Action** | **Target Date for Completion** |
| Contract Notice published | Thursday 22nd April 2021 |
| Deadline for receipt of written ITT clarification questions from Bidders (by 12:00 hrs BST/GMT) | Wednesday 28th April 2021 |
| Published responses to ITT clarification questions | Thursday 29th April 2021 |
| **Closing date for receipt of Tenders**  **(by 16:00hrs BST)** | **Thursday 6th May 2021** |
| Evaluation Commences | Friday 7th May 2021 |
| Notification of award | Tuesday 11th May 2021 |
| Return of signed contract | Friday 14th May 2021 |
| Commencement | Monday 17th May 2021 |

## Evaluation Approach

* 1. Tenders will be evaluated by the Tender Evaluation Panel in order to identify the most economically advantageous tender (MEAT). Specifically for this contract, Business West will be evaluating Tenders on the basis of:
* 80% Quality of Technical Proposal
* 20% Price of Financial Proposal
  1. Business West may award the Contract to the Supplier that achieves the highest overall score (Price/Quality) being weighted as above and combined.

All Tender submissions will be reviewed for completeness. Bidders will be disqualified if you do not complete a fully complete RESPONSE FORM (Section 3).

Additionally, the following are critical requirements. Responses will be scored on a Pass/Fail basis. The outcome will determine whether a supplier remains in the procurement process:

|  |
| --- |
| Mandatory Grounds for Exclusion |
| Compliance with Terms and Conditions of Purchase |
| Price quoted is more than maximum requested |
| Ability to perform activity from proposed Start Date |

* 1. **Quality of Technical Proposal 80%**
     1. **Technical Proposal:**

The Technical Proposal will be evaluated against the Scoring Matrix below. Please note that individual question responses are not equally weighted, the weighting used for each question is stated in Score Sheet (Annex 2).

**Scoring Matrix for Quality Service Delivery**

|  |  |  |
| --- | --- | --- |
| **Response** | **Score** | **Definition** |
| No Response or failed response | 0 | Not completed or completely fails to meet the requirements. |
| Inadequate | 1 | Most or all of the requirements have not been met, contains significant shortcomings or is inconsistent with other proposals. |
| Unsatisfactory | 2 | Some of the requirements have not been met or only met in part. |
| Satisfactory | 3 | Satisfies the requirements in all material respects. |
| Good | 4 | Satisfies the requirements in all material respects and exceeds some requirements. |
| Excellent | 5 | Satisfies the requirements in all material respects and exceeds all requirements – demonstrates significant added value. |

* + - 1. Tender responses are required to achieve a score of 3 or higher to be considered for award of the contract. Tender responses that score 2 or lower for any of the quality questions in Section 3 may lead to the tender being disqualified.
      2. Bidders must adhere to any **word limits** provided. All answers will be checked for their word or page count compliance prior to formal evaluation. Should a response to a question exceed the maximum word count allowed the excess words will be removed from the end of the response; they will be disregarded and not be read, seen or scored by any member of the evaluation panel.
    1. **Price 20%**
       1. **– Financial Proposal:**

A maximum fee of £400 is payable for each participant supported. Payment will be split with £300 payable upon first 1-2-1 engagement between the participant and the service provider. The second payment of £100 will paid following the final 1-2-1 engagement in month 6 or upon the participant securing a job outcome during the placement period.

* + - 1. There is no guarantee to bidders of the volumes to be supported. Tender responses should specify the unit cost of 1-to-1 delivery and number of cohorts and their participants as well as confirmation of the price based on the maximum number of participants to be supported.
      2. The proposal with the lowest price will receive the maximum score and the remaining quotes will have their scores applied pro-rata; i.e. divided into the lowest price, and the result multiplied by the maximum score. The Tender price submitted for the service shall be the total price for the contract.
  1. Mathematical errors detected by Business West in the submission of Financial Proposals will be corrected in the following manner:
     1. Errors in the addition of total costs or unit price extensions will be corrected and the total amount reflected in the total bid price.
     2. Any Bidder affected by mathematical errors will be advised of the corrected bid price immediately. Bidders must confirm their acceptance of this modification within 24 hours or their tender response will be rejected.

## General Notices

Tender responses are only sought from organisations that are agreeable to the following arrangements:

1. 1. Any Contract resulting from this tender process will incorporate Business West's Standard Terms & Conditions of Purchase (ANNEX 1). Any material amendments proposed by the Bidder may be construed as a rejection of the terms leading to the disqualification of the Tender.
   2. The issue of this document does not commit Business West to award any Contract pursuant to the tender process nor does it constitute an offer to enter into a contractual relationship.
   3. Business West may seek independent financial and market advice to validate information declared or to assist in the evaluation.
   4. Business West reserves the right to accept or reject any tender, and to annul the ITT process and reject all Tenders at any time, without thereby incurring any liability to the Bidders.

## Complaints regarding the procurement process

* 1. Any complaints regarding the procurement process should be made in writing and directed as follows:

To: Phil Smith, Managing Director

Address: GWE Business West Ltd

Leigh Court

Abbots Leigh

Bristol, BS8 3RA

Email: [phil.smith@businesswest.co.uk](mailto:phil.smith@businesswest.co.uk)

# Section 2 scope of works

## The Technical Requirement

* 1. **Background**

GWE Business West Ltd, trading as Business West (BW), is one of the most influential business leadership organisations in the UK, representing over 6,000 businesses across our Chamber of Commerce network in Bath, Bristol and Gloucestershire. We are a B Corp certified organisation operating major publicly-funded programmes providing support for business start-ups, businesses with high growth aspirations and businesses that trade (and wish to trade) internationally. We provide managed workspace solutions, both in physical and virtual format, international trade services and offer meeting venues and events management services.

* 1. **The Opportunity**

GWE Business West Ltd (Business West) is seeking to appoint a number of service providers to deliver employability support and mentoring to young people aged 16-24 years old as part of their paid DWP Kickstart placement through GWE Business West Ltd as a Kickstart Gateway.

The majority of the placements will be located in the West of England, Bath & North East Somerset, North Somerset, Swindon & Wiltshire, Gloucester locality. Some placements (ad hoc) are located outside of these areas in the wider south west and other regions.

Service providers should have experience in delivering similar provision with quality outcomes including expertise in areas such as: d*isability, SEND, NEET, Diversity and Inclusivity.*

The support to young people will need to be face to face (online and in person), as required, and meet both the employer and the individual’s needs. It can be delivered one-to-one alongside small group activities.

This service delivery will need to start no later than June 2021 and will potentially run to June 2022 (subject to Kickstart continuing)

* 1. **Overview**

As an approved Kickstart gateway GWE Business West has asked all businesses part of our consortia to:

* sign up to a code of conduct; focusing on supporting the young person with employability;
* agree to engage one of our trusted partners to deliver quality bespoke employability support to the placement;
* agree to setting out a clear employability/training plan with each placement;
* agree time off for the placement to attend employability or development training;
* provide an exit interview, reference & an Achievement Record;
* agree to consider additional training as a mentor or work-based coach; and
* Provide constructive feedback to unsuccessful placements to the DWP.

We have briefed all businesses that in addition the following basic employability criteria must be met with all placements:

* + basic work skills
  + attendance
  + timekeeping
  + communication
  + teamwork
  + travelling to work

And to support the young person with their;

- CV/linked in profile

- mock interviews

- advice in looking for long term work.

* 1. **How to apply**

Please complete the following sections and return to us as specified in the ITT by the dates below.

|  |  |
| --- | --- |
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|  |  |

**1.5 Detailed overview of support required:**

The 'Kickstart employability support' should be designed to support placements as they journey through their Kickstart placement. It will offer a combination of individual support interventions and group employability training sessions along with peer to peer network opportunities.

**Aims:**

• Prepare for their placement

• Identify goals for development

• Skills & qualities they can experience, practice & improve during their placement

• Identify & overcome issues placements & their hosts may face during the placement

• Provide opportunities for peer to peer skill sharing & networking

• Provide exit support on employment goals, achievements & next steps.

All activity will be delivered virtually until such a time that face to face delivery is appropriate.

**1.5.1 Activities to deliver:**

**1. Initial discussion with host business – to discuss:**

* Job description & goal setting
* Skill requirements & skill development potential
* Baselining confidence of business – employing a young person/having a placement
* Minimum requirements of the role
* Expectations in the workplace e.g. appropriate dress/time-keeping/behaviours
* On-boarding & mentoring placement
* Induction plans, equipment, support from business, scope of the role & work to be done

**2. Induction meeting with placement (at start of placement) - to discuss:**

* Job description & goal setting
* Skill requirements & skill development potential
* Baselining skills & competencies

• Minimum requirements of role and the business

* Expectations in the workplace e.g. appropriate dress/time-keeping/behaviours
* Logistics of on-boarding & what to expect
* Immediate needs of the placement to facilitate starting their placement.
* Support available to placements during their placement including how to log issues & questions that arise during the placement
* Planning & goal setting around a SMART goal setting & skills analysis model.

Introduce the Kickstart participant to a set of transferable skills they should aim to develop, which can be applied to the current and any future role. This could be any combination of the following based on individual needs assessment:

* Team Work
* Negotiating and Influencing
* Growth mindset/resilience
* Effective Communication
* Creativity
* Positive Attitude
* Initiative
* Organising & Planning
* Decision Making & Problem Solving
* Leadership
* Financial literacy

**4. Placement / Business Progress Reviews: (Every 2 months – month 2 & 4)**

Individual placements will be required to participate in review sessions during their employment period to:

• Review goals & objectives / employability progress

• Review host business goals & objectives from the placements’ perspective

• Discuss any issues arising & work on solutions and, if necessary, arrange a facilitated discussion with placement and host business to resolve

• Identify areas for development & additional support through further training provision

* Start to think about next steps for employment

**5. Employability Workshops online (1 face to face if possible)**

All workshops to be recorded to be shared with other placements via Business West website. The purpose of these workshops is to improve the employability skills of Kickstart participants. Topics of suggested workshops include:

* Building an Employable Profile – Linkedin/CVs/Portfolios
* Transferable skills
* Introduction to Financial literacy
* Aspiration and resilience
* Self- Management
* Customer service
* Interview techniques & job seeking

**6. Exit Review at 5 months and 2 weeks (1 -2-1 discussion):**

Each placement will have a one-to-one exit review close to end of employment period.

• Review of progress against plans & goals

* Reflection on placement, highs & lows, successes & learning points, achievement report from business

• Review of skills and competencies development

• Next steps & future planning session

Business West will work with employers to consider apprenticeships as a next step or other roles across network.

**7. Additional support that could be provided:**

Providers should also deliver activities that enable Kickstart participants to:

* Access Peer to Peer Network on a suitable platform;
* Share experiences on placements
* Listen to talks from business speakers on careers, pathways, employability.
* Understand next steps for placements – supported by Business West and Providers in region

Other information:

* A secure portal for sharing data is required such as Microsoft Teams
* Regular communication and reporting processes with Business West will be established at start of contract
* Paperwork and processes to be followed as agreed
* Data sharing agreement to be set up between Business West and successful delivery Partners.

## The Financial Requirement

The maximum Budget for each intervention (employability support to a placement) is **£400:00 (including VAT)** over the Term. The payments per placement will be paid on a split fee basis (75%:25%) as agreed in this specification. There is no maximum value to this specification as placements come on board continuously.

The contract will be reviewed and subject to a performance review on a monthly basis.

* 1. Business West is seeking to secure the most economically advantageous tender (MEAT). In this instance, MEAT is defined as the optimum balance between how effectively the proposals will deliver the service (quality) and the cost of the service (price).
  2. We are seeking a proposition that is billed with a minimum term of one month. The payment will be calculated on the number of placements the service provider is engaged with to supply **‘**Employability Support’ in the manner set out in this specification.
  3. All Financial Proposals should be quoted inclusive of VAT.

The financial proposals should include all costs to deliver this service (including any "one-off" cost not agreed/Travel and subsistence for personnel and if required).

**Section 3 RESPONSE FORM:**

**Business West Kickstart Employment Programme**

# Employability Wrap around service

## Details of your Organisation

**Organisation Details**

|  |  |
| --- | --- |
| Full name of organisation tendering (or of organisation acting as lead contact where a consortium bid is being submitted) |  |

|  |  |
| --- | --- |
| Registered Office Address |  |
| Company or charity registration number |  |
| VAT registration number |  |
| Date of formation/incorporation |  |
| Name of immediate parent company |  |
| Name of ultimate parent company |  |
| Type of organisation (e.g. Sole trader, Partnership, Private Limited Company, if other please specify) |  |

## 

**Contact Details**

Contact details for enquiries about this ITT

|  |  |
| --- | --- |
| Name |  |
| Address of operations |  |
| Post code |  |
| Country |  |
| Phone |  |
| Mobile |  |
| Email |  |

## Mandatory Grounds For Exclusion

**Important Notice**

In some circumstances Business West is required to exclude you from participating further in procurement. If you cannot answer ‘no’ to every question in this part it is very unlikely that your tender will be accepted, and you should contact us for advice before completing this form.

Has your organisation or any directors or partners or any other person who has powers of representation, decision or control been convicted of any of the following offences;

* 1. conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organisation as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organised crime;

**Yes/No** (delete as appropriate)

* 1. corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906;

**Yes/No** (delete as appropriate)

* 1. where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities;

**Yes/No** (delete as appropriate)

* 1. any offence listed;

1. in section 41 of the Counter Terrorism Act 2008; or
2. in Schedule 2 to that Act where the court has determined that there is a terrorist connection

**Yes/No** (delete as appropriate)

* 1. money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002 or terrorist financing

**Yes/No** (delete as appropriate)

* 1. child labour and other forms of trafficking in human beings

**Yes/No** (delete as appropriate)

* 1. been in breach of its obligations relating to the payment of taxes with the breach established by a judicial or administrative decision having a final and binding effect in accordance with the provision of the United Kingdom

**Yes/No** (delete as appropriate)

* 1. been in breach of its obligations relating to the payment of social security contributions with the breach established by a judicial or administrative decision having a final and binding effect in accordance with the provision of the United Kingdom

**Yes/No** (delete as appropriate)

## Discretionary Grounds For Exclusion

We may exclude you from consideration if you cannot answer “no” to every question. In the event that any of the following do apply, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. The information provided will be taken into account in considering whether or not you will be able to proceed any further in respect of this procurement exercise.

Has your organisation

* 1. been found guilty of a violation of obligations under child labour law and other trafficking in human beings;

**Yes/No** (delete as appropriate)

* 1. been convicted of breaking environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator of authority;

**Yes/No** (delete as appropriate)

* 1. been made bankrupt or the subject of insolvency or winding-up proceedings, where your assets are being administered by a liquidator or by the court, where you are in an arrangement with creditors, where your business activities are suspended or you are in any analogous situation arising from a similar procedure under the laws and regulations of any State;

**Yes/No** (delete as appropriate)

* 1. been guilty of grave professional misconduct, which renders its integrity questionable;

**Yes/No** (delete as appropriate)

* 1. entered into agreements with other economic operators aimed at distorting competition;

**Yes/No** (delete as appropriate)

* 1. aware of any conflict of interest due to the participation in the procurement procedure;

**Yes/No** (delete as appropriate)

* 1. been involved in the preparation of the procurement procedure which has resulted in the distortion of the competition;

**Yes/No** (delete as appropriate)

* 1. shown significant or persistent deficiencies in the performance of a prior contract which led to early termination of that prior contract, damages or other comparable sanctions;

**Yes/No** (delete as appropriate)

* 1. been guilty of serious misrepresentation in supplying information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria

**Yes/No** (delete as appropriate)

* 1. applied undue influence to the decision-making process of the contracting authority, or obtained confidential information that may give undue advantages in the procurement procedure

**Yes/No** (delete as appropriate)

* 1. negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award

**Yes/No** (delete as appropriate)

* 1. been in breach of labour law obligations.

**Yes/No** (delete as appropriate)

* 1. in the last 3 years had a court or tribunal find a case of unlawful discrimination on the grounds of race sex or disability against you?

**Yes/No** (delete as appropriate)

## Selection Criteria

* 1. Has your organisation a minimum yearly turnover of £60,000?

**Yes/No** (delete as appropriate)

* 1. Has your organisation an appropriate level of professional indemnity insurance?

**Yes/No** (delete as appropriate)

* 1. Has your organisation the necessary human and technical resources and experience?

**Yes/No** (delete as appropriate)

* 1. Has your organisation sufficient levels of experience demonstrated by suitable references for past work in the West of England?

**Yes/No** (delete as appropriate)

**Standards**

***Quality Assurance***

* 1. Please state if your organisation has, or is seeking, certification under any international, European, British or other quality standards (e.g. BS EN ISO 9000, Customer First, Matrix for Information, Guidance and Advice and mentoring and coaching qualifications etc).

**Yes/No** (Delete as appropriate)

*If “yes” please state the relevant quality standards, the date of the award and the renewal period, together with the Certifying Body and enclose any appropriate documentary evidence.*

**Response:**

*If “no” please explain whether your organisation has a Quality Policy and provide a copy in support of your response to this ITT.*

**Response:**

***Environmental Management***

* 1. Please state if your organisation has, or is seeking, certification under any international, European, British or other environmental management standards (e.g. BS EN ISO 14000 etc).

**Yes/No** (Delete as appropriate)

*If “yes” please state the relevant environmental management standards, the date of the award and the renewal period, together with the Certifying Body and enclose any appropriate documentary evidence.*

**Response:**

*If “no” please explain whether your organisation has an Environmental Management Policy and provide a copy in support of your response to this ITT.*

**Response:**

* 1. If you use sub-contractors, do you have a process to check whether any of these organisations have been convicted or had noticed served upon them for infringement of environmental legislation?

**Yes/No** (delete as appropriate)

***Information Security Management***

* 1. Please state if your organisation has, or is seeking, certification under any international, European, British or other information security management standards (e.g. BS EN ISO 27000 etc).

**Yes/No** (delete as appropriate)

*If “yes” please state the relevant information security management standards, the date of the award and the renewal period, together with the Certifying Body and enclose any appropriate documentary evidence.*

**Response:**

*If “no” please explain whether your organisation has an Information Security Management Policy and provide a copy in support of your response to this ITT.*

**Response:**

***Health & Safety***

* 1. Does your organisation have a written health and safety at work policy or an alternative system to manage health at safety and work?

**Yes/No** (delete as appropriate)

*If “yes” please enclose appropriate documentary evidence alongside your response to this ITT.*

* 1. Please detail any enforcement action taken against your organisation in the past three years by the Health and Safety Executive or other enforcement body with responsibility for health and safety matters

**Response:**

* 1. If you use sub-contractors, do you have a process to check whether any of the above circumstances apply to these organisations?

**Yes/No** (delete as appropriate)

***Equal Opportunities***

* 1. Does your organisation have an equal opportunities policy?

**Yes/No** (delete as appropriate)

*If* ***“yes”*** *please enclose appropriate documentary evidence alongside your response to this ITT.*

* 1. If you use sub-contractors, do you have a process to check whether any of the above circumstances apply to these organisations?

**Yes/No** (delete as appropriate)

*If “yes” please provide details.*

**Response:**

***Bribery & Corruption***

* 1. Does your organisation have a Bribery & Corruption policy?

**Yes/No** (delete as appropriate)

*If “yes” please enclose appropriate documentary evidence alongside your response to this ITT.*

***Data Processing***

* 1. Does your organisation comply with the Data Protection Act 2018 (the General Data Protection Regulations – GDPR)

**Yes/No** (delete as appropriate)

* 1. Does your organisation transfer personal data beyond the European Union (EU)

**Yes/No** (delete as appropriate)

*If “yes “please state which countries your organisation transfers personal data to.*

**Response:**

* 1. Do you intend to subcontract any aspect of the personal data processing?

**Yes/No** (delete as appropriate)

*If “yes” please state to whom you intend to subcontract*

**Response:**

**Please ensure you have included all evidence as required above**

## Award Criteria

***Technical and Professional Ability***

***Experience and Contract Examples***

* 1. **Please provide a brief description of the organisation’s primary business and main services** *(No more than 300 words)*.

**Response:**

|  |
| --- |
|  |

* 1. **Please state the locations where you are able to deliver the employability support service**

|  |  |
| --- | --- |
| **Locality** | **Please tick where you will deliver the service** |
| Gloucestershire |  |
| South Gloucestershire |  |
| Bristol |  |
| Swindon & Wiltshire, |  |
| Bath & North East Somerset |  |
| North Somerset |  |
| Wider South West (specify)  1.  2.  3. |  |
| Other Regions (specify)  1.  2.  3. |  |

* 1. **Please specify your experience in the last three years of delivering in the localities you have ticked in the table above** (max 300 words)

|  |
| --- |
|  |

* 1. **Please give examples of what and how your organisation has provided mentoring and workshops to individuals in a business or learning context to support their employability.**
* Supply of services should have been performed during the past three years.
* Please provide a brief description of the support delivered including your approach to mentoring in each case.
* Also include level, type and intensity of support provided to the company, over what period was the support provided and the result of the impact the services had on the business.
* Please include any specialist expertise you want to highlight

*(No more than 300 words. Expand the box as required)*.

|  |
| --- |
|  |

* 1. **Please explain below how you meet the following criteria set out in the service specification** (No more than 300 words per criteria).
     1. How will your employability support service delivery model use experienced mentors to help Kickstart placements in the South West develop their employability skills and what will their monthly caseload be?

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* + 1. Please state how you will respond to short notice request (2 - 3 days) to contact and engage with a Kickstart participant once details have been shared by Business West?

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* + 1. What additional support activities will you provide to Kickstart placements (see section 1.5.1 (7) above)?

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* + 1. How will you ensure that the employer hosting the kickstart placement is aware of the service you will be providing and the milestones agreed with the Kickstart participant?

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* + 1. How will your proposed support help to sustain participants in their placement for the full 6 month period?

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* + 1. Please describe out any specialisms you have and can bring to this employability support service

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* + 1. Please specify the names, roles and qualifications of the key people who will be directly involved with managing and delivering the services.

*(Max 300 words)*

**Response:**

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|  |

* 1. Please confirm you accept Business West Standard Terms and Conditions of Purchase

**Yes/No** (delete as appropriate)

* 1. Please confirm you are able to provide the service if requested from May 2021.

**Yes/No** (delete as appropriate)

## 

## Declaration and signature

This form should be signed below by a duly authorised partner, or by two individuals from the lead organisation / prime contractor who has the authority to commit the organisation to the value of any contract that may be offered by Business West Ltd for the delivery of the Service described in the tender. Where the Bidder is a consortium, by one director from each member of the consortium. See Section 1, 7 General Notices in the ITT document.

|  |  |
| --- | --- |
| Tender Title | **Business West Kickstart Employment Programme**  **Employability Wrap around service** |

To: - Business West

I / We the undersigned, having examined the Conditions of Contract and Invitation to Tender Specification, hereby submit my/our Tender and undertake to execute and complete the programme, the whole of the programme described in the foregoing Specification and Schedules, in accordance with the Pricing Schedule.

I/We also hereby declare that it is a condition of this tender that my / our fixed price tender shall remain open for acceptance for a period of 90 days from the date of tendering.

I / We declare that the work will be carried out by directly employed labour unless otherwise stated clearly in our Tender.

Name:……...................……………………………... Position in Organisation:...…..............……………………

Signature: ……………....................................………………………… Dated: .....….…………………………

Name:……...................……………………………... Position in Organisation:...…..............……………………

Signature: ……………....................................………………………… Dated: .....….…………………………

**Duly authorised to sign for and on behalf of** (Organisation):

………………………………………...................................................................…………

## Financial Proposal

*Please complete the tables below detailing your financial offer.*

*THIS QUESTION OF THE PROPOSAL CARRIES A WEIGHTING OF* ***20%***

The maximum Budget for this service is **£** **400:00 including VAT** for each support intervention and associated service provision with a placement on Kickstart.

We are seeking a proposition that is billed monthly with a minimum term of one month.

Payment will be calculated on the number of registered Kickstart participants allocated by Business West who are engaged by the service provider.

**7.1 Delivery Costs**

Please outline all the costs brought together that cover this service and demonstrate to us how the price per output has been arrived at. This will give us an indication of how may outputs you would be seeking to support to deliver the service.

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Unit price (£)** | **No. of participants** | **Total (£)** |
| Minimum number of participants |  |  |  |
| Maximum number of participants |  |  |  |

## Non-Collusive Tendering Certificate

In recognition of the principle that the essence of selective tendering is that Business West shall receive bona fide competitive tenders from all those tendering, this certificate should be signed by a duly authorised partner, or by two individuals from the lead organisation/prime contractor. Where the Bidder is a consortium, by one director from each member of the consortium. See Section 1, *7 General Notices* in the ITT document.

**WE (the prime contractor) CERTIFY THAT:**

1. The tender submitted herewith is a bona fide tender intended to be competitive.

2. We have not fixed or adjusted the amount of the tender under or in accordance with any agreement or arrangement with any other person.

3. We have not done, and we undertake that we will not do, at any time any of the following acts:-

1. communicated to a person other than the person calling for this tender the amount or approximate amount of the proposed tender (except where the disclosure, in confidence, of the approximate amount of the tender was essential to obtain insurance premium quotations required for the preparation of the Tender);
2. entered into any agreement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; and
3. offered or paid or given or agreed to give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender any act or thing of the sort described above.

In this certificate:-

1. “Person” shall include any individual or any company or association corporate or incorporate.
2. “Any agreement or arrangement” shall include any transaction of the sort described above, formal or informal and whether legally binding or not.

Name: …………………………………….................... Position in Organisation: …....………………………

Signature: ………………………………………………..........................….. Dated: ….…………………………

Name:……...................……………………………... Position in Organisation:...…..............……………………

Signature: ……………....................................………………………… Dated: .....….…………………………

**Duly authorised to sign for and on behalf of** (Organisation):

## References

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REFERENCES**  Please provide details of three referees with whom your organisation has worked and delivered a similar or comparable service to that required by Business West in the last 3 years, at least one must be a current contract. | | | | | |
| **Name of Organisation**  **& Address** | **Contact Name &**  **Telephone Number** | **Value of Contract** | **Date of contract** | **Description of service carried out (100 words each)** | |
| 1) |  |  |  |  | |
| 2) |  |  |  |  | |
| 3) |  |  |  |  | |
| Do you authorise Business West to approach any of the above named for a reference or further information if required? | | | | | Y / N |

# ANNEX 1 - ITT Tender Submission Score Sheet

|  | ***Submission Score Sheet*** | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| ***Bidder:*** | |  |  | | | |
| ***Panel Member:*** | |  |  | | | |
| ***Date:*** | |  |  | | | |
| ***Pass / Fail*** | | ***Pass*** | ***Fail*** | | ***Comments*** | |
| *Mandatory Grounds for Exclusion* | |  |  | |  | |
| *Discretionary Grounds for Exclusion* | |  |  | |  | |
| *Selection Criteria* | |  |  | |  | |
| ***Experience and Track Record*** | | ***Maximum***  ***Score*** | ***Weighting*** | | ***Score Allocated*** | ***Comments*** |
| *Description of organisation* | | *5* | *3* | |  |  |
| *Delivery locations* | | *5* | *1* | |  |  |
| *Local delivery experience* | | *5* | *3* | |  |  |
| *Previous delivery experience* | | *5* | *2* | |  |  |
| ***Service Specification*** | |  |  | |  |  |
| *Delivery Model* | | *5* | *3* | |  |  |
| *Responsiveness* | | *5* | *2* | |  |  |
| *Additional Activities* | | *5* | *2* | |  |  |
| *Employer Engagement* | | *5* | *1* | |  |  |
| *Participant sustainment* | | *5* | *2* | |  |  |
| *Specialisms* | | *5* | *1* | |  |  |
| *Qualification and experience of staff* | | *5* | *2* | |  |  |
| ***Subtotal*** | | ***110*** | |  | |  |
| ***2. Finance*** | |  | | | | |
| *Score for Financial Proposal* | | ***30*** | *1* | |  |  |
| ***Subtotal*** | | ***30*** | | |  |  |
| ***TOTAL SCORE*** | | ***140*** | | |  |  |