Cornwall Development Company

Invitation to Tender (ITT)

Innovation Challenge Fund for Cornwall & Isles of Scilly Skills Hub

TEN 441

December 2018



# Overview

Cornwall Development Company (CDC) operates as Cornwall Council’s economic development arm and is a member of the Corserv Ltd group of companies. CDC has been successful in its bid to the European Growth Programme 2014 – 2020 to establish and operate the Cornwall & Isles of Scilly (CIoS) Skills Hub service. This project is funded by the European Social Fund (ESF), with match funding from Cornwall Council and Cornwall & Isles of Scilly Local Enterprise Partnership (LEP).

The Skills Hub encourages and supports businesses to grow, innovate and invest in training and skills development through a one-stop service for information and guidance on and access to skills development provision. They do this through a content-rich online portal and social media activity backed by a telephone and face-to-face service delivered by office-based Business Navigators and a team of experienced Business Connectors covering Cornwall & Isles of Scilly.

CIoS Skills Hub has set up the Innovation Challenge Fund to help encourage new approaches new ways of working, clustering and capacity building, and research projects. The Fund supports the CIoS Employment and Skills Strategy strategic objective SO2: “Drive employer and individual engagement and investment in skills” and will assist that strand to:

* Enable the demand and supply of skills (at all levels) to meets the needs of high employment sectors
* Improve workforce health and well-being
* Support small, micro, social and community businesses as well as those who are self-employed to engage in training
* Create an effective apprenticeship service for CIoS employers

In a national context, the UK’s productivity continues to lag behind other major economies which is seen as a key challenge to securing economic growth and raising living standards.

The national **2017 UK Employer Skills Survey (ESS)**, one of the largest business surveys in the world with the data from over 87,000 employers, shows that investment in training and development has flatlined over the past 4 years with 66% establishments training their staff and 48% providing off-the-job training.

Locally, the **Chamber of Commerce Business Plan for Cornwall 2017** **2018** shows just 20% of businesses see CIoS as a good place to recruit people with the right skills and over half think it is not a good place for developing employee skills.

The employment and skills element of Cornwall’s Devolution Deal focusses on increasing the number of people with higher level skills, combating underemployment and supporting those who are furthest from the labour market to get the skills and experience needed to find work. Improving apprenticeships brokerage activities targeted at SME’s is a key action of the deal.

CIoS has a high proportion of small and micro businesses, and the highest proportion of self-employed business owners of all the LEP areas. These businesses tend to be the ones that most need help yet are often the least able to engage as time away from the business has cost implications.

The Innovation Challenge Fund projects will aim to address some of the issues above and help remove barriers to accessing skills and encourage employers, sector groups and training providers to carry out research, collaboration projects and try new approaches to accessing and developing skills within sectors with growth potential.

They will be aligned to the CIoS Employment & Skills Strategy and the refreshed vision for Employment and Skills 2030:

“For Cornwall and the Isles of Scilly to have a healthy, skilled and productive workforce with access to rewarding jobs, clear progression pathways and opportunities for all.”

**CIoS LEP Employment and Skills Strategy 2016-2030:** <https://www.cioslep.com/employment-and-skills/employment-and-skills-strategy-2016-2030>

**UK Employer Skills Survey (ESS) 2017**

<https://www.gov.uk/government/publications/employer-skills-survey-2017-uk-report>

**Cornwall Chamber Business Plan for Cornwall 2017/2018**

<https://chambermaster.blob.core.windows.net/userfiles/UserFiles/chambers/2836/File/8W14186-Layout-V9_lowres.pdf>

Please note that this fund is under ESF priority 2 and is therefore under the skills for growth, employer-led strand.

# Background

The Skills Hub addresses the most common concern from the business community; that the business and skills support landscape is confused and difficult to navigate, leading to unwillingness to engage or uncertainty around whom to contact.

A key issue identified by the CIoS LEP Employment and Skills Strategy is the high proportion of self-employed business owners who tend to most need help but are often least able to engage, as any time away from the business has a cost implication which could include lost sales, additional temp staff etc.

The strategy also highlights that CIoS lacks a co-ordinated framework for bringing together skills demand with supply, with many businesses sitting outside of networking/sector groups that could undertake this remit.

The central task of the Skills Hub is to simplify access to skills development opportunities. This is achieved via a detailed diagnostic or Training Needs Analysis, action planning and referral service for eligible businesses.

The Skills Hub works closely with the CIoS Growth Hub and with other providers in co-ordinating promotional activity and events to maximise the best use of public money through efficiency and joined up working.

For more information on the Growth & Skills Hubs, please visit:

[www.ciosskillshub.com](http://www.ciosskillshub.com)

[www.ciosgrowthhub.com](http://www.ciosgrowthhub.com)

<https://twitter.com/growthskillshub>

<http://www.facebook.com/growthskillshub>

# Commission

On behalf of the CIoS Skills Hub, CDC wishes to procure a minimum of 3 projects that deliver an innovative approach to employer-led skills development such as research, collaboration and trying new approaches to the development of skills within sectors with growth potential, aligned to the CIoS Employment & Skills Strategy. These projects should help remove barriers and alleviate issues to accessing skills development. They will also provide early pilot work for support for future employer led skills projects funded under the ESIF.

The projects will focus on solving problems to accessing skills development and be able to demonstrate value of the sector to the economy. This includes information on the level of skills that are likely to be supported and the number of businesses that are likely to be engaged through the intervention, as well as looking at the potential for sustainability after the end of the programme.

Examples of the types of outcomes the Skills Hub would like to see through the Innovation Challenge Fund projects include but are not limited to:

1. Enhanced and sustainable skills development and connectivity in emerging sectors such as, but not limited to, Care, Construction, Aerospace and E-Health
   1. Increased participation, awareness and input into skills training by employers in the sector
   2. Enhanced collaboration across sectors
2. Increased engagement of young people in specific sector training and development overseen by employers in that sector
   1. Increased promotion of sector careers and high skilled employment opportunities
3. Reducing or removing barriers to employers & employees accessing skills provision and/or apprenticeships such as travel, transport, access, time, cost
   1. For instance, reduce the effects of rurality or remoteness due to distance between home, work and training provision
4. New or improved business clustering by geography or sector to enable innovative models of access to shared skills development and apprenticeships

The results of these projects will provide early pilot work for support for future employer led skills projects funded under the ESIF.

The Skills Hub is part funded by the European Union and as such, all projects conducted **must** comply with EU Branding & Publicity Guidelines (Annexe A).

# Budget

The total Innovation Challenge Fund is worth a total **£120,000** excluding VAT and the Skills Hub is looking to commission a minimum of 3 Projects until October 2019 with value of around £40k each, however we will consider smaller projects.

# Tender Information & Requirements

This section provides instructions and defines the format Tenderers should use in responding to this ITT along with specific information Tenderers should supply and information on how the tenders will be assessed.

## Tender Timetable

This procurement will follow a clear, structured and transparent process at all times and all Tenderers will be treated equally.

The key dates for this procurement timetable are currently anticipated to be as follows:

|  |  |
| --- | --- |
| Timetable | |
| Event | Date |
| Issue ITT | 13/12/18 |
| Deadline for receipt of clarifications | 09/01/19 |
| Target date for responses to clarifications | 11/01/19 |
| Deadline for return of Tenders (Return Date) | 21/01/19 at 17:00 (5pm) |
| Evaluation of Tenders | 22/01/19 to 08/02/19 |
| Notification of contract award decision | 11/02/19 |
| Target contract Commencement Date | 25/02/19 |

CDC reserves the right to change the above timetable and Tenderers will be notified accordingly where there is a change in the timetable.

## Discrepancies, Omissions, Clarification and Enquiries

Should the Tenderer find discrepancies in, or omissions from, the Tender Documents, the Tenderer shall notify CDC immediately.

Any clarification queries arising from these Tender Documents which may have a bearing on the offer should be raised with the CDC contact (Josh Hoole, [josh@ciosskillshub.com](mailto:josh@ciosskillshub.com)) as soon as possible and in accordance with the Tender Timetable above. Responses to all relevant queries will be posted on Contracts Finder.

There will be no negotiation on any of the substantive terms of these Tender Documents. All clarifications need to be submitted by email to the CDC contact.

No representation by way of explanation or otherwise to persons or corporations tendering or desirous of tendering as to the meaning of the tender, Contract or other Tender Documents or as to any other matter or thing to be done under the proposed Contract shall bind CDC unless such representation is in writing and duly signed by a Director/Partner of the provider. All such correspondence shall be returned with the Tender Documents and shall form part of the Contract.

Where the Company considers any question or request for clarification to be significant, the anonymised query and response will be communicated to all Tenderers via Contracts Finder.

## Tender Submission

All tender returns must include a covering letter setting out the following;

1. That the provider has the resources available to meet the requirements outlined in the brief - and within the tender timetable.
2. That the provider will be able to meet the CDC Corporate Requirements (see below), to include confirmation that Equality and Diversity and Environmental policies are in place and if successful supporting documentation will be provided as evidence together with the appropriate conflicts of interest policy statement.
3. The provider shall provide confirmation that insurance policies are current and if they are due to expire during the course of the commission to provide renewal notices prior to their expiry date(s).
4. That the provider accepts all the Terms and Conditions of the Contract attached at Annexe B
5. The point of contact within your organisation in relation to this tender.

The Tender submission should also include:

* **Project Summary** (600 words maximum) stating**:**
  + How your proposal meets the criteria set out in the Commission
  + What the problem is that you are looking to solve
  + What the outcome will be
  + How your proposal aligns with the CIoS LEP Employment and Skills Strategy
  + Duration of the project
* **Project Narrative** (2000 words maximum) detailing the Project Activity you aim to undertake stating:
  + What level of skills will be supported
  + How many businesses will benefit from the support
  + What baseline evidence you wish to improve upon
  + Knowledge and understanding of sector
  + Your experience related to delivering the project – examples of 2 similar projects you have delivered successfully
  + How you intend to deliver the project
  + The project timescales and milestones
  + What makes your proposal innovative
  + Maximum 2-page CV’s of people involved in the project (not included in word count)
* **Sustainability** (600 words maximum)
  + How you will build sustainability into your project to ensure continuation after the initial funding
* **Total Project Costs**

Provide a fixed fee, to exclude VAT, for delivery of the project to include a breakdown of any anticipated out of pocket expenses / disbursements.

In addition please provide details of how the Tenderer would approach managing the budget over the lifetime of the contract.

## Corporate Requirements

CDC wishes to ensure that its contractors, suppliers and advisers comply with its corporate requirements when facilitating the delivery of its services. It is therefore necessary to ensure that the Tenderer can evidence its ability to meet these requirements when providing the services under this commission.

**All tender returns must include evidence of the following**. This is a pre-requisite if the tender return is to be considered.

1. Equality and Diversity

CDC is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful tenderer will be equally committed to equality and diversity in its service provision and will ensure compliance with all anti-discrimination legislation. **If successful you will be required to provide a copy of your Equality and Diversity Policies/Practices**

1. Environmental Policy

CDC is committed to sustainable development and the promotion of good environmental management. It is expected that the successful tenderer will be committed to a process of improvement with regard to environmental issues. **If successful you will be required to provide a copy of your Environmental Policy Policies/Practices**

1. Indemnity and Insurance

The consultant/supplier must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the supplier’s obligations and liabilities under this commission, including but not limited to:

* Public liability insurance with a limit of liability of not less than **£5 million**;
* Employers liability insurance with a limit if liability of not less than **£5 million**;

All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract.

The Tenderer should note that the following Corporate Requirements will also apply;

1. Freedom of Information Legislation

CDC may be obliged to disclose information provided by bidders in response to this tender under the Freedom of Information Act 2000 and all subordinate legislation made under this Act and the Environmental Information Regulations 2004 (“the Freedom of Information Legislation”).

Tenderers should therefore be aware that the information they provide could be disclosed in response to a request under the Freedom of Information Legislation. CDC will proceed on the basis of disclosure unless an appropriate exemption applies. Tenderers should be aware that despite the availability of some exemptions, information may still be disclosed if it is in the public interest.

1. Prevention of Bribery

Tenderers are hereby notified that CDC is subject to the regulations of the Bribery Act 2010 and therefore has a duty to ensure that all tenderers will comply with applicable laws, regulations, codes and sanctions relating to anti-bribery and anti-corruption including, but not limited to, this legislation.

1. Health and Safety

The Consultant must at all times comply with the requirements of the Health and Safety at Work Act 1974, the Management of Health and Safety at Work Regulations 1992 and all other statutory and regulatory requirements.

1. Conflicts of Interest

Tenderers must provide a clear statement with regard to potential conflicts of interests.

Therefore, please confirm whether, to the best of your knowledge, there is any conflict of interest between your organisation and CDC or its project team that is likely to influence the outcome of this procurement either directly or indirectly through financial, economic or other personal interest which might be perceived to compromise the impartiality and independence of any party in the context of this procurement procedure.

Receipt of this statement will permit CDC to ensure that, in the event of a conflict of interest being notified/noticed, appropriate steps are taken to ensure that the evaluation of any submission will be undertaken by an independent and impartial panel.

1. Exclusion

CDC shall exclude the tenderer from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant’s company, has been the subject of a conviction by final judgment of one of the following reasons:

* Participation in a criminal organisation
* Corruption
* Fraud
* Terrorist offences or offences linked to terrorist activities
* Money laundering or terrorist financing
* Child labour and other forms of trafficking in human beings

1. No Sub-Contracting

Tenderers should note that a consortia can submit a tender but the sub-contracting of aspects of this commission after appointment will only be allowed by prior agreement with CDC.

Document Retention

All documentation (electronic and hard copy) produced as part of this contract will need to be returned to CDC at the end of the contract so that we can retain them for future reference/audit. The Contractor will not be expected to store these documents for future reference.

All documents must be written in English.

## Tender Return

Tenders may be returned by email or post, or by delivery in person.

Latest date to be returned: **5pm** – 21 January 2019

If submitting by email, tenders should be sent electronically to [tenders@cornwalldevelopmentcompany.co.uk](mailto:tenders@cornwalldevelopmentcompany.co.uk) with the following message **clearly noted in the Subject box;**

‘Tender TEN441 - Strictly Confidential – Tender for Innovation Challenge Fund for Cornwall & Isles of Scilly Skills Hub’

Tenderers are advised to request an acknowledgement of receipt when submitting by email.

If submitting by post or in person, the Tender must be enclosed in a sealed envelope, **only marked as follows:**

‘Tender TEN441 - Strictly Confidential – Tender for Innovation Challenge Fund for Cornwall & Isles of Scilly Skills Hub’

For the attention of Nicky Pooley, Head of Corporate Services

Cornwall Development Company

Bickford House

South Wheal Crofty

Station Road

Pool, Redruth

Cornwall

TR15 3QG

The envelope should not give any indication to the Tenderer’s identity. Marking by the carrier will not disqualify the tender.

Note that if you are delivering the Tender by hand or by courier, it should be delivered during normal working hours (0900 – 1700 Monday to Friday) and an official receipt obtained. Tenders delivered by hand to any other location will not qualify and will be rejected.

PLEASE DO NOT EMAIL YOUR TENDER SUBMISSION TO THE CORNWALL DEVELOPMENT COMPANY OR THE CONTACT OFFICER.

# Evaluation of Tenders

Each Tender will be checked for completeness and compliance with all requirements of the ITT.

During the tender assessment period, CDC reserves the right to seek clarification in writing from the tenderers, to assist it in its consideration of the tender. Tenders will be evaluated to determine the most economically advantageous offer taking into consideration the following award criteria:

**Tender Evaluation Criteria**

|  |  |
| --- | --- |
| Section 1: Covering Letter |  |
| Covering letter (2 pages maximum) stating:   1. That the provider has the resources available to meet the requirements outlined in the brief - and within the tender timetable. 2. That the provider will be able to meet the CDC Corporate Requirements (see below), to include confirmation that Equality and Diversity and Environmental policies are in place and if successful supporting documentation will be provided as evidence together with the appropriate conflicts of interest policy statement. 3. The provider shall provide confirmation that insurance policies are current and if they are due to expire during the course of the commission to provide renewal notices prior to their expiry date(s). 4. That the provider accepts all the Terms and Conditions of the Contract attached at Annexe B 5. The point of contact within your organisation in relation to this tender. | Pass/ Fail |
| Section 2: Project Summary  Total 20% (as distributed below) |  |
| Summary (600 words maximum) of the project stating:   1. How your proposal meets the criteria set out in the Commission 2. What the problem is that you are looking to solve 3. What the outcome will be 4. How your proposal aligns with the CIoS LEP Employment and Skills Strategy | 20% |
| Section 3: Project Narrative Total 50% (as distributed below) |  |
| Detail of the Project Activity (2000 words maximum) you aim to undertake stating:   1. What level of skills will be supported 2. How many businesses will benefit from the support 3. What baseline evidence you wish to improve upon 4. Knowledge and understanding of sector 5. Your experience related to delivering the project – examples of 2 similar projects you have delivered successfully 6. How you intend to deliver the project 7. The project timescales and milestones 8. What makes your proposal innovative 9. Maximum 2-page CV’s of people involved in the project (not included in word count) | 50% |
| Section 4: Sustainability Total 20% |  |
| Sustainability (600 words maximum) stating:   * How you will build sustainability into your project to ensure continuation after the initial funding | 20% |
| Section 5: Total project costs  Total 10% |  |
| Total Project Costs | 10% |

Assessment of the Tender

The Company is not bound to accept the lowest or any Tender. This Tender does not constitute an offer to enter into a contractual relationship. The Company will not reimburse any expense incurred by the Tenderers in preparing their responses to this Tender.

It is anticipated that the selection process will be carried out in one stage; assessment of the tender submission - reviewing ability to meet criteria listed above.

The reviewer will award a percentage of the marks depending upon their assessment of the applicant’s tender submission and will use the following scoring to assess the response:

|  |  |  |
| --- | --- | --- |
| Scoring Matrix for Evaluation Criteria | | |
| Score | Judgement | Interpretation |
| 5 | Excellent | Exceptional demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Full evidence provided where required to support the response. |
| 4 | Good | Above average demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services. Majority evidence provided to support the response. |
| 3 | Acceptable | Demonstration of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with some evidence to support the response. |
| 2 | Minor Reservations | Some minor reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 1 | Serious Reservations | Considerable reservations of the relevant ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |
| 0 | Unacceptable | Does not comply and/or insufficient information provided to demonstrate that there is the ability, understanding, experience, skills, resource and/or quality measures required to provide the goods/works/services, with little or no evidence to support the response. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Worked Example: | | | | |
| Criteria | Tenderers Score, A | Maximum Score, B | Weighting C (100% total) | Contribution to tenderers score,  (A÷B) x C |
| 1. Covering Letter | Pass/Fail | Pass/Fail | - | Pass |
| 2. Project Summary | 4 | 5 | 10% | 8% |
| 3. Project Narrative | 3 | 5 | 50% | 30% |
| 4. Sustainability | 3 | 5 | 20% | 12% |
| 5. Budget | 4 | 5 | 20% | 16% |
| Tenderer’s Score out of a possible 100% | | | | 66% |

## 

## Notification

Following evaluation of the Tenders, CDC will make a decision on which, if any, Tender shall be accepted.

Any contract award will be conditional on the Contract being approved in accordance with the CDC’s internal procedures and CDC being generally able to proceed.

Intellectual Property

The client shall be entitled to share the outcome of the work in whole or part with others at its discretion. All outputs of the contract will remain the property of Cornwall Development Company.

Tender Award

Any contract awarded as a result of this tender process will be in accordance with the attached CDC standard terms and conditions (Annexe B).

# Further Information

The CIoS Skills Hub projects are in receipt of funding from the European Union and as such it is necessary for documentation (including every accessible/viewable option) to properly accredit the key support from the European Union. Principally, this will include use of the ESF logo as appropriate. More details can be found in Annexe A.

# Disclaimer

The issue of this documentation does not commit CDC to award any contract pursuant to the bid process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between CDC or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between CDC and any other party (save for a formal award of contract made in writing by or on behalf of CDC).

Bidders must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their tender responses. Information supplied to bidders by CDC or any information contained in CDC’s publications is supplied only for general guidance in the preparation of the tender response.

Bidders must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by CDC for any loss or damage of whatever kind and howsoever caused arising from the use by bidders of such information.

Bidders shall be responsible for their own costs and expenses in connection with or arising out of their response.

CDC reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.

Cancellation of the procurement process (at any time) under any circumstances will not render CDC liable for any costs or expenses incurred by bidders during the procurement process.

------------------------------------------------------------------------------------------------

**Annexe A – EU Branding & Publicity Guidelines**

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/634288/ESIF_Branding_and_Publicity_Requirements.pdf>

## Annexe B: Terms and Conditions