



INVITATION TO TENDER NOTICE

ECITB APPRENTICE PHASE TEST CENTRE

During 2018, the ECITB will develop a suite of Apprentice Phase Tests that can be used as indicators of progression of apprentices leading to their End Point Assessment in England and to ensure that there is a standardised outcome for apprenticeships across GB where there is a mix of apprenticeship standards and existing frameworks being delivered.

The Apprentice Phase Tests, which will be a combination of knowledge and practical tests, will be delivered at set milestones within the apprenticeship. These milestones will be at 3, 12, 24 and 36 months, or final gateway for those Apprentices registered on standards in England.

To support the delivery of Apprentice Phase Testing, and support other testing requirements such as ECITB Technical Tests and the new suite of ECITB Vocational Qualifications, the ECITB would like to establish a network of ECITB Skill Centres. The ECITB intends to award contracts to providers across strategically important locations in the country. Successful providers will have the suitable facilities and resources to deliver this service effectively. It may transpire that the ECITB may consider offering grant support to successful contractors if, notwithstanding the quality of their bids, limited investment in equipment is required in order to meet the practical/workshop requirements to provide the services.

There are five ECITB Apprentice Phase Test Pathways. Each relates to a different technical discipline (e.g. pipefitting). Providers are invited to submit proposals for the provision of one or more of the disciplines. The ECITB will consider each provider's proposal(s) on an individual discipline basis. Thus, the range of outcomes in a region will be between one provider delivering the testing in all the disciplines, or five providers delivering the testing in one of the disciplines each. Either way, in each region an approved Apprentice Phase Test Centre in each of the disciplines will be available.

The ECITB wishes to approve Apprentice Phase Test Centres in the each of the following regions: Scotland, North East England, North West England, Cumbria, Yorkshire & Humberside, Midlands, South East England, and Wales & South West England.

The successful providers will be expected to meet the following conditions:

1. The providers must become an ECITB Approved VQ Centre for the qualifications that are specified in the Apprentice Phase Tests being delivered. Following selection, successful providers will be required to achieve this status by fulfilling the ECITB's normal Approved VQ Centre application criteria and process. Details of the procedure a Provider must follow to become an Approved centre can be found by following the link below:
<https://www.ecitb.org.uk/Qualifications/Guidance-Support/Centres/Become-an-Approved-Centre>
2. To deliver the phase testing, each provider will administer the ECITB's practical and/or on-line tests. As well as having suitable staff, equipment and facilities, the provider must use the ECITB's test materials and administrative systems relating to apprentices. Thus, providers will be required to abide by the ECITB's terms and conditions relating to the use of the ECITB's intellectual property and standard operating procedures relating to the administration of tests, including the on-line tests and data transmission.
3. If the ECITB agrees to the payment of grants in order to upgrade the provider's equipment, such payments will be conditional upon the demonstrated acquisition and installation at the centre of the specified equipment.



The duration of each contract will be for three years commencing on 1st January 2019. A fee of £200 will be paid in respect of each test undertaken by an apprentice who is:

- a. Following an ECITB apprenticeship standard; and
- b. Employed by an employer “in-scope” to the ECITB.

Providers will be required to undergo periodic audits by the ECITB, and to meet performance and delivery standards. Failure to meet such standards will jeopardise the continuation of the contract for the duration of the term.

The Engineering Construction Industry Training Board (ECITB) is pleased to invite tenders for the contract summarised above. Full details are attached in the tender pack, which comprises the following items:

1. This notice, which sets out the tender background, instructions to tenderers and other information relating to the process.
2. A Specification describing the services required.
3. A Pre-Qualification Questionnaire (PQQ).
4. An Invitation to Tender Document (ITT) on which to submit your response.
5. Evaluation methodology and criteria to be adopted in evaluating tender responses.
6. A Tender Clarification Request Form.
7. An Apprentice Phase Test Flow Chart.
8. An Apprentice Phase Test Presentation.
9. Required equipment lists (Appendices A to E).

If you cannot access any of the above documents, or believe them to be incomplete, please contact the nominated person (below) as a matter of urgency.

Background information on the ECITB.

Further information about the ECITB may be found on its website (www.ecitb.org.uk)

Tender process instructions;

1. The PQQ is part of the overall tendering process. It must be clearly understood that a completed PQQ must be submitted, and that the PQQ will be assessed first before the ITT is considered. An ITT will only be considered if a completed PQQ has been assessed as being satisfactory.
2. The PQQ and the ITT must be completed and returned together by the deadlines specified in the Tender timescale set out in the table below. The ECITB will not consider incomplete ITT's, or any documents received after the deadline.

Event	Date
Tender Period Opens	Monday 14 th May 2018
Tenderers Question Period	To Wednesday 13 th June 2018
Tender Submission Deadline	By 5.00pm on Friday 15 th June 2018
Evaluation/Post Clarification	By Friday 13 th July 2018
Notice of Contract Award	September 2018
Anticipated Contract Start Date	Tuesday 1 st January 2019



3. Tenderers may submit questions concerning the proposed contract and the tender process during the Tenderers Questions Period described above. Such questions **must be submitted using the Tender Clarification Request Form**. It should be noted that copies of such questions and the ECITB's response may be circulated amongst all parties which have shown an interest in tendering. Questions on Tender Clarification Request Forms should be submitted to the nominated contact (below).
4. Completed PQQ's and ITT's must be submitted to the nominated contact by the tender deadline. They may be submitted in the form of a CD delivered to the ECITB's head office (shown below) or by e-mail to the nominated contact (whose details appear below).
5. PQQ's and ITT's will be appraised in accordance with the provisions of the enclosed statement of evaluation methodology and criteria to be adopted in evaluating tenderers submissions.
6. The ECITB will notify all bidders of its decision concerning the award of the proposed contract, and feedback will be available from the nominated contact upon request.

Nominated Contact

Details of the nominated contact for this tender are as follows:

Name:	Mr Martin Eatough
Position:	Head of Apprenticeships & Provider Management
Address:	Blue Court, Church Lane, Kings Langley, Herts, WD4 8JP (FAO: Maria Papadopoulou)
Telephone:	07795 236454
E-Mail:	Martin.eatough@ecitb.org.uk

If you should have any questions relating to the process outlined in this letter, please contact the Nominated Contact.

Yours faithfully

For and on behalf of the ECITB

Martin Eatough

Head of Apprenticeships & Provider Management