



# Essential Skills Provider – Invitation to Tender (ITT)

## 1. Introduction

The Ministry of Justice is a ministerial department of the UK Government headed by the Secretary of State for Justice and Lord Chancellor. The department is also responsible for areas of constitutional policy not transferred in 2010 to the Deputy Prime Minister, human rights law and information rights law across the UK.

The Ministry of Justice is issuing a formal OJEU notice with the intention of appointing a provider to deliver Essential Skills to support the HMPPS Apprenticeship Programme.

The initial contract period will be awarded for three years commencing in January 2019. There will be the option to extend the contract to allow for two additional years with a potential end date of January 2024. The decision as to whether to apply these extensions will be based upon the successful implementation of this contract by the appointed supplier and the requirements of the MoJ and HMPPS at that time.

Please allow for all possible extensions when submitting your tender response.

### What we do

We work to protect the public and reduce reoffending, and to provide a more effective, transparent and responsive criminal justice system for victims and the public. MOJ is a ministerial department, supported by 32 agencies and public bodies. Procurement at MoJ must fully comply with government policies and EU regulations. This means most business requirements involve a formal competitive tendering process and follow EU procurement directives.

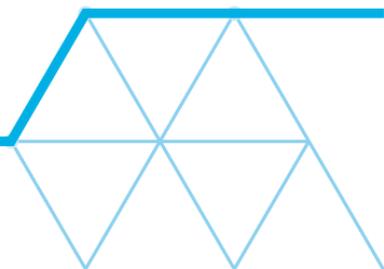
The Commercial and Contract Management (CCM) Directorate makes sure the department's commercial and procurement activities are conducted professionally and ethically. The directorate's strategy and business plan is designed to meet:

- Government initiatives
- Our internal customer and supplier expectations

### The MoJ and its departments and Arm's Length Bodies

#### Executive agency

- Criminal Injuries Compensation Authority
- HM Courts & Tribunals Service
- HM Prison Service
- Legal Aid Agency



- Her Majesty's Prison and Probation Service
- Office of the Public Guardian

Executive non-departmental public body

- Cafcass
- Criminal Cases Review Commission
- Judicial Appointments Commission
- Legal Services Board
- Parole Board
- Youth Justice Board for England and Wales

Advisory non-departmental public body

- Advisory Committees on Justices of the Peace
- Civil Justice Council
- Civil Procedure Rule Committee
- Criminal Procedure Rule Committee
- Family Justice Council
- Family Procedure Rule Committee
- Independent Advisory Panel on Deaths in Custody
- Law Commission
- Prison Service Pay Review Body
- Sentencing Council for England and Wales
- Tribunal Procedure Committee

Other

- Academy for Social Justice Commissioning
- HM Inspectorate of Prisons
- HM Inspectorate of Probation
- Independent Monitoring Boards of Prisons, Immigration, Removal Centres and Short Term Holding Rooms
- Judicial Appointments and Conduct Ombudsman
- The Legal Ombudsman
- Official Solicitor and Public Trustee
- Prisons and Probation Ombudsman
- Victims' Commissioner

By submitting a Tender, Bidders agree to be bound by these conditions.

Subject to the Regulations, the Authority may at any time amend the ITT, suspend or terminate the procurement or procure the Contract by other means.

If the Authority amends the ITT or any other related documents it:

will inform all Bidders simultaneously via Bravo;

will assume all Bidders have taken account of the amendments when submitting their Tenders; and

may, at its sole discretion, amend the Timetable.

Bidders should answer all questions as accurately and concisely as possible. Bidders are solely responsible for ensuring that their Tenders are free from error.

The Authority has no liability to Bidders arising from any errors in their Tenders or if the Authority does not identify or notify a Bidder of an error in its Tender.

Tenders will be checked for completeness and compliance with these instructions. The Authority may reject Tenders which are substantially and materially incomplete, non-compliant, inconsistent or vague.

Bidders are solely responsible for their costs and expenses incurred in connection with the preparation and submission of their Tenders and any further stages of the procurement. Under no circumstances (including circumstances where the Authority cancels or varies the procurement) will the Authority or any of its advisers be liable for any costs or expenses borne by the Bidders or their advisers.

If Bidders are required to submit or demonstrate samples of their products for testing by the Authority, the cost of those samples and demonstrations will be borne by the Bidders

Tenders must be completed and submitted in their entirety via Bravo by the deadline set out in the Timetable.

By issuing the ITT the Authority is not bound in any way and does not have to accept any Tender.

Bidders who offer an inducement of any kind in relation to obtaining this or any other contract with the Authority will be disqualified.

Bidders must:

- i) confirm that they have read and accept their undertakings and obligations under the Certificate; and
  - ii) sign and upload a copy of the Certificate to Bravo
- or they will be disqualified from the procurement.

Tenders must remain valid and capable of acceptance for 90 days from the closing date for receipt of Tenders.

## **2. Requirements**

The provider of Essential Skills will support staff to achieve these qualifications via an initial assessment process which will ascertain what current level the learner is working to in a functional skills capacity. Should the learner fall short of level 2, a support package is created to assist the learner to achieve level 2 and further levels if necessary, according to the requirements of the Apprenticeship. The initial assessment should offer a transparent and formulated process, ensuring both literacy and numeracy are assessed and that all relevant Management Information can be audited either by the MOJ or Ofsted.

The Ministry of Justice anticipates that there will be substantial recruitment in operational roles over the next 3 – 5 years with an approximate number of e 2,500 learners. Therefore, the provider of Essential Skills must have the capacity to provide the appropriate service taking into account the potential volume of learners.

The provider will be required to supply the following on a day to day basis:-

- 1 -1 support via phone or email to the individual learner

- Face to face classroom sessions – local to the learner i.e. establishment learning centre
- Feedback on progress with advice and guidance on how the learner can improve
- Feedback on learner progress to management
- Management information when requested

Key Performance Indicators	
Enrolment/Assessment	100%
Learner completion	90%
Learner Engagement	90%

All final KPI's will be agreed with the successful provider at the start of the contract.

### 3. Background

The provision of Essential Skills for Ministry of Justice (MoJ) staff is an integral aspect of the learning strategy for the MoJ and will support new and existing staff to achieve qualifications related to their roles. This is critical to ensure all candidates have the necessary initial skills to undertake the Apprenticeship and receive the relevant support to achieve the required level if necessary.

Essential Skills are a key element of the 14-19 reforms introduced by the Government and comprise of practical skills in English, Mathematics and ICT. These qualifications are suitable for learners of all ages, providing them with the essential knowledge, skills and understanding to enable them to operate confidently, effectively and independently in life and the work place.

I.C.T – Ofsted inspectors will look at digital skills of the learners, and therefore it would be best practice for all learners to be screened at the start of the apprenticeship regardless of prior attainment.

In order for staff to achieve qualifications linked to their role, such as the Custody and Detention Apprenticeship, some may require support to ensure they are able to achieve the required level of English, Maths and I.C.T. this will enable them to meet expectations, contribute to their workplace and fulfil their career aims.

The authority reserves the right to enter more candidates onto each cohort in future depending on pricing submissions and budget.

One of the main purposes of this exercise is to ensure value for money. The cost weighting is set accordingly to ensure best use of public funds for this programme in the future.

### 4. Aims

The provider must be able to continue to provide relevant course content in line with the subject areas.

The overall aim is to develop staff within HMPPS with a firm grasp of the essential skills necessary to meet expectations, contribute to their workplace and fulfil their career aims.

## 5. Funding

Providers of essential skills will be able to claim a flat rate of £471 from the government to deliver each award.

These payments will come direct from the government and will not be deducted from an employer's digital account.

For those apprentices who require extra learning support providers will be able to claim costs from government up to an additional £150 each month.

## 6. Response

The response must include completion of the selection questions through Bravo and answers to all questions in Appendix 1: Quality questions.

## 7. Timescales and evaluation

Tender published	2 <sup>nd</sup> October 2018
Final date for clarification questions	22 <sup>nd</sup> October 2018
Tender return date	5 <sup>th</sup> November 2018
Tender evaluation	19 <sup>th</sup> November 2018
Supplier Presentation	26 <sup>th</sup> November 2018
Tender board report	3 <sup>rd</sup> December 2018
Award contract	10 <sup>th</sup> December 2018
Standstill period	10 <sup>th</sup> to 20 <sup>th</sup> December
Contract mobilisation begins	9 <sup>th</sup> January 2019
Contract start date	January 2019

Timescales are given for guidance only, and may alter depending on the number and complexity of the responses received.

Suppliers must submit their responses via the MoJ e-sourcing portal, Bravo, prior to the closing date and time of 5<sup>th</sup> November 2018 at 11am.

Timescales are given for guidance only, and may alter depending on the number and complexity of the responses received.

\*Any submissions sent via alternative methods or after the closing date and time will not be accepted\*

Responses to the quality questions should be uploaded in a separately attached word document which clearly shows to which question the response relates.

Due to the Apprenticeship funding process via the Levy, Suppliers will be evaluated and scored based on the following overall weightings:

- 100% Quality

The evaluation will be conducted by a panel of stakeholders from within the MoJ and HMPPS.

**Quality questions will be scored in line with the following methodology:**

<b>Score</b>	<b>Definition</b>
<b>10</b>	<b>Excellent</b> Exceeds the requirement. Exceptional demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource and quality measures required. Evidence identifies factors that will offer significant added value.
<b>8</b>	<b>Good</b> Satisfies the requirement and offers some additional benefits. Above average demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource and quality measures required. Evidence identifies factors that will offer some added value.
<b>6</b>	<b>Acceptable</b> Satisfies the requirement. Demonstration by the Supplier of the relevant ability, understanding, experience, skills, resource and quality measures required.
<b>4</b>	<b>Minor Reservations</b> Satisfies the requirement with minor reservations. Some minor reservations about the Supplier's relevant ability, understanding, experience, skills, resources and quality measures required.
<b>2</b>	<b>Major Reservations</b> Satisfies the requirement but with major reservations. Serious concerns about the Supplier's relevant ability, understanding, experience, skills, resources and quality measures required.

<b>0</b>	<p><b>Unacceptable</b> Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the relevant ability, understanding, experience, skills, resources and quality measures required. Little or no evidence to support the response.</p>
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In addition to the evaluation criteria above and the requirements set out in Appendix 1, HMPPS will also be hosting a supplier presentation day w/c 26<sup>th</sup> November 2018. This will be an opportunity for suppliers to present an overview of their submission. Whilst this will not be scored separately, HMPPS may take the opportunity to revise evaluation scores in response to this event.

This will take place in central London.

The authority reserves the right to only extend invitations to no more than the top 5 ranked suppliers after the initial evaluation phase and no supplier with an initial score 25% below that of the highest score.

Bidders must comply with the MoJ standard T&C's provided with the ITT – Appendix 2.

## List of appendices

Appendix 1 – Quality Questions  
Appendix 2 – Terms & Conditions