



The Planning
Inspectorate

Career Transition Services

Statement of Requirements
Contract number PINS 17/2/715

15th July 2016

About the Planning Inspectorate

- 1 The Planning Inspectorate (PINS) is an Executive Agency in the Department for Communities and Local Government and the Welsh Assembly Government. We are responsible for a wide variety of tasks under planning, housing, environment, highways and allied legislation. Most of our work relates to the consideration of appeals against the decisions of local planning authorities on planning applications.
- 2 Our headquarters are in Temple Quay House in Bristol, where about 450 administrative support staff and senior management are based. We also have a small office in Cardiff which deals with casework arising in Wales. The remainder of our workforce consists of some 350 Planning and Examining Inspectors who work from home and are provided with remote access to the Inspectorate's ICT systems.
- 3 More information about the Planning Inspectorate is available at:
<https://www.gov.uk/government/organisations/planning-inspectorate>

Background to our Requirement

- 4 In November 2016 the Planning Inspectorate will be moving to a new structure and way of working within our Planning Casework Directorate. This new structure has meant a reduction in the number of posts required at AA Grade.
- 5 There is also a restructure taking place at Director and Head of Service level which will also mean a reduction in posts within the Senior Leadership team.
- 6 As a result the Inspectorate is currently running a Voluntary Exit Scheme (VES) for AOs, AAs, G6 & G7 to exit the Civil Service. Many of these individuals have worked within the Civil Service for a number of years and may therefore lack the skills to find work elsewhere.
- 7 The Inspectorate has identified a requirement to engage with a supplier of Career Transition Services in order to provide advice and guidance to employees who will be exiting the organisation.
- 8 This requirement may also extend to any future exit schemes which may be run and could be targeted at all Civil Service grades.

Our Requirement

Detailed Requirements

- 10** The Inspectorate's initial requirement is to be able to offer Career Transition Services for up to 30 staff of varying grades (AA, AO, G6 and G7) who will be leaving the Inspectorate by 31st October 2016.
- 11** Attendance at these sessions will be voluntary and at this point we do not have a clear view of expected take up.
- 12** The requirements detailed below are to be optional and provided on a call off basis:
- i. Workshops for AA & AO grades providing practical advice about seeking work outside the Civil Service. Content is to be agreed, but as a minimum should include:
 - o Guidance on designing and producing CVs;
 - o Application writing and interviewing skills;
 - o Analysing personal skills and building confidence.
 - ii. One-to-one Counselling sessions for AA & AO grades (administrative grades);
 - iii. One-to-one coaching/counselling sessions for G6 & G7 (Senior Managers / Heads of Service);
 - iv. The provision of guidance / support on how we could maximise attendance.
- 13** The workshops and one-to-one sessions should be tailored to be appropriate to the grade of the participants;
- 14** The initial contract will run for 12 months with an option to extend for up 1 + 1 years to provide additional services should future exit schemes occur;
- 15** Any extension would be subject to business requirements and suitability of the services provided for the initial requirement;
- 16** It is expected that any extension to the contract would be tailored to all Civil Service Grades and personal circumstances of the individuals.

Deliverables

- 17** As a minimum the following call-off services should be offered:
- Group workshops for AA & AO grades to be delivered in Temple Quay House, Bristol in early September 2016
 - One-to-one coaching/counselling sessions as required

Shortlisted Suppliers

- 18** Shortlisted suppliers will be invited to provide a presentation / interview on Friday 5th August 2016. It is expected that key members of the team who will be providing these services to the Inspectorate will attend the presentation.

- 19 The Inspectorate reserves the right to include marks awarded during the interview / presentation as part of the overall evaluation score.

Contents of your response

- 20** Your response should be structured as outlined below. Please note that sales and marketing material should not be included as part of your bid unless it is specifically referenced in your proposal. As a minimum your proposal should include the following information:
- Contact details for your company to include name, address, email and telephone numbers;
 - Detailed response demonstrating how you will provide the services required in paragraphs 10-18 above, specifically:
 - Using proven past experience to compile a content outline for workshops suitable for AA & AO grades. Please include:
 - minimum numbers required
 - Facilities and input from The Inspectorate required
 - Demonstrable skills for providing one-to-one sessions for AA & AO grades
 - Provide details on how this service could be offered
 - Facilities and input from The Inspectorate required
 - Demonstrable skills for providing one-to-one sessions for G7 & G6 staff;
 - Provide details on how this service could be offered and how it would differ from that offered to AA & AO grades.
 - Facilities and input from The Inspectorate required
 - Confirmation that you are able to meet the timescales detailed in this requirement, including the provision of a presentation / interview on Friday 5th August 2016 if shortlisted;
 - Completion of the Costs Schedule at Annex B, providing:
 - Firm costs for the delivery of each of the services with a breakdown showing how the cost was reached, where appropriate;
 - Any additional costs not included in the items above. Please note it is the supplier's responsibility to ensure that all costs are submitted with their proposal.
 - All costs should include appropriate expenses, exclude VAT and be provided in sterling (GBP).

Where to send your response

- 21** Your response should be submitted by email to the Commercial team at procurement@pins.gsi.gov.uk to arrive no later than **4pm on Friday 29th July 2016**.
- 22** Please use the subject heading "**CAREER TRANSITION SERVICES**" on your email. This will ensure that your submission reaches the appropriate team member on time.

Further information

Terms & Conditions of Contract

- 23** The award of this contract will be subject to the following terms and conditions of contract:

HM Revenue & Customs
Civil Service Resourcing
Resourcing Services Framework
Lot 6 – Career Transition Services

- 24** Suppliers must not include their own terms and conditions when submitting their proposal.

Selection Criteria

- 25** The award of this contract will be based on:

- The criteria listed in the Evaluation Template attached at Annex A;
- The suitability of services offered based on meeting the requirements in paragraphs 10-18 above;
- The capacity of the supplier to meet the timescales indicated in this requirement;
- Overall costs (excluding VAT)

- 26** The winning bid will be calculated using a 60:40, Quality:Costs ratio.

- 27** The Planning Inspectorate reserves the right not to award this contract.

Duration of the contract

- 28** The contract will be from date of award for a period of 12 months, with an option to extend for a further 1+1 years to cover any future exit schemes. Please note that this option to extend provides no guarantee of additional work.

Questions

- 29** Please submit any questions about this requirement to PINS Commercial Team at procurement@pins.gsi.gov.uk to arrive no later than 4pm on Thursday 21st July 2016. The Planning Inspectorate will endeavour to respond to all questions by no later than 4pm on Friday 22nd July 2016.
- 30** Suppliers are advised that the Inspectorate reserves the right not to respond to such enquiries where this would be inappropriate and that any information provided in response to such enquiries will be provided to all Suppliers where it is judged to be of value to them in preparing their proposals.

Procurement Timetable

- 31 Key dates in the procurement process are as follows:

Event	Date
Statement of requirement issued	15 th July 2016
Closing date for submission of questions	4pm on Thursday 21 st July 2016
Closing date for submission of responses	4pm on Friday 29th July 2016
Evaluation	1 st August 2016
Shortlisted Suppliers notified	2 nd August 2016
Presentation / interview	Friday 5 th August 2016
Anticipated award of contract	8 th August 2016
Kick off meeting (if required)	w/c 8 th August 2016

Contact at The Planning Inspectorate

- 32 Julie Oakes
Commercial Manager
The Planning Inspectorate

Telephone: 0303 444 5459
Email: Julie.oakes@pins.gsi.gov.uk

Annexes – please use attachments in the email

33 **Annex A – Evaluation Template**



Annex A Evaluation
Criteria.xlsx

34 **Annex B – Costs Schedule (to be completed and returned as part of supplier's proposals)**



Annex B Costs
schedule.xlsx