

**Request for Quotation**

**16 to 19 Tuition Fund 2020/21**

**Issue Date:** 20 November 2020

**Closing Date:** 4 December 2020

**RFQ Contact:** [procurement@nacro.org.uk](mailto:procurement@nacro.org.uk)

Dear Sir / Madam:

We kindly request you to submit your submission to our Request for Quotation.

Your response should include the following completed documents:

1. ANNEX A – Technical and Professional Ability
2. ANNEX B – Form of Tender

Bidders should respond to each of the numbered elements above detailing how their solution will meet Nacro requirements. Bidder responses should be completed using a minimum font size of 10 and follow the numbering format provided.

**Proposals may be submitted on or before the 5.00pm on 4 December 2020 via E- Mail, to** [procurement@nacro.org.uk](mailto:procurement@nacro.org.uk)

It shall remain your responsibility to ensure that your response will reach the Nacro on or before the deadline. Responses received after the deadline indicated above, for whatever reason, may not be considered for evaluation.

Please take note of the following additional requirements and conditions pertaining to the supply of the above-mentioned good/s or services

|  |  |
| --- | --- |
| Method of RFQ Submission: | **RFQ – 16 to 19 Tuition Fund 2020/21**  Submit your details and offer as an signed electronic file to [procurement@nacro.org.uk](mailto:procurement@nacro.org.uk) on or before the **5.00pm 4 December 2020** |
| Currency and tax | UK pound sterling net of VAT |
| Non-Disclosure | Contractor(s) will enter into a Confidentiality and Non-Disclosure agreement with Nacro as a condition of this Contract |
| Payment terms | 30 days of receipt of a valid invoice |
| Conditions for release of payment | Services as per Contract deliverables |
| Evaluation Criteria | As defined in this RFQ |

1. Services proposed shall be reviewed based on completeness and compliance of the quotation with the minimum specifications or as described in the in the document and/or any other annexes providing details of Nacro’s requirements
2. The quotation that complies with all of the specifications and requirements and offers the lowest price shall be selected. Any offer that does not meet the requirements shall be rejected.
3. Any Purchase Order / Contract that will be issued shall be subject to the General Terms and Conditions herein attached hereto.
4. Nacro is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a quotation, regardless of the conduct or outcome of the selection process.
5. Nacro reserves the right to accept or reject any Proposal, to render any or all Proposals as non-responsive, and to annul the solicitation process and reject all Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Proposer, or any obligation to inform the affected Proposer(s) of the grounds for Nacro ’s action. Nacro shall neither be obliged to award the contract to the lowest price offer.
6. Nacro implements a zero tolerance on fraud and corrupt practices, and is committed to preventing, identifying and addressing all such acts and practices against Nacro, as well as third parties involved in Nacro activities

Yours sincerely

Nacro

**Bidder/Provider Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Organisation Name & Trading Name (If Different)** |  | **UKPRN** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact Name** |  | **Job Title** |  |

|  |  |
| --- | --- |
| **Registered Office Address** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Telephone** |  | **Email** |  |

**16 to 19 Tuition Fund 2020/21**

**Request for Quotation**

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1. **Introduction**

We are a national social justice charity with more than 50 years’ experience of changing lives, building stronger communities and reducing crime. We house, we educate, we support, we advise, and we speak out for and with disadvantaged young people and adults. We are passionate about changing lives. We never give up.

We wish to invite proposal for delivering engaging on-line English and maths tutorials to groups of not more than 5 learners aged 16-19 years, in addition to normal timetabled hours but within the working day.

This tender is for:

**Phase one - Scheduled remote taster sessions Dec (w/c 21/12/2020 for staff only) and w/c 4/1/2021 onwards for Students**

**Phase two – Scheduled remote tutorials plus any additional call – off groups of same size and duration (based on groups of 5 learners for 12 sessions across 14 centres)**

**Phase three – Tutorials on a call off basis based on a cost per unit (assume repeat of Phase 2 level or more using virtual/remote methodology – please also cost for face to face cost per unit with travel if practicable and permissible based on geography and future lockdown scenarios)**

**Phase four – holiday intense workshops and sessions – costings for a call off basis (costed for virtual and face to face basis for Feb, Easter and May)**

We have 13 education and skills centres based in the North & South of England; in addition we have Totton College in Southampton (14 centres). Our personalised Study Programmes provide young people with the skills they need to move into further education, training or employment. Nacro learners have often struggled at school and face complex barriers to achieving qualifications and improving their life chances. We offer wraparound support and a range of vocational pathways to suit individual need. We support our learners to aspire to progress and offer essential English and maths skills as well as enrichment and work experience opportunities so they can succeed through learning.

The 16 to 19 tuition fund is £96 million of one-off funding for the 2020 to 2021 academic year only. It is ring fenced funding for schools, colleges and all other 16 to 19 providers to mitigate the disruption to learning arising from coronavirus (COVID-19).

The funding is being provided to support small group tuition for 16 to 19 learners including in English and math’s where learning has been disrupted. Learners supported by this fund are those who had not achieved grade 5 or above in at least one of these subjects at this level by age 16.

All funds are auditable and therefore it is of paramount importance that there is a clearly documented delivery model with evidence of achievement and progress against individual and group goals.

Nacro will utilise this fund to support those who need support in English and maths in order to succeed at Entry level, level 1 or 2 qualifications in Functional Skills or relevant GCSE, as per their individual learning plan. We will prioritise support for those who did not achieve grade 5 or above in at least one of GCSE English or maths by age 16, and those that we feel will benefit most from small group tuition to advance their progress.

To be eligible, all supported learners must be on a Study Programme at one of Nacro’s 14 Education and Skills Centres studying either GCSE or Functional skills.

In addition to the above we will be considering the impact of our learners with special educational needs and disabilities (SEND), particularly where they have experienced additional disruption to learning as a result of their specific needs and disabilities.

1. **Proposal**

Nacro is looking to commission a quality provider that:

1. Has a proven track record in delivering catch-up type provision especially in English and maths
2. Has experience of delivering to and engaging client groups that are NEET or disadvantaged with proven impact
3. Has a detailed understanding and experience of safeguarding for all learners, inclusive of those identified as vulnerable especially safe practice when using digital platforms.
4. Has staff that will be deployed on this project with the required teaching qualifications for a 16-19-year cohort and subject expertise at the right level.
5. Has staff that are DBS enhanced checked and have been safely recruited adhering to safer recruitment protocols
6. Has a digital solution that has been tested for reliability and safety
7. Has a distinct values base that match those of Nacro Education
8. Can lead and manage smooth communications and organisation with a national provider across multiple locations
9. Has experience of working with schools, colleges and other public sector organisations and managing flexibility and responsive delivery within parameters of a contract
10. Can provide attendance, delivery and achievement data to support audit requirements
11. **Delivery Model**

We propose remote delivery of English and maths sessions, via easily accessible and compatible video conferencing/virtual learning platforms offering interactive digital resources which will be aligned with the qualifications listed below and Awarding Bodies specifications which form part of our national curriculum.

* AQA 8300 GCSE Mathematics
* AQA 8700 GCSE English Language
* City and Guilds Functional skills English
* City and Guilds Functional skills Maths

This model would include all tuition fees, production of schemes of work, and the supply of Nacro/provider branded Educational kits containing relevant/useful materials and resources for learners.

All sessions will be locally supervised by Nacro staff. Each session would be for a group of 5 learners, each requiring 10 hours of tuition per subject and a starter session and evaluation session (12 in all); this model is likely to deliver the greatest impact.

Prior to commencing the English and maths tuition sessions each group will require:

* At the start of the programme, a warmup session to engage learners and introduce them to the Tuition Programme and the provider.
* On completion of the programme, learners will require an evaluation session and creative assessment which will measure the impact the sessions have had on their learning and catch-up with English and Maths.

In preparation, we will have undertaken an assessment of our learner’s needs, which will inform the delivery model enabling the provider to plan suitable sessions that cover the necessary topics for each of the curriculum areas.

The number of English and maths groups will vary per Centre, this is based on the size of our Centres being categorised as Extra Large, Large or Small.

We wish to procure delivery in three phases –

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| --- | --- | --- | --- | --- | --- |
| **Phase One** | 2 x weeks January | 15 one hour taster sessions | | | |
|  | | | | | |
| **Phase Two** | 12 x weeks  January > April | 540 x One Hour Sessions  12 weeks (10 weeks M / E tuition, plus warm up and evaluation sessions)  14 Education Centres  45 session per week in total | | | |
|  | | | | | |
| **Centre** | **Delivery Days (Indicative)** | **No English Groups** | **No Maths Groups** | **No Sessions per week** | **Total Sessions** |
| Sheffield | Friday PM & Monday PM | 2 | 2 | 4 | 48 |
| Sandwell | Friday PM & Monday PM | 2 | 2 | 4 | 48 |
| Chatham | Friday PM & Monday PM | 2 | 2 | 4 | 48 |
| Bolton | Friday PM & Monday PM | 2 | 2 | 4 | 48 |
| Totton College | Friday AM & Tuesday AM | 2 | 2 | 4 | 48 |
| Peterborough | Friday AM | 1 | 2 | 3 | 36 |
| Boston | Friday AM | 1 | 2 | 3 | 36 |
| Leeds | Friday AM | 1 | 2 | 3 | 36 |
| Middlesbrough | Friday AM | 1 | 2 | 3 | 36 |
| Newcastle | Friday AM | 1 | 2 | 3 | 36 |
| Longton | Friday AM | 1 | 2 | 3 | 36 |
| Walsall | Tuesday PM & Friday PM | 1 | 1 | 2 | 24 |
| Spalding | Tuesday PM & Friday PM | 1 | 1 | 2 | 24 |
| Carlisle | Tuesday PM & Friday PM | 1 | 1 | 2 | 24 |
| 12 Floating sessions on demand by Centres | | (1) |  |  | 12 |
|  | | **19 (20)** | **25** | **45** | **540** |
| **220 learners if no duplication between groups, plus 12 ad hoc sessions** | | | | | |
| **Phase Three** | 12 x weeks  April > May | 540 x One Hour Sessions - proposed as per phase two TBA  220 learners if no duplication between groups pus 12 ad hoc sessions | | | |

Following the 2 week **taster** sessions in January we will review the model, make agreed refinements with the Provider and ensure a minimum delivery of **Phase 1 &** **Phase 2** is guaranteed as part of his tender.

We wish to agree a call-off element for this contract for Phase 2 and 3 of additional sessions to meet individual need based on the unit price.

**Phase 3** will be agreed and will be determined by the success of Phase 2, and is not guaranteed as part of this tender but is on a call-off basis. However, it can be assumed that we are looking for a repeat/expansion of Phase 2. In Phase 3 there is room for expansion to deliver additional sessions depending on demand and the operational impact. Please provide a unit cost for the virtual/remote delivery which is likely to be the preferred and most realistic method given the geographical spread. If you think some face to face may be possible in certain geographies then please provide a cost for a face to face unit, with reasonable travel cost.

In addition to the above Phase 3 we would also like a costing for Phase 4:

* **February half term** 
  + additional themed 1 hour sessions for the Phase 2 cohort
  + taster 1 hour sessions for Phase 3 cohort
  + top up sessions for other students than those included in the phases
* **Easter break** 
  + GCSE and Functional Skills workshops > face to face delivery in the Education Centres
  + 14 centres x 3 days (inc. resources, travel and accommodation)
* **May half term** – call off one hour sessions
* **Ad hoc** additional Workshops focused on Study skills i.e. fractions, literacy, writing styles, effective reading as required costed as above rate – on call off basis

1. **Funding and financials**

The government has allocated funding at the rate of £150.00 per student, per subject (maths/and or English).

To ensure project co-ordination, facilities and administration costs can be met from this allocation we would consider tenders for the delivery of this project in a price band of £42.00 to £49.00 per hour of tuition for remote delivery to five students for 12 week blocks. Travel and accommodation can be included for holiday sessions if face to face delivery is permissible re COVID, and practicable.

Please provide costings for **Phases One and Two** as set out in this tender (guaranteed), and;

Please provide costings for per hour unit costs for

3 or less learners per group for 12 weeks & 8 weeks

One off sessions to groups of 3 or below

One off sessions for groups of 5 or below

Unit cost per day for face to face intense workshops for Easter holidays as specified inc. accommodation and travel and the remote programme for Feb and May half terms.

1. **Technical & Quality Requirements**

Evidence to support delivery will be required on a regular basis throughout the duration of the programme to assure ESFA audits and spot checks. The provider will need to be able to present the following individualised learner data at the end of each month:

1. Enrolments
2. Hours of tuition delivered, per subject
3. Attendance
4. Progress tracking / outcomes
5. Learner evaluation analysis

We would need to:

* Be provided with a comprehensive SOW and lesson plans that reflect the priorities outlined in the Education and Skills Inspection Framework.
* See how the tutor was planning to meet the individual needs of the learners given the information supplied by Nacro on their Initial assessment paperwork and group profiles
* Be assured that Session planning can be adapted to meet learners LDD/visual/audio impairments if relevant.
* Understand how the provider will measure learning and understanding whilst remotely delivering the session
* Establish a data sharing agreement between both parties for the provision of learner information.
* Establish that any data you have (and potentially may wish to share) has been processed and stored in compliance with the GDPR/data protection legislation.

**ANNEX A - TECHINICAL AND PROFESSIONAL ABILITY**

Answer each of the following statements in the expandable boxes, paying attention to the word limit stated use the boxes provided. Answer questions individually and do not submit promotional materials or non-relevant information.

310 points are available, with the minimum threshold being 250 to pass this stage for interview.

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| **Evaluation Weighting** | **Programmes Tendering For** |
| **5** High Relevance and essential criteria  **4** Medium – high relevance  **3** Medium Relevance  **2** Low – Medium Relevance  **1** Low Relevance | **16-19 Tuition Fund 2020/2021** |

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| **Background: Please tell us about your organisation’s aims and objectives and how they align with the needs of this delivery model and Nacro’s values.** *10 points weighted 5 (50)* | |
| **We focus on outcomes**  We work effectively to deliver the right results. We support people to achieve meaningful outcomes.  **We are courageous**  We have bold aims which we are determined to achieve. We seize opportunities and deliver results.  **We are inspiring**  We motivate and inspire people to reach their full potential and aspirations. We encourage people to think differently.  **We are reliable**  We keep our promises. We provide consistent support and we stick with people.  **We are proud**  We celebrate the collective strength that our diversity brings.  We promote, celebrate and share the achievements of our team ahead of our own. | <https://www.nacro.org.uk/about-us/mission-vision-values/> |

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| **Q1. Please outline your experience providing education and skills in the context of this provision. Please include details of on-line tutoring, impact in English and maths, engagement of hard to reach students or those who have been turned off education and with what impact**  *250 Word limit, 10 points available weight 5 (50)* |
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| **Q2. Please outline what you would plan to deliver during a 12 week period, and how this might be structured for a) level 1 Functional Skills and for b) GCSE support.**  *250 Word limit per point, 10 points available weighted 3 (30)* |
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| **Q3. Please outline your strengths and your approach in relation to progress tracking and ensuring successful outcomes for learners**  *250 Word limit, 10 points available weighted 4 (40)* |
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| **Q4. Please outline your digital platform for teaching small groups, including back up plans in the event of system outage/downtime**  *250 Word limit, 10 points available weighted 5 (50)* |
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| **Q5. Please provide CVs of a sample of your tutors who would deliver this project and confirm your flexibility for delivery i.e. days of week, timings, and contingency plans if tutors fail to deliver or be available** *250 Word limit, 10 points available weighted 4 (40)* |
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| **Q6. Costs** *, 25 points available ( weighted 4) (100)* |
| Please provide costings for Phase one and two as set out in this tender, and;  Please provide costings for per hour unit costs for  3 or less learners per group for 12 weeks, and for 8 weeks  One off sessions to groups of 3 or below  One off sessions for groups of 5 or below  Unit cost per day for face to face intense workshops for multiple learners for Easter holidays as specified inc. accommodation and travel and the remote programme for Feb and May half terms.  Any other additional costs |

**Annex B - FORM OF TENDER**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. I/We confirm that my organisation wishes to be considered as a Nacro contractor and declare that the information contained in this document is correct to the best of My/Our knowledge.  2. If My/Our application is successful in passing the tendering stages, I/We acknowledge that Nacro may accept a tender or tenders in whole or in part or may not accept any tender whatsoever. No tenderer will be reimbursed any costs incurred in preparing or submitting a tender.  3. I/We acknowledge that this is only an invitation to tender and I/We reserve the right to withdraw My/Our organisation from the application process at any stage up to the signing of a formal subcontract agreement with Nacro.  4. I acknowledge that submission of this document does not infer a contact agreement with Nacro, nor does it guarantee that any contract will be offered in the future.  5. I/We understand that in order to consider this tender Nacro may require to discuss with me/us to ascertain how I/we can best achieve the exact needs of Nacro, as well as agreeing other matters not referred to in the ITT such as deadlines, damages for non-compliance, etc. I/We agree that such negotiations may result in the ITT being amended, deleted or added to. I/We understand that if we cannot agree on matters raised during such negotiations then Nacro shall be under no obligation to enter into a contract.  Having examined and understood your Invitation to Tender (ITT) we hereby submit a tender for the  Nacro 16-19 Tuition Fund  Electronic signature acceptable. | | | |
| **Applicant signature**  (Director or senior manager) | |  | |
| **Position** | |  | |
| **Date** |  | **Print name** |  |

[**ANNEX C - TIMETABLE**](#Annexc)

All dates indicative only and subject to change.

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| --- | --- |
| **Action** | **Date(s)** |
| **RFQ Submission**   * Advert published and documents available through Contract Finder and Nacro Partners Website * Deadline for receipt of clarification requests or questions * Target Date for response to clarification requests or questions * Tender Response date | * Friday 20 November 2020 * Tuesday 1 December 2020 * Wednesday 2 December 2020 * Friday 4 December 2020 |
| **Tender Evaluation** | * 7 - 8 December 2020 including shortlisting * 9 December 2020 interviews |
| **Contract Award Period**   * Intent to award contract and unsuccessful letters sent out * Pre-contract meeting * Final contract awarded | * 10 December 2020 * 14 December 2020 * 16 December 2020 |
| **Start of Contract** | **Week commencing 21st December 2020** |

Statements

**Modern Slavery**

Nacro is opposed to all forms of modern slavery and is committed to acting ethically and with integrity in all its business relationships.  We take steps to ensure that adequate processes and controls are in place to ensure slavery and human trafficking is not taking place anywhere in our supply chains.

Nacro will only trade with those who fully comply with this Policy or those who are taking verifiable steps towards compliance. Nacro will assess any suspected instances of non-compliance on a case-by-case basis and take appropriate remedial action.

Nacro’s procurement seeks to identify and mitigate risks in supply chains particularly around modern slavery and human trafficking and this is further achieved by

1. Contract clauses that require our supply chain to use reasonable endeavours to ensure that its employees or agents and/or supply chain shall, act in a way which is compatible with the Modern Slavery Act 2015.
2. The requirement that our Supply Chain, where relevant, publish a statement as required by the Act
3. The right for Nacro to audit our Supply Chain provider’s procedures and processes to ensure that they comply with the Modern Slavery Act 2015. Where a Supply Chain provider is not in compliant, the right for Nacro to require that provider to take remedial actions as requested to address any areas of concern, or to cancel the contract

**Environmental**

Nacro we recognise that we can affect the environment through: the services we provide and how we deliver them, our policies, our enforcement of laws and regulations, the choices we make when buying goods or commissioning services. We recognise that much of our environmental impact comes from goods we buy and services that we commission. For this reason, we sometimes expect our suppliers to meet environmental standards if the product or service has significant impact. Where this is the case, we will always specify clearly what we need when we invite quotations or tenders. We may also sometimes ask suppliers to tell us about any environmental features, or implications of their product or service when they tender or quote. We use this information as part of our evaluation.

Some examples of areas that are of interest to us are given below, although this is not the complete list:

* Timber products - we require these to be from legal and sustainable sources
* Paper and printing - we have standards for the recycled content
* Plants and composts/growing media - these should normally be peat free
* Vehicles - we consider emissions when we buy vehicles or commission services involving significant travel or transportation
* Chemicals and paints - we look for products with no/low hazardous or polluting contents where these can do the job effectively.

Bidders/providers should detail any environmental impact of their proposal and measures to reduce, reuse, and recycle materials