**Invitation to Tender**

**Evaluation of the Norfolk Community College project**

**A partnership project led by East Coast College as part of the Big Lottery’s Building Better Opportunities Programme**

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| Issue Date | TBC | Contract Location | Norfolk |
| Closing Date | TBC | Contract Duration | 2 years |

**1: Introduction**

On behalf of the Norfolk Community College Project, East Coast College is looking for a suitably qualified evaluation provider, to help measure the impact of the project over a two year period. The provider should have the academic capabilities to carry out both qualitative and quantitative methods of research and evaluation. They should also have the expertise to involve and train local people in research and evaluation practice, and in particular, people who have experienced long periods of unemployment or economic inactivity.

**2: Scope**

Over 30 months, the Norfolk Community College Project will support a minimum of 1000 unemployed and economically inactive adults across Norfolk. The breakdown of these minimum requirements is provided below, and the applicant should explain in their tender the percentage of this volume that they expect to form part of the evaluation, along with the breakdown of methods they will use to evaluate personal and project outcomes.

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| Description of Requirement | Volume |
| Number of people engaged in activities to improve their work readiness | 1000 comprising 500 men, 500 woman, 500 unemployed, 500 economically inactive, 160 aged 50 or over, 205 with disabilities, and 41 from ethnic minorities. |
| Number of people that move into education or training on leaving. | 200 out of 1000 representing 20% of all people. |
| Number of people that move into employment, including self-employment on leaving. | 170 out of 1000 representing 17% of all people and comprising 85 people who were unemployed and 85 people who were economically inactive |
| Number of economically inactive people who move into job-search activity upon leaving. | 250 out of 500 people representing 50% of all economically inactive people. |

**3: Background**

On behalf of a partnership comprising a range of local delivery organisations, East Coast College made a successful application to the Big Lottery Fund’s Building Better Opportunities Programme, which is co-financed by the European Social Fund. The project forms part of the EU Structural and Investment Fund Strategy of the New Anglia Local Enterprise Partnership.

The Norfolk Community College Project is underpinned by three project principles, which provide the foundations for the overarching impacts to be achieved by the project between now and 31 December 2019. These principles are outlined below, and it is expected that applicants will give full consideration to these when making their responses to the evaluation ITT.

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| Project Principle | Demonstrated By |
| 1, Accountable to Local Communities | Demonstrated by our commitment to build community resilience by supporting and investing in grassroots groups, and by ensuring that our project governance group is elected annually, comprising at least 50% community representatives. |
| 2, Reducing Social Exclusion | Demonstrated by our commitment to growing the social economy, and by bringing together employers from all sectors to identify shared growth opportunities that result in new and sustainable jobs, accessible to longer term unemployed people. |
| 3, Working in a Sustainable Way | Demonstrated by our commitment to invest in local assets, providing Norfolk’s employers with the skills needed to grow their businesses, and by reducing the environmental impacts of commuting, retaining and recycling more regeneration monies locally. |

In addition to the main delivery partners, the project will also engage a range of smaller providers including micro groups from the Voluntary, Community and Social Enterprise Sector. The project will identify these groups as and when gaps in provision are recognised, and engage with them by way of a Dynamic Purchasing System. Applicants should demonstrate in their responses to the ITT how they will capture the impacts made by both main and DPS delivery partners.

The project has made a commitment to sustainable development based upon the United Nations Sustainable Development Goals. When making their response, the applicant should explain how they will help to make these high level goals relevant and measurable to a project that is to be delivered at a relatively local level.

**4: Service Conditions**

The applicant should read the standard terms and conditions of East Coast College, included within the appendices of this document. In addition to these, the applicant will need to demonstrate competency and commitment towards the following project conditions.

* An ability to complete and submit quarterly monitoring returns to East Coast College, so that these can be provided to the Big Lottery Fund on time and in agreed formats.
* A commitment to practicing sustainable development, and encouraging partners and suppliers to consider sustainable development as part of their practice.
* Encouraging workforce development and of building capacity within communities, including the capacity of unemployed and economically inactive people to participate fully in evaluation work and wherever practicable, to develop confidence and transferable skills that improve their chances of securing sustainable employment.

**5: Statement of Requirements**

The applicant should provide detail of how they will achieve the following minimum requirements, and explain why their methods are the most appropriate way of carrying out the evaluation.

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| Timescales | Requirements |
| 0-6 months. | To establish an evaluation framework in partnership with Great Yarmouth College that is compatible with the project’s existing data collection systems, and which provides sampling techniques that are representatives of the project’s target groups. |
| 6-12 months. | To provide first phase evaluation work, leading to an impact report covering the initial 12 months of the project and presentation at first project conference. |
| 12-24 months | To recruit, train and support local unemployed and economically inactive people so that they have the skills and confidence to carry out quantitative research during the second phase of the evaluation. |
| 12-24 months | To provide second phase evaluation work, leading to publication of a final impact report and presentation at final project conference. |

**6: Quality Requirements**

In their response, the applicant should provide detail of relevant accreditation and quality standards held, and why these will have a positive impact on the evaluation. Applicants should also include any accreditation they have for providing skills and training to unemployed or economically inactive people including volunteering, mentoring, work placements, and traineeships.

**7: Sustainability**

The applicant should read the project’s commitment to sustainable development, which is included as part of the project website. When responding to the ITT, applicants should explain how their approach will make a positive contribution to one or more of the sustainability goals.

Link to project website: [www.norfolkcommunitycollege.co.uk](http://www.norfolkcommunitycollege.co.uk)

**8: Equalities**

As part of their submission, the applicant should ensure that they have completed an Equality Impact Assessment and summarise the findings from this assessment, along with any actions required by them, as part of their submission. The applicant should highlight any potential adverse impacts to people with protected characteristics and the controls they will put in place to reduce or eradicate risks.

**9: Maintenance and Confidentiality**

The applicant should state in their submission how they will store personal details including how they will ensure confidentiality is maintained for project participants, delivery partners, and the lead partner. This should also cover confidentiality relating to any commercially sensitive data supplied by East Coast College and its partners.

**10: Implementation Timetable**

The applicant should be ready to commence work from 01 October 2017. The final phase evaluation work including final report and presentation to conference should be completed by 31 October 2019. Between these two dates, the applicant will be expected to provide quarterly monitoring returns in accordance with the requirements set out by the Big Lottery Fund.

**11: Costs**

The total amount available to support this work is £40,000. Applicants should attach a breakdown of their budget with their proposals, and explain what each budget line covers and how they have calculated their costs.

**12: Scoring Methodology**

* The College will evaluate tenders on the basis of most economically advantageous.
* The lowest cost offered in the tender may not be accepted.
* The College is under no obligation to accept any tender.

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| Understanding of the requirements and expectations of the specification. | 15% |
| Understanding of the subject area and the issues faced by unemployed and economically inactive people. | 15% |
| How your capabilities and experiences will be utilised to undertake the evaluation. | 15% |
| The contribution you will make towards sustainable development. | 15% |
| Your approach to involving unemployed and economically inactive people in the evaluation process. | 15% |
| **Subtotal** | **75%** |
| Price | 25% |
| **Total** | **100%** |

**13: Procurement Timetable**

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| Invitation to tender issued | 4th August 2017 |
| Deadline for questions | 16th August 2017 |
| Deadline for tender responses | 18th August 2017 |
| Tender evaluation | 22nd August 2017 |
| Pre-award presentations if required | 30th August 2017 |
| Contract award | TBC |
| Contract start | TBC |

**14: Format of Tenders**

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| Main document | Up to 12 pages of A4 covering the first 5 areas of the scoring methodology, and keeping to the headings provided. |
| Budget Breakdown | A detailed budget with a clear explanation of the costs covered by each budget line and how these costs have been calculated. |
| Optional 1 | In additional to the main document, the applicant can include a Gantt chart showing key milestones and dates. |
| Optional 2 | The applicant can also include one diagram. This will not count towards the page limit for the main document. |

**15: Additional Documents**

Applicants should read and understand these documents before making their submission.

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| Additional Document A | East Coast College Standard Terms and Conditions |
| Additional Document B | Project Information and Publicity Material |
| Additional Document C | Norfolk Community College, Special Terms and Conditions |

**16: How to Submit Questions and Tenders**

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| Questions | All questions must be submitted in accordance with the timetable set out in section 13. A list of all questions and responses will be compiled and circulated to all potential applicants who request a copy of this specification. The identity of potential applicants who ask questions will remain confidential.  Questions should be emailed to: d.penny@eastcoast.ac.uk and include the words ‘Question on Evaluation ITT’ in the subject header. |
| Completed Tenders | All completed tenders must be submitted in accordance with the timetable set out in section 13. Applicants should provide contact details for a main contact and an alternative contact including email addresses, telephone numbers and their position in the organisation.  Completed tenders should be emailed to: d.penny@eastcoast.ac.uk and include the words ‘Completed Tender Evaluation’ in the subject header. |
| Confidentiality | This ITT must be treated as private and confidential. Bidders should not release details of the ITT other than on an “In Confidence” basis to those who have a legitimate reason to know, or to whom they might need to consult for the purpose of preparing responses. |
| Completeness | We draw your attention to the fact that failure to provide the requested information or particulars for the relevant question(s) may result in elimination.  The College may seek evidence at a later date in confirmation of your answers. |
| Expenses | Although formulation of responses may involve cost and expense to the bidder, the College is under no obligation to, and therefore will not, reimburse the bidder in this respect. |