



Engineering Construction Industry Training Board

# Invitation to Tender Specification

**Delivery of a CMI Level 3 Diploma in First Line Management**

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the above. Full details are included in this document, which describes the services which are required, the basis of tendering and the processes to be followed in the submission of tender offers.

## 1. Definitions

In this specification the following terms shall have the following meanings:

“**CMI**” means the Chartered Management Institute ([www.managers.org.uk](http://www.managers.org.uk))

“**Level 3 Diploma**” means the Level 3 Vocational Qualification, which is achieved through the attendance of 12 days of study over the course of a year and the submission of a portfolio and review of the portfolio by the CMI.

“**ECI**” means the Engineering Construction Industry. For more information on the ECI see:

<https://www.ecitb.org.uk/About-Us/TheEngineeringConstructionIndustry>

## 2. Scope

This tender is for a single tender to enable a group of around 10 candidates achieve the CMI L3 Diploma in First Line Management qualification. ECITB will invite applications from those employers who are in-scope to the South & EDP geographic region who work in all sectors of the ECI. Tenderers should be prepared to deliver the qualification in a region between M3, M4, M25 triangle of West London. The qualification to be delivered on a one day a month basis, preferably on a Friday for a period of 11 months concluding December 2018.

## 3. The Services

### 3.1 The consultant will:

- a. Deliver a Programme to enable around 10 candidates to achieve the Level 3 Diploma in First Line Management qualification. The Programme should include:
  - a. Introducing candidates to the Programme and explaining the requirements
  - b. Delivery on a one day a month basis for 12 months in a classroom environment
  - c. Individual and/or group support to prepare portfolios
  - d. Submission and management of the portfolios to CMI.

- b. Deliver the defined modules of:
  - 1 Personal Development of a First Line Manager
  - 2 Resource Planning
  - 3 Meeting Stakeholder Needs
  - 4 Managing & Communicating
  - 5 Developing Individuals and Needs
  - 6 Improving Team Performance
  - 7 Being a Leader

Structure of the Programme should be clearly explained in the tender submission.

- c. Provide all materials for the Programme including administrative documents (registration form, attendance list , lecture notes, student workbooks etc.).
- d. Conduct all liaison with CMI on behalf of the candidates, including but not limited to payment of fees, submission of portfolios and notification of successful achievement of the qualification.
- e. Agree venue for the classroom environment with ECITB and make arrangements with those venues if required.

#### 4.0 Project Schedule

Output	Date
Tender begins	29 November 2017
Question period ends	8 December 2017
Tender deadline	15 December 2017 (17:00)
Evaluation deadline	20 December 2017
Anticipated contract award	5 January 2018
Anticipated contract start date	26 January 2018
Target completion date of Modules	October 2018
Target completion date of Qualification with CMI	December 2018

**Tenders should include a fixed price for the work under 3.0. This price should be broken down into a series of appropriate milestones against which progress can be measured and payments made and will be aligned to the Project Schedule outlined in item 4.0. Payment for candidates' CMI fees should be identified separately; only fees for candidates who successfully progress to the relevant CMI stage will be paid.**

## 5. Additional Services

ECITB may request Additional Services from the Consultant as described in the included Form of Contract. Additional Services would be based on the work delivered in Section 4.

### 5.1 Additional Support

In the event that any candidate is struggling to complete the requirements and requires support beyond that which was envisaged

### 5.2 Additional Candidates

In the event that more than 10 candidates are accepted please identify the maximum you can accept, and the additional cost per candidate/group (eg up to 4) along with their additional CMI fees.

**Tenders should include pro-rata day rates for the provision of Additional Services for items 5.1 and 5.2. Where appropriate identify different rates, e.g. rates for attending workshops or support activities.**

## 6. Expenses

There is unlikely that any expenses will be incurred by the Consultant in the performance of the contract, however, if this is not the case, costs will only be reimbursed by ECITB if:

- they are reasonable
- they are agreed in advance with the Project Manager
- claims for such expenses are accompanied by valid receipts.

Agreed exceptional expenses must be inclusive of VAT.

It is the ECITB's policy to agree exceptional expenses on the following basis:

- Rail journeys - Standard Class
- Car mileage - Not to exceed 45p per mile, all inclusive
- Airfares - economy class
- Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
- Hotels - Up to 3 star.

**Agreed expenses will be reimbursed on an 'as incurred' basis and should not be included in any tender costings.**

