

Call for proposal – Greater Manchester Talent match project – stakeholder consultation

GMCVO is seeking proposals from potential providers in relation to the Greater Manchester Talent Match programme. We are looking for a consultant(s) to initiate and deliver a stakeholder consultation plan (first part) which will lead to recommendations for the development of a GM Wide on-line resource (second part) for employment and support.

A full brief and requirements can be found below.

Potential providers should submit a written bid proposal containing an outline of how they would approach the work by mid-day on Friday 11th August 2017 by email/post, marked 'Talent Match stakeholder consultation Bid – Private and Confidential'.

1. Overview/Introduction:

Greater Manchester Centre for Voluntary Organisation (GMCVO) is the voluntary sector support organisation covering the Greater Manchester region. The Greater Manchester Talent Match project, funded by the BIG Lottery Fund and made up of a partnership with Greater Manchester Chamber of Commerce, The Co-Operative, Greater Manchester Skills and Employment Partnership, Addleshaw Goddard, Greater Manchester Combine Authority and Greater Manchester Youth Network, is looking for a consultant(s) to deliver a two stage project.

A stakeholder consultation on the development of a GM Wide on-line resource for employment and support to be utilised by Employment Support services, followed by research and recommendations on how this could be provided.

Background on the **Greater Manchester Talent Match** programme is available at:

<https://gmtalentmatch.org.uk>

Currently Greater Manchester Talent Match utilises an online resource called *Opportunities Hub* which highlights opportunities and support for young people to make positive progress towards employment. (See Appendix 2 for further details)

The *Opportunities Hub*, accessed via the *Greater Manchester Talent Match* website, is a flexible, online portal bringing together information about existing opportunities and services available for young people. 'Opportunities' are classed as activities that are designed to support young people to make positive progress towards employment.

Primary users of the Opportunities Hub are currently Talent Coaches supporting the young people benefiting from the programme.

The *Opportunities Hub* also provides information about the effectiveness of opportunities in supporting young people towards employment, as well as information about gaps in provision. This information is used by the Greater

Manchester Talent Match Partnership Board to help inform future skills and employment strategies.

2. Aims and objectives of the consultation research:

This consultation with stakeholders is necessary is to determine if there is a need for a GM Wide on-line resource for employment and support, whether the current resource is 'fit for purpose' and to determine (following the consultation report outcomes and recommendations), what type of resource may be required should there be an identified need confirmed.

One on the aims of the Greater Manchester Talent Match programme is to create a legacy for Greater Manchester following the end of the programme and this piece of work will contribute towards this.

Consultant(s) role:

2.1 Stage One outcome requirements

To consult with:

- All Greater Manchester Local Authorities
- Providers of employment support
- Greater Manchester Talent Match 'Host' organisations
- Young people
- Greater Manchester Combined Authority
- Employers
- Youth Organisations

About:

- The need for a GM wide resource
- What they would need in an on-line/digital employment and support resource.
- Their views on the capabilities of the current Opportunities Hub

Part of the brief is to advocate for the merits of a Greater Manchester wide rather than individual Local Authority solution.

To meet with GMCVO and produce interim summary progress reports from the results on the above objectives. At the end of the stage one consultation meet with GMVCO and discuss results of research findings and recommended solutions and plan for stage two.

2.2 Stage Two outcome requirements

To produce recommendations on what systems could provide the resource needed. To include:

- A comparison of different possible solutions e.g. development of the existing Opportunities Hub or development of new resource

- A technical specification
- Potential costs
- Key contacts or specialist organisations for future development of a resource
- Recommendations for Implementation of the resource

The final output requirement will be a comprehensive Executive report provided to GMCVO which highlights all the evidence linked to the consultation stage one and stage two outcome requirements.

2.3 Delivery and monitoring Meetings

As part of the contract we would expect that the contracted organisation will attend regular meetings with Greater Manchester Talent Match to provide update and feedback from consultation process. It would be envisaged that you incorporate scheduling of meetings within your proposed delivery plan however the agreed dates and remit of meetings will be confirmed in the first contract negotiation meeting with successful organisation.

2.3 Partnership Approach

We would be happy to consider a partnership bid. If this is the case, please specify in the proposal whom would be the lead partner and outline the roles and responsibilities of each partner.

We appreciate that both stages are quite unique and should you have expertise and experience to fulfil one of the stages but haven't the remit of skills required for the other stage and/or relationships with other providers, please do get in touch and if possible we will attempt to broker contact with potential partners.

2.4 Social Value

We are committed to acting in a socially responsible way and to influencing others with whom we work to do the same. In accordance with the Social Value Act 2012 we take into consideration social value in our decisions about how we commission our services and in addition want to ensure that who we work with has the potential to make a major contribution to delivering social, economic and environmental outcomes.

3. Proposal Requirements:

We require a proposal containing an outline of how the provider would approach the work.

This should incorporate a proposed methodology and approach to the commission with details of how you will collaborate and communicate with the stakeholders. Further details of this are set out below.

3.1 Finance

A total of £30,000 (inclusive of all incidentals and VAT) has been set aside for this work. We require you to outline within your proposal the delivery plan with associated costs. Please include a full and specific breakdown of daily fees and financial costs associated with your planned delivery. This will be assessed as part of the commissioning award decision making process.

3.2 Due Diligence

As part of the due diligence prior to contract award we will request to check your internal specific policies to ensure that they meet our requirements. Please indicate in your proposal that you have all the policies or will have these in place at contract inception.

Policies to be checked:

- Risk assessment procedures for off-site activities
- Safeguarding and lone working
- Equal opportunities and non-discriminatory practice
- Data protection
- Public liability indemnity insurance

We also may request references should we need to obtain further details relating to your organisations' performance.

3.3 Criteria

In order to select a provider, we will be considering the following:

- An organisation, partnership or person credible with all stakeholders and with experience of this type of consultation
- An IT user experience consultant not only a developer
- Capable of drawing together the report and the technical specification
- How you generate and demonstrate social value in the way it works and how you will incorporate within this consultation process?
- The expertise of those working on this project
- The cost of the consultation/daily rate and indication of dedicated work plan and time allocation

4. Commissioning Timetable

Please find timetable (below) for the *Greater Manchester Talent Match* commissioning process schedule below. Although GMCVO does not wish to deviate from these timescales, if circumstances require any changes, potential applicants will be informed.



5. Commissioning Process Guidance

The *Greater Manchester Talent Match* commissioning process has access to a Commissioning Panel which consists of individuals with experience of administering grant and commissioning addressing programmes for youth unemployment and IT programmes.

Process

Bidders should read through all of the supporting commissioning information (via hyperlinks and Appendices)

Briefing Event

To assist the process Greater Manchester Talent Match will be holding a briefing event on **Thursday 27th July 2017** (10am to 12pm) at GMCVO to allow potential bidders to ask questions and find out more information with regards to the procurement to assist with proposal design. Please see link below to book a place at the event.

https://gmtalentmatch.org.uk/event_booking

Before submitting your proposal, we recommend that you should read the guidance below thoroughly which includes the criteria for awarding scores, additional guidance for each question based on the criteria and question weighting. **Your proposal must be received before 12 noon on FRIDAY 11th August 2017.** *Any documents received after this date will not be considered.*

Applications can be received by email to commissioning@gmtalentmatch.org.uk or by post to *Greater Manchester Talent Match*, GMCVO, St Thomas Centre, Ardwick Green North, Manchester, M12 6FZ, marked 'Talent Match stakeholder consultation Bid – Private and Confidential'.

You will receive an email confirmation of receipt.

Bid Assessment

Bids will be scored according to agreed criteria by the Commissioning Panel.

There are three possible outcomes:

1. The provider is ranked highly by the Commissioning Panel and is shortlisted. The shortlisted provider will be invited to a meeting to discuss the proposal in more detail before final contract award decision is made.
2. The Commissioning Panel requires further information from the provider in order to make the decision. In which case following further assessment;
 - a) The organisation is shortlisted and invited for meeting as above.
 - b) The organisation is unsuccessful and will receive constructive feedback.
3. The organisation is unsuccessful
 - The organisation will be given constructive feedback, including information regarding the outcome of scoring.

Criteria for awarding score

Methodology (max 7000 characters, approx. 1000 words)	40%
<p>Indicate your proposed 'methodology and approach' in your submission and demonstrate how you will liaise with all stakeholders. Specify how this will shape the final evaluation and proposal for a Greater Manchester wide resource.</p> <p>Provide evidence of how you will consult with;</p> <ul style="list-style-type: none"> • Local Authorities within the whole Greater Manchester region. Provide evidence of existing contacts or how you will engage? • Providers of employment support (Confirm which organisations and how?) • Young People (how will you engage? Have you got previous experience of working with this client group?) • Greater Manchester Combined Authority (demonstrate your approach) • Youth Organisations (Provide strategy on how to target this group) • Employers within Greater Manchester (Indicate how you will link into existing GM Talent Match engaged employers and the wider market?) <p>As part of the consultation it is vital that each stakeholder group provides a view and recommendation with specific regard to the current Opportunities Hub.</p> <p>The research should include evidence to clarify and determine the need for a GM wide resource from each stakeholder group. This should specify what would be required as a tool/resource and what functionality should be kept, removed and developed from existing Opportunities Hub or whether a complete new resource is recommended?</p> <p>The consultation research would also investigate with the Local Authorities and/or Employers whether they would pay/financially contribute towards usage or development of a future resource/tool?</p> <p>Demonstrate within your strategy on how the consultation will lead to the consideration of how you will research possible IT solutions (stage 2). This could include providing evidence of previous work and/or links to field expertise and how you will utilise these relationships to achieve the outcome within this proposal.</p> <p>The timescale for the consultation is from September 2017 to mid-January 2018. (Please note that GMCVO is closed over the festive period). Please specify your planned delivery model and timescales linked to engaging with all the stakeholder groups and also the plan for how stage 2 will be achieved.</p> <p>The proposed delivery model to include meetings with GMCVO and also mid consultation summary progress reports.</p> <p>The final output requirement will be a comprehensive Executive report provided to GMCVO which highlights all the evidence linked to the consultation outcome requirements. This should be presented in PDF format and suitable for presentation for GMCVO Partnership Board members as well as lead colleagues within Greater Manchester Combined Authority.</p>	

Social Value (max 2100 characters, approx. 300 words)	20%
<p>Community benefit (or social value) may be the social or environmental impact or contribution to the local economy your organisation generates.</p> <p>Please provide examples specific to your organisations work. Examples could be creating volunteering opportunities that benefit the wider community, the way you buy and use resource, supporting or creating social enterprise and/or businesses.</p> <p>You may find GMCVO's social value statement a useful when thinking of further examples of how your organisation creates community benefit. (Appendix 1)</p>	
Experience (max 5600 characters, approx. 800 words)	30%
<p>Provide examples of previous stakeholder consultation work that you have conducted and how this is relevant to the outcome of this proposal.</p> <p>Credibility of the research team, researcher's subject knowledge, experience and skills including experience of involving stakeholders.</p> <p>Reliability and evidence of ability to deliver within timescales.</p> <p>Evidence of quality of output and reporting; detailed and thorough plans – clear presentation and easy to understand.</p> <p>For development and implementation of an online-resource please provide specific reference to your experience of previous consultations and/or how you would link into IT field expertise and any successful working relationships?</p> <p>We will be happy to consider a joint partnership/consortia to work together to inform the consultation and providing the recommendations for any resource. Experience of all partners must be specified.</p>	
Value for money (max 2100 characters, approx. 300 words)	10%
<p>The maximum budget allocated for the whole consultation is £30k (inclusive of all incidentals and VAT). Please demonstrate in your proposal how you deliver value for money and specify your intended costs associated to the stakeholder consultation. All prices quoted must be inclusive of VAT.</p>	
Due Diligence	Pass/fail
<p>Prior to contract award we may request references. We will also check to ensure that you have all the required policies in place (as specified in section 3.2)</p>	

Questions

If you have any questions, please refer to our Frequently Asked Questions page:

www.gmtalentmatch.org.uk/commissioning-faq

If your question is not answered on the above page, please email commissioning@gmtalentmatch.org.uk with your question and you will receive a response within 3 working days. All questions that are asked (including those following briefing event) will be added to the commissioning webpage. The final date for submitting questions is Tuesday 8th August 2017, we will not be able to answer questions submitted after this date.

Feedback

GMCVO, as the lead partner, welcomes feedback about any aspect of the *Greater Manchester Talent Match* Commissioning Process. As part of the commissioning process we will conduct an evaluation of the whole process.

Proposals must be received by email
commissioning@gmtalentmatch.org.uk or post *Greater Manchester Talent Match, GMCVO, St Thomas Centre, Ardwick Green North, Manchester M12 6FZ* by

12 NOON FRIDAY 11TH AUGUST 2017

marked 'Talent Match stakeholder consultation Bid – Private and Confidential'

Supporting Information documents:

- Social Value Statement - Appendix 1
- Strategic Report Summary – Appendix 2