

SCS1546.46

**Further Competition for Brighton & Sussex University
NHS Foundation Trust**

LEVEL 2 CUSTOMER SERVICE PRACTITIONER (ST0072)
APPRENTICESHIP
LEVEL 3 BUSINESS ADMINISTRATION (ST0070)
APPRENTICESHIP
LEVEL 3 TEAM LEADER/SUPERVISOR (ST0384) APPRENTICESHIP
LEVEL 5 OPERATIONAL/DEPARTMENT MANAGEMENT (ST0385)
APPRENTICESHIP
LEVEL 4 ASSOCIATE PROJECT MANAGER (ST0310_02)
APPRENTICESHIP
LEVEL 3 HR SUPPORT (ST0239) APPRENTICESHIP
LEVEL 5 HR CONSULTANT/PARTNER (ST0238) APPRENTICESHIP
LEVEL 4 JUNIOR MANAGEMENT CONSULTANT (ST0273)
APPRENTICESHIP

Under Dynamic Purchasing System C1546

Commercial Environment

Salisbury NHS FT's Commercial Services team are responsible for a number of the Trust's outward facing businesses, and provide procurement and commercial expertise to both the Trust and a number of collaborative organisations across the NHS. One of the original Carter Programme trusts, SFT are also national demonstrator site for Scan4Safety / GS1 implementation, and have experience in commercialising areas of the Trust's services to a wider market, as well as bringing innovations to market for the benefit of the NHS.

Salisbury NHS Foundation Trust are therefore a Contracting Authority within the meaning of the Public Contract Regulations 2015, and are able to make this DPS available to other public organisations listed in the relevant section of this document. Salisbury Commercial Services is a trading name of Salisbury NHS Foundation Trust for the delivery of this DPS and associated services.

This Requirement

Under Salisbury's existing Dynamic Purchasing System for Apprenticeship Training Provision, Salisbury are acting for Brighton & Sussex University NHS Foundation Trust in conducting a further competition for the requirements listed below :

Note : Providers do not have to be able to provide every course listed. You will be able to enter pricing for those courses for which you hold RoATP accreditation on the Bravo tendering event.

Further Competition Requirement Details	
Course Title	LEVEL 2 CUSTOMER SERVICE PRACTITIONER (ST0072) APPRENTICESHIP LEVEL 3 BUSINESS ADMINISTRATION (ST0070) APPRENTICESHIP LEVEL 3 TEAM LEADER/SUPERVISOR (ST0384) APPRENTICESHIP LEVEL 5 OPERATIONAL/DEPARTMENT MANAGEMENT (ST0385) APPRENTICESHIP LEVEL 4 ASSOCIATE PROJECT MANAGER (ST0310_02) APPRENTICESHIP LEVEL 3 HR SUPPORT (ST0239) APPRENTICESHIP LEVEL 5 HR CONSULTANT/PARTNER (ST0238) APPRENTICESHIP LEVEL 4 JUNIOR MANAGEMENT CONSULTANT (ST0273) APPRENTICESHIP
Accrediting Body	Pearsons
Required Start Date	July 2018
Required Location(s) (Towns not site names)	Brighton Haywards Heath
Number of Students	20
Standards / Framework Link	LEVEL 2 CUSTOMER SERVICE PRACTITIONER (ST0072) APPRENTICESHIP https://www.instituteforapprenticeships.org/apprenticeship-standards/customer-service-practitioner/

	LEVEL 3 BUSINESS ADMINISTRATION (ST0070) APPRENTICESHIP https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/ LEVEL 3 TEAM LEADER/SUPERVISOR (ST0384) APPRENTICESHIP https://www.instituteforapprenticeships.org/apprenticeship-standards/team-leader-supervisor/ LEVEL 5 OPERATIONAL/DEPARTMENT MANAGEMENT (ST0385) APPRENTICESHIP https://www.instituteforapprenticeships.org/apprenticeship-standards/operations-departmental-manager/ LEVEL 4 ASSOCIATE PROJECT MANAGER (ST0310_02) APPRENTICESHIP https://www.instituteforapprenticeships.org/apprenticeship-standards/associate-project-manager/ LEVEL 3 HR SUPPORT (ST0239) APPRENTICESHIP https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-support/ LEVEL 5 HR CONSULTANT/PARTNER (ST0238) APPRENTICESHIP https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-consultant-partner/ LEVEL 4 JUNIOR MANAGEMENT CONSULTANT (ST0273) APPRENTICESHIP https://www.instituteforapprenticeships.org/apprenticeship-standards/junior-management-consultant/
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LEVEL 2 CUSTOMER SERVICE PRACTITIONER (ST0072) APPRENTICESHIP £4000	2 places
LEVEL 3 BUSINESS ADMINISTRATION (ST0070) APPRENTICESHIP £5000	10 places
LEVEL 3 TEAM LEADER/SUPERVISOR (ST0384) APPRENTICESHIP £5000	2 places
LEVEL 5 OPERATIONAL/DEPARTMENT MANAGEMENT (ST0385) APPRENTICESHIP £9000	2 places
LEVEL 4 ASSOCIATE PROJECT MANAGER (ST0310_02) APPRENTICESHIP £9000	1 place
LEVEL 3 HR SUPPORT (ST0239) APPRENTICESHIP £5000	3 places
LEVEL 5 HR CONSULTANT/PARTNER (ST0238) APPRENTICESHIP £9000	1 place
LEVEL 4 JUNIOR MANAGEMENT CONSULTANT (ST0273) APPRENTICESHIP £9000	1 place

Requirement Description

As a large acute NHS Trust, Brighton and Sussex University Hospitals are looking to work in partnership with a range of training providers to deliver specialist apprenticeships in Business and Administration.

Depending on volume, we are looking for suppliers that can provide regular intakes and have a distance or blended learning approach.

Please note the following conditions apply to this Competition :

1. Contracting Authority – The Contracting Authority will be Brighton & Sussex University NHS Foundation Trust, depending on the employing Trust for the Learner.
2. Responses and Questions – All responses, bids and questions must ONLY be submitted via the Bravo Procurement Portal operated by Salisbury NHSFT.
3. Terms & Conditions – The successful bidder(s) will be awarded contracts under standard NHS Terms & Conditions (copy available on Bravo). Bidders' own terms or conditions will not be accepted by the Contracting Authority.
4. Award of Business – All offers on this Procurement are made in good faith and reasonable expectation, however the Contracting Authority retains the right to change indicated student numbers. The Contracting Authority retains the right to make a reduced, or no, award following the outcome of the Competition.
5. Payment for Apprenticeship Training is from the Apprenticeship Digital Account to the Provider. Salisbury NHSFT shall not be liable for any financial sums or values under any circumstances, and the Contracting Authority shall only be liable for additional student fees if agreed and included in the Commercial Schedule of the final contract.
6. Eligibility – Only Suppliers registered and approved on Salisbury NHSFT's Dynamic Purchasing System (OJEU Reference 2017/S 045-083446) shall be eligible to compete in this Competition. Suppliers may apply to join that DPS during this competition, but no time extensions shall be granted to do so.
7. Supplier Fee – There is no fee to join, or participate in further Competitions under the DPS. By submitting a bid, suppliers agree to pay Salisbury NHSFT the sum of 1% (one percent) of the value of all business they are awarded following a Competition, excluding VAT. Please note this fee CANNOT be included in training course costs, and CANNOT be deducted from the training value paid from the student Digital Account. The full value of training given in the supplier's bid MUST be the value they deliver to the student. Supplier fees will be invoiced quarterly by Salisbury NHSFT following information provided by the Contracting Authority.
8. All bid responses and required information must be provided by the Close Date indicated on the Bravo portal.

Timetable

The current timetable is as follows :

Further Competition available on Bravo	Wednesday 16 th May 2018
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Further Competition – last date for questions	Wednesday 30 th May 2018
Further Competition closes for responses	Monday 11th June at 09:00
Awards of business	To be confirmed

DPS Scope

The Contracting Authority expressly reserved the right (i) not to award any contract as a result of the procurement process commenced by publication of this notice; and (ii) to make whatever changes it saw fit to the content and structure of the tendering competition; and in no circumstances will the Contracting Authority be liable for any costs incurred by the candidates.

The awarding of a place on the Dynamic Purchasing System does not mean that there is any guarantee of subsequent contracts being awarded. Any expenditure, work or effort undertaken prior to contract award is accordingly a matter solely for the commercial judgement of potential suppliers. Any orders placed under this DPS will form a separate contract under the scope of this Framework between the supplier and the specific requesting other contracting body. The Contracting Authority and other contracting bodies utilising the DPS shall only use electronic portals during the life of the agreement.

Any values that have been provided are only an estimate. We cannot guarantee to suppliers any business through this framework agreement.

The DPS has been established by Salisbury NHS Foundation Trust, for use by the following bodies (and any future successors to these organisations) and up to 10 other public bodies:

All **NHS Bodies** in the United Kingdom including Acute Trusts, Ambulance Trusts, Care Trusts, NHS Hospital Trusts, Foundation Trusts, Strategic Health Authorities, Mental Health Trusts, Special Health Authorities, Community Health Councils, Local Health Boards, Clinical Commissioning Groups (CCG), NHS Trusts including as listed and maintained on the following URLs:

<http://www.dh.gov.uk/health/category/arms-length-bodies>

<http://www.nhs.uk/servicedirectories/Pages/PrimaryCareTrustListing.aspx>

<http://www.general-practitioners-uk.co.uk>

<http://www.nhs.uk/servicedirectories/pages/nhstrustlisting.aspx>

All **Health Service Executive** listed hospitals in the Republic of Ireland as detailed on

<http://www.hse.ie/eng/services/list/3/acutehospitals/hospitals/>

Any **public body** who meet the criteria for lending described by the Public Works Loan Board at

<http://www.dmo.gov.uk/documentview.aspx?docname=pwlbircular158.pdf&page=>

Any **education body** wholly funded by central government or local authority, including Academies

Any **charity** registered with the Charity Commission who's funding arrangements require them to follow Public Contract Regulations

Any **United Kingdom central government body** directly funded by HM Treasury, or arms length bodies or agencies funded by sponsoring Departments of central government

Awards of further business can only be made following a mini-competition managed through the DPS. Terms and Conditions of that contract will be agreed locally with an awarding authority operating within the DPS via mini competition.

This DPS is valid for four years, ending 12:00 on 01 March 2021. Employers may enter into contracts which extend beyond the lifetime of the DPS.

Terms & Conditions

All business placed is subject to NHS Terms & Conditions which are published on each Further Competition. By bidder, suppliers agree to these Terms & Conditions. Only additional documents (e.g. learner agreements, etc) submitted at the time of bid submission will be considered for later signing.

Access Charges

There is no charge for Providers to register for inclusion on the DPS, to access information, or to bid for business via the DPS.

Each Provider, on a successful award of a contract, will be invoiced a DPS delivery charge by Salisbury Commercial Services. This will be based on a percentage of contract value, and will be clearly advertised with each opportunity.

For Suppliers – How to Participate

For existing DPS Members :

You will have received an invitation link via the Bravo portal – click on that link to open the event.

For non DPS Members :

You can apply to join the DPS simultaneously to submitting a bid for the Further Competition, however you cannot compete in this Competition unless you submit a completed PQQ (PQQ_28436) to join the DPS. Any bids received where the bidder has not completed the PQQ will be cancelled.

You will need to have submitted BOTH the PQQ response AND the Further Competition (ITT) response by the close date of the ITT.

Suppliers can request to join (or withdraw from) a DPS at any time during the advertised lifetime of the DPS.

All DPS activity is carried out electronically, including further competition and messaging.

Salisbury NHSFT uses the Bravo NHS Portal for all procurement requirements, including DPS.

Suppliers wishing to join this DPS should register on the Portal https://nhs.bravosolution.co.uk/nhs_collaborative/web/login.html and locate relevant project reference. Suppliers will then be asked to complete the online PQQ and submit. Salisbury NHSFT will then evaluate the PQQ and advise within 10 working days after an initial period of 30 days (or advise the supplier where this will be extended).

Suppliers successfully placed on the DPS will then be advised of further competitions via the Bravo portal.

It is therefore **essential** that suppliers maintain their contact details within their Bravo profile at all times, as Salisbury Commercial Services will not be responsible for suppliers not receiving competition calls due to incorrect or outdated profile information.

Further Information

For further information, email Simon Dennis at simon.dennis@nhs.net or visit the Bravo procurement portal (https://nhs.bravosolution.co.uk/nhs_collaborative/web/login.html)