

**Request for quotation**



**Request for Quotation**

**RFQ115**

**Curriculum Reviews  
2019-20**

**Issued 26.07.19**

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## CONFIDENTIALITY STATEMENT

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Thank you for your consideration, City College Plymouth.

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## OPEN PROCEDURE

The College fully adheres to the requirements of the Public Contracts Regulations 2015, including for opportunities which are under threshold amounts.

Any Contractor who directly or indirectly canvasses any Member or Officer of the Institution, or advisor concerning the award of the contract for the provision of the services, or who directly or indirectly obtains or attempts to obtain information from any such member or Officer concerning any Tender or proposed Tender for the service will be disqualified from having his/her Tender considered.

## SUBMISSION DETAILS

### SUBMISSION DEADLINES

All submissions for responding to this Request for Quote must be submitted via email as stated below, no later than:

**09 August 2019**

**12:00 Noon**

Any submissions received after this date will not be considered.

## SUBMISSION QUESTIONS AND CLARIFICATIONS

You may contact the following person if you have any questions or require clarification on any topics covered in this Request for Quotation: 30 July 2019

### **Sandra Wilson**

Head of Finance

Phone: 01752 305891

Email: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

All correspondence during the Tender should be channeled via the Head of Finance using the above details only. Bidders found to have gained an unfair advantage shall be disqualified from the current opportunity and future opportunities with the College for a minimum of four (4) years.

## ELECTRONIC SUBMISSIONS

Electronic submissions in response to this Request for Quotation are required and must meet the following criteria:

Sent via email to: [tenders@cityplym.ac.uk](mailto:tenders@cityplym.ac.uk)

Document standards:

- Text must be in Microsoft Word format;
- Price tables must be in Microsoft Excel format (using pricing schedule in Appendix A);
- Supportive evidence may additionally be submitted in PDF format;
- Images, Designs, and other supporting evidence may be in either JPEG or PDF format
- Completed Appendix C Suitability Assessment & Selection Questionnaire (Including Mandatory & Discretionary Exclusions) Parts 1, 2 and 3. - *Please note this suitability assessment will not be viewed unless you are the winning tenderer. Failure at this stage may prevent the contract from being awarded.*
- Signed Agreement Acceptance and Declaration.

*Please note that the College is able to accept submissions sent in a compressed or ".zip" file format, so long as the files contained meet the standards described above.*

### **WARRANTY:**

By submitting your tender bid, you are warranting to the College that you have not breached our canvassing or soliciting clause.

If any successful tenderer awarded a contract is found to have provided an inaccurate warranty, then the College reserves the right to terminate the awarded contract with immediate effect and re-tender the contract from which the successful tenderer will be excluded from re-bidding and shall be disqualified from any future opportunities for a period of four years.

## **INTRODUCTION AND EXECUTIVE SUMMARY**

The College is looking to undertake impartial quality reviews focusing on teaching, learning and assessment with the aim to improve the overall learner experience at the College.

The overall aims of the curriculum reviews are to:

- To provide support for curriculum teams to improve success rates and work towards becoming outstanding.
- To provide an in-depth assessment of the quality of teaching, learning and assessment with clear guidelines as to what actions are required to improve performance and success.
- To validate the self-assessment reports produced within the Academy.
- To bring about improvement by identifying outstanding practice and making recommendations for improvement.

Detailed requirements and timescales are outlined below.

It is expected that the overall value of the supply contract will exceed £25,000. Therefore, as per the Public contracts Regulations 2015 the opportunity will be advertised on the Government portal 'Contracts Finder'.

## **BUSINESS OVERVIEW & BACKGROUND**

The College operates on two sites within the city, serving 12,533 students and employing over 500 staff. The College operates year round, with opening times from 0800-2100 on some days.

## **OUR VISION ... IS WHERE OUR FUTURE LIES**

We are a College with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM).

## OUR MISSION ... IS WHAT WE FOCUS ON EACH AND EVERY DAY

To be the South West's leading provider of innovative, technical, professional education and training by supporting partnerships for growth, raising aspirations and fostering wealth creation

## BACKGROUND

City College Plymouth is one of the largest providers of innovative, technical and professional, education in the South West with a national reputation for promoting enterprise, employability and science, technology, engineering and mathematics (STEM). The College plays a central role in the educational, cultural and economic life of the region and works with strategic partners to facilitate growth, raise aspirations and foster wealth creation.

The College was awarded the Teaching Excellence Framework Gold award for its university-level provision and its most recent Ofsted inspection confirmed that the College continues to be 'Good' with outstanding features. The College was rated first in the South West and second nationally for student satisfaction in the latest FE Choices student satisfaction survey.

City College supports the region's employers with their award-winning Apprenticeship provision, as well as providing a range of courses and bespoke training programmes which enable employees to upskill or retrain to better support their business' requirements. Their successful partnership working with the local business community resulted in a 99.5% satisfaction rate in the Government's national 'FE Choices employer satisfaction survey 2016 to 2017' - placing them first in the country for general further education colleges.

City College Plymouth offers a wide range of academic and vocational courses in a variety of subjects. The total number of students supported by the College is 12,533 – comprising of: 3,569 full-time students, including 765 higher education students and 179 non EU students; 8,964 part-time students; and 1,599 apprentices. The College also employs over 500 staff.

## DETAILED REQUIREMENT

The curriculum review process will be managed by the Deputy and focus on current best practice and will also identify any specific issues the College may wish to incorporate into the process. It is expected that the planned curriculum reviews will be carried out by a team of external curriculum specialists, including a current HE reviewer (where applicable). During the reviews the reviewers will be shadowed by members of College staff, for example the Academy Manager, Directors and Teaching and Learning Coach.

## **Structure**

It is proposed two curriculum reviews are planned and undertaken with the remit of the whole College, to provide an overview of quality of teaching and learning against current standards.

The first review will occur at the beginning of the year and will provide a first impression of the College and identify any key strengths and areas for improvement for the quality of learning focusing on how learning is planned, delivered and the impact as the priority. As part of this review learner behaviour and development will also be reviewed and commented on.

The second review will be planned in term three and will provide an overview of the progress made and what further recommendations are needed to move towards outstanding. During the second review a stronger focus will be on learner behaviour and development but the quality of learning and provision will still be the priority

The duration of the curriculum reviews will be five days will all academies and staff reviewed. Staff will be informed a review is going to occur, with at least two working days' notice, and all staff will be briefed by their Academy Manager and/ or Director.

During the curriculum reviews reviewers will be deployed to academy areas and will gather and record evidence to help make their judgements. This evidence will include:

- Meetings with leaders and managers
- Ungraded lesson observations (walkthroughs) of teaching, learning and assessment
- Meetings and discussions with lecturers, assessors, learning support assistants and employers
- Meetings with College support services e.g. the Tutorial Manager or work experience manager depending on area priorities.
- Interviews and discussions with learners
- Scrutiny of learner work and feedback
- Review of lesson documentation, learning resources and lesson materials
- Review of EILPs and target setting
- Assessing learner progress, destinations from starting points and learner records

It is expected that the curriculum reviewer will provide useful verbal and written feedback on all aspects of teaching, learning and assessment observed. Where lesson observations/walkthroughs have been completed written feedback will be made available to individuals, this feedback should include key strengths and any areas for improvement.

Reviewers will be asked to flag any ‘at risk’ members of staff e.g. deemed unsatisfactory, inadequate or of a concern with regards to teaching, learning and assessment practices. This is so remedial support can be put in place after the curriculum review, this will be supported and monitored by the Teaching and Learning Coach.

On the last day of the curriculum review each curriculum area will receive a grade profile, verbal feedback on the key strengths, areas for improvement and recommendations as to how to move towards outstanding and improve success in their area. This will also be provided at College level.

### **Implementation Planning**

There are around 350 staff members at the College who are involved with curriculum delivery, including HE. The table below breaks down each academy:

BHCL	CDSI	Maths and English	TMR	PEP
BUS: 24	ACC: 24	ENG: 11	AUE: 22	PEP: 10
CARE:17	HAB: 25	MATHS: 18	BSR: 15	
ESOL: 8	MDP: 38		CAT:16	
HOS:14	SCI:13		EAM: 20	
PTS: 26			HTS: 19	
SKILLS: 19			MIT: 12	*ITT: 2

\*The teacher training provision has two staff members but is not in an academy.

Where possible each member of staff will receive an ungraded observation/walkthrough during the planned curriculum review weeks. These ungraded observations/walkthroughs will be undertaken by a curriculum reviewer and a member of the College’s internal observation team e.g. Academy Manager, Director or the Teaching and Learning Coach.

Based on the number of staff it is calculated eight curriculum reviewers will be required to undertake the curriculum review activities across all areas and provisions, including a lead reviewer. It is recommended where possible to get subject specific reviewers so a deeper look at curriculum areas can be obtained. In particular the following specialisms are requested:

1. Skills Development
2. Construction and Engineering
3. Computing
4. Care

## TIMESCALES

The table below provides a breakdown of the overall curriculum review plan.

Proposed Dates	Duration	Timings daily	Academy areas	Number of reviewers required
Monday 25th November - Friday 29th November	5 days	8.30 am - 5.30pm*	19 Academy areas **	8 Reviewers
Monday 27th April - Friday 1st May	5 days	8.30 am - 5.30pm*	19 Academy areas **	8 Reviewers

\* there will be some occasions where late observations will be required \*\*the curriculum reviews do not include the Achievement Training Provision, but does include all provision types e.g. 16-18, adult learning, apprenticeships and learners with high needs.

## WRITTEN SUBMISSION

The College requires a written submission which details your offer with particular interest to the following areas. This submitted document will be scored as per the table on page 11.

- Price for each review
- Previous experience of undertaking such reviews, (including 3 x reference sites -see Suitability Questionnaire)
- Qualifications and background of staff proposed to be used in the exercise, including CV's
- Ability to meet our timescales

## PRICING

You are requested to submit your price using Appendix A.

Prices should be firm and valid for the contract period and not subject to increase or escalation of any kind throughout the contract.

## TERMS AND CONDITIONS

The College's normal business terms are 1-2 months from the date of invoice. Payment will become due subject to the above upon the College's full acceptance of the goods/services. This Request for Quotation and any resulting purchase order will be subject to the College's General Terms and Conditions of Purchase of Goods/Services – see Appendix B.

## VALIDITY

Bidder's offers should be open and valid for acceptance for a period of no less than ninety [90] days from the date of submission.

## SELECTION CRITERIA

The successful supplier will have provided the Most Economically Advantageous Tender (MEAT) to the College. It should be noted that the bidder with the lowest submitted prices will not necessarily be down-selected. All bidders will be notified via email of the results of the outcome no later than 90 days from the date of submission. The date of contract award will be provided within that email.

The marking criteria is as follows:

Category	Weight
Price	50%
Technical competency, to include previous experience and staff qualifications	45%
Ability to meet timescales	5%

Please see table below for more details on the scoring method.

## AWARD PRICE

Lowest quote price divided by quote price multiplied by 100

## WRITTEN SUBMISSION

Assessment	Score	Interpretation
<b>Excellent</b>	4	<i>Comprehensive response supported by examples Description fully supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Good</b>	3	<i>Broad response supported by relevant examples. Description well supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Satisfactory</b>	2	<i>Reasonable response supported by some evidence. Description adequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Poor</b>	1	<i>Limited response not well supported by evidence. Description inadequately supported by details that demonstrate the applicant's ability to provide the required services.</i>
<b>Unacceptable</b>	0	<i>No response or insufficient information provided.</i>

## ASSESSMENT OF QUOTATIONS

Bidders must ensure that their quotation fully addresses all information requested within this RFQ document. Bidders must ensure that any quotation fully meets the specification required. The College reserves the right to discount any quotation which does not fully meet the specification.

The College reserves the right to seek clarification with bidders upon receipt of quotations.

## FREEDOM OF INFORMATION ACT 2000

Under the Freedom of Information Act 2000 the College cannot guarantee that information provided by bidders during the course of this RFQ procedure or any resulting contract will be held a confidential. The College will not routinely release information to interested parties unless required to do so in order to meet our statutory obligations.

## GENERAL DATA PROTECTION REGULATION (GDPR) 2018

All bidders must comply with the General Data Protection Regulation (GDPR) 2018 in respect of using and processing personal information. Bidders must have in place technical and organisational safeguards to protect personal data from unauthorised use, disclosure or loss.

The College reserves the right to request a copy of your privacy statement if you are the successful bidder.

## AGREEMENT CONDITIONS ACCEPTANCE AND DECLARATION

Bidders are required to sign and return the attached Agreement Conditions Acceptance and Declaration. Appendix D

## SUPPORTING DOCUMENTATION

Appendix A: Pricing Schedule

Appendix B: City College Plymouth Standard Terms & Conditions

Appendix C : Suitability Assessment & Selection Questionnaire

Appendix D: Agreement Conditions Acceptance and Declaration