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| CONTRACT TITLE | **Humber Women in the Workforce (Intervention 2.1)** |
| CONTRACT PERIOD | **October 2023 - December 2023** |
| DEADLINE FOR SUBMISSION | **23:59pm** **Tuesday 26th September 2023** |

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**SECTION 1: INSTRUCTIONS TO BIDDERS**

**1.1 GENERAL**

1.1.1 Bidders are required to submit competitive prices strictly in accordance with the attached specification.

1.1.2 It is essential to observe and comply with the following instructions in the preparation and submission of your Quotation. The Council reserves the right to reject a Quotation that does not fully comply with these instructions.

1.1.3 The Quotation must be completed in English.

1.1.4 It is the Bidder’s responsibility to ensure that all the documents listed in the Quotation Documentation have been received and are complete in all respects.

* + 1. Bidders should not use correction fluid on any part of the document. Incorrect entries should be cancelled by means of a single line and the correct entry inserted as appropriate. The individual responsible for submitting the document should initial the correction.
  1. **QUOTATION QUERIES**

1.2.1 All queries regarding the Quotation Documentation which may have a bearing on the offer to be made should be raised by e-mail by the Bidder to sarah.peacey@eastriding.gov.uk, at least five working days before the due date for return of the Quotation.

1.3 **ITEMS TO BE SUBMITTED WITHIN YOUR QUOTATION**

1.3.1 Bidders are required to submit all the pages contained in the sections of this Quotation Documentation specified below, duly completed and signed where required, as your Quotation bid:

**Quotation document to be included:**

* Responses to the method statement questions at 2.8
* Completed Annex 2 (expenditure, outputs, and results)

The most recent copies of the following policies held by your organisation.

* Equality / Equal Opportunities Policy
* Health and Safety Policy
* Data Protection Policy
* Safeguarding Policy
* Sustainability / Environmental Policy
* Procurement Policy
* Financial Procedures Policy
* Recruitment Policy
* Employers Liability Insurance
* Public Liability Insurance
* Buildings and Contents Insurance
* Counter Fraud and Corruption Policy
* Whistle Blowing Policy

No other documentation should be sent with the submission unless specifically requested. Any additional documentation may invalidate the Quotation submission.

* + 1. Submission of Quotation or any other documents which are to be sent to the Council are requested by e-mail to

sarah.peacey@eastriding.gov.uk

* + 1. The Council cautions that no Quotation will be considered unless it is received **no later than** **23:59pm on Tuesday 26th September 2023**

Late Quotations, for whatever reason, will not be accepted.

* + 1. Quotation must be completed and where necessary signed and dated by the Bidder.

**1.4 AMENDMENTS TO QUOTATIONS PRIOR TO THE DUE DATE**

1.4.1 At any time after the issue of the Quotation Documentation and before the closing date for the submission of Quotation, the Council reserves the right to issue Quotation amendments detailing any changes to the Quotation Documentation or quotation process. Bidders must take these amendments into account in the preparation of their Quotation submission.

1.4.2 Bidders must not make any unauthorised alterations to any Quotation Documentation.

1.4.3 In the event that discrepancies are discovered within the Quotation Documentation, the Bidder should notify Sarah Peacey in writing or by email using the contact details below:

Email:  sarah.peacey@eastriding.gov.uk

**1.5 CONFIDENTIALITY**

1.5.1 The Bidder shall treat the Quotation Documentation as private and confidential.

1.5.2 The Bidder shall not disclose either:

1.5.2.1 the fact that they have been invited to quote or release details of the Contract; or

1.5.2.2 details of their Quotation in whole or in part prior to the award of the Contract by the Council or on receipt of notification that the Quotation has not been accepted as the case may be, other than on an “in confidence” basis to those who have a legitimate need to know or whom they need to consult for the purpose of preparing the Quotation.

**1.6 PRICING AND PAYMENT**

* + 1. The budget available is a maximum £70,000 which must be defrayed by 31 December 2023. Projects with a total value of less than £70,000 will also be considered.
    2. Pricing – Within their proposal the Bidder should provide costs noting the following:

1.6.1.1 At its discretion, the Bidder may submit a quote for any or all of the items detailed on the Schedule of Prices.

1.6.1.2 The currency in which all prices, costs or rates stated must be quoted in Pounds Sterling and whole pence (i.e. to two decimal places).

1.6.1.3 All prices quoted should be inclusive of VAT.

1.6.2 Payment - The Council’s standard payment terms are 30 days from invoice receipt. If the Bidder is able to offer the Council a discount on different payment terms, such arrangements should be detailed on the enclosed appropriate Schedule.

1.6.3 The Council will make no payment or allowance in respect of any Quotation**.**

1.6.4 East Riding of Yorkshire Council is moving towards electronic invoicing and welcomes XML file format.

**SECTION 2: SPECIFICATION**

* 1. **Introduction**

Humber Women in the Workforce (HWiW) is a £1.03m project being delivered across Hull and East Riding of Yorkshire, enhancing access to and aspirations for employment for women living and working in this area. The project delivers a package of six interconnected interventions that address gender inequality in the workplace. The project is part-funded through the European Social Fund (ESF).

The project delivers a range of support and training to women to tackle specific barriers to equality and enable them to progress in the workforce; achieving their potential and contributing to the growth of businesses in the region.

HWiW is part of a wider programme, StepChange, which encompasses three other projects. Further information about these projects can be found at; www.step-change.co.uk

2.1.2 **Objective 1 (Intervention 2.1): enhance equal access to lifelong learning**

To support skills development for both employed and unemployed women, to up-skill, retrain and enable progression in work which will support workplace retention and ultimately improve business productivity.

Please note that we are seeking to procure delivery that supports employed women only under this activity.

**2.2 Project Scope & Activity**

2.2.1 East Riding of Yorkshire Council is inviting tenders from suitably qualified suppliers for the

delivery of level 2 or below courses (or specific units of a level 2 or below qualification). The level 2 or below qualifications must be Ofqual registered and chosen by participants following an IAG session (information, advice, and guidance) to establish the most appropriate course to meet their needs to enable them to progress within the workplace.

*Please note: This request specifically EXCLUDES basic skills courses. Basic skills are defined under the ESF funding as “one or more of the following: literacy (English); numeracy (maths) or ESOL (where English is not the participant’s mother tongue) (at entry level or above).*

Specific provision will be tailored to the individual’s goals, sector need and their existing experience.

There are many potential routes and courses available. This could include digital courses to ensure individuals have current IT skills as evident in requirement by current Covid-19 circumstances; upskilling individuals in areas of dealing with change, meeting employers’ expectations and self-development; delivery of continuous improvement qualifications to upskill experienced workers in making improvements in the workplace to support their employer.

The project can deliver short courses that will increase the participant’s employability (e.g. Health & Safety courses). Delivery for short courses can be delivered through a blended learning programme of a mixture of face to face, remote learning, and online courses where appropriate level 2 qualifications tend to be structured with units or other criteria. This enables delivery to be broken down to easily achievable and deliverable bite-sized ‘chunks’. Most awarding bodies also allow for unit accreditation and achievement of a qualification by individual units, so again the option is supported.

Activities covered may include;

* Identification of employers looking to recruit, suppliers could offer the provision available as part of the induction, probationary or initial employment period for new staff. This could support and encourage employers to consider individuals who they may normally automatically reject for employment;
* initial assessment could be provided to identify those individuals with potential to achieve the required qualifications and encompass part of a delivery plan set out for individuals for when they started in employment;
* identify core job requirements, and where individuals with potential to be recruited do not meet specific requirements but they may want to recruit them due to their positive attitudes, previous work experience, or other criteria, suppliers could plan with an employer to deliver the qualification/s during the early stages of employment.

Eligibility:

* Target employed females (working directly with the SME);
* Be delivered to individuals residing or working in Hull or East Riding of Yorkshire area;
* Qualifications at level 2 or below or a unit of a level 2 or below (excluding basic skills)
* Course activity must be delivered and completed by the 31st December 2023.

All providers must ensure that the appropriate ESF logos are used prominently in all communications materials and public facing documents relating to funded activity – including print and publications, through to digital and electronic materials. A toolkit will be provided to support delivery of local communications and engagement.

2.2.2 Referrals

Providers must have direct routes of referral available to them to be able to recruit potential participants as detailed in 2.3 Required Outputs and Results.

2.2.3 Value for Money

The provider will be expected to utilise the funding to deliver the outcomes and outputs specified in their contract.

The provider will accurately record information to enable the authority to understand:

• the extent to which the provider has delivered against the outputs and outcomes specified in their contract;

• their total spend within the contract period

• whether recovery of underspend is required

The provider will invoice the authority based on a monthly profile amount which will equate to the value of the contract divided by the number of contracted months.

2.2.4 These activities are part-funded through the European Social Fund (ESF) and includes SME match.

2.2.5 We reserve the right to appoint more than one supplier if appropriate and the successful tenderers would be expected to collaborate to ensure consistency.

2.2.6 The approximate budget for this activity is £70,000 (inclusive of VAT).

This match for this provision will be provided by the SME receiving provision at a percentage of 40% of the total cost of provision provided. The successful supplier is responsible for ensuring this SME match is collected and defrayal evidenced and provided to ERYC.

The successful supplier will ensure that all SME’s engaged with provision are eligible under the De Minimis block exemption State Aid regulations and are responsible for monitoring as required. ERYC will provide further clarification on guidance within subsequent inception meeting.

* 1. **Outputs & Outcomes**

|  |  |  |  |
| --- | --- | --- | --- |
| Output | 01 | Participants | 58 |
| Output | 01 | Participants (Female) | 58 |
| Output | 04 | Participants over 50 years of age | 9 |
| Output | 05 | Participants from ethnic minorities | 4 |
| Output | 06 | Participants without basic skills | 0 |
| Output | ESF-CO16 | Participants with disabilities | 5 |
| Output | ESF-CO14 | Participants who live in a single adult household with dependent children | 9 |
| Result | R6 | Participants gaining level 2 or below or a unit of a level 2 or below qualification (excluding basic skills) | 47 |
| Result | R8 | Employed females gaining improved labour market status | 19 |

Please note that Projects which will achieve less than the outputs and results indicated below will also be considered but the provider must demonstrate how value for money will be achieved.

**2.4 Monitoring and reporting**

The successful organisation will be required to submit monthly claim and monitoring information, the details of which are to be determined upon contract award.

The authority will provide an e-form for data collection purposes, which will enable import of the learner data into the council’s data system, which feeds into the national data system.

**2.5 Timescales**

The contract will commence 2nd October 2023 and end 31 December 2023.

We propose the following outline timetable for the procurement of these Services:

|  |  |
| --- | --- |
| Activity | Date |
| Deadline for return of Tender Documents | Tuesday 26/09/23 |
| Evaluation of Tenders | Wednesday 27/09/23 |
| Decision Record prepared | Thursday 28/09/23 |
| Confirmation of contract award | Friday 29/09/23 |
| Contract commences | Monday 02/10/23 |
| Inception Meeting and Agreement of Approach | w/c 02/10/23 |
| Monthly Monitoring of delivery | tbc |

We reserve the right to change the above timetable.

**2.6 Management of the Contract**

The contract will be managed by the following key stakeholders:

|  |  |
| --- | --- |
| **Key stakeholders** | **Activity** |
| Sarah Peacey, Project Manager, ERYC | Oversee the procurement process and contract details |
| Janet Murray, Programme Coordinator, ERYC | Oversee the delivery of the contract, procurement process |

* 1. **Award Stage 1: Gateways**

In submitting a tender, you are confirming that you comply with the following requirements.

|  |  |  |
| --- | --- | --- |
| **CRITERIA** | **AREA OF EVALUATION** |  |
| Price | You confirm that the total price payable for the services offered will not exceed the available £70,000 | Pass/Fail |
| Reporting | You confirm that you will submit monthly claim and monitoring information in an agreed format | Pass/Fail |
| Safeguarding | Please provide a copy of your Safeguarding Policy.  To be evaluated for compliance by council officers. | Pass/Fail |
| Safety | Acceptance of the condition that funds will only be provided where learners are engaged in safe and appropriate learning environments | Pass/Fail |
| Prevent Duty | Acceptance of the condition that funds will only be provided where learners are protected from extremism and the Provider complies with the ‘Prevent’ Duty: Prevent duty guidance - GOV.UK ([www.gov.uk](http://www.gov.uk)) and provision of a suitable Prevent Policy or suitable reference within your Safeguarding Policy | Pass/Fail |
| Equalities | A requirement of equal treatment and access to provision for funded learners and relevant adjustments under the Equality Act 2010:  https://www.gov.uk/guidance/equality-act-2010-guidance. | Pass/Fail |
| GDPR | You must agree with all of the stated requirements   1. Confirm you have paid your data protection fee with the Information Commissioners Office (ICO), EU equivalent or not required to pay the fee 2. The Supplier must provide copies of their data protection policy 3. The solution must comply with the General Data Protection Regulation and UK Data Protection Act 2018 enabling the Council to comply with their obligations in respect of data subjects' rights 4. Personal data held by the supplier on behalf of the Council will not be transferred outside of the EEA, without prior approval 5. The supplier will encrypt data at rest and communication in transit 6. Data that is provided as part of the solution will never be used by the supplier for advertising or similar commercial purposes 7. The supplier must not share with third parties (sub-processors) personal data or metadata provided as part of the solution without prior permission from the Council 8. At all times the Council remains the data controller for the data created as part of this solution, as defined by ICO guidance 9. Supplier staff involved in this project are trained to the appropriate level, specifically in data protection matters and confidentiality 10. The Supplier must have an appointed data protection officer (DPO) if required in accordance with Article 37 GDPR 11. Must assist us in meeting our obligations in relation to data breach reporting, including notifying the controller in accordance with Article 33 GDPR 12. Must assist us in meeting our obligations in relation to data protection impact assessments 13. If requested must commit to deleting or returning all data at the end of contract (unless required by law to do otherwise) 14. Your contracts must fully comply with General Data Protection Regulation and UK Data Protection Act 2018 | Pass/Fail |

* 1. **Award Criteria**
     1. Predetermined criteria will be used to assess and evaluate all tenders.
     2. Tender responses will form part of the ongoing performance of the contract and as such will be binding.
     3. If evidence is not included in support of a question where it has been requested, you will not be awarded any points for that question.
     4. All Method Statements will be assessed by a panel of officers, with a consensus score reached between the participating scorers which will form the score given in the Award Criteria.
     5. These responses will form part of the ongoing performance of the contract and as such will be binding.
     6. Please ensure your submission is clearly linked to our specific contract requirements

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| --- | --- | --- |
|  | | **WEIGHTING** |
| **QUALITY** | | **100%** |
| You must respond to all Method Statement questions within your proposal submission.  The maximum text response length is clearly indicated for each question. You are permitted to include attachments and screen shots which provide supporting diagrammatic / pictorial information to the written text response. Please do not attach any other general sales and marketing information or use attachments to provide additional text taking your response above the word limit.  Any text submitted in excess of the stated word limit will be excluded from the evaluation process.  Scoring Methodology:  Your Method Statement responses will be assessed by a panel of Council officers who will award a consensus score out of a maximum 10.00 points for each response using the scoring matrix shown in the table in paragraph 4.8 below.  The scores for each of the method statements will be added together and a combined weighted score for all method statements will then be calculated as per the example below:  *Consensus total score/total possible score (60) x weighting 30.00%*  *For example:*   |  |  |  | | --- | --- | --- | |  | *Points Awarded* | *Total Weighted Score* | | *Company A* | 60 | 30.00% | | *Company B* | 44 | 21.99% |   For information the questions are also shown below: | | |
| **Question 1** | **Project activity and methodology**  *A description of the approach/methodology you will take to address the requirements in the specification*    *Describe the proposed approach to carrying out this project to meet the requirements specified. Provide sufficient details about the advantages and limitations of your proposed approach, as well as any additional tasks you propose to undertake.*    *Applicants are encouraged to refer to examples of past work where relevant.*  *Also describe how you intend to maximise the reach of the project and make sure provision supports learners across Hull and/or the East Riding and that are hardest to engage?*  *Please complete the worksheet ‘outputs and results’ at* ***Annex 2*** *to show the outputs and results profile of your proposed project.*  **Word limit: 2,500** | 40 |
| **Question 2** | **Project team and track record**  *Details of the relevant expertise, experience and qualifications of you and your team members who may work on the project and their respective roles and experience in delivering similar projects.*    *Demonstrate that the individuals identified to both manage and undertake the project on a day-to-day basis have the necessary and relevant experience to deliver the project. Evidence of similar commissions in comparable locations is encouraged to be provided.*    *Bidder(s) will also need to demonstrate that they have the*  *capacity and a team in place that can undertake the required work in the specified timeframe.*  **Word limit: 2,500** | 20 |
| **Question 3** | ***Governance and controls***  *Describe the financial management and control procedures for the project; including the process for compiling, authorising, and ensuring only eligible and defrayed expenditure is included in claims for payment.*  *Please describe how you propose to evaluate the activity detailed in this application.*  *How will you ensure you comply with ESF publicity requirements?*  *How does the project respect the principle of sustainable development? In particular how does the project maximise positive environmental impacts or mitigate potential negative impacts (with regard to the “polluter pays” principle where appropriate)?*  *(Applicants should refer to the requirements regarding Sustainable Development Policy and Implementation Plans set out in the published ESF Cross Cutting Themes Guidance.)*  *Support for the Equality and Diversity theme (for European Social Fund this is defined as 'Gender Equality and Equal Opportunities') (Application of Article 7 of Regulation 1303/2013) and the Public Sector Equality Duty (s149 of the Equality Act 2010).*  *How will you ensure that equality between men and women as well as gender perspective are considered and promoted throughout the preparation and implementation of the project?*  *What steps will you take to ensure accessibility for persons with disabilities are considered throughout the preparation and implementation of the project?*  *What protocols and agreements will you develop to ensure compliance with General Data Protection Regulations in relation to individual Service Users’ personal information, and how will you facilitate the transfer of relevant data between organisations involved with the commissioning and delivery of the service?*  *You may wish to consider:*  *•     How your organisation ensures compliance with Data Protection Regulations*  *•     How your organisation demonstrates lawfulness, fairness and transparency*  *•     What policies and Procedures are in place*  *•     What Data Protection training is provided by your organisation*  *•     How is secure storage handled*  *•     How do you maintain integrity and confidentiality*  *•     How will data access requests be dealt with*  **Word limit: 2,500** | 20 |
| **Question 4** | **Project timescales & cost breakdown**  *Please provide a timetable outlining the timescales required to meet this brief – provide a gant or similar chart to show this.*  *The awarded amount of the contract will be 100% of the costs.*  *This is made up as follows:*  *ESF funds – 60% (Paid by ERYC to Training provider)*  *SME Match – 40% (Paid by SME to Training provider)*  *Identify any risks and what mitigations will be put in place to ensure delivery.*    *Please complete the worksheet ‘expenditure profile’ at* ***Annex 2*** *to show expenditure profile of your proposed project (ESF and match).*  **Word limit: 1,000** | 20 |

2.7.8 **Definitions of Scoring Categories:**

|  |  |
| --- | --- |
| **Score** | **Assessment Criteria** |
| 10 | **EXCELLENT - WITH ADDED BENEFIT**  Fully detailed answer given that covers all points. Solutions/systems/processes/methods proposed meet the Council's needs fully, ***exceed the specified requirements and provide added benefit which enhances delivery of this contract.*** Response fully and clearly linked to our contract requirement. No reservations in any area. |
| 8 | **EXCELLENT**  Fully detailed answer given that covers *all* points. Solutions/systems/processes/methods proposed meet the Council's needs fully. Response fully and clearly linked to our contract requirement. No reservations in any area. |
| 6 | **GOOD**  Answer given covers *all* points. Solution/system/processes/methods proposed meet the Council's needs fully. Response clearly linked to our contract requirement, and only minor reservations in one or more areas. |
| 4 | **SATISFACTORY**  Answer given covers *most* points. Solutions/systems/processes/methods proposed meet the Council's needs. Response linked to our contract requirement. No major reservations but minor reservations in more than one area. |
| Fail | **UNACCEPTABLE - WITH MAJOR CONCERNS**  Answer given does not cover required points, is in insufficient detail, or is incomplete. Solutions/systems/processes/methods proposed do not sufficiently meet the Council's needs. Response is general and is not sufficiently linked to our contract requirement. |

**SECTION 3: CONDITIONS OF CONTRACT**

**Please refer to Annex 1 ‘Standard Terms and Conditions for the Supply of Goods and/or Services’.**