

## **Invitation to Tender – Greater Manchester Talent match project – Local Employment Support**

GMCVO is seeking tenders from potential providers in relation to the Greater Manchester Talent Match programme. We are looking for an organisation to build relationships between local employers and our 'Employment Support Host Organisations' including their Talent Coaches in the different localities of Greater Manchester with a view to providing local opportunities and jobs for Young People.

A full brief and requirements can be found below.

Potential providers should submit a completed tender application containing an outline of how they would approach the work by mid-day on Friday 27<sup>th</sup> October 2017 by email/post, marked 'Talent Match Local Employment Support 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 (see Appendix D - glossary), is looking for an organisation to build relationships between local employers with Talent Coaches and host organisations in the different localities of GM through our local forum events with a view to providing local opportunities and jobs for Young People.

We envisage that the employers involved will mainly be SME's which may be independent or part of a supply chain of a larger business. Local Authorities would also be included in this project in their capacity as an employer.

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

<https://gmtalentmatch.org.uk>

### **2. Aims and objectives:**

#### **Outcome requirements:**

The purpose will be to develop relationships between employment support agencies (Greater Manchester Talent Match Host Organisations and Talent Coaches) and local employers that will last beyond the lifetime of the programme which ends in November 2018. We anticipate that the success of the relationships will provide work related opportunities and jobs for young people in their local areas.

We require the main engagement by your organisation with Talent Coaches to be linked to their established Local Forum meetings (see Appendix D). There are 6 forum groups which cover all the Local Authority areas of Greater Manchester and it is vital that the provider works with each group forum for the whole project and

ensure that the whole 'project reach' covers the whole of Greater Manchester region. When the project ends we would like the ongoing developed relationships between the employers and local forums to be established and self-sustaining.

As this is a 12-month project, our expectation is that the preferred provider(s) will be in a position to provide immediate start in January with staff and resources already in place.

We would expect that the provider will have;

- **strong** existing links and excellent working relationships with local employers
- a solid understanding of current employment programmes

It is **important** that we develop links between local employers and host organisations before the end of the programme (November 2018) in order for **sustainability**. There is a possibility that we will obtain funding to continue the Talent Match work post 2018 and this piece of work is a vital component to help achieve this.

### **Outputs that we are looking to achieve:**

- Work with and arrange meetings with local Talent Coaches
- To ensure the coverage includes work across **all** of Greater Manchester region
- Analyse and determine what jobs and job sectors are available locally to young people
- Proactively find employers that are willing to engage and meet regularly with Talent Coaches and Host Organisations
- Facilitate ongoing meetings with between employers and Talent Coach Forums and establish a plan for continuation post contract
- Provide direct support to employers in each Local Forum area to provide job opportunities which would be available for Young People

### **2.3 Contract delivery and monitoring meetings**

As part of the contract we expect that the contracted organisation will attend regular meetings with Greater Manchester Talent Match to provide update and feedback. These will be agreed at contract stage.

### **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. It is vital that it is evidenced how the lead partner will manage the partnership delivery and provide examples of previous partnership relationship management.

## **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/Tender Requirements:**

We require a tender 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 in section 6.

### **3.1 Finance**

A total of £70,000 (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. If applying as a consortium, please specify all partner costs in this section. 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.

#### 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 **Friday 29<sup>th</sup> September 2017** (1.30pm to 3.30pm) at GMCVO to allow potential bidders to ask questions and find out more information with regards to the procurement to assist with their proposal design and final application completion. Please see link below to book a place at the event.

[https://gmtalentmatch.org.uk/event\\_booking](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 application must be received before 12 noon on FRIDAY 27<sup>TH</sup> October 2017.** *Any documents received after this date will not be considered.*

Applications can be received by email to [commissioning@gmtalentmatch.org.uk](mailto: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 local employer support 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.

## 6. Criteria for awarding score

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

<b>Methodology (max 7000 characters, approx. 1000 words)</b>	<b>40%</b>
<p>Indicate your proposed 'methodology and approach' and demonstrate how you will;</p> <ul style="list-style-type: none"><li>Develop relationships between employment support agencies (Host Organisations/Talent Coaches) with local employers</li><li>How you will link into our 6 local Talent Coach forum events and what you will deliver</li><li>Ensure the work covers the whole of Greater Manchester region</li><li>There is an expectation that this service will leave a sustainable legacy that continues the benefits of the relationships between employment support agencies and local employers beyond the lifetime of the programme. Explain your proposal of how you will achieve this?</li><li>How you will support employers in the local areas to provide work related opportunities and jobs for young people</li></ul> <ul style="list-style-type: none"><li>Demonstrate how you will achieve all the outputs that we are looking to achieve (indicated in above specification)</li><li>Provide clarity around your ability to provide an immediate delivery start in January 2018</li></ul> <ul style="list-style-type: none"><li>Specify what your delivery plan will look like including timeframe and proposed schedule of events and plan post project.</li><li>Confirm how you will monitor and evaluate the delivery and outcomes and how this will be presented?</li><li>We will be happy to consider a joint partnership/consortia to work together. Please specify whom would be the lead partner and outline the roles and responsibilities of each partner and also how you will manage the partners.</li></ul> <ul style="list-style-type: none"><li>• <i>Refer to Glossary (Appendix D) to assist with your answer</i></li></ul>	

<b>Track record (max 5600 characters, approx. 800 words)</b>	<b>30%</b>
<p>Credibility of the team, highlighting experience and skills of your team in respect of employer engagement and building successful working relationships. Indicate your planned delivery team members, their roles and their readiness to start the project <b>immediately</b>.</p> <p>Provide examples of existing strong relationships with local employers in Greater Manchester and your specific work with these organisations and successes.</p> <p>Confirm your current track record and knowledge of current work employability programmes and reference to your current delivery.</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>If leading a partnership provide examples of your organisations track record in working with partners to deliver projects.</p>	
<b>Social Value (max 3500 characters, approx. 500 words)</b>	<b>20%</b>
<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>Specify how you would use social value within this specific contract delivery.</p> <p>You may find GMCVO's social value statement a useful when thinking of further examples of how your organisation creates community benefit. (see Appendix C)</p>	
<b>Value for money (max 2100 characters, approx. 300 words)</b>	<b>10%</b>
<p>The maximum budget allocated for the whole consultation is £70,000 (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. <b>All prices quoted must be inclusive of VAT.</b></p>	
<b>Due Diligence</b>	<b>Pass/fail</b>
<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](http://www.gmtalentmatch.org.uk/commissioning-faq)

If your question is not answered on the above page, please email [commissioning@gmtalentmatch.org.uk](mailto: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 24th October 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.

Applications must be received by email  
[commissioning@gmtalentmatch.org.uk](mailto:commissioning@gmtalentmatch.org.uk) or post *Greater Manchester Talent Match, GMCVO, St Thomas Centre, Ardwick Green North, Manchester M12 6FZ* by

**12 NOON FRIDAY 27<sup>TH</sup> OCTOBER 2017**

marked 'Talent Match local employer support bid – Private and Confidential'

## **Supporting Information documents:**

- Application form - Appendix A
- Social Value Statement - Appendix C
- Glossary - Appendix D