



**Enhanced Team Project
The Princes Trust Team Programme
Education and Training Services
Adult Education Budget**

ITT Specification

21st December 2017

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BACKGROUND

1. Bauer Radio Limited successfully secured a contract with the ESFA under the Adult Education Budget and is seeking tenders from organisations to deliver The Princes Trust Team Programme provision that complies with the funding arrangements set out in the ESFA Adult Education Budget funding and performance-management rules 2017 to 2018 and funding rates and formula document.

USEFUL LINKS

- Adult education budget funding and performance-management rules 2017 to 2018 <https://www.gov.uk/guidance/sfa-funding-rules>
- Funding rates and formula 2017 to 2018 <https://www.gov.uk/government/collections/sfa-funding-rates>
- Qualifications: eligibility for public funding <https://www.gov.uk/government/publications/qualifications-getting-approval-for-funding>
- Individualised Learner Record (ILR) Specification document <https://www.gov.uk/government/publications/ilr-specification-validation-rules-and-appendices-2016-to-2017>

DEFINITIONS

- **Achievement** – the outcome of a qualification or progression into learning or employment
- **Adult Education Budget (AEB)** – includes all ESFA participation and support funding (not including European Social Fund, Advanced Learner Loans and apprenticeships). Its principal purpose is to engage adults and provide the skills and learning they need to equip them for work, an apprenticeship or further learning
- **Applicant** – the organisation making an application in response to the ITT for AEB education and training provision
- **Contract Period** – 22 January 2018 to 31 October 2018
- **Delivery period** – 22 January 2018 to 31 July 2018
- **Funding costs** – value of the delivery of the service to deliver participation, and any appropriate learner/learning support costs to the learner to complete the learning aim(s) agreed with them at initial assessment
- **ITT** – Invitation to Tender
- **Organisation** – we use the term ‘organisation’ to include companies, charities, bodies, colleges, universities, sole traders and other types of legal entity, including those who are in the same group as, or are associated with, the main provider. The term ‘organisation’ excludes individuals who are self-employed or supplied by an employment agency and who are working under the main provider’s or employer-provider’s direction and control, in the same way as an
- **Ofsted** – Office for Standards in Education
- **RoTO** – Register of Training Organisations

- **ESFA** – Education and Skills Funding Agency
- **Service** – the services required to be delivered by the organisations that apply to the ITT and gain a contract for service delivery

WHAT WE ARE BUYING

2. Bauer Radio Limited is procuring AEB funded education and training provision specifically The Princes Trust Team Programme provision for adults aged 19 to 25 years old.
3. Funding awarded as a result of this procurement exercise can only be used to support eligible learners, and to deliver The Princes Trust Team Programme provision as set out in the adult education budget funding and performance-management rules 2017 to 2018.
4. The provision will also be subject to the ESFA's AEB formula funding methodology and learner eligibility requirements. All participation and learning support costs will be calculated using the arrangements set out in the 'funding rates and formula' document.
5. Learner eligibility is set out in the 'adult education budget funding and performance-management rules 2017 to 2018
6. Non-regulated activity similar to community learning that Applicants may plan to deliver will be subject to the AEB formula-funding methodology and AEB learner eligibility criteria, and not the current non-formula community learning methodology.
7. The ESFA may make changes to the adult education budget funding and performance-management rules 2017 to 2018 rules and the funding rates and formula document, throughout the term of the contract and these will apply to any contract issued under this procurement.

WHO WE ARE BUYING FROM

8. The ITT is of interest to organisations currently listed on the Register of Training Organisations (RoTO) and/or approved by The Princes Trust to deliver the Team Programme and who are seeking to deliver education and training provision funded by the AEB in a subcontract relationship.

WHAT APPLICANTS WILL NEED TO DEMONSTRATE

9. The Service must comply with the adult education budget funding and performance-management rules 2017 to 2018

10. Part B: Readiness to Deliver

Applicants must be ready to deliver on the contract start date (1 February 2018).

Applicants must be able to demonstrate

a. a clear understanding of the minimum requirements of The Princess Trust Team Programme

b. their readiness to deliver the Service immediately when the contract starts.

Delivery must not be delayed in any way, such as by not having the appropriate staff, processes, premises or relationships that need to be established

c. hold the appropriate approval and authority to deliver the Service. This must include relevant authority to deliver and award learning aims and qualifications that will be offered – for example, authority to deliver from the awarding body and issuing organisation

11. Part C: Track Record

Applicants must have a track record in delivering high quality education and skills provision and/or The Princes Trust Team Programme.

Applicants must demonstrate:

- a. a history of successful delivery and management of the proposed Service.
- b. that their track record of delivery or relevant experience has resulted in high quality provision and successful learner outcomes.
- c. how they have met the specific needs of the learners and local area(s) in which they plan to deliver
- d. how they have effectively tackled underperformance in previous delivery

12. Part D: Capacity and Capability

Applicants must have capacity and capability for management and reporting.

Applicants must:

- a. have in place management information systems to enable them to submit performance management data to Bauer Radio through the Individualised Learner Record (ILR). Applicants must put in place robust arrangements for collecting and retaining the evidence required to support payments
- b. have processes and controls in place to ensure the eligibility of the learner, and that no double funding of learners takes place where the Applicant delivers similar service offers
- c. outline how they will monitor progress, take actions to correct any shortfalls, and demonstrate how they manage and mitigate any issues and risks to the successful delivery of the service

13. Part E: Learner Needs

Applicants must meet the needs of learners.

Applicants must:

- a. demonstrate how they accurately and explicitly identify the skills needs of learners, and translate these into delivery programmes that support positive outcomes
- b. demonstrate their ability to undertake robust initial assessments of learners and produce effective and comprehensive individual learning plans
- c. provide all the necessary support to learners across the range of provision proposed within the application
- d. demonstrate how they support individuals through their learning journey

MAKING A RESPONSE TO THIS ITT

14. Applicants must complete their response in line with the requirements detailed in this document including the Service requirements, as Bauer Radio Limited will not evaluate non-compliant bids.

15. Applicants will need to access the online e-tendering portal (CompeteFor) in order to respond to the ITT – to sign in or register visit www.CompeteFor.com
16. Applicants must respond to all elements of the ITT which may include online questions, declarations and/or attachments that need to be downloaded, completed and emailed to Bauer Radio Limited.
17. Applicants must not use diagrams or tables in the spaces provided for answers, unless any question specifically requested them
18. Applicants must provide all of the information in the specified format and order requested in the ITT
19. An Applicant's response to a particular question must be contained in that question's answer box and Bauer Radio Limited will only consider responses provided against each question and will not look for extra information in another question's answer box when evaluating responses.
20. If an Applicant supplies any information for individual questions that is not requested in the ITT, Bauer Radio Limited will ignore it during the evaluation process.
21. Bauer Radio Limited reserves the right to modify, amend or provide further clarification regarding the tender documents, at any time before the deadline for completion. Bauer Radio Limited will notify Applicants by direct communication or as a broadcast message on the online e-tendering portal (CompeteFor). Where such modifications constitute a significant change, Bauer Radio Limited may, at its discretion, extend the deadline for completing the documents.
22. Bauer Radio Limited will not be able to access and view responses to the ITT until after the closing date and time has passed.
23. Applicants are actively encouraged to respond to this ITT as early as possible, to ensure that they meet the deadline.
24. No part of this specification, any online document or its appendices, or any other communication from or with Bauer Radio Limited constitutes a contract or other binding agreement, or a representation that any contract shall be offered.
25. Applicants are not entitled to claim from Bauer Radio Limited any costs or expenses they may be incurring in preparing their application.

PROCUREMENT TIMETABLE

26. The timetable set out below is fixed. Bauer Radio Limited reserves the right to amend the timings as necessary, and any such amendments will be advised via the e-tendering portal (CompeteFor).

TASK	DEADLINE
Publication of ITT	05 th January 2018
Online e-tendering portal (CompeteFor) closes	18 th January 2018
ITT closes	19 th January 2018
Notification of tender results	24 th January 2018
Contracts issued	29 th January 2018
Delivery Commences	01 st February 2018

COMPLIANCE

27. A compliant bid fully meets all the specified requirements of the specification for delivery of The Princes Trust Team Programme and AEB education and training services.
28. Applicants must complete all the following documents in full for their bid to be compliant.
29. Online questions via the e-tendering portal (CompeteFor).
30. ITT Response Document
31. Bauer Radio Limited will not evaluate non-compliant bids.
32. You must submit the whole of your response to the e-tendering portal (CompeteFor) before the deadline for it to be compliant.
33. Bauer Radio Limited will not accept late submissions.
34. The online technical envelope in the e-tendering portal (CompeteFor) contains a number of declarations that you must complete.
35. You must also upload the ITT Response Document which consists of 6 parts, all of which require a response from you. Please ensure that you follow the instructions in the questionnaire for answering each question.
36. Please note that your response(s) to this Invitation to Tender must be submitted before 17:00 on 10th January 2018.

EVALUATION

37. Bauer Radio Limited will award scores in line with the following regime for an Applicant's response:
38. To the online questions via the e-tendering portal (CompeteFor) each question scores 10 points and Applicant's must score 100 across the 10 questions to be considered compliant.
39. Applicants that meet this criteria will then be shortlisted and each of the evaluation questions will be scored illustrated by the table below which shows the criteria that an Applicant's submission will be evaluated against.

Meets all requirements	Meets majority of requirements	Partially meets requirements	Fails to meet criteria/no answer provided
100	75	40	0

40. Each criterion has a minimum acceptable score as shown below:

CRITERIA	RELATED QUESTION	MAX SCORE AVAILABLE	MIN ACCEPTABLE SCORE
Company Information	NOT SCORED	n/a	n/a
Readiness to Deliver	2.1	100	75
	2.2	100	40

	2.3	100	40
	2.4	NOT SCORED	n/a
	2.5	100	40
Track Record	3.1	100	75
	3.2	100	40
	3.3	100	40
Capability and Capacity	4.1	100	75
	4.2	100	40
	4.3	100	40
Learner Needs	5.1	100	75
	5.2	100	40
	5.3	100	40
Quality, Policy and Procedure	NOT SCORED	n/a	n/a

41. Bauer Radio Limited will use the scores obtained through the evaluation process to prioritise contract awards.
42. Bauer Radio Limited will only consider an Applicant for a contract award if it scores the minimum number points for each of the evaluation criteria
43. Bauer Radio Limited reserves the right to scale offers up or down at award stage, to ensure effective coverage of the service as outlined within this ITT.

FUNDING

44. The minimum funding that is available in this ITT is £30,000 and maximum is £90,000 for the contract period and will follow the funding methodology with Bauer Radio Limited charging a management fee of 20%.

CONTRACT AWARD

45. Bauer Radio Limited reserves the right not to award a contract to any organisation that is not a legal entity.
46. Bauer Radio Limited reserves the right not to award a contract, where its decision can be called into question by:
 - information it already holds about the Applicant
 - information it obtains from other Government bodies
 - information that is already in the public domain
47. Initial contract values awarded will take into account the financial health of the Applicant organisation.
48. Only if an Applicant has not yet traded for a sufficient period to produce financial statements, they must upload management accounts showing actual activity, along with financial forecasts.
49. Bauer Radio Limited reserve the right to reduce or increase the value of award before contract award notification

50. Bauer Radio Limited will not guarantee to award a contract to all successful Applicants, and reserves the right not to award contracts if there are insufficient funds.
51. Award decisions will be made in accordance with the evaluation criteria set out in this document, in addition to the following general principles
52. Bauer Radio Limited reserves the right to undertake an assessment of an organisation's financial health before awarding a contract, which may result in a change to the amount of funding an Applicant has requested

DRAFT TERMS AND CONDITIONS

53. Bauer Radio Limited's current contracting arrangements will be used for successful Applicants who gain a contract award. The draft contract documentation will be made available to successful Applicants at Awaqrd Decision stage.

PERFORMANCE MANAGEMENT

54. Bauer Radio Limited will follow the ESFA's standard adult education budget funding and performance-management rules. These rules can be found by following the link in the section titled 'USEFUL LINKS'

CONTRACT DURATION

55. The contract award is for the delivery period from 22nd January 20148 to 31 July 2018 with a further 3-month contract period to 31st October 2018 for audit and compliance purposes.