



Invitation to Tender Specification

**Tender for the provision of three courses in  
behavioural project management (“The Active Cup”  
(Ref: SF02-22)**

The Engineering Construction Industry Training Board (ECITB) is pleased to invite you to tender for the above. Full details are included in these documents, which describe the services which are required, the basis of tendering and the processes to be followed in the submission of tender offers.

## 1. Background

The ACTIVE Cup is a project management competition for the engineering construction industry. This hugely popular competition welcomes delegates from companies representing a range of sectors.

Teams taking part manage a project from concept through to completion. The competition enables teams to experience the whole project management process and tests a wide range of project management skills. The aim is for a team to deliver the profit as determined at project kick-off.

## 2. Definitions

In this specification the following terms shall have the following meanings:

**“Active”** means the Active principles which form the basis for the learning and judging the competition. They can be downloaded here:

<http://www.eci-online.org/publications/>

**“Course”** means a behaviourally based programme delivered through a simulated project related to the ECI. Teams of up to 5 people compete to make the most profit during the simulation, with learning covering the whole Project Management process and the Active principles.

The simulation and assessment of the teams allows delegates to experience a whole project life-cycle and exposes them to high pressure scenarios that test them as individuals and as teams. Incorporating the ACTIVE principles it provides delegates with tools and techniques that can be adopted within the project to assist with its delivery

The course will be based on 3 days classroom attendance on a residential basis with pre-work and overnight work as required. In a virtual format we recognise that more time will be required, and the tenderer should explain their plans for this in the tender.

Further information is included as Appendix 1.

**“Development period”** means the period between placing the contract and the first delivery in order to develop or customise the course. This expected to be around 3 months from October 2022.

**“ECI”** means the Engineering Construction Industry as summarised here:

<https://www.ecitb.org.uk/about-us/>

### 3. Scope

The scope is to cover the delivery of three courses in 2023, two earlier in the year and one later in the year which might be either face to face (preferred) or virtual classroom, depending on the circumstances at the time.

### 4. The Services

The Contractor will:

- 4.1 Develop if necessary and supply the Course including all necessary materials and content for delivery. There are two options for this tender – tenderers can submit for either one or both of these options. The intention is to place the contract in October to allow for development or customisation prior to the first delivery in January 2023.

#### Option 1

Where the Contractor has an existing course that potentially satisfies the requirement then this should be stated in the Tender document. ECITB will need to confirm the course meets the requirements. ECITB will pay for relevant customisation of the course during the Development Period on a day-rate basis as Additional Services. In this case the Contractor will retain the IP of the course materials.

Provided the course meets the requirements then ECITB will then enter into a delivery-only contract with the Contractor.

#### Option 2

Where the Contractor proposes to develop a course to meet the requirements this should be stated in the Tender, along with some outline milestones for the course development. Development will need to take place during the Development Period. In this case the development and delivery will take place using the ECITB contract supplied with this Tender. In this case ECITB will retain the IP for the developed course, and the Contractor will be approved to deliver it for industry.

- 4.2 Deliver three courses using the materials on dates to be agreed with ECITB during 2023, with the potential to continue delivery for 2024 and 2025 also.
- 4.3 Additional information regarding delivery.

For virtual delivery please identify the platform (Zoom, Teams, Adobe etc) you will use to deliver the programme (we have found that some of our employers limit access to certain platforms).

For face to face delivery please identify how the group of up to 60 delegates can be accommodated locally (delegates/employers will pay for this separately).

**Tenders should include a fixed price for developing a course under Option 2 of paragraph 4.1 if appropriate. This price should be broken down into a series of appropriate milestones against which progress can be measured and payments made. All Tenders should include a 'per-course' price for paragraph 4.2, indicating where the costs may be dependent on the number of teams and/or whether the delivery is face-to-face or virtual.**

## 5. Additional Services

ECITB may request Additional Services (as defined in the Form of Contract) from the Contractor.

Where a course has to be customised, carry out necessary customisation in association with ECITB and employer users.

Where a course has been developed under Option 2 of Para 4.1 though the ECITB contract, carry out annual updates for 3 years (to December 2025) as required (such as changes in legislation and any user feedback).

Attend additional meetings with ECITB and/or employer users.

**Tenders should include Day Rates for the provision of Additional Services. Where appropriate identify different rates, e.g. rates for attending meetings, development of additional materials, or Support activities.**

## 6. Expenses

Any expenses incurred by the Contractor in the performance of the contract, such as hotel costs, pilot costs and air/rail travel, will only be reimbursed by ECITB if:

- they are reasonable
- they are agreed in advance with the Project Manager
- claims for such expenses are accompanied by valid receipts.

Agreed exceptional expenses must be inclusive of VAT.

It is the ECITB's policy to agree exceptional expenses on the following basis:

- Rail journeys - Standard Class
- Car mileage - Not to exceed 45p per mile, all inclusive
- Airfares - economy class
- Taxis/Hire Cars should only be used if other forms of public transport are not available. (Hire cars, if used, must not be retained unless retention is a cheaper option than any necessary use of taxis)
- Hotels - Up to 3 star.

**Agreed expenses will be reimbursed on an 'as incurred' basis and should not be included in any tender costings.**

## **Appendix 1: Further course requirements and information**

The Active Cup is an ECITB Project Management based learning event that will give each participant experience in:

- Managing a project from inception to completion
- Negotiation of claims
- Resolution of disputes
- Highly time-pressured teamwork
- Project management techniques
- Behavioural aspects
- Presentation Skills, Collaboration Skills
- Change management

The competition may be based on a computer simulation and run over three days face-to-face. The task is to manage a project, from inception to completion. Teams of five members operate independently although individual team actions impinge on the outcomes of the other team's decisions. The winning team is judged to be the one making the most profit against their initial bid price and, in the judgement of the adjudicators, pays most heed to and operates in accordance with the ACTIVE Principles.

Participants manage a fixed price construction project, financed by negotiated loan capital, on behalf of an external client. There are significant opportunities for teams to engage in the negotiations of claims for client driven scope changes, and in the resolution of disputes. The exercise is highly time-pressured.

### **Learning Aims & Objectives**

The overall learning aims of the simulation are to develop:

- An understanding of management processes in the continuous planning / execution / control cycle of a dynamic project.
- The implementation of the ACTIVE Principles in the prosecution of a dynamic project.
- An understanding of the relationship between cost, schedule and cash flow.
- An understanding of project risk management, and the allocation of commercial risk through appropriate forms of contract.
- Commercial awareness and skills in negotiation with clients, suppliers and banks.
- Personal skills of organisation and working as key members of a project team.

**Intended delegates**

Project Management practitioners, project team members, engineers and 'support/service' staff, e.g. HR and accounts personnel who interface with and provide services to project teams. A combined team can be made up from a project or a number of SMEs if desired. Larger companies may wish to include up to 2 members sourced from either their partnering and alliancing companies, their supply chain companies or their subcontractors.

Team Captains should be project practitioners with some experience of team management. The remaining team members should be at a stage in their career where they have a minimum of a one year of project exposure and some knowledge of basic project management techniques.