

**Request for Quotation for :**

To provide training provision of Apprenticeship Standard : Community Safety Advisor Level 3 for County Durham and Darlington Fire and Rescue Service

**Submission deadline:**

**NOON 30th August 2023**

**Commercial in Confidence**

**Introduction and background**

Apprenticeships offer County Durham and Darlington Fire and Rescue Service (CDDFRS) the opportunity to succession plan and develop the future workforce while sustaining the skills and knowledge required for the diverse role of operational personnel.

The service is supportive of local colleges and therefore wishes to offer them the opportunity to deliver the apprenticeship standard mentioned above, providing the specification required can be achieved. The service aims for apprenticeship programmes to focus on building career pathways through work experience and high-quality training. The intention is to combine training delivery with the support of in-house teams and external ‘expert’ provision; working with partners who share our goals and are willing to provide highly effective skills development.

**Programme management requirements**

CDDFRS is looking for Training Providers to:

* Be approved on the Register of Apprenticeship Training Providers (RoATP) and have a clear understanding of the Education Skills Funding Agency (ESFA) requirements and the apprenticeship levy.
* Quality of delivery from the provider will be judged, at least, as ‘good’ by OFSTED and must notify CDDFRS of any audit or regulatory check relating to the programme area.
* Be responsible for the delivery and quality assurance of the programme in line with OFSTED and ESFA requirements and funding rules.
* Plan delivery of the programme in conjunction with CDDFRS.
* Deliver approved apprenticeship standards and frameworks with appropriately qualified members of staff.
* Take overall responsibility for the day-to-day support of apprentices on the programme, monitor individual and cohort progress, set learning goals and objectives in conjunction with CDDFRS against a clearly defined scheme of work.
* Draw down funding from the apprenticeship levy as appropriate.
* Supply specific teaching, learning and assessment via accredited learning as defined in the apprenticeship standard or framework.
* Provide apprenticeship induction in conjunction with CDDFRS.
* Develop and issue the apprenticeship agreement.
* Offer additional support for CDDFRS managers with any workplace issues where appropriate.
* Resource and deliver the apprenticeship training and on-programme assessments for the relevant standard/framework ensuring the required skills and knowledge have been gained for the apprentices to successfully enter the gateway for end-point assessment (EPA).
* Arrange, facilitate, and pay for the EPA with registered, independent, organisations.
* Ensure any subcontractors meet funding requirements and are published on the RoATP if the provision is over the financial limit.
* Monitor contracts in line with agreed schedules.
* Fully manage the Individual learner record (ILR) as required for apprenticeship delivery.
* Due to changing demands of the organisation, be flexible with the curriculum and be prepared for a variation in the number of learners and cohorts.
* The successful supplier must be prepared to sign up to the Authority’s Terms and Conditions and must be able to demonstrate that they adhere to legal obligations and compliance with relevant acts for Health and Safety, Modern Slavery, General Data Protection Regulations and Equality and Diversity.

County Durham and Darlington Fire and Rescue Authority (the “Authority”) are seeking quotations for the provision of the training as outlined above. All above criteria must be met in order to submit a quotation.

The Authority has approached several companies to quote for this provision and as one of those Training Providers, you are invited to supply a quotation to contract for the training provision.

Due to the apprenticeship levy, the contract has a maximum funding value as follows:

Apprenticeship standard Community Safety Advisor Level 3: maximum amount that will be accepted per student is £3,500.

All quotations should be received by **Wednesday 30th August 2023, 12:00hrs** by email to [ashleigh.burnip@ddfire.gov.uk](mailto:ashleigh.burnip@ddfire.gov.uk)

Queries regarding the quotation should be made in writing to the above email address.

Please note that the Authority are not bound to accept any quotation received and reserves the right to cancel the process at any point.

The Authority will base their decision on the following score criteria.

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| **Evaluation Criteria** | **Weighting** |
| Cost | 40% |
| Delivery of specified apprenticeship standard | 40% |
| Added Value Criteria – anything that the provider is able to provide in addition to the specification detail. E.g. social values. Innovation is encouraged and welcomed. | 20% |

The training is due to start with the next influx of apprentices in September 2023 with a predicted cohort of 12 apprentices (subject to change).

The programme may run over a period of 12-18 months with further cohorts possible but not guaranteed.

It is expected that the information entered into this Tender remains valid for a minimum of 36 months and a maximum of 60 months, with the option to extend by a further 12 months, plus 12 months, in the eventuality of additional cohorts.

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| **Apprenticeship Standard/frameworks (35%)** | **Yes/No** |
| Community Safety Advisor Level 3 | YES |
| **Added Value as a minimum (or appropriate equivalents agreed with CDDFRS prior to programme start) (25%)** |  |
| Functional skills training for apprentices who do not currently hold the minimum qualifications. | YES |
| Off job training attendance (minimum one day every 2 weeks) | YES |
| Group PT/Fitness assessments, monitoring and development in conjunction with CDDFRS’ Health and Fitness Advisor to ensure operational fitness requirements are achieved and maintained | YES |

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| --- | --- |
| **Cost of Delivery (40%)** | £ |
| Cost per student | £3,500 |

The Authority also needs any other information deemed necessary for the provision of the training.

The supplier will be awarded the contract who offer the most economically advantageous quotation having regard to the requirements and evaluation criteria as set out above.

The successful supplier will be notified in writing of the award of the contract.