

**Invitation to Tender**

**European Social Fund – Employer Led Skills Project (ELS)**

**Specification Reference: Cross-sector training- ELS**

**ESF Priority Axis:** Priority Axis 2: Skills for Growth

**ESF Investment Priority 2.1:** Enhancing equal access to lifelong learning

**Area:** Cornwall and Isles of Scilly (C&IoS)

**Opens:** 21st February 2022

**Closes:** 22nd March 2022

**Contents**

1. About Cornwall Marine Network
2. About the ITT
3. Background and Context
4. Specification Requirements
   1. Budget
   2. Location
   3. Duration
   4. Objectives
   5. Audit
   6. Selection
5. Cross Cutting Themes
6. Application Process & Prioritisation Methodology
7. Timetable
8. Submission Requirements
9. General Information

1. **About Cornwall Marine Network**

Cornwall Marine Network (CMN) is a not for profit company, limited by guarantee, set up in 2002 to help marine businesses improve their prosperity and sustainability. In the last 15 years it has worked to secure project funding to deliver a range of services to its now more than 300 member businesses and has successfully delivered more than 100 business support projects to its marine member businesses since 2005, creating more than 3,000 new jobs and seeing the key to the current and future success as continuing to support members through innovative training, marketing initiatives and business support including productivity and innovation improvements. CMN has extended this effective role to include services to other sectors through a network of Delivery Partners.

1. **About this Invitation to Tender**

CMN has secured project funding through the European Structural and Investment Funds (ESIF), known locally as the Cornwall and Isles of Scilly Growth Programme, from the European Union’s European Social Fund for a project named Employer Led Skills (ELS).

**In order to effectively respond to the needs of employers across Cornwall and the Isles of Scilly (IoS), a framework of suitably qualified freelance tutors and assessors, consultants and training providers was set up in early 2021 and is currently being ‘called off’ as required. The needs of employers is proving to be very wide ranging and so CMN needs to fill some gaps that the framework currently does not offer. This tender document outlines the specific areas of delivery that are still required, and that CMN is encouraging relevant training providers to submit proposals to be considered for inclusion on the existing framework. A full list of training provision required is provided in section 3 below.**

The intention is for this framework to offer a range of training solutions and meet a wide range of business needs across Cornwall and the IoS. It will therefore be reviewed every 6 months, with new providers invited to join the framework as appropriate. This tender round does not change the existing set up agreed with previous successful training providers; it will rather enhance the current offer to ensure CMN is able to fulfil its original intention and respond effectively and efficiently to the needs of employers across Cornwall and IoS.

The intention is that the training offered on the framework will deliver both RQF accredited qualification based outcomes as well as bespoke non accredited provision. Some curriculum development work is likely to be required in order to design and deliver bespoke training packages. Delivery methods will offer flexibility consisting of both face to face provision and complete online delivery, as well as a blended learning offer. Further information regarding the framework is detailed in sections 2a and 3d of this specification.

Creation of this framework is in response to the needs of the ELS project although it is expected that it will also service CMN’s delivery on other ESF projects such as Flourish, Business Clusters and Skills Store as well as other ESF and non EU training projects as they emerge.

1. **Background and Context:**

One of the dominant contributory factors to the region’s productivity and economic growth is the level of education, training and skills within the working age population. This specification seeks to address a range of issues concerning the development and upskilling of Cornwall and IoS’s workforce. It aims to help businesses to develop and grow, become more resilient and more productive.

Training opportunities must be geographically spread across the County in order to be able to service the needs of employers in North, Mid and West Cornwall, and the Isles of Scilly. Employers will be able to pick from a predetermined offer hosted by the individuals and organisations on the Framework. Further to this, those named on the Framework should be able to design and deliver bespoke training as required by employers and agreed by CMN as part of projects.

Training providers with expertise in the following areas are encouraged to submit a proposal to be considered for inclusion on the framework:

* **International Trade** - covering aspects such as: Inco terms for different sectors, accessing new markets, customs procedures and documentation
* **Greenbelt Six Sigma**
* **Continuous Improvement (management)** – focusing on the manufacturing sectorat senior management level to ensure full understanding of how to best use teams and influence their level of understanding when adopting CI practices.
* **Continuous Improvement (employees)** – focusing on enabling employees to understand the basics of CI
* **Event Supervision & Security**
* **Underwater Welding**
* **Personal & Professional development**  - focusing on self-reflection and career development planning

1. **Specification Requirements:**

* 1. **Budget** – CMN expects to allocate up to **£168,563 of ESF** for purchasing from the whole framework**.** CMN reserves the right to increase or decrease this allocation by up to 15% subject to the quality of the proposals received and demand for training and support from employers.
  2. **Location**: all training delivery will be based in C&IoS and will be delivered either online, face to face and via a range of blended learning methods.
  3. **Duration** – All training will be completed by 30th September 2023.
  4. **Objectives** –

This section provides an overview of what is expected from all training providers and must be evidenced as part of their application. At the end of the tender document a template is provided for completion by all those wishing to submit a proposal for consideration. **All submissions must be completed using the provided template.**

* + 1. CMN is looking for training providers who can offer:
       - delivery of RQF accredited qualifications, non-accredited and bespoke training packages at levels 1, 2 and 3 to businesses across C&IoS
       - flexible delivery times to overcome barriers to participant engagement
       - delivery in a range of formal, non-formal and informal settings, including workplace delivery and support to address travel and rurality issues
       - facilitation of aggregated employer demand in key geographic clusters across Cornwall
       - participants the opportunity to develop transferrable skills, both into and within sectors, as well as support for over 50’s succession planning for business owner-managers
    2. Training providers must:
       - be qualified to the appropriate level within their vocational/specialist subject
       - have a relevant teaching experience/qualifications
       - have the capacity to deliver training online and through blended learning, as well as face to face delivery in C&IoS over the term of this tender
       - be able to demonstrate the embedding of basic skills development into delivery
       - hold appropriate levels of insurance (professional, indemnity, public liability)
       - have demonstrable experience of delivering high quality training packages
       - have up to date training on safeguarding and PREVENT
       - hold a recent and relevant DBS, or apply for a DBS check and provide a copy to CMN
    3. Applicants must outline their experience and skills against the points identified above in their Framework application.
    4. Applicants should also include in their response:
       - information about the training offer being proposed for inclusion on the framework
       - whether the training offer will result in a RQF qualification or is non-accredited learning (if a qualification please state the academic/vocational level)
       - the geographical locations of delivery (if not online) – North, Mid or West Cornwall, and IoS
       - the duration of each course/training package
       - the cost of each course/training package
  1. **Audit** – All payment claims will be subject to audit by CMN and other bodies such as DWP, which is the Managing Authority for ESF funds in England.
  2. **Selection** – All proposals for Framework inclusion will be scored in line with the criteria specified in section 5g below.

1. **Cross Cutting Themes** - All applications received under this specification should demonstrate how the cross-cutting themes will be addressed in their training and development. The cross-cutting themes for ESF are ‘gender equality and equal opportunities’ and ‘sustainable development’. This may include control of waste in manufacturing, use of renewables, a focus on those over 50 to enable sustainable inclusion and improved productivity, or women within the workforce where the project would see improved equality and progression for example.
2. **Application Process & Prioritisation Methodology:**
   1. Procurement - Robust and transparent procurement is required to ensure that CMN considers:
      1. value for money;
      2. maximises the efficient use of public money; and
      3. maintains competitiveness and fairness across the European Union.
   2. This specification identifies specific requirements for all applicants to consider in respect of their proposals. CMN will appraise proposals against these requirements.
   3. This specification is being assessed in a ‘single stage’ process.
   4. CMN will check applicant eligibility; activity and expenditure eligibility; and the fit with the specification as initial gateway criteria. Proposals that pass this stage will then be considered against the following points: Strategic fit; Value for money; Management & control; Deliverability. The assessment and any prioritisation will be undertaken using only the information supplied as part of the application process.
   5. Questions can be addressed to CMN by email to [vicky.peters@cornwallmarine.net](mailto:vicky.peters@cornwallmarine.net). All questions and answers will be published for the benefit of all potential applicants on the CMN website.
   6. CMN will also complete a Financial Due Diligence exercise and ask applicants to provide:
      1. Proof of trading – financial accounts/statements
      2. Proof of Existence – Certificate of Incorporation, VAT Registration Certificate, etc.
   7. Evaluation Methodology:
      1. As a deliverer of public funds, CMN will advertise this tender in accordance with public contracting regulations.
      2. The decision to award the contract will be based on a number of criteria:

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| Criteria | Score (0=not addressed, 5=Fully addressed) | Weighting (%) |
| Best value for money | 0-5 | 20 |
| Understanding of the brief, including clarity and credibility of the proposal. | 0-5 | 20 |
| Proposed delivery model addresses the objectives outlined above. | 0-5 | 20 |
| Quality of the approach to the work. | 0-5 | 20 |
| Capabilities and experience of delivering similar programmes | 0-5 | 20 |
|  | Max. 25 points | 100 |

* + 1. Each proposal will be checked for completeness and compliance with all requirements.
    2. During the evaluation of proposals, CMN reserves the right to seek clarification in writing from applicants to assist it in its consideration of the service procurement.
    3. CMN is not bound to accept the lowest price or any proposal. CMN will not reimburse any expense incurred in preparing proposals.
    4. When the training needs of an employer requires delivery from the Framework, providers who wish to do so, may be asked to bid to secure the delivery work. As all Training providers will have been quality checked as part of the Framework selection process, the result of this bidding process will be based on a combination of best price/availability and delivery location.
    5. Training organisations must note that successful selection on to the Framework does not guarantee an offer of work. Offers of work will depend on employer need and match to the Training Organisation’s ability to provide (geographical location, content and price point).

1. **Timetable**: The anticipated timetable for submission of the tender is set out below.

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| Milestone | Date |
| Issue Invitation to Tender | Day 0 (Mon 21st February 2022) |
| Final date for receipt of clarifications | Friday 25th February 2022 |
| Final date for response to clarifications | Tuesday 29th February 2022 |
| **Deadline to return proposals to CMN** | **12pm Tuesday 22nd March 2022** |
| Evaluation of proposals by CMN – commencement | Wednesday 23rd March 2022 |
| Successful and unsuccessful quoting organisation/s informed | w/c Monday 4th April 2022 |

1. **Submission Requirements:**
2. Any questions or points of clarification to be directed by email to [vicky.peters@cornwallmarine.net](mailto:vicky.peters@cornwallmarine.net) by **Friday 25th February 2022**
3. Please submit the proposal template by email, post or in person by **12pm on Tuesday 22nd March 2022**
4. Proposals must be submitted through full completion of the attached template. Any proposals not submitted in this way will not be assessed.
5. If submitting electronically, please send by email to [vicky.peters@cornwallmarine.net](mailto:vicky.peters@cornwallmarine.net) with the following wording in the subject box: “ELS – Training framework proposal - Strictly Confidential.”
6. Applicants are advised to request an acknowledgement of receipt when submitting by email.
7. If submitting by post or in person, the proposal template must be enclosed in a sealed envelope, marked as follows:  
   “ELS - Training framework proposal - Strictly Confidential.” Vicky Peters, ELS Compliance Manager, Cornwall Marine Network, Maritime Business Centre, Units 7a & 7b Falmouth Business Park, Bickland Water Road, Falmouth, TR11 4SZ
8. If you are delivering the proposal by hand or courier it should be delivered to Reception at Cornwall Marine Network during normal working hours (9.00am to 5.00pm Monday to Friday) and an official receipt obtained.
9. Please ensure you cover all the elements of the specification objectives and your costings should be inclusive of VAT (where this element applies)
10. **General Information**: All proposals **must** consider **all** of the following points as pre-requisite if the proposal is to be considered;
    1. **Equality and Diversity** - CMN is committed to providing services in a way that promotes equality of opportunity. It is expected that the successful applicant will be equally committed to equality and diversity in its provision and will ensure compliance with all anti-discrimination legislation. You will be required to comply with CMN’s Equality & Diversity policy and practices if successful in securing this contract.
    2. **Environmental Policy** - CMN is committed to sustainable development and the promotion of good environmental management. The successful applicant will be committed to a process of improvement with regard to environmental issues. You will be required comply with CMN’s Environmental policies and practices if successful in securing this contract.
    3. **Indemnity and Insurance** - The successful applicant must effect and maintain with reputable insurers such policy or policies of insurance as may be necessary to cover the provider’s obligations and liabilities under this contract, including but not limited to:
       1. Professional indemnity insurance with a limit of liability of not less than £5 million.
       2. Public liability insurance with a limit of liability of not less than £5 million.
       3. Employers liability insurance with a limit of liability of not less than £5 million (if appropriate)
       4. All insurances shall cover for any one occurrence or series of occurrences arising out of any one event during the performance of this contract.
       5. If applicants do not hold the stated level of insurance, CMN will discuss levels of insurance on a case by case basis, as relevant to the content of training being delivered.
    4. **Exclusions** - CMN shall exclude the applicant from participation in this procurement procedure where they have established or are otherwise aware that the organisation, to include administrative, management or supervisory staff that have powers of representation, decision or control of the applicant’s company, has been the subject of a conviction by final judgment of one of the following reasons:
       1. Participation in a criminal organisation
       2. Corruption
       3. Fraud
       4. Terrorist offences or offences linked to terrorist activities
       5. Money laundering or terrorist financing
       6. Child labour and other forms of trafficking in human beings
    5. **Document Retention** - All documentation (electronic and hard copy) produced as part of this contract will need to be returned to CMN at the end of the contract so that we can retain them for future reference/audit. The provider will not be expected to store these documents for future reference.
    6. **Disclaimer** 
       1. The issue of this documentation does not commit CMN to award any contract pursuant to the quoting process or enter into a contractual relationship with any provider of the service. Nothing in the documentation or in any other communications made between CMN or its agents and any other party, or any part thereof, shall be taken as constituting a contract, agreement or representation between CMN and any other party (save for a formal award of contract made in writing by or on behalf of CMN).
       2. CMN reserves the right to terminate a provider’s inclusion on the framework if concerns over quality or integrity are identified and substantiated.
       3. Providers must obtain for themselves, at their own responsibility and expense, all information necessary for the preparation of their quote responses. Information supplied to the providers by CMN or any information contained in CMN’s publications is supplied only for general guidance in the preparation of the quote response. Providers must satisfy themselves by their own investigations as to the accuracy of any such information and no responsibility is accepted by CMN for any loss or damage of whatever kind and howsoever caused arising from the use by providers of such information.
       4. No representation by way of explanation or otherwise to persons or corporations quoting or desirous of quoting as to the meaning of the Invitation to Quote, contract or other quote documents or as to any other matter or thing to be done under the proposed contract shall bind CMN unless such representation is in writing and duly signed by the CEO of CMN. All such correspondence shall be returned with the quotation documents and shall form part of the contract.
       5. Payment terms – as per CMN’s payment terms: External training providerswill be paid through an invoice system with payment made within 30 days of receipt of the invoice.
       6. CMN reserves the right to vary or change all or any part of the basis of the procedures for the procurement process at any time or not to proceed with the proposed procurement at all.





**European Social Fund – Employer Led Skills Project (ELS)**

**Specification Reference: Cross-sector consultancy and training- ELS**

**ESF Priority Axis:** Priority Axis 2: Skills for Growth

**ESF Investment Priority 2.1:** Enhancing equal access to lifelong learning

**Area:** Cornwall and Isles of Scilly (C&IoS)

**Opens:** 21st February 2022

**Closes:** 22nd March 2022

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| **Name of Training Provider:** |
| **Overview of training offered:** |

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| *Before you complete this template use the bullets below to check that your organisation is able to offer all of the required elements:*   * + - * *delivery of accredited, non-accredited and bespoke training packages at levels 1, 2 and 3 to businesses across C&IoS*       * *flexible delivery times to overcome barriers to learner engagement*       * *delivery in a range of formal, non-formal and informal settings, including workplace delivery and support to address travel and rurality issues*       * *facilitation of aggregated employer demand in key geographic clusters across Cornwall*   *If you believe your organisation can deliver all of the above please continue to complete the template.*  *You are welcome to include additional documents as supporting evidence for any of the points in the template below.* | | |
| **Experience and Skills** | **YES/NO** | **Evidence**  **(copies of certificates included with submission / comment to prove reason for YES or NO response)** |
| Qualified to the appropriate level within vocational area/specialist subject |  |  |
| Have relevant teaching experience/ qualifications as required to deliver training being offered |  |  |
| Capacity to deliver training online & through blended learning, as well as face to face in C&IoS over the term of the tender (until September 2023) |  |  |
| Confident and able to demonstrate the embedding of English and maths skills development into delivery |  |  |
| Hold appropriate levels of insurance: professional, indemnity, public liability (not less than 5 mil) |  |  |
| Have demonstrable experience of delivering high quality training packages |  |  |
| Have up to date training on safeguarding and prevent, or be willing to undertake on appointment to framework |  |  |
| Hold a recent and relevant DBS, or apply for a DBS check and provide a copy to CMN |  |  |

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| **About your training offer** *(add more rows as required)* | | | | |
| **Name and level of individual course /programme** | **Brief course overview. *Include here whether it leads to a RQF qualification of non qual outcome*** | **Duration** | **Delivery location** | **Cost** |
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| **Cross cutting themes** |
| **Gender equality & equal opportunities** |
| *Use this space to explain how these areas of E&D are embedded within the delivery of your training offer. Please provide some examples.* |
| **Sustainable development** |
| *Use this space to explain how the theme of sustainable development is embedded within the delivery of your training offer. Please provide some examples.* |

Signature on behalf of Training provider:

Date:

