**INSPIRATIONAL FUTURES – CAREERS INSPIRATION PROGRAMME**

**INVITATION TO TENDER**

**BACKGROUND**

MacIntyre Academies' mission is for every young person **‘to have confidence and belief in their potential, be ready for a successful adult life and connected where they live**’. A key part of this ambition is connecting young people to the world of work in a meaningful and impactful way.

We currently have 4 Academies.

* Endeavour Academy is a residential academy for young people with autism and associated severe Learning difficulties aged from 9 to 19 years old.
* Discovery Academy in Nuneaton, for young people with social, emotional and mental health needs (SEMH) and/or learning difficulties (including autism).
* Quest Academy in Rugby for young people with SEMH and/or learning difficulties (including autism).
* Venture Academy in Henley-in-Arden for young people with SEMH and/or learning difficulties (including autism).

**PROJECT REQUIREMENTS**

MacIntyre Academies Trust (MAT) is looking to partner with an organisation (the provider) with a track record of supporting young people with SEMH and/or learning difficulties (including autism) to deliver a Careers Inspiration Programme (Inspirational Futures) across its three special schools in Warwickshire.

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| --- | --- | --- | --- | --- |
| As at Oct 22 | Location | Key stage 3 pupil numbers | Key Stage 4 pupil numbers | Post-16 |
| Discovery | Nuneaton | 49 | 42 | 7 |
| Quest | Rugby | 51 | 35 | n/a |
| Venture | Henley in Arden | 25 | 15 | n/a |
| **TOTALS** |  | **125** | **92** | **7** |

The project will support the academies to achieve The Baker Clause, the Gatsby Benchmarks and work with students in Key Stage 3, Key Stage 4 and Post-16 in group or individual sessions to enable them to:

* Hear from inspiring speakers and employers who can introduce them to a world outside their regular communities and ideas of work.
* Visit real-world workplaces and sectors.
* Understand opportunities in the developing labour market and widen their awareness of the options available to them including academic pathways, apprenticeships, entrepreneurialism or other vocational routes.
* Prepare CVs and take part in mock interviews.

We also want the project to help us generate more work experience opportunities and if budget allows provide mentoring and support to targeted young people.

The provider will need to work closely with the Principal and Senior Leadership Team (or a nominated lead) of each academy to organise and timetable events.

We would be particularly interested in receiving bids from organisations that can add match funding or can provide added value by having existing ties in the local community or local employers.

**PROJECT DURATION AND BUDGET**

The project will run for up to 3 years.

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| --- | --- |
|  | **Maximum available budget (excluding VAT)**  |
| Year 1 (01/01/23 – 31/08/23) | £40,000 |
| Year 2 (01/09/23 – 31/08/24) | £60,000 |
| Year 3 (01/09/24 – 31/08/25) | £60,000 |
| **TOTAL** | **£150,000** |

Please note: The Trust reserves the right to increase the budget should the scope of the project change or the number of participating schools increase. Years 2 and 3 will be dependent on the success of the project. Years 2 and 3 will be dependent on the success of the project throughout the year and the requisite budget being available (the Trust will confirm this at least 3 months prior to the start of the next year).

Payments will be made in equal instalments and monthly in arrears, pending satisfactory delivery against a submitted termly activity plan including key performance indicators (KPIs). The first month’s payment will be dependent on the successful implementation of the project.

**EXPECTED OUTCOMES**

The provider will provide an annual impact review paying particular attention to how the following outcomes have been achieved:

* **Knowledge/skills, including:** young people demonstrate increased awareness of employment/career opportunities; ability to action plan; job application skills and enhanced decision-making skills.
* **Attitudes and motivation, including:** young people demonstrate increased optimism; reduced anxiety/stress; positivity in relation to work and/or learning.

The annual impact review will also include performance against KPIs, case studies and testimony from young people and employers engaged in the project.

At least, quarterly contract management meetings will occur between the Trust’s Head of Operations and the provider, ensuring the aims and objectives of the project are met.

**EVALUATION CRITERIA**

In their submission bidders should respond to all of the criteria below, the weighting for each is assigned.

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| --- | --- | --- |
| **Criteria** | **Description** | **Weighting** |
| 1 | Outline previous experience of providing at least 2 similar services including the following information in respect of each example:* Organisations Name
* Length of contract
* Value of contract
* Summary of the impact of the service you provided
* Reference contact details
 | 20% |
| 2 | Outline your proposed approach to service delivery and detail how you will meet the requirements. Please address the following: * Provide a detailed description of how you would deliver the Project, including a draft Activity Plan for Year 1.
* Please provide performance indicators for Year 1 broken down by each month, including:
* Number of employer engagements secured for each academy.
* Number of visits to workplaces broken down by each academy.
* Number of young people in each academy participating in the project (defined as two or more engagements)
* Number of work experience opportunities created.
* Anything else you wish to add.
* Clarification of whether you propose to use any third parties to deliver any aspects of the services and how you will manage them in accordance with the contract for which you are ultimately responsible.
 | 30% |
| 3 | Explain your methodology for contract implementation and how this approach is feasible and effective based on your previous experience. Please include: * A detailed project plan demonstrating your ability to meet our mobilisation timescales.
* How you will meet our required service levels and any additional services.
* Your proposals for maintaining quality and measuring/monitoring the expected outcomes
 | 20% |
| 4 | Demonstrate the experience, quality, and technical skills you have to lead and deliver this contract successfully. Provide evidence that those you propose to work with on this contract (if applicable) are suitably experienced and qualified to do so, and how you will quality assure this work. Please note all staff working on the project will be required to have an enhanced DBS check.  | 20% |
| 5 | Costings – all costs should exclude VAT. It will be assumed that the costs provided will be including of expenses and all costs to be incurred. | 10% |
| 6 | Financial standing of preferred supplier. | Pass/Fail - The Trust wishes to ensure that the contract does not excessively dominate the existing business of the preferred supplier. Please provide a copy of your last year’s accounts.The annual value of this project should not exceed more than 25% of turnover.  |

Members of the evaluation panel will undertake individual evaluation and scoring of Tenderers’ responses. The verdicts and marks awarded will be based on the evidence submitted in the tender submissions.

Following presentations, the evaluation panel will then hold a moderation meeting to agree a single set of scores.

**EVALUATION SCORING**

The questions in relation to the delivery model, project plan and evidence of added value will be scored between 0 and 5 as per the table below:

| **Score** | **Rating** | **Criteria for awarding points** |
| --- | --- | --- |
| 0 | Unacceptable | Does not meet any of the requirements |
| 1 | Weak | Falls significantly short of meeting the requirements |
| 2 | Poor | Falls slightly short of meeting the requirements |
| 3 | Satisfactory | Satisfactorily meets the requirements and is supported  |
| 4 | Good | Slightly exceeds requirements and will bring some added value/benefit  |
| 5 | Outstanding | Considerably exceeds requirements and will bring significant added value/ benefit |

The following formula will be used to calculate the percentage score for both the service delivery and project plan elements:

(Actual points / Element maximum points) \* available percentage \* 100

So, if score is 4 out of 5 points: -

Criteria 2 = 30%

Percentage score = 100 \* 0.30 \* (4/5) = 24%

The tender with the lowest price will score the maximum marks available for the price/value for money category. All other tenders will then be scored on based on the percentage difference. So, for example if the lowest overall tender price was a cost of £120,000 then this would score 10 marks. A tender priced at £130,000 would score £120,000/£130,000 x 10 = 9.23 marks.

**PROCUREMENT TIMETABLE**

Tenders are being invited publicly via:

* The MacIntyre Academies Trust website: <https://www.macintyreacademies.org/>
* The Contract Finder website: <https://www.contractfinder.service.gov.uk>

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| Issue Documents | **17/10/2022** |
| Last date for clarifications | **1/11/2022 @ 17:00** |
| Submission of completed tender documents | **11/11/2022 @ 17:00** |
| Tender PresentationsThis is to substantiate and elaborate upon the tender submission. Clarifications received during the presentation will be used in evaluating final bid scores.  | **w/c 21/11/2022** |
| Inform Successful / Unsuccessful Supplier | **w/c 28/11/2022** |
| Commencement of project | **01/01/2023** |

All dates are indicative only and may be subject to change where necessary

The completed tender and associated documents must be submitted to info@macintyreacademies.org for the attention of the Group Director. Submissions received after the deadline will not be considered.

During the tender period all queries should be made via info@macintyreacademies.org for the attention of the Group Director.

The Trust may request additional information as part of the bid clarification process to enable the Trust to better understand the Tenderer’s bid

The Trust is under no obligation to appoint a contractor from this exercise, and reserves the right not to appoint or to re-run the exercise. The Trust will not be liable for any bidder costs prior to appointment, including compilation of the submission.

**WARNINGS AND DISCLAIMERS**

While the information contained in this ITT is believed to be correct at the time of issue, the Trust will not accept any liability for its accuracy, adequacy or completeness, nor will any express or implied warranty be given.

This exclusion extends to liability in relation to any statement, opinion or conclusion contained in or any omission from, this ITT and in respect of any other written or oral communication transmitted (or otherwise made available) to any tenderer.

If a tenderer proposes to enter into a contract with the Trust, it must rely on its own enquiries and on the information contained within this ITT, subject to the limitations and restrictions specified in it.

Neither the issue of this ITT, nor any of the information presented in it, should be regarded as a commitment or representation on the part of the Trust (or any other person) to enter into a contractual arrangement.

**FREEDOM OF INFORMATION**

As a public body, the Trust is subject to the provisions of the Freedom of Information Act 2000 (FOIA) and Environmental Information Regulations 2004 (SI 2004/3391) (EIR) in respect of information it holds (including third party information). Any member of the public or other interested party may make a request for information.

The Trust is also subject to various public sector transparency policies and legal requirements. Tenderers should therefore be aware that information provided in connection with this procurement, or in connection with any contract awarded, may be disclosed by the Trust, unless the Trust decides (in its absolute discretion) that one of the statutory exemptions under the FOIA or the EIR applies. Requests for information and application of any exemptions shall be considered on a case by case basis.

By taking part in this procurement, tenderers agree to such disclosure or publication by the Trust. Tenderers may designate any information supplied as part of their tender response or otherwise in connection with the procurement as confidential or commercially sensitive by clearly identifying it as such to the Trust in its response. Blanket protective markings applied to the whole document will not be sufficient. While designating material as confidential or commercially sensitive or equivalent does not guarantee non-disclosure, the Trust will consider this as part of any disclosure decision.

**PUBLICITY**

No publicity regarding the Services or the award of any contract will be permitted unless and until the Trust has given express written consent to the relevant communication. For example, no statements may be made to the media regarding the nature of any tender, its contents or any proposals relating to it without the prior written consent of the Trust.

**TENDERER CONDUCT AND CONFLICTS OF INTEREST**

Any attempt by tenderers or their advisors to influence the contract award process in any way may result in the tenderer being disqualified. Specifically, tenderers shall not directly or indirectly at any time:

* Devise or amend the content of their tender in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, supplier, consortium member or provider of finance.
* Enter into any agreement or arrangement with any other person as to the form or content of any other tender, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other tender.
* Enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender.
* Canvass the Trust or any employees or agents of the Trust in relation to this procurement.
* Attempt to obtain information from any of the employees or agents of the Trust or their advisors concerning another tenderer or tender. Tenderers are responsible for ensuring that no conflicts of interest exist between the tenderer and its advisers, and the Trust and its advisors. Any tenderer who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Authority. MAT’s rights

The Trust reserves the right to:

* Waive or change the requirements of this ITT from time to time without prior (or any) notice being given by the Trust;
* Seek clarification or documents in respect of a tenderer's submission;
* Disqualify any tenderer that does not submit a compliant tender in accordance with the instructions in this ITT;
* Disqualify any tenderer that is guilty of serious misrepresentation or of negligently providing misleading information in relation to its Tender or the tender process;
* Withdraw this ITT at any time, or to re-invite tenders on the same or any alternative basis;
* Choose not to award any contract or lot as a result of the current procurement process.
* Make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason