

Invitation to Tender Specification

**Delivery of an APM RPP programme**

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

**1. Definitions**

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

**“APM”** means the Association for Project Management ([www.apm.org.uk](http://www.apm.org.uk))

**“RPP”** means the Registered Project Professional standard as defined by APM, which is achieved through the submission of a portfolio and attendance at a Professional Review interview.

**“Programme”** means a series of activities to be proposed by the tenderer to facilitate a group of around 15 suitable individuals demonstrate that they meet the RPP standard.

“**ECI**” means the Engineering Construction Industry. For more information on the ECI see: <http://www.ecitb.org.uk/AboutECITB/TheEngineeringConstructionIndustry/>

**2. Scope**

This tender is for a single Programme to enable a group of around 15 candidates achieve the APM RPP standard. ECITB will invite applications from those employers who work in, or may become involved in, the Nuclear sector of the ECI. At this stage the geographic location of participants is not known, tenderers should be prepared to deliver the Programme in any appropriate geographic location.

**3. The Services**

**3.1** The consultant will:

1. Develop and deliver a Programme to enable around 15 candidates to achieve the APM RPP standard. The Programme should include:
	1. Introducing candidates to the Programme and explaining the requirements
	2. Individual and/or group support to prepare portfolios
	3. Preparation to attend the Professional Review interview.

Structure of the Programme should be clearly explained in the tender submission.

1. Assist ECITB to select the most suitable candidates (those whose background makes them most likely to achieve RPP status) from the group of applicants generated by ECITB.
2. Provide all materials for the Programme including administrative documents (registration form, attendance list etc.).
3. Conduct all liaison with APM on behalf of the candidates, including but not limited to payment of fees, submission of portfolios and arranging the Professional Review interviews.

Note that candidates will be asked to sign a Data Protection statement allowing APM to discuss their participation in this programme with the selected consultant. Depending on the final agreed Programme, APM fees will be paid by the individual or their companies, or exceptionally by ECITB.

1. Agree venue for any workshops with ECITB and make arrangements with those venues if required. (Note that actual venue costs are treated as expenses and should not be included n the tender cost).

**4. Project Schedule**

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| **Output** | **Date** |
| **Tender begins** | **25 August 2015** |
| **Question period ends** | **4 September 2015** |
| **Tender deadline** | **18 September 2015 (17:00)** |
| **Evaluation deadline** | **25 September 2015** |
| **Anticipated contract award** | **28 September 2015** |
| **Anticipated contract start date** | **1 October 2015** |
| **Target completion date** | **April 2016** |

**Tenders should include a fixed price for the work under 4.0. This price should be broken down into a series of appropriate milestones against which progress can be measured and payments made and will be aligned to the Project Schedule outlined in item 4.3. The milestones should accommodate for associated ‘gateway’ meetings with the ECITB Product Development Manager.**

**5. Additional Services**

ECITB may request Additional Services from the Consultant as described in the included Form of Contract. Additional Services would be based on the work delivered in Section 4.

**5.1 Additional Workshops**

In the event that selected candidates are geographically spread, provide additional workshops to assist candidates more easily

**5.2 Additional Support**

In the event that any candidate is struggling to complete the requirements and requires support beyond that which was envisaged

**Tenders should include pro-rata day rates for the provision of Additional Services for items 5.1 and 5.2. Where appropriate identify different rates, e.g. rates for attending workshops or support activities.**

**6. Expenses**

Any expenses incurred by the Consultant in the performance of the contract, such as hotel 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.**