SOUTH STAFFORDSHIRE COUNCIL

**APPRENTICE TRAINING TENDER**

**INFORMATION FOR PROSPECTIVE BIDDERS**

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**1. ABOUT SOUTH STAFFORDSHIRE COUNCIL**

* 1. **Our Council**

South Staffordshire Council operates under a Council Leader and Cabinet model. At the moment, the largest political group on the Council are the Conservatives

We cover the following services:

|  |  |
| --- | --- |
| * Policy & Partnerships * Electoral Services * Human Resources * Finance * ICT * Audit * Legal & Democratic Services * Customer Services | * Housing Services * Environmental Health & Licensing * Revenue & Benefits * Leisure Services * Facilities Management * Planning & Strategic Services |

We employ approx 325 employees. Approximately 45% of the workforce is part time (many of these staff are shift workers in Leisure Services), we estimate that approximately 59% of the workforce are female.

* 1. **The South Staffordshire area**

We are a mainly rural area of the north western edge of the West Midlands conurbation. There are no towns in the district and instead we’re made up of 27 individual villages – each with its own unique identity. We cover an area of approximately 101,000 acres with a population of nearly 108,000. We’ve expanded rapidly over the past 25 years as our villages have proved attractive to people prepared to work in nearby areas. We’ve got a good rail network, linking the northern half of the district with the nearby Black Country conurbation, Telford and Stafford. Both the M6 and the M54 run through the district, making access to local attractions and job markets accessible.

**1.3 Our Offices and facilities**

Our main offices are in the village of Codsall but we also have a number of colleagues who work out and about in the district either at our leisure centres in Cheslyn Hay, Codsall, Penkridge and Wombourne, at our country park (Baggeridge) or at our depot (Lane Green, Bilbrook). We have a number of facilities:

* Free car parking at the offices in Codsall
* Easy rail access at Bilbrook station
* Staff restaurant
* Coffee shop
* Internal training/meeting rooms

**1.4 Our priorities, aims and values**

Our aim is to be a good efficient customer focused organisation that provides quality, value for money, accessible services and facilities for everyone. The Council’s long-term vision is in the Council plan for 2016-2020 which sets out how we will work together to deliver three key priorities:

1.    A Skilled and Prosperous District

2.    A Safe and Sustainable District

3.    A Connected District

This plan is supported by the Efficiency and Income Plan (E&I) 2015 – 2020 which highlights how the organisation plans to support the community of South Staffordshire whilst providing value for money, working in partnership and remaining customer focused at all times.

A key priority for us is developing sustainable regular income streams and reducing the costs of service delivery.

Our Local Strategic Partnership has a proud record of delivering projects for our local communities. There are now over 50 organisations from across the public, private, voluntary and community sectors who are working together to make South Staffordshire a better place to live, work and visit. Furthermore the Council’s partnerships, business hub and accommodation strategy provides ideal opportunities to offer out the training service to a wider audience.

**2. CONTRACT SUMMARY**

Provision of sourcing or providing training to fulfill apprentice training agreements. Approximately 5-10 employees per annum. NVQ, Technical and Academic options for a range of Local Government professions.

**Industry**

Local Government

**Duration**

18 months with option to renew

**Value of contract**

Up to £30k per 12-18 month period. (According to number of apprentices which cannot be guaranteed)

**Closing date**

21st April 2017

**Contract start date**

Spring 2017

**Contract end date**

30th November 2018 but option to renew for a further 18 months

**3. REQUIREMENTS**

The requirement is to provide advice to a District Council regarding the planning and drawing down of their Apprentice Levy, provide training or sourcing training to train apprentices in a range of Local Government disciplines. Registration with the Register of Apprentice Providers is a prerequisite, along with a track record of experience of delivering apprentice training in the Local Government Sector.

Added value regarding assistance in drawing down and maximising funding is desirable along with resources/assistance in recruiting/shortlisting apprentices where appropriate.

**Quality and contract execution**

A named account manager responsible for the delivery of the contract will be provided.

**4. EVALUATION CRITERIA THAT WILL BE APPLIED TO BIDS**

**APPLIES TO ALL BIDS**

* Knowledge regarding apprentice funding and ability to advise on maximising funding
* Previous experience of providing apprentice and grant funded training in the Local Government Sector
* Flexibility in sourcing apprentice training ranging from NVQ, technical to academic
* Registration on the Register of Apprentice Providers
* Previous recent (last 2 years) experience of working within the Public Sector and Local Government experience is essential
* Evidence of competitive cost and economic value in particular quotations that are in line with the Apprentice Levy funding that is available to our organisation.
* Evidence of added value that you can provide for us as part of the service.
* References from two recent clients that confirm high quality provision.
* There are also obligations to ensure that the provider can demonstrate that appropriate employer, public and professional indemnity insurance are in place or will be addressed if awarded the contact.

Helpful points to cover in your submission are:

1. your Ofsted grades for the previous 3 years and specifically the ratings in the following categories along with a copy of your scoring and summary of key findings:

* Overall Effectiveness
* Leadership & Management
* Quality of Teaching, Learning & Assessment
* Personal Development, Behaviour & Welfare
* Outcomes for Children and Other Learners
* Apprenticeships

1. Learner Support – what additional support and resources will you provide to learners through their apprenticeship journey i.e. networking, learner portals, Coaching? Please give examples:
2. Council want to ensure that its’ employees are given clear details of expectations and information regarding the support available to them. How do you document this as part of your Learner Agreements – give examples of these and attach to tender specification
3. How would you as a provider, support our Managers to provide regular feedback and coach apprentices through their training?

**5. CONTRACT DURATION AND COSTS**

Contract start date will be during spring 2017.

The contract will be for an initial period of 18 months from the contract start date with an option to renew for a further 18 months. The contract can be terminated by either party by providing 3 months’ written notice. The contract cannot guarantee the number of apprentice training agreements per annum but would envisage likely numbers will be between 5-10 per 12-18 month period.

For clarification the value of the contract will be influenced by the number of apprentice training agreements which is likely to fluctuate. The estimate value of the Apprentice Levy for our organisation is £30,000 per annum. Therefore the entirety of the contract could possibly be considered a ‘high value’ contract under the Council’s own contract procedure rules, which means that certain formal steps need to be taken – details of this can be found on the Council’s website. However the value of the contract is well below the threshold for the EU procurement provisions to apply and consequently those requirements are not engaged here.

**6. HOW TO APPLY**

To apply please submit a written quotation outlining how you meet the requirements in section 3 & 4 using or referring to the template in appendix a.

Tender advertised on the South Staffordshire Councils and Contract Finder Websites 5th April 2017.

Tender responses must be submitted by 5 PM 21st April 2017 to [w.bridgwater@sstaffs.gov.uk](mailto:w.bridgwater@sstaffs.gov.uk). Please mark your header as TRAINING TENDER NOT TO BE OPENED UNTIL 5 PM 21st April 2017.

Please be advised that the written information submitted will be used to either shortlist or make a contract award. The Council reserves the right to call providers in for interview prior to making a decision if they deem this necessary.

**7. COUNCIL POLICIES AND PROCEDURES THAT APPLY**

* Equality and diversity policy
* Health and safety policy
* The protection of children and adults at risk of abuse and neglect policy
* Information technology and Data Protection

**APPENDIX A**

**INVITATION TO TENDER APPLICATION**

**APPRENTICE TRAINING TENDER**

|  |  |
| --- | --- |
| **Name of Organisation:** |  |
| **Point-of Contact Name:** |  |
| **Position in Organisation:** |  |
| **Company address and postcode:** |  |
| **Telephone Number:** |  |
| **E-mail address:** |  |
| **Date:** |  |

|  |  |
| --- | --- |
| **Vat reg no:** |  |
| **Company no:** |  |
| **Public liability insurance in place** | Yes/No (delete as appropriate)  Expiry date  Extent of cover  Company and Policy no: |
| **Employers liability insurance in place** | Yes/No (delete as appropriate)  Expiry date  Extent of cover  Company and Policy no: |
| **Professional indemnity insurance in place** | Yes/No (delete as appropriate)  Expiry date  Extent of cover  Company and Policy no: |

If the above insurance is not in place do you agree to obtain appropriate levels of insurance if you are awarded the contract. Yes/no (delete as appropriate).

**Details of referees (minimum of two)**

|  |  |
| --- | --- |
| Name:  Title:  Organisation:  E-Mail:  Phone number: | Name:  Title:  Organisation:  E-Mail:  Phone number: |

**A WRITTEN PROPOSAL SHOULD BE ATTACHED THAT ADDRESSES THE REQUIREMENTS IN THIS SPECIFICATION.**