# Commercial in Confidence

# Invitation to submit proposals:

# Bespoke ‘recruit and train’ pre-employment courses for the West of England.

1. **Background**

Skills West, as part of GWE Business West Ltd (Business West) is a key player in delivering support solutions to businesses and is seeking bids from a range of organisations to **co-design and deliver bespoke pre-employment training opportunities**. These opportunities will aim to equip up to 360 learners with the skills and competencies required to apply for roles, both now and in the future, in the West of England Enterprise Zones and Enterprise Areas (see Appendix 1).

Organisations are invited to submit a proposal (or proposals) for designing and delivering bespoke and innovative pre-employment training that will help people gain the skills, confidence and/or competencies that they may require to apply for the types of roles that will exist in the West of England Enterprise Zones or Areas either now or in the future. The training must be co-designed with employers and must include an element of co-delivery during the programme.

Evidence of that co-design is essential for funding to be awarded.

Ideally the funding will be awarded to innovative pilot training models for small cohorts that can be scaled up for delivery over the funding period.

Collaborative responses are encouraged from both employers and providers / and or other stakeholders who operate in the region (see Section 3. Requirement).

The organisation providing the training programme does not need to be an accredited training provider. The training can be provided by an employer or another organisation with expertise in the specified area of training.

Calls will cease once the allocated funding level has been reached. (360 learners)

All training must be delivered or started by 29th March 2019.

Skills West is funded through the European Social Fund (50%) and UK Education and Skills Funding Agency (ESFA, 50%) and has been commissioned by the West of England Local Enterprise Partnership (LEP). The West of England encompasses the areas of Bristol, Bath & North East Somerset, North Somerset and South Gloucestershire. The programme helps businesses and learners to identify and tackle skills gaps, connecting them with local and national employers and training providers.

1. **Supporting Information**

1st and 2nd year results of the Skills West Business Skills and Training Survey are available in the form of Local Sector Skills Statements (LSSS). These statements cover 12 sectors and contain information on skills shortages, growth areas, recruitment and workforce development. The statements are available to individuals, businesses and training providers and are aimed at supporting the development of future training provision and suitably qualified resource. (2017 and 2018 survey details are available on request or on-line from the [Business West](https://www.businesswest.co.uk/grow/people-and-skills/local-sector-skills-statements) and/or [West of England LEP](http://westofenglandlep.co.uk/people-and-skills/local-sector-skills-statements/) website.) It is important that the training courses show specific links to the skills issues and challenges reflected in the Local Sector Skills Statements and other research carried out by West of England LEP/WECA, Local Authorities and DWP.

1. **Requirement**

We are seeking to fund a number of proposals from different organisations across the region that together over the funding period deliver training for up to 360 learners. The total amount of funding available is £100,000 (plus VAT) – approximately £300 per learner start (depending on type of training). Applicants can submit more than one proposal. Should insufficient proposals be accepted through the calls a number of further calls will be made until the funding has been fully committed.

Training courses **must** be co-designed and developed by working in partnership with, employers and key stakeholders (e.g. Unitary Authorities, Department for Work and Pensions (DWP), training providers, developers etc.) and maximise employment opportunities for learners through the joint development and delivery of bespoke ‘recruit and train’ offers.

Provision must be related to current and / or future employment opportunities in the Local Enterprise Zones and Areas and we are looking for a diverse range of projects which will address the skills needs that are associated with those employment opportunities. Appendix 1 provides examples of the areas / sectors and types of partners that could potentially be involved in a proposal.

The offers ***must also*** add value to any existing provision. The provision can complement existing ESFA funded programmes, or any additional training / qualification that is specific to the employer, or additional training needs that are specific to individual learner(s). A sector-based academy, traineeship or any statutory training (e.g. training that employers must provide under health and safety or to meet legislation requirements) **alone** cannot be funded and you can apply for funding to train up ‘existing employees’.

Please note:

* The training and / or employer do **not** need to be located in the Enterprise Zone or Areas.
* The training must be related to jobs or opportunities that exist now or in the future in Enterprise Zones or Areas.
* The learners do **not** need to be living in the Enterprise Zone or Areas.
* The learners must be 16 plus.
* The learners can be employed or unemployed but must be eligible to receive training in the UK and provide evidence to support this. (see Appendix 4a)
* The fund **cannot** be used to upskill existing employees in a company.

Documentary evidence of the joint training course design and delivery **must** be provided for payment. This may take the form of joint meeting minutes, e-mails, student registrations and other agreed methods set out by Business West and would need to include correspondence and co-design with **at least** one of the following:

* Employers linked to the Enterprise Zones/Areas
* Employer Providers
* Key stakeholders (West of England Combined Authority/DWP/West of England LEP/Network organisations)
* Local Authorities
* Business West
* Further Education Colleges/Independent Training Providers
* Universities
* Other

Outputs and associated evidence will be subject to review and audit. Any marketing of the training must include the European Social Fund, ESFA and Skills West logo’s (copies of these will be provided by Business West).

***All*** learners must be made aware of the [ESFA data protection policy](https://www.gov.uk/government/publications/esfa-privacy-notice/education-and-skills-funding-agency-privacy-notice-may-2018), and purpose for which their personal details are being recorded at the point of first engagement about any training.

Business West’s data protection policy can be found [here](https://www.businesswest.co.uk/privacy).

A template for your proposal response is included at Appendix 2. The associated scoring matrix is provided at Appendix 3. Please ensure that you provide full details of your funding expectations either, on a per learner or, a per course basis, including whether the funding is needed to supplement existing or absent funding provision, e.g. transport costs, childcare costs. The cost per learner must not exceed (on average) £300 per learner (plus VAT) and your proposal will be assessed on this basis.

Your attention is also drawn to the ESFA cross-cutting themes identified in “[Cross-Cutting Themes Guidance for ESF (Sustainable Development and Equality) Version 3 dated 2 August 2018](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/731312/ESF_Cross_Cutting_Themes_guidance.pdf)”:

* Environment
* Equality

Interested parties should please respond to this requirement using the proposal submission template at Appendix 2. All sections must be completed and be submitted with the following policies:

* Data Protection
* Equality and Diversity
* Sustainability
* Health & Safety

Please ensure that you have also provided dates for the following:

* start of course design
* completion of course design (by end of March 2019)
* start and finish of any pilot course (if appropriate)
* candidate screening / eligibility checking
* start of training
* end of training
* outcomes and / or assessment

For your further information our Vendor Assessment Form is attached at Appendix 6.

1. **Project Deliverables**

Successful applicants will be required to provide the following documentary evidence to Business West in respect of the scope of work performed:

* joint training design (with employers / stakeholders etc.) and delivery
* each learner’s registration / eligibility to live and work in the UK. (See Appendix 4).
* each learner starting the course. (See Appendix 5)

Unless otherwise advised, personal data records, signatures, evidence of address etc. will be obtained using hard copy (paper original) formats. You must nominate a point of contact for such records and for the Project, with your proposal.

Payment will be made on submission and approval of the above project deliverables. (No payments will be made on proposal submission).

1. **Data and Project Management**

Business West will provide a Project Manager and an Administrator for the programme.

For the purposes of any contracted provision, the ESFA will be the data controller. Learner records will be made available for audit purposes. The date up to which documents should be retained is currently 31 December 2030 and in the event of contract award you will be notified of any change to this date.

If your Project Manager is not your main point of contact for data protection, please provide data protection officer or team contact details.

1. **Clarification Questions**

Any questions relating to the clarification of any aspect of this Invitation to submit proposals must be made via email to: [procurement@businesswest.co.uk](mailto:procurement@businesswest.co.uk) and within 1 week of the call being issued.

All responses to questions will be published on the Business West website at the following location: <https://www.businesswest.co.uk/tenders>.

1. **Price**

The total amount of funding available for **all** calls is £100,000 (plus VAT) and is anticipated to cover training for up to 360 learners.

The price must not exceed an average of £300 per learner plus VAT.

Your price should include all set up and any other one-off costs

Proposals that utilise match funding are also welcome.

1. **Assessment Criteria**

All submissions will be reviewed for completeness. Proposals will be disqualified if you do not submit a fully completed RESPONSE FORM (Appendix 2), or you fail to meet the deadline.

Additionally, the following are critical requirements. Responses will be scored on a Pass/Fail basis. The outcome will determine whether a bidder remains in the procurement process:

* Contact details
* Training must start on or before 29th March 2019
* All policies and appendices completed.
* Satisfactory credit check
* Average cost must not exceed £300 per learner.

Proposals will be assessed by an Evaluation Panel in order to identify the most economically advantageous proposals. Specifically, for this contract, Business West will be evaluating proposals on the basis of:

* 95% Quality of Technical Element
* 5% Price of Financial Element

The Technical Element will be evaluated against the Scoring Matrix provided at Appendix 3. Please note that individual question responses are not equally weighted, the weighting used for each question is stated in the appendix.

The Financial Element will be evaluated against the price of the lowest **similar proposal** received to determine a score relative to that lowest price, which will be awarded the highest score. The proposal price submitted for the service shall be the total price for the contract.

Should further calls be made following the Initial Call assessment criteria may change, any changes will be notified on or before the next call release date.

1. **Timescale**

Requirements will be issued through an initial call.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Opening Date** | **Closed for Questions** | **Question Responses Published** | **Closed for Proposal Submission** | **Decisions Completed and Notified** |
| **Initial Call- CLOSED** | Tuesday 30th October 2018 | Friday 2nd November 2018 | Monday 5th November 2018 | Friday 9th November 2018 | Wednesday 14th November 2018 |
| **Call 2** | **Monday 26th November 2018** | **Friday 30th November 2018** | **Friday 30th November 2018** | **Thursday 6th December 2018** | **Monday 9th December 2018** |
| **Call 3** | Monday 10th December 2018 | Wednesday 19th December 2018 | Thursday 20th December 2018 | Monday 7th January 2019 | Monday 14th January 2019 |
| **Call 4** | Wednesday 16th January 2019 | Wednesday 23rd January 2019 | Thursday 24th January 2019 | Friday 1st February 2019 | Friday 8th February 2019 |
| **Call 5** | Monday 11th February 2019 | Monday 18th February 2019 | Tuesday 19th February 2019 | Wednesday 27th February 2019 | Wednesday 6th March 2019 |

Any proposals submitted after the Initial Call Submission Date will be held over to the next call, should there be one.

All closure times are 5pm (GMT).

More than one proposal can be submitted.

Proposals offering different training programmes with different employers and stakeholders engaged will also be considered.

Subject to funding availability the programme will remain open for receipt and review of proposals until **5pm on Wednesday 27th February 2019**.

The start of learner pre-employment training provision must occur no later than 5pm on **Friday 29th March 2019.**

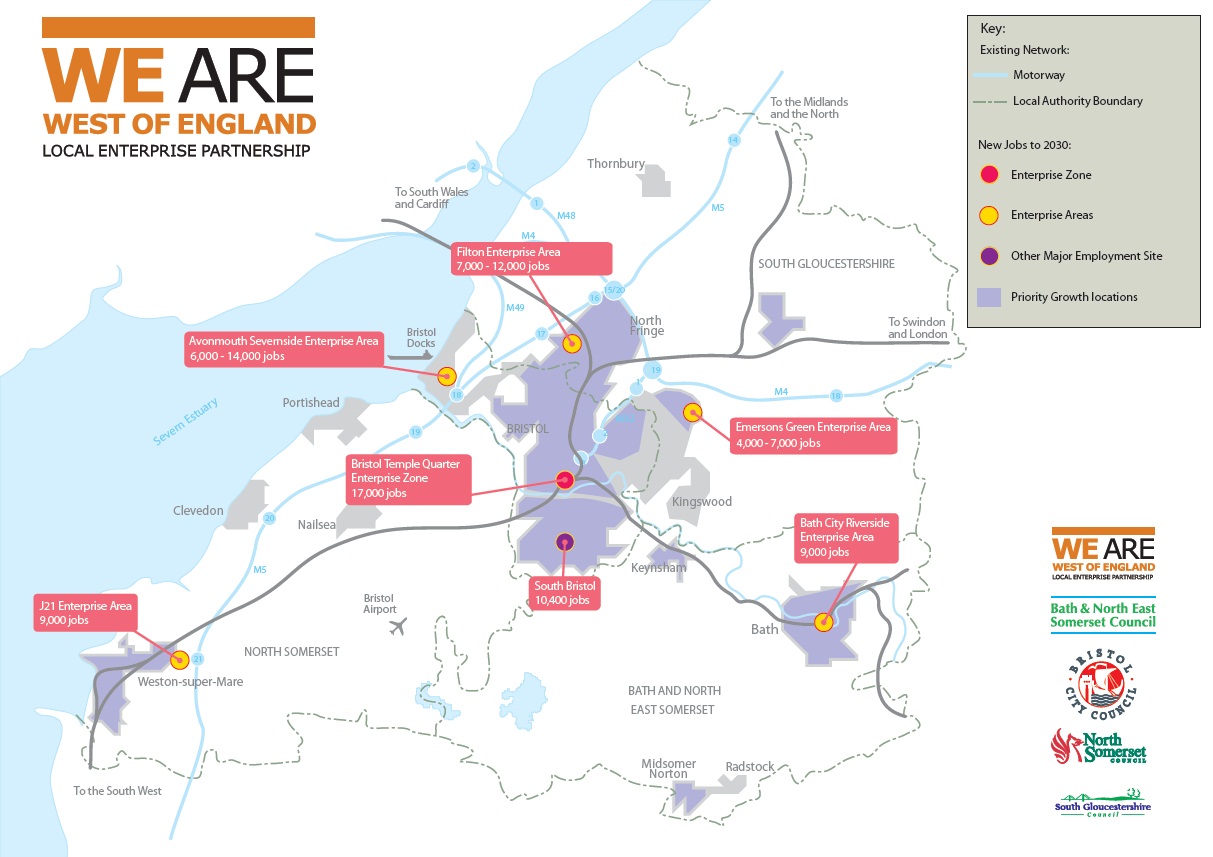
Please email your quote to [procurement@businesswest.co.uk](mailto:procurement@businesswest.co.uk) entitled:

Quote for Skills West “Recruit and Train” Pre-employment Programme Call #: ***Name of your Company***.

1. **Contract Award**

Contract agreement is needed before a Purchase Order will be issued. Any work undertaken before a Purchase Order is in place will be at the supplier’s risk.

## Appendix 1 - West of England Enterprise Zones and Areas

A larger map version is available [on-line](https://binged.it/2xGWTUy). Industry sectors, and example businesses and learner groups in each zone / area are given in the table below.

## Appendix 1 continued: Examples of potential key sectors/employers, providers and learner groups\*

\*Please note this is not an extensive list and purely suggested opportunities

| **Enterprise Zone / Area** | **Key Sectors** | **Examples of Employers / Providers operating in area/zone** | **Examples of**  **Potential learner groups/types/challenges** |
| --- | --- | --- | --- |
| Bristol Temple Quarter | Professional Services  High Tech  Visitor Economy  Digital  Creative  Construction | Women in Tech  N-Gaged  Weston College  City of Bristol College  Babassa  QA  Calling the Shots  Knowle West  Develop Me  Boom Satsuma  HIT  Rising Arts  Paintworks  Bottle Yard  Ashley Housing  Princes Trust  Bristol City Local Authority | * Women Returners * BME and other underrepresented groups, including people with disabilities * Traineeships with extra training * Sector based work academies with additional training |
| Filton  Filton (cont’d) | Advanced Engineering  Manufacturing  Aerospace  Visitor Economy  Hi Tech  Digital  Health (Care / Digital)  Visitor Economy  Construction | Airbus  GKN  Rolls Royce  BBC  Village hotels  Selco  NBT  N-Gaged  SGS College  City of Bristol College  Reed  Princes Trust  BEMA  South Glos. Local Authority | * Candidate rejections from Primes (referrals to Aerospace Supply Chain) * Sector Based work academies * BME and other underrepresented groups, including people with disabilities * Traineeships with extra training * Sector based work academies with additional training |
| Bath Riverside and  Somer Valley | Health (Care / Digital)  Creative  Digital  Construction (Housing)  Hi Tech  Retail  Visitor Economy | Mayden  HIT  City of Bath College  Creativity Works  N-Gaged  Lifetime  Princes Trust  BANES | * Candidate rejections from Primes (referrals to Aerospace Supply Chain) * Sector Based work academies * BME and other underrepresented groups, including people with disabilities * Traineeships with extra training * Sector based work academies with additional training |
| Junction 21 | Health Care  Food  Hi Tech  Professional Services  Distribution  Construction | Alliance Homes  Foodworks  BCE  The Hive  Weston College  HIT  North Somerset Local Authority | * Not in Education, Employment, Training or School (NEETS) * Over 50’s / Fuller working lives * Transport to Work * BME and other underrepresented groups, including people with disabilities * Traineeships with extra training * Sector based work academies with additional training |
| Avon and Severnside Area  Avon and Severnside Area (cont’d) | Distribution  Retail  Manufacturing  Advanced Engineering  Construction  Hi Tech  Low Carbon | Nisbets  Working Knowledge  Aldi  N-Gaged  Bristol City Council Learning Communities team  City of Bristol College  SGS College  South Glos Local Authority | * TUPE / Redundancy / Career changers * Candidate rejections from Primes (referrals to Aerospace Supply Chain) * Sector Based work academies * BME and other underrepresented groups, including people with disabilities * Traineeships with extra training Sector based work academies with additional training |
| Emerson Green | Retail  Hi Tech  Advanced Engineering  Creative and Digital  Health  Professional Services | Working Knowledge  SGS  COBC  BEMA  NBT  N-Gaged  South Glos. Local Authority | * TUPE / Redundancy / Career changers * Candidate rejections from Primes (referrals to Aerospace Supply Chain) * Sector Based work academies * BME and other underrepresented groups, including people with disabilities * Traineeships with extra training Sector based work academies with additional training |

## Appendix 2 – Training Proposal Template

Please use the editable file template attached as Appendix 2a to submit your proposal ensuring that you have completed all boxes and included any / all supporting documents. **Please do not renumber any of the sections**; for your assistance, the section numbers correlate directly to those given in the scoring matrix ‘Requirement’ column at Appendix 3.

## Appendix 3 – Proposal Assessment and Scoring Matrices

Proposals will be evaluated against the requirement by a team of internal and / or external (to BW) assessors using the assessment criteria and associated scoring system below.

The requirement number below relates to the equivalent section number in the Programme Plan Proposal Template.

|  | **Requirement** | **Score** | **Assessment Comments** | **Weighting** |
| --- | --- | --- | --- | --- |
|  | **1. Organisational Details**  Address, postcode, and contact details | **Pass / Fail** | Organisations which do not provide these details with their proposal will be initially rejected. | n/a |
|  | **2. Cost of Delivery** | **Pass / Fail** | The proposal price should not exceed £300 plus VAT per learner. | n/a |
|  | **3. Timescales and Delivery Dates** | **Pass / Fail** | Start of training must be on or before **Friday 29th March 2019** or the proposal will be rejected. | n/a |
|  | **4. Policies included** | **Pass / Fail** | The following policies must be included: Data Protection, Equality and Diversity, Sustainability, Health & Safety |  |
|  | **Satisfactory credit check** | **Pass / Fail** | Business West will carry out a credit check. |  |
|  | **Research**  **5. Overview of pre-employment programme** | **Enter Score:**  **0-5** | What research has been undertaken to substantiate the programme being offered / training need.  What research has been carried out?  Is any supporting evidence provided? | 10% |
|  | **Innovation**  **5.Overview of pre-employment programme**  **6. Delivery model**  **7. Targeted learners** | **Enter Score:**  **0-5** | The extent to which the training delivery model and mechanism is unique / bespoke and addresses the needs of learners, employers and stakeholders in or near the West of England Enterprise Zones and Areas. | 20% |
|  | **Knowledge of Subject Matter**  **7. Targeted learners**  **8. Alignment to Enterprise Zones and Areas** | **Enter Score:**  **0-5** | Understanding of the Skills West programme, ESFA and ESIF rules and cross-cutting themes, individual learner requirements and existing training provision in the West of England.  Understanding of recruitment needs of employers in the Zones/Areas.  Understanding of skills challenges across the sector and Zones/Areas. | 20% |
|  | **Design and Delivery**  **6.Delivery Model**  **9. Employers and Stakeholders involved** | **Enter Score:**  **0-5** | The extent of collaboration between employers and stakeholders, relevance of delivery model to the learners (including any immediacy, or otherwise, of requirement in relation to the employment opportunities being offered). | 20% |
|  | **Experience**  **10. Experience**  **7. Targeted learners** | **Enter Score:**  **0-5** | Capability and capacity to deliver the number of learners stated, including managing the training approach, personal data and evidencing requirements.  Where possible, 3 recent examples (within the last 2 years) should be provided to demonstrate a successful track record of working with learners and / or business support organisations. | 15% |
|  | **Location**  **11. Location of Course**  **7. Targeted learners** | **Enter Score:**  **0-5** | Proximity of the training in relation to the identified learner groups, relationship(s) to the West of England Enterprise Zones and Areas and how this will be evidenced including whether additional costs exists which would prohibit any priority learner groups from travelling. | 5% |
|  | **12. Outcomes and Evaluation** | **Enter Score:**  **0-5** | Nature, method and timescales for identifying the success or otherwise of the course (s). | 5% |
|  | **2. Cost / Value for Money** | **Enter Score:**  **0-5** | Where like for like proposals are received, the lowest average price will receive the maximum score and the remaining quotes will have their scores applied pro-rata; i.e. divided into the lowest price and the result multiplied by the maximum score.  Where proposals differ, cost / value for money will be further assessed in relation to the type of programme, overall budget and type / number of learners. | **5%** |

Proposal responses are required to achieve a score of 3 or higher against a requirement to be considered for award of the contract. proposal responses that score 2 or lower for any of the criteria may lead to the proposal being disqualified or identified as needing re-submission in either the same, or a subsequent call.

|  |  |  |
| --- | --- | --- |
| **Response** | **Score** | **Definition** |
| No Response or failed response | 0 | Not completed or completely fails to meet the requirements. |
| Very Poor | 1 | Most, or all requirements have not been met, contains significant shortcomings or is inconsistent with other proposals. |
| Poor | 2 | Some of the requirements have not been met or have only been met in part. |
| Good | 3 | Satisfies the requirements in all material respects. |
| Very Good | 4 | Satisfies the requirements in all material respects and exceeds some requirements – demonstrating some added value. |
| Excellent | 5 | Satisfies the requirements in all material respects and exceeds all requirements – demonstrates significant added value. |

## Appendix 4 – Learner Eligibility Criteria and Registration Requirements

An example learner registration sheet is provided at Appendix 4a. This should be used to capture evidence of a learner’s right to live and work in the UK prior to a learner starting a course. Should you anticipate any issues with doing this, please contact us at the earliest opportunity to discuss alternative arrangements, otherwise we may not be able to accept your proposal.

**Appendix 4a - Learner Eligibility Registration (SD07)**

|  |  |
| --- | --- |
| Learner Name: | Date of Birth: |
| Course: | Date: |
| Delivery organisation: | UKPRN: |

|  |  |  |
| --- | --- | --- |
| Please tick to indicate that you are: | YES | NO |
| Aged 16 and above at the start of the programme |  |  |
| A legal UK Resident, either British Citizen or EU Citizen resident in the UK |  |  |
| Able to take paid employment in a member EU State |  |  |
| Not on any other Publicly funded Training Programme |  |  |

*If you have ticked NO to any of the above, you are NOT eligible for Project.*

**Evidence of Eligibility**

|  |  |
| --- | --- |
| **Full Passport & Valid Passport (EU/Non EU)** | **Passport Number:** |
| **Other evidence provided:** Please state  (See notes overleaf)   * UK issued “right to remain” letter (Note 4) * Other (Notes 3 & 5) | **Ref:** |
| **Evidence of Address Provided**  (please state and include number/type) | **Evidence of Age** (please state and include number/type) |

I declare that the details given on this form are true to the best of my knowledge and the evidence that I have provided is true and accurate.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed (Learner) |  | Date |  |

I can confirm that I have assessed the above learners’ eligibility for Project (number) and can confirm that I have seen with the original documents that have been recorded on this form.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed (Provider) |  | Date |  |

**Data Protection Legislation** – This information will only be shared where the law allows it.  It may be shared with other organisations and the Department for Work & Pensions for administrative, statistical and research purposes, to inform careers and other guidance and to monitor progress.  For more detailed information on how we handle your personal information see the [ESFA: privacy notice](https://www.gov.uk/government/publications/esfa-privacy-notice) at[www.gov.uk/government/publications/esfa-privacy-notice](http://www.gov.uk/government/publications/esfa-privacy-notice)*.* Where you provide personal data to us, it is essential that you have the right to give us that personal data, and to allow us to use it as anticipated by the arrangements between us. This includes where the personal data that you are providing relates to people other than yourself. We will rely on you to make sure that you do have those rights. Both we and you will comply with our obligations under all relevant laws and rules on data protection and privacy.

## Appendix 5 – Training Course Attendance Sheet

An example of the attendance sheet which learners will be asked to sign when they start the course is provided at Appendix 5a. Should you anticipate any issues with this, please contact us at the earliest opportunity, as we may not be able to accept your proposal.

## Appendix 6 - Vendor Assessment

You will be asked to please complete the vendor assessment questionnaire attached at Appendix 6a before contract signature. You are invited to submit this with your proposal.

In some circumstances Business West is required to exclude you from participating further in procurement. If you cannot answer ‘no’ to every question in “Section C, Professional Conduct” it is very unlikely that your proposal will be accepted, and you should contact us for advice before completing this form.