**Asbestos Framework**

**Further Competition Invitation to Tender (Stage 1 Under OJEU)**

**Asbestos Awareness Training**

**Date: 09/08/19**

**Introduction**

The purpose of this Invitation to Tender is to award the call off contract for the above project/commission*.* We ask you to respond to the questions detailed in the [Evaluation Section](#_EVALUATION_CRITERIA) below using the [Response form](#_RESPONSE_FORM) and to submit your Pricing using the Resource/Pricing schedule provided. . Important – this is a call off contract and there is no guarantee of work and demand for training courses will vary to the indicative time table given.

**Background**

The Control of Asbestos Regulations 2012, Regulation 10 requires every employer to ensure that adequate information, instruction and training is given to their employees who are or who are liable to be exposed to asbestos, or who supervise such employees The Asbestos Awareness Training will form an ongoing training programme. It is 3 years since we last provided classroom based asbestos training and we have had an increase in staff numbers during this time too, therefore we need to ensure that existing staff have training refreshed and new staff are aware their responsibilities under legislation and Homes England’s Asbestos Policy.

Homes England is a major construction client and delivers a wide range of construction projects e.g. demolition / infrastructure annually in support of housing delivery. It’s also major grant funder to Housing Associations through its affordable homes programme and major lender to builders to build homes. It also works in partnership with both public and private organisation across the industry in order to meet the governments ambition of building more than 300,000 homes annually by the mid-2020s.

In order to meet the governments ambition for more home building, Homes England has been expanding rapidly, and will almost have doubled its workforce to approx. 1400 new staff by end of 2019. A number of these staff are involved in the de-risking of sites as part of the process to get them ready for construction and development projects, which involves organising asbestos surveys, managing asbestos and organising remedial or emergency works.

**Objectives**

* To provide an awareness and develop the knowledge amongst employees as regards the hazards and risks posed by asbestos containing materials (ACMs). The course should give an overview of the legislative measures in place to permit employees to safeguard themselves and others affected by work activities.
* To ensure that training follows the UKATA Syllabus as per paragraphs 232 and 233 of the associated Approved Code of Practice and is defined as Category ‘A’ Asbestos Awareness Training.
* The course should include an additional 6o minute session as per the UKATA syllabus for Architects, Designers and other allied professionals.
* Provide an increased awareness of the nature and properties of asbestos and its effects on health, including the increased risk of lung cancer for asbestos workers who smoke;
* Awareness of the types, uses and likely occurrences of asbestos in buildings and where appropriate items of plant;
* Knowledge of how to avoid the risks from asbestos by understanding; Where to obtain information on asbestos in premises prior to commencing work; What to do if suspicious materials are found; How to use appropriate workplace precautions, including the risk assessment process, or seek advice on workplace precautions, in respect of the risks of asbestos; Undertake work activities in a safe manner and without risk to themselves or others.
* Have an awareness of the key aspects of the asbestos regulations and how they fit into the broader context of health and safety legislation.
* Procedures to be followed when coming into unintentional contact with ACMs and an understanding of the appropriate emergency arrangements.
* The course should also refer to specific Homes England Asbestos Policy and guidance documents.

**Progress to Date**

Face to face training was last delivered in 2016, an asbestos policy is available on the intranet.

**Key Deliverables**

* The course must be delivered by people who are competent to do so and have personal practical experience and a theoretical knowledge of all relevant aspects of types of work carried out by Homes England with regard to asbestos.
* The course should be completed with a multiple choice examination, as per the UKATA syllabus.
* To provide a booking service for staff to register on the course and ability to deliver the course at any of our offices nationally London, Bristol, Coventry, Cambridge, Leeds, Manchester, Newcastle/Gateshead, Liverpool, Warrington, Crawley,
* To provide any course materials required for delegates, either in hand-out format or emailable, as suitable.
* To provide training certificates to attendees following the course.
* To establish an Asbestos Awareness Training register in excel format that is provided to Homes England and kept up to date by the supplier.

By the end of the commission we should have an established Asbestos Awareness Training programme, feedback on the courses should be positive, any appropriate suggestions on improving the course should have been discussed and included as appropriate.

The supplier will need to work with the Health & Safety Team to ensure that the training session is suitable and refers to the Homes England Asbestos Policy.

Initial meeting to discuss the course content and then a review meeting at the end of the first session to discuss any changes required, a meeting annually to discuss.

A central contact point will be required for Homes England to make arrangements with the successful company to discuss format of the presentation and ongoing requirements.

**Programme**

**Indicative Procurement Timetable**

Invitation to Tender document issued 09/08/2019

Closing date for clarification questions 30/08/2019\*

Closing date for submission of tenders 02/09/2019

Preliminary evaluation of tenders 06/09/2019

Contract award 13/09/2019

Contract start date 16/09/2019

*\*Please note that due to holidays etc., clarifications of questions will not be available between 12/8 /19 to 19/8/19*

**The indicative training programme**

2019/20 – 5 courses commencing October / November 2019

2020/21 – 10-15 courses

2021/22 – 10 courses

(approx. 30 courses in total).

Assume up to 15 delegates attending each session.

First Draft of presentation should be agreed and presented 3 weeks from appointment to the contract.

Dates for sessions should be booked in with the first sessions to commence by mid-October 2019.

**Site Information**

The training will be delivered at a variety of Homes England Office locations including Bristol, London, Cambridge, Coventry, Crawley, Leeds, Manchester, Warrington, Liverpool, Gateshead and Newcastle.

**The Services**

Provision of face to face Asbestos Awareness training to meet UKATA syllabus with additional one hour session option for architects, designers and other allied professionals to include intro to HSG264, more detail on Reg 4 – AcoP, CDM 2015 Clients Duty, CDM 2015 Designer Duty.

The training must be interactive and engaging and where possible use case studies to support key messages

**Course Duration**

As per UKATA syllabus 3-4 hours (contact with) with additional 60 mins contact time for additional section for Architects, Designers and other allied professionals

**Other Requirements**

The supplier will also be responsible for course administration. This will include providing a booking service for staff to register on the course e.g. email address, contracting and arranging delegates to attend the training, keeping records of training, producing joining instructions and arranging venues at Homes England Offices. Homes England will assist with room bookings in our offices.

Delegates will need to undertake a formal assessment at the end the training to test understanding and knowledge of the regulations. This can take the form of a short test.

The supplier will issue certificate of attendance to each delegate at the end of the training.

**Instructions**

Your response **must** be submitted via the e-tendering portal (ProContract).

All requests for further information in respect of this Further Competition must be sent using ProContract. No approach of any kind should be made to any other person within, or associated with, Homes England.

Suppliers should specify in their clarification questions if they wish the clarification to be considered as confidential between themselves and Homes England. Homes England will consider any such request and will either respond on a confidential basis or give the Supplier the right to withdraw the clarification question. If the Supplier does not elect to withdraw the question and Homes England considers any clarification question to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all prospective Suppliers who have responded.

All responses received and any communication from Suppliers will be treated in confidence but will be subject to the above.

**Please note all communications during the tender period will be via the ProContract website all bidders that have registered their interest for the Procurement will receive a direct email notification from ProContract on any updates via the suppliers registered email address. It is the Suppliers responsibility to check the ProContract website for any updates to the Procurement process. No claim on the grounds of lack of knowledge of the above mentioned item will be entertained.**

Please refer to ProContract for the **Tender Deadline.**

# EVALUATION CRITERIA

|  |
| --- |
| Quality will account for 60% of the Overall Score. The following scoring methodology will apply:5 – Excellent Satisfies the requirement and demonstrates exceptional understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response. 4 – Good Satisfies the requirement with minor additional benefits. Above average demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services. Response identifies factors that will offer potential added value, with evidence to support the response.3 – Acceptable Satisfies the requirement. Demonstration by the Supplier of the understanding and evidence in their ability/proposed methodology to deliver a solution for the required supplies/services.2 - Minor Reservations Some minor reservations of the Supplier’s understanding and proposed methodology, with limited evidence to support the response. 1 – Major Reservations/Non-compliant Major reservations of the Supplier’s understanding and proposed methodology, with little or no evidence to support the response.0 - Unacceptable/Non-compliant Does not meet the requirement. Does not comply and/or insufficient information provided to demonstrate that the Supplier has the understanding or suitable methodology, with little or no evidence to support the response.  PLEASE NOTE IF YOUR RESPONSE SCORES 0 0R 1 FOR ANY ONE QUESTION YOUR OVERALL SUBMISSION WILL BE DEEMED AS A FAIL. |
| **Number** | **Criteria** | **Demonstrated by** | **Weighting** |
| 1 | **Proposal****Using relevant examples of delivering Asbestos training to client side project and property professionals, both the private and public sector. Please provide an overview of the course and how it will be structured and delivered, using relevant examples.***Maximum page limit = [2 sides of A4 ] minimum Corbel 11 font size* | • Proposed training course is engaging, interactive, supported by case studies / relevant examples and follows the UKATA syllabus, tailored to Homes England’s business in the context of Asbestos.• Topic material is relevant and covering key learning addressing training objectives as set out in Services above.• Training suitable and appropriate to target audiences e.g. project managers, estates and facilities managers. | 20% |
| 2 | **Proposed Staff****Using relevant examples, please identify the key staff proposed to deliver the training.***Maximum page limit = [2 sides of A4 ] minimum Corbel 11 font size – excluding CVs.* | • Competence requirement as defined in the UKATA Rules of Membership.• Training providers delivering asbestos awareness should be registered, verified and audited by UKATA.• Trainers should have personal practical experience and a theoretical knowledge of all relevant aspects of the work being carried out by Homes England.* Experience of delivering training to clients, project and property professionals on asbestos in both the private and public sector.

• Please supply CVs for key members of staff delivering the training. | 25% |
| 3 | **Management arrangements****Please set out the management arrangements for delivering the commission and indicative programme.***Maximum page limit = [1 side of A4 ] minimum Corbel 11 font size* | • Management structure for delivering the commission and reporting line to the client clearly set out.* Arrangements for course administration e.g. arranging venues, , record keeping, contacting delegates and issuing joining instructions.

• Where subcontracting arrangements are in place, who will manage the contract.• An outline of the organisations capacity and resources to deliver the programme, supported by relevant examples.• Systems and processes for measuring performance of training delivered.• Indicative programme of delivering the training. | 10% |

|  |
| --- |
| Price will account for 40% of the Overall Score. The lowest price will gain the maximum marks with other prices expressed as a proportion of the best score using the maths explained in the worked example below.The contract will be awarded on the basis of the overall most economically advantageous tender submitted to Homes England. Please complete the attached pricing and resourcing schedule. |
| **Criteria** | **Demonstrated by** | **Weighting** |
| Price | Completed Resource and Pricing Schedule (30 Courses) | 40% |

**Worked Example**

**How your scoring will be used to give a weighted score**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Bidder | Question | Score out of 5 | Weighting | Weighting Multiplier | Weighted Score | Total Weighted Score |
| Supplier A | 1 | 3 | 25% | 5 | 15 | 41 |
| 2 | 4 | 25% | 5 | 20 |
| 3 | 3 | 10% | 2 | 6 |
| Supplier B | 1 | 5 | 25% | 5 | 25 | 53 |
| 2 | 4 | 25% | 5 | 20 |
| 3 | 4 | 10% | 2 | 8 |
| Supplier C | 1 | 2 | 25% | 5 | 10 | n/a (fail)\* |
| 2 | - | 25% | 5 | n/a |
| 3 | 2 | 10% | 2 | 4 |
| \* in the example above Supplier C’s pricing will not be scored  |

**Worked example of how your price will be used to calculate a score**

|  |  |  |  |
| --- | --- | --- | --- |
| Bidder | Form of Tender price | Lowest price/Supplier’s price (as %) | Price Score (out of 50%) |
| Supplier A | 350 | 350/350 = 100% | 100%\*40 = 40 |
| Supplier B | 700 | 350/700 = 50% | 50%\*40 = 20 |
| Supplier C | 250 | n/a | n/a |

Worked example of Overall Score and Ranking

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bidder | Total Quality Score | Price Score | Total Score | Ranked Position |
| Supplier A | 34 | 40 | 81 | 1 |
| Supplier B | 53 | 20 | 73 | 2 |
| Supplier C | n/a | n/a | n/a | n/a |

# RESPONSE FORM

To enable Homes England to evaluate your tender, we require Suppliers to respond to the questions below whilst making reference to the evaluation section above.

Please refer to the evaluation section for page limits for each question. Any text beyond this will be ignored and will not be evaluated.

|  |
| --- |
| 1. Proposal |
| 2. Proposed Staff |
| 3. Management arrangements |
| **4. Programme/Timescales** |

enquiries@homesengland.gov.uk

0300 1234 500

gov.uk/homes-england