



Approved List for

Skills Funding Agency funded Community Learning Project & Partnership

Provider Name: Enter your organisation name

Return Date and Time:

Friday 17th June, 11:30pm

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Commercial in Confidence

Please do not make any amendments to the original text of this document as it may result in disqualification from the process.

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Date:	23/05/2016

Section 1 Instructions for Bidders

1. Introduction

The Council uses a web-based system www.supplyingthesouthwest.org.uk (ProContract) to manage quote and tender processes. All interaction with the Council in respect of this requirement will be conducted through this system.

1.1 Requirement

Description of Services (scope)	<p>Skills & Learning Bournemouth, Dorset & Poole is the merged local authority adult learning provider covering all of Bournemouth, Dorset & Poole.</p> <p>It holds contracts for the delivery of Skills Funding Agency (SFA) funded provision for those aged 19+. A proportion of the funding received is allocated to third parties to enable the Service to increase its reach to priority learners.</p> <p>It is looking for bidders, with a proven track record of SFA delivery. Dorset & Poole are seeking bidders to join an approved list for 15 different lots (see section 2 - Specification).</p>														
Approved List Duration	<p>Start Date: 1st August 2016</p> <p>End Date: 31st July 2017</p> <p>Options to extend: : Annually (subject to checks) until otherwise advised (see 1.6/1.7 below)</p> <p>This list may be re-opened after this date. See 1.7 for further information.</p>														
Procurement Programme	<p>The proposed programme for the full procurement exercise is set out below. This is intended as a guide and whilst the Council does not intend to depart from the programme it reserves the right to do so at any stage and will notify you during the process should it decide to do so.</p> <table border="1" data-bbox="491 1697 1380 2042"> <thead> <tr> <th>Procedure</th> <th>Period</th> </tr> </thead> <tbody> <tr> <td>Issue approved list documents</td> <td>23rd May 2016</td> </tr> <tr> <td>Return date and time</td> <td>24th June 2016 by 11:30 PM</td> </tr> <tr> <td>Evaluation period</td> <td>27th June-7th July 2016</td> </tr> <tr> <td>Issue award and unsuccessful letters</td> <td>8th July 2016</td> </tr> <tr> <td>Mandatory induction date</td> <td>22nd July 2016</td> </tr> <tr> <td>Contract start date</td> <td>1st August 2016</td> </tr> </tbody> </table>	Procedure	Period	Issue approved list documents	23 rd May 2016	Return date and time	24 th June 2016 by 11:30 PM	Evaluation period	27 th June-7 th July 2016	Issue award and unsuccessful letters	8 th July 2016	Mandatory induction date	22 nd July 2016	Contract start date	1 st August 2016
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Contract start date	1 st August 2016														

	The successful bidder must be available from contract award and for mandatory induction session to commence the contract mobilisation immediately in readiness for service commencement.
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- 1.2 You must respond to every point raised in Section 2 Supporting Information, Section 4 Evaluation Questions and Section 5 Pricing Schedule.
- 1.3 The information contained in this Approved List and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue but the Council will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Council. This does not, however, negate your obligations to fully familiarise yourselves with the nature and extent of the requirement and obligations arising there from and indeed to form your own conclusions about the methods and resources that are needed to meet the Council's requirements.
- 1.4 Any information relating to the Council and supplied by the Council or otherwise acquired by you in connection with this Approved List shall be kept by you in strictest confidence and on trust not to disclose it to any person except that such information may be disclosed so far as is necessary for the purpose of obtaining information and quotations i.e., Bonds / Guarantee's (where necessary) for the preparation and submission of this tender.
- 1.5 You are advised that the Council is not bound to accept the lowest or any tender submitted. You are also advised that the Council may accept all or any part of any tender. Each item will be considered as constituting a separate offer.
- 1.6 The Council will be looking to award individual places on the Approved List to more than one supplier (and lots as required) at its discretion. You may bid for more than one lot; however a maximum of two lots can be awarded to any one organisation. Once your place on the list is confirmed you are not guaranteed any work. The Council will use "call-off" arrangements as set out in paragraph 6 (Evaluation Criteria) to establish who will be successful for each requirement. Each "call-off" will be subject to the terms and conditions in paragraph 8.1 and this will form the contract. Further to receipt of an award letter, a purchase order will be raised each time.
- 1.7 The Approved List will remain in operation for the period specified in 1.1 above. Prior to expiry (as required) the Council reserves the right to re-open the list and invite new suppliers to apply. Should you be successful you will stay on the list and your application will be subject to checks at our discretion to establish your suitability to stay on the list. The Approved List will be re-let for a period we will specify at the time and at our discretion.

2. Tender Enquiries

- 2.1 Should you be in any doubt as to the interpretation of any part of this document, you must raise a question within ProContract to the Procurement Officer whom will answer your query prior to the submission of your tender. The latest you can raise your query is not later than 6 days before the due date for the return of tenders. You are advised that where such enquiries have been made, and it is appropriate to do so, the Council will send a copy of the enquiry, with the answer, to all bidders with anonymity preserved.

3. Tender Format

- 3.1 All tenders must be written in English and costs submitted are to be presented in Pounds Sterling, exclusive of VAT, but inclusive of all other costs where not stated in the Pricing Schedule.
- 3.2 You may be required to attend a pre-contract meeting to discuss the practical details of operating the contract. It is possible that site visits during the evaluation process may be required. Dates will be conveyed to all bidders in due course if required.
- 3.3 The Council reserves the right to require additional information following the submission of tenders at its discretion.

4. Tender Submission

- 4.1 The tenders must be uploaded to ProContract and the upload must be completed by not later than the time stipulated on the system. No late submissions will be considered nor will tenders received outside of ProContract. Incomplete tenders may be rejected on grounds of non-compliance.
- 4.2 The electronic file(s) submitted should be readable with MS Office 2010 or Adobe. The Council will endeavour to make every effort in opening your file(s); however in the event it cannot open the file(s), your tender may be rejected.
- 4.3 Please do not send in any other information that has not been asked for in this document. Only submit this document and issued attachments, do not change the words or formatting or make it your own. Doing so may result in your tender being rejected.
- 4.4 Under the Council's procurement guidelines the Freedom of Information Act ("FOIA") applies and information provided in connection with a procurement exercise, or with any tender or contract, may have to be disclosed by the Council in response to such a request. A bidder may decide to designate information supplied as part of a response as confidential or commercially sensitive or a trade secret and not for disclosure, however, any such designation must be clear as to the information affected and the reason for its designation. Different criteria on disclosure apply before and after a contract is completed, however, where there is any conflict between the designation and the Council's statutory obligations or official guidance the Council's decision on disclosure, having considered all the relevant facts and circumstances, will be final.

4.5 It is the responsibility of bidders to consider whether or not the Transfer of Undertakings – Protection of Employment (TUPE) is likely to apply in these particular circumstances and to act accordingly. You should take your own advice to satisfy yourselves regarding the likelihood of TUPE applying in any particular case and in no circumstances shall the Council incur any liability in relation to such TUPE issues.

5. Tender Validity Period

5.1 Tenders must remain valid for acceptance for a period of 6 months from the tender return date.

6. Evaluation Criteria

6.1 The evaluation will be based on pass or fail selection criteria and will be awarded on the basis of quality and price.

6.2 The evaluation process will cover one area:

Quality Score 100%

Quality will be evaluated against pre-determined criteria and sub criterion as shown below. The weightings to be applied to evaluation criteria and any sub criterion where applied are also set below.

Evaluation Criteria	Weighting (%)
Selection Criteria	
Section 2- Supporting Information	
1. Minimum Requirements	Pass or Fail
2. General – Basic Details	For Information Only
2. General - Financial Information	Pass or Fail
2. General – Insurance	Pass or Fail
2. General – Equalities	Pass or Fail
2. General – Sustainability	For Information Only
Award Criteria	
Section 4 – Evaluation Questions	
1.1 Project Aims	30%
1.2 Planned learning activities	30%
1.3 Outcomes	10%
1.4 Innovation in attracting 'hard to reach' learners	10%
1.5 Partnership working	5%
1.6 Quality	10%
1.7 Project data	5%
1.8 to 1.23 Questions	For Information only
2.1 Relevant Experience and Contract Examples	For information only
2.2 Relevant Experience and Contract Examples	For information only
2.3 Relevant Experience and Contract Examples	For information only
Total	100%

The highest total quality score will be awarded a maximum 100%. All the other returned tender quality scores will be given a % score relative to that. This will be done for each tender by dividing the quality evaluation scores by the highest quality evaluation score, multiplying by 100 and the resulting score is multiplied by the quality weighting of 100%. This will give a score for their tendered quality relative to the highest.

Scoring will be applied by evaluators with reference to the table below:

Score	Classification	Meaning
0	Unacceptable	This means the bidder was unable to provide any evidence of satisfying the requirement.
1	Serious Reservations	This means the bidder was able to provide evidence of satisfying the requirement but with serious reservations.
2	Minor Reservations	This means the bidder was able to provide evidence of satisfying the requirement but with minor reservations.
3	Satisfactory	This means the bidder was able to satisfy the requirement through evidence.
4	Good	This means the bidder was able to provide evidence of meeting the requirement and offers an in depth understanding of the subject.
5	Outstanding	This means the bidder was able to provide full evidence of meeting the requirement, an in depth understanding of the subject and a wider range of relevant experience.

At our discretion we may also conduct further financial checks. We also reserve the right to require bidders to attend meetings in order to assess their bid for carrying out the contract. References may also be sought to back up your responses and used for bid clarification purposes.

7. Notification of Award

- 7.1 The Council will notify acceptance through ProContract to the successful bidder(s). The Council will notify the unsuccessful bidder(s) in the same way. Any attempt to make contact before this will be refused.
- 7.2 The engagement of the successful bidder(s) is subject to the formal approval process of the Council. Until all necessary approvals are obtained; no contract will be entered into.

8. Terms and Conditions

- 8.1 The terms and conditions used for this Approved List are as follows:

Agreement for the delivery of Skills Funding Agency and/or Education Funding Agency provision

and

Schedule 1 – Contract Responsibilities

Schedule 2 – SFA Community Learning Plan and Funding.

The terms and conditions of within the Agreement and schedules are attached as a separate document within ProContract.

9. Electronic Requirements: Purchase Orders, Product Catalogues, Invoices and Remittance Advice

9.1 Purchase Orders

Where supply arrangements are subject to further instructions this will be done by purchase order. Purchase orders are sent to successful bidders by email only. In such cases you must provide an email address that is appropriately monitored (e.g. sales@ABC.co.uk)

9.2 Product Catalogues

Where supply arrangements are subject to further instructions, and the same goods or services are purchased over and over again, you may be required to provide catalogue access to your products to simplify our purchasing experience. You will have a couple of technical options depending on your own business requirements:

- Provide relevant product information (i.e. description, price, images and so on) and we will create an internally hosted Council catalogue.
- Enable punchout from the Council system to your existing sales website. This can only be done if your website has a shopping basket facility and you are able to except cXML messages.

9.3 Invoices

Where, in the Council's opinion, the supply arrangement will generate a significant volume of invoices you must submit your invoices electronically. You will have a couple of technical options depending on your own business requirements:

- The simple option (Purchase-Order-Flip) requires no development time, is free, and there are no transactional charges.
- Full back-end integration is free and there are no transactional charges, you would however need to commit a technical resource to do some development work at your end.

9.4 Remittance Advice

Remittance advice is sent to successful bidders by email only. You must provide an email address that is appropriately monitored (e.g. remittance-advice@ABC.co.uk).

Section 2 Supporting Information

You should answer 'Yes' or 'No' to each question where indicated.

Please ensure that you complete the Supporting Information questionnaire as requested in full. Failure to do so may result in your tender being disqualified. We may ask to see documents at a later stage. So it is advisable you ensure they are available on request.

1. Minimum Requirements

If you cannot answer 'Yes' to each question, we cannot evaluate your tender further. We may ask for further evidence to support your responses (Note: if left blank no minimum requirements apply to this process).

1.1	You must confirm that you will not subcontract any part of the provision of this contract (this excludes working with government funded organisations providing Information, Advice & Guidance).	Yes / No
1.2	You must confirm that, if bidding will result in your having total SFA funding (including tenders/bids/agreements with other organisations) of £100,000 or more, you have been successfully approved on the SFA Register of Training Organisations. You must include any further subcontracting agreements that you may have in place with other providers within the 2016/17 funding year.	Yes / No
1.3	You must confirm that you have the necessary systems in place to track & monitor the progress of learners and their destination or progression from their learning for at least 6 months after the end of their learning.	Yes / No
1.4	You must confirm that you have the ability to both recruit and deliver to priority learners within Dorset including Bournemouth and Poole.	Yes / No
1.5	You must confirm that none of your directors, or any other person who has powers of representation, decision or control of the bidding entity has been convicted of: <ul style="list-style-type: none"> • conspiracy that relates to participation in a criminal organisation • corruption • bribery • fraud where the fraud affects the financial interests of the European Communities and falls within the meaning of any of the following: <ul style="list-style-type: none"> o the offence of cheating or defrauding Her Majesty's Revenue and Customs or its predecessor organisations o the offence of conspiracy to defraud o fraud or theft under the Theft Act 1968 and the 	Yes / No

	<p>Theft Act 1978</p> <ul style="list-style-type: none"> o fraudulent trading under the Companies Act 1985; an offence in connection with taxation in the European Community; or o destroying, defacing or concealing documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968 <ul style="list-style-type: none"> • money laundering • any other offence within the meaning of Article 45(1) of the Public Sector Directive (noting that the only offence referred to in Article 45(1) of the Public Sector Directive which does not appear to be covered in the list above is participation in a criminal organisation, rather than conspiracy which relates to participation in a criminal organisation as mentioned above) • if relevant, is not properly licensed to provide services in the State in which the bidder is established • is not registered on the appropriate trade register in the Member State in which he is established (a UK or Irish bidder would be deemed to be registered on the professional or trade register if it is established in the UK and is certified. 	
1.6	You must confirm that none of the individual directors of your organisation [or any other person who has powers of representation, decision or control of the bidding entity] is in a state of undischarged bankruptcy or composition with creditors or subject to such proceedings.	Yes / No
1.7	You must confirm that none of the individual directors of your organisation [or any other person who has powers of representation, decision or control of the bidding entity] has committed an act of grave misconduct in the course of business that resulted in either a criminal or civil conviction or in their expulsion from a professional body.	Yes / No
1.8	You must confirm that the organisation, its individual directors [or any other person who has powers of representation, decision or control of the bidding entity] have not been reprimanded or convicted of serious misrepresentation in supplying information required by English Law.	Yes / No
1.9	You must confirm that all staff delivering learning have achieved at least 'The Introduction to Trainer Skills' qualification and will progress on to the Level 3 Award in Education and Training.	Yes / No
1.10	You must confirm that all staff delivering learning have a level 2 English and maths qualification.	Yes / No
1.11	You must confirm that all teaching staff on	Yes / No

	Literacy, Numeracy, ESOL or FLLN courses have the relevant Level 5 subject qualification or equivalent, e.g. CELTA for ESOL tutors. Teaching staff on other courses need to be qualified to at least one level higher than that they are teaching or have significant occupational/ vocational expertise at that level.	
1.12	You must confirm that all learners will receive advice and guidance from an IAG qualified member of staff (or, if not qualified, with significant and successful experience in providing IAG) or from a government funded IAG contractor resulting in the production of an appropriate action plan. You must provide evidence to Skills and Learning of IAG delivered to each learner at the end of their engagement with your project. You must confirm that learners/employers supported through a subcontracting arrangement know about your and our responsibilities in providing the learning.	Yes / No
1.13	You must confirm that you have procedures to ensure the monitoring and improving of learner health, safety & welfare and that you have a regularly reviewed Health & Safety Policy in place.	Yes / No
1.14	Do your health and safety procedures make explicit allowance, where appropriate, for learners with learning difficulties and/or disabilities and learners with language difficulties, and how are they supported?	Yes / No
1.15	You must confirm that you will adhere to current Safeguarding legislation, and have the necessary controls, procedures & policies in place. This will include demonstrating up to date safeguarding training of all front line staff. You must confirm that you will commit to work with Skills & Learning in implementing elements of the government's counter-terrorism strategy (Prevent) relating to educational/community groups. This will include demonstrating Prevent training for all front line staff. https://www.gov.uk/government/policies/protecting-the-uk-against-terrorism/supporting-pages/prevent	Yes / No
1.16	You must confirm that your organisation complies with the most recent data protection legislation.	Yes / No
1.17	You must confirm that: Key staff will familiarise themselves with & act in accordance with the SFA Funding rules & regulations Learner documentation will be forwarded in a timely manner	Yes / No

	Monitoring returns will be submitted timely & in accord with guidance set out in the subcontracting agreement	
1.18	You must be registered with the UK Register of Learning Providers https://www.ukrlp.co.uk/	Yes / No Reference number
1.19	You must confirm that all tutors coming into regular contact with adults at risk or young people aged 18 and below have a valid DBS check in place, and that you have a Safeguarding Policy in place.	Yes / No

Bidders must meet the minimum requirements above (where applied) in order for further evaluation to take place. If you cannot meet these minimum requirements please do not proceed further with the tender as your tender will be rejected.

2. General

Please note we reserve the right to reject your tender where you fail the financial checks or do not have the appropriate insurances.

Basic details of your organisation		For Information Only
Name of the organisation in whose name the tender would be submitted:		
Address:		
Postcode:		
Telephone number:		
Fax number:		
E-mail address:		
Website address (if any):		
Company registration number (if this applies):		
Date of registration: Registered address (if different from above): Postcode:		
VAT registration number:		
Is your organisation:		
i) A public limited company		Yes / No
ii) A limited company		Yes / No
iii) A limited liability partnership		Yes / No
iv) A partnership		Yes / No
v) A sole trader		Yes / No
vi) Other (please state)		Yes / No
Name of (ultimate) parent company (if this applies)		
Companies House registration number of parent company (if this applies)		

Your contact details for enquiries about this tender		For Information Only
Name		
Contact position (Job Title)		
Full postal address		
Phone/Mobile		
Email		

1.	Financial Information	Pass or Fail
	<p>You should be aware that the Council may use a credit reference and financial status records agency. Other financial information may be sought in order to complete our risk assessment. These may include a review of current assets against liabilities, profitability over the previous four years, size of any long term liabilities (particularly where these are financed by external bank loans), the structure of the company and whether it is or could be supported by a Parent Company, the value of current reserves, whether the contractor is long-established, plus consideration of the size of contract against company turnover (more than 50%).</p> <p>Turnover: £</p>	
1.1	Please provide one of the following to demonstrate your economic / financial standing. NB, 1.1.1, 1.1.2, 1.1.3 and 1.1.4 are shown in order of preference.	
1.1.1	A copy of your audited accounts for the most recent two years	Yes / No
1.1.2	A statement of the turnover, profit and loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation	Yes / No
1.1.3	A statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position.	Yes / No
1.1.4	Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	Yes / No

2.	Insurance	Pass or Fail
	If your organisation's tender is successful, adequate insurance cover will be required. Please provide details of all your insurance cover currently in force. The minimum levels required are indicated below.	
2.1	Public Liability £ 5 m	Yes / No
2.2	Professional Indemnity £5m	Yes / No / N/A
2.3	Employer's Liability Insurance (a legal requirement, except for businesses employing only the owner/close family members) of at least £5 million	Yes / No / N/A
2.4	Please confirm that if you do not have the appropriate insurance in place you will ensure it is in place prior to contract inception.	Yes / No / N/A

Equalities	Pass or Fail
<p>As a Council we are committed to promoting equality and celebrating diversity in our town, our services and our workplace. All organisations that supply goods or services to the Council are required to meet our Equality Standards and operate them without exception. Where you do not have your own policy or have one that is not initially acceptable to us, we would expect you to meet the standards laid out in our Equalities Policy "Fairness for All" 2012-2015, available on www.poole.gov.uk. Please confirm that you are willing to commit to our equality standards.</p>	
Yes / No	
Sustainability	For Information Only
<p>Within the last five years, has your organisation been subject to any prosecutions, infringement notices or other actions by the Environment Agency (or equivalent agency) in respect of any breach or suspected breach by the potential bidder of environmental legislation?</p>	
Yes / No	
<p>If the response is 'Yes' above, please provide full details of the nature of the notice or action (etc) and any remedial steps subsequently taken by you.</p>	
Response:	

Section 3 Specification

1. Introduction and background

Skills & Learning Bournemouth, Dorset & Poole is the merged local authority adult learning provider covering all of Bournemouth, Dorset & Poole.

It holds contracts for the delivery of Skills Funding Agency (SFA) funded provision for those aged 19+, 16-18 Apprenticeships and Education Funding Agency (EFA) Study Programme and Traineeship provision for those aged 16-18.

A proportion of the funding received is allocated to third parties to enable the Service to increase its reach to priority learners.

It is looking for bidders who can:

- Recruit priority learners
- Understand the priorities and workings of the SFA
- Contribute to local area skills needs as identified by Skills and Learning and the Dorset Local Enterprise Partnership
- Maintain effective monitoring of learner progress
- Maintain a quality of delivery that will be judged at least 'good' by OFSTED
- Achieve a high level of learner outcomes, both in terms of success rates and positive progressions from their programmes for learners

2. The Requirement

Skills & Learning Bournemouth, Dorset & Poole are seeking bidders for the following lots.

LOT 1 £15000 Family Wellbeing – Geographic area for residents of Bournemouth, and Poole

To fund a project of measurable learning in partnership with schools and Children's Centres to develop confidence, parenting skills and aspirations to improve the life chances of the individuals and their families. Requires trained staff to deliver.

LOT 2 £15000 Family Wellbeing – Geographic area for residents of Dorset

To fund a project of measurable learning in partnership with schools and Children's Centres to develop confidence, parenting skills and aspirations to improve the life chances of the individuals and their families. Requires trained staff to deliver.

LOT 3 £15000 Substance misuse – Geographic area for residents of Dorset, Bournemouth and Poole

A project to provide a programme of measurable learning to those recovering from substance misuse to aid reintegration into society and to develop entry to volunteering and paid work. Requires trained staff to deliver.

LOT 4 £15000 Learning Disability – Geographic area for residents of Dorset, Bournemouth and Poole

A project to provide a programme of measurable learning to promote moving to volunteering, employment or independent living. Requires trained staff to deliver.

LOT 5 £15000 Multi Cultural project – Geographic area for residents of North Dorset

A project to provide a programme of measurable learning to promote and develop inclusion and intercommunity relationships to better community cohesion. Requires trained staff to deliver.

LOT 6 £15000 Multi Cultural project – Geographic area for residents of Bournemouth and Poole

A project to provide a programme of measurable learning to promote and develop inclusion and intercommunity relationships to better community cohesion. Requires trained staff to deliver.

LOT 7 £15000 Reintegration of offenders into families - Geographic area for residents of Dorset, Bournemouth and Poole

A project to provide a programme of measurable learning to help to reintegrate offenders into their families. The offenders will have left prison within 180 days of start of engagement. Requires trained staff to deliver.

LOT 8 £15000 Domestic abuse - Geographic area for residents of Dorset, Bournemouth and Poole

A project to provide a programme of measurable learning delivered by qualified staff to increase confidence, wellbeing, communication skills and assertiveness. positive interactions with children parenting skills. Requires trained staff to deliver.

LOT 9 £15000 LGBTI project - Geographic area for residents of Dorset, Bournemouth and Poole

A project to provide a programme of measurable learning to promote and develop inclusion and intercommunity relationships to better community cohesion. Requires trained staff to deliver.

LOT 10 £15000 Digital Health Literacy - Geographic area for residents of Weymouth and Portland

A project to provide a programme of measurable learning to promote A Widening Digital Participation programme to reach people who are both digitally excluded and at risk of poor health. Requires trained staff to deliver.

3. Period of Agreement

Further to section 1, paragraph 1.1 and 1.9, the contracts for each lot above will initially run for the period 1st August 2016 to 31st July 2017. Should you not be successful in being awarded a lot in that year you will still remain on the Approved List, against which we will re-open the competition periodically.

4. Contract Responsibilities

As specified in the terms and conditions of contract ("Agreement") at paragraph 8 on page 6, "The Council wishes to engage the Provider to provide the Learning Services set out in Schedule 1 in accordance with the SFA Community Learning and Funding Plan set out in Schedule 2".

Schedule 1 and 2 of the Agreement are attached as appendices to this document (The Agreement is also appended).

Schedule 1 contains the areas of responsibilities (and their constituent parts) against which you are required to perform. These areas will be quality assessed against the criteria laid out in Section 4 within this document. Schedule 1 also contains the responsibilities of Skills & Learning Bournemouth, Dorset and Poole under each of the respective headings.

Schedule 2 constitutes the SFA Community Learning and Funding Plan for the year following award of a lot.

Please indicate the Lot(s) you wish to be considered for:

Lot 1

Lot 2

Lot 3

Lot 4

Lot 5

Lot 6

Lot 7

Lot 8

Lot 9

Lot 10

Section 4 Evaluation Questions

Insert a table here similar to the example below and insert your criteria for this contract as per clause 6.2 in Section 1. Remember to delete this example and instructions, and do not include in your tender as is. If you need support please consult with the Strategic Procurement Team.

Example only

Section	Criteria	Weighting
1.		
1.1	What are the aims of the project?	30%
	Response:	
1.2	What are the planned learning activities? Please give detail. NOTE: Project and Partnership money cannot be used to fund qualifications that are fundable by the Skills Funding Agency.	30%
	Response:	
1.3	What are the planned measurable outcomes for the learners?	10%
	Response:	
1.4	How does the project show innovation in attracting 'hard to reach learners'?	10%
	Response	
1.5	Would you be prepared to work with Skills and Learning to screen your learners' English maths and ICT skills Yes <input type="checkbox"/> No <input type="checkbox"/> How will the development of these skills be embedded?	5%
	Response	

1.6	How will you ensure the quality and effectiveness of this project? (see guidance)	10%
	Response	
1.7	How will you track the impact of the project on individuals and their progression for twelve months after they leave the project? Who will be responsible for this tracking? Will you be able to supply this data to Skills and Learning at February 2017?	5%
	Response	
1.8	Will volunteers be assisting you in the delivery of the project? If yes please give details below	Information Only
	Response	
1.9	Will you be able to count the number of hours that volunteers give to the project?	Information Only
	Response	
1.10	How will you ensure that outputs and outcomes, which are funded by another source will not also be counted.	Information Only
	Response	
1.11	How will you demonstrate the progress and achievement of individuals whilst on the project?	Information Only

	Response	
1.12	How will you assess the success of the project and then plan future development? Please make reference to any added value provided by the project.	Information Only
	Response	
1.13	What skills for jobs activities are included in the project?	Information Only
	Response	
1.14	How will you support your learners in progressing to further learning, paid employment or voluntary work?	Information Only
	Response	
1.15	How will you incorporate essential Health & Safety procedures into the daily practice of your staff, volunteers and service users during the proposed project, taking into account the safety and well being of any other visitors to the project and the wider public?	Information Only
	Response	
1.16	How will you manage the safeguarding of vulnerable adults participating in the project?	Information Only
1.17	How many learners do you plan to put through the project? These learners must be enrolled and complete a planned	Information Only

	programme of learning.	
	Reponse:	
1.18	What will be the longer term impact for the learners who attend?	Information Only
	Response	
1.19	What will be the longer term impact for the community?	Information Only
	Response	
1.20	Is this project sustainable without further funding? Yes <input type="checkbox"/> No <input type="checkbox"/> If you answered yes please tell us how.	Information Only
	Response	
1.21	How will you promote and publicise your project?	Information Only
	Response	
1.22	Where will the learning activities take place?	Information Only
	Response	
1.23	Please provide a breakdown of the project expenditure	Information Only

	Response Please complete pricing schedule (Appendix A)	
2.	Relevant Experience and Contract Examples	
<p>Please provide details of three completed contracts, in any combination from either the public or private sector, that are relevant to the Council's requirement. Contracts for supplies or services should have been performed during the past <u>three</u> years. Works contracts may be from the past <u>five</u> years, and VCSEs may include samples of grant funded work.</p> <p>The named customer contact provided should be prepared to provide written evidence to the Council to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements; if this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle will be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplier or services, the information requested should be provided in respect of the principal intended provider(s) or sub-contractor(s) who will deliver the supplies and services.</p>		
2.1	Name of customer organisation: <<ENTER TEXT>> Point of contact in customer organisation: <<ENTER TEXT>> Position in the organisation: <<ENTER TEXT>> E-mail address: <<ENTER TEXT>> Contract start date: <<ENTER TEXT>> Contract completion date: <<ENTER TEXT>> Estimated contract value: <<ENTER TEXT>> In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.	Information Only
2.2	Name of customer organisation: <<ENTER TEXT>> Point of contact in customer organisation: <<ENTER TEXT>> Position in the organisation: <<ENTER TEXT>> E-mail address: <<ENTER TEXT>> Contract start date: <<ENTER TEXT>> Contract completion date: <<ENTER TEXT>> Estimated contract value: <<ENTER TEXT>> In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your	Information Only

	<p>technical capability in this market.</p>	
<p>2.3</p>	<p>Name of customer organisation: <<ENTER TEXT>> Point of contact in customer organisation: <<ENTER TEXT>> Position in the organisation: <<ENTER TEXT>> E-mail address: <<ENTER TEXT>> Contract start date: <<ENTER TEXT>> Contract completion date: <<ENTER TEXT>> Estimated contract value: <<ENTER TEXT>></p> <p>In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market.</p>	<p>Information Only</p>
	<p>If you cannot provide at least one example for the above, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up.</p>	

Section 5 Pricing Schedule

Provided for Information only. See Evaluation question 1.23 and Appendix A

Section 6 Form of Tender

Having examined the Invitation to Tender and its accompanying documents (which I/we shall keep) and being satisfied as to my/our abilities and experience in all respects to satisfy the requirements of the conditions of tender and the contract, I/we

STATE YOUR NAME

of

STATE YOUR ADDRESS

offer subject to the conditions of tender to provide or supply upon the terms and conditions of this contract in its present form the service / the goods / the works for the fixed price or annual sum or for the prices on the quoted schedule of rates as indicated in the Pricing Schedule and for the contract period at the time the Approved List was set-up or any subsequent call-off.

I/We understand and agree that your written letter of acceptance of our tender shall constitute the making of a binding contract between us and acknowledge acceptance of the assigned terms and conditions.

I/We understand that you are not bound to accept the lowest or any tender you may receive and do not guarantee us any business being on this Approved List whatsoever.

Section 7 Collusion Certificate

By submitting my/our response, I/we

STATE YOUR NAME

of

STATE YOUR ADDRESS

certify that we have not canvassed and will not, before the evaluation process, canvass or solicit any member or officer, employee or agent of the Council or other contracting authority in connection with the award of the contract and that no person employed by us has done or will do any such act and we will indemnify the Council against any costs or loss arising from any unlawful canvassing in breach of this undertaking.

Section 8 List of Appendices

Agreement for the delivery of Skills Funding Agency and/or Education Funding Agency provision

Schedule 1 – Contract Responsibilities

Schedule 2 – SFA Community Learning and Funding Plan