REQUEST FOR QUOTATION FOR

END POINT ASSESSMENT ORGANISATION

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[](https://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=2ahUKEwiVw-n2qo3eAhWOposKHSHzAWYQjRx6BAgBEAU&url=https://www.countryside-jobs.com/job/Aug18/countryside-officer-milton-keynes-council-0308_8.html&psig=AOvVaw2bgD1QUN0rpjUhVfrT2lfg&ust=1539860876209482)

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The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Cambridgeshire County Council are showing their commitment to improving the local economy. This positive action is a step forward in the simplification of the procurement process and the FSB look forward to working with Cambridgeshire County Council to encourage effective trade between the Council and local small businesses.

CONTENTS

[SECTION 1: INTRODUCTION 4](#_Toc454365295)

[PART A: GENERAL REQUIREMENTS 4](#_Toc454365296)

[PART B: BACKGROUND 4](#_Toc454365297)

[PART C: PROCUREMENT TIMETABLE 4](#_Toc454365298)

[PART D: CLARIFICATION QUESTIONS 5](#_Toc454365299)

[PART E: QUOTATION RESPONSES 5](#_Toc454365300)

[PART F: EVALUATION OF QUOTATIONS 5](#_Toc454365301)

[SECTION 2: SPECIFICATION 6](#_Toc454365302)

[SECTION 3: SUPPORTING INFORMATION 7](#_Toc454365303)

[PART A: Organisation and Contact Details 7](#_Toc454365304)

[PART B: Questions 7](#_Toc454365305)

[SECTION 4: PRICING SHEET 10](#_Toc454365306)

[Pricing and Costs 10](#_Toc454365307)

[SECTION 5: FREEDOM OF INFORMATION & SIGNATURE AND DATE 11](#_Toc454365308)

[APPENDIX 1: CONDITIONS OF CONTRACT 12](#_Toc454365309)

# INTRODUCTION

## GENERAL REQUIREMENTS

LGSS on behalf of Milton Keynes Council, Cambridgeshire County Council and Northamptonshire County Council invites quotations for the provision of End Point Assessment services for apprentices employed by the three councils and their locally maintained schools to be delivered within the workplace and/or county where the apprentice resides. LGSS will link the successful EPA provider up with the providers of the apprenticeship we have outlined in the specifications. The provider and EPA will then need to agree a contract between them which will be shared with LGSS.

The Authority’s detailed requirements are defined in Part 2 - Specification.

Please take care in reading this document in particular the Specification; In the event of any questions or queries in relation to this Request for Quotation (RFQ), please contact the buyer via the method stated below.

The Authority reserves the right to:

* carry out due diligence checks on the awarded provider;
* amend the conditions of Contract attached in Appendix 1;
* abandon the procurement process at any stage without any liability to the Authority; and or
* Require the Potential Provider to clarify its quotation in writing and if the Potential Provider fails to respond satisfactorily, this may result in the Potential Provider not being selected.

Potential Provider’s will need to register an account via the Authority’s ‘LGSS Procurement Portal’ at [www.lgssprocurementportal.co.uk](http://www.lgssprocurementportal.co.uk) before being able to view the full quotation details.

For technical support when using the LGSS Procurement Portal (ProContract), please contact the ProContract support desk:

* Email: [ProContractSuppliers@proactis.com](mailto:ProContractSuppliers@proactis.com)
* Telephone: 0330 005 0352

This facility is available Monday to Friday, 09:00 to 17:30

Alternatively, you may use the electronic ticket logging system which can be found [here](http://proactis.kayako.com/procontractv3/Core/Default/Index)

## BACKGROUND

LGSS is the shared services venture set up by founding partners Cambridgeshire County Council (CCC) and Northamptonshire County Council (NCC), offering a fully integrated support service. The partnership was formed in response to the challenges faced by local authorities, namely, the public sector funding crisis, impact of the recession, rising expectations and growing demand, and seeks to reduce the cost of support services through the consolidation of resources, process redesign and exploitation of technology. Milton Keynes Council joined as a third partner in April 2016.

LGSS is governed by a joint committee and began operating legally as a shared service in October 2010. Within LGSS there are four directorates: Finance, Human Resources & Organisational Development, Operations and Legal Services. These directorates provide professional and transactional business services to the two founding Authorities and a range of other public sector customers.

Cambridgeshire County Council, Northamptonshire County Council and Milton Keynes Council work together in partnership under the name of LGSS.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 19th July 2019 |
| **Deadline for Clarification Questions** | 9th August 2019 |
| **Deadline for Quotation Responses** | 16th August 2019 |
| **Quotation Evaluation** | w/c 19th August 2019 |
| **Contract Awarded / Start Date subject to agreement with successful provider** | w/c 26th August 2019 |
| **Deadline for Delivery subject to agreement with successful provider** |  |
| **Contract End Date subject to agreement with successful provider** |  |

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred via the [ProContract](http://www.lgssprocurementportal.co.uk) messaging area.

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via [ProContract](http://www.lgssprocurementportal.co.uk)

## EVALUATION OF QUOTATIONS

Any bids not compliant or completed fully will be discarded. Based on the information provided by organisations, each compliant submission will be evaluated based on the following criteria:

**The Quality Questions will be scored using the following scale and will account for 100% of the Evaluation**

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| **0** | **Response does not meet requirements or no response is provided.** |
| **1** | **Response partially meets requirements but contains significant weaknesses, issues or omissions.** |
| **2** | **Response meets requirements to an acceptable standard but contains some weaknesses, issues or omissions.** |
| **3** | **Response meets requirements to a high standard. Robust and detailed in all respects.** |

Weighting values: 1 = Low, 2= Medium, 3=High

|  |
| --- |
| **Evaluation Method 1: Maximum Quality Standard** |

Quality Score at 100 %. Score will be derived by: score x weighting = overall initial score for each question.

Potential Provider Quality Score ÷ Max Quality Score Available) × “*X”* = Potential Supplier Quality Score %

Potential Providers must pass all pass questions in SECTION 3: PART B: in order to be considered. Bids not meeting the minimum standards will be discarded. Quality will make up 100% of the score.

Before bidding for this contract, End Point Assessment Providers should ensure that they deliver End Point Assessment provision for both Operational Departmental Manager Apprenticeship Standard and Public Service Operational Delivery Officer.

# SPECIFICATION

We have a requirement for an End Point Assessment Organisation to conduct End Point Assessments for the authority’s apprentices. End Point Assessment is required for the following Apprenticeship Standards

|  |
| --- |
| IT Infrastructure Technician Level 3 |
| Software Developer Level 4 |
| Network Engineer Level 4 |
| Digital Marketer Level 3 |

These Apprenticeship Standards are currently delivered by four providers across Milton Keynes Council, Northamptonshire County Council and Cambridgeshire County Council. These standards are delivered across Milton Keynes Council, Cambridge County Council and Northamptonshire County Council. Future delivery could vary and the End Point Assessment Organisation may be providing End Point Assessment for apprentices of more than four Training Providers

There are currently 8 apprentices working towards these standards across the 3 councils with more apprentices expected to join due to an increase in interest from the IT and Digital teams in the councils. The successful provider will also be expected to provide support to Training Providers of apprentices who work towards these standards with the councils locally maintained schools and the take up of these apprenticeships within the locally maintained schools is expected to increase.

Training Providers who wish to tender need to provide copies of the following policies: Safeguarding, Equality/diversity and inclusion, Health & Safety, Appeals/Complaints and their Business Continuity plan.

# SUPPORTING INFORMATION

## Organisation and Contact Details

|  |  |
| --- | --- |
| **A-1 Name of your organisation** |  |
| **A-2 Registered office (if applicable)** |  |
| **A-3 Trading address (if different from registered**  **office)** |  |
| **A-4 Organisation Registration Number**  **(if applicable)** |  |
| **A-5 Is your organisation a:**   * Sole Trader * Partnership * Public Limited Company * Private Ltd Company * Voluntary & Community Sector * Charity * SME (Small and Medium Enterprise) * Other |  |
| **If you selected other, please specify** |  |
| **A-6 What, if any, local connections do you have with the County** |  |
| **A-7 If the Company is a**  **member of a group of companies,**  **please give the name and**  **address of the ultimate holding**  **company** |  |
| **A-8 Name of person to whom**  **any queries relating to this quote**  **should be addressed** |  |
| **A-9 Telephone** |  |
| **A-10 Email** |  |
| **A-11 Address**  **(if different to the Address above)** |  |

## Questions

Please see Section 1, Part F (*Evaluation of Quotations*) for details on the weighting and scoring criteria.

|  |  |  |
| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1 | Please provide your EPA number | Pass/Fail |
| Potential Provider’s Response |  |  |
| 2 | A) public liability insurance with a limit of indemnity of not less than £2,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited and should be adequate to cover all risks in the performance of the Services; B) employer’s liability insurance with a limit of indemnity of not less than £5,000,000.00 in respect of one incident and the number of incidents covered shall be unlimited; C) professional indemnity insurance with a limit of indemnity of not less than £1,000,000.00 in respect of any one incident and the number of incidents covered shall be unlimited. The Training Provider shall ensure that all professional consultants or Sub-Contractors involved in the provision of the Services hold and maintain appropriate cover. | Pass/Fail |
| Potential Provider’s Response | **Yes** - have levels of cover already and will continue to for this contract  **No** - but will provide the Authority‘s level of cover requested if awarded contra  **No** - have not got cover and won't provide Authority’s level of cover |  |
| 3 | Please confirm that you are on the Register of Approved Apprenticeship Assessment Organisations (RoAAO) | Pass/Fail |
| Potential Provider’s Response |  |  |
| 4 | The Authority wishes to ensure that within your business or in its supply chain there is no servitude or forced labour, slavery human trafficking, arranging or facilitating the travel of another person with a view that a person is being exploited or conducting any activities that contain violation of human rights. Please confirm that your supply chain with regards to this quotation response complies with the Modern Slavery Act 2015. | Pass/Fail |
| Potential Provider’s Response | **Yes**–in response to this quotation our supply chain complies with the Modern Slavery Act 2015  **No**–in response to this quotation our supply chain does not comply with the Modern Slavery Act 2015 |  |
| 5 | The Authority wishes to ensure that within your business or in its supply chain that the processing of personal data and processes in relation to this contract are complaint with the requirements of the General Data Protection Regulations (GDPR) and Data Protection Act.  Please confirm that you and your supply chain with regards to this quotation response comply with all applicable data protection legislation including but not limited to the General Data Protection Regulations (GDPR) and Data Protection Act. | Pass/Fail |
| Potential Provider’s Response | Yes–in response to this quotation ourselves and our supply chain comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act.  No–in response to this quotation ourselves and/or our supply chain does not comply with all applicable data protection legislation including but not limited to with the General Data Protection Regulations (GDPR) and Data Protection Act. |  |
| 6 | Please provide staff profiles that incorporates current CPD for all involved in the delivery of the End Point Assessment and their roles and responsibilities within the process | **Weighting of 3** |
| Potential Provider’s Response |  |  |
| 7 | Please provide details of the delivery options you offer for the End Point Assessment i.e. For example at our location or day release. Max 100 words | **Weighting of 3** |
| Potential Provider’s Response |  |  |
|  |  |  |
| 8 | List the quality measures you have in place to manage the efficiency and effectiveness of the End Point Assessment process Explain your monitoring and reporting mechanisms/approaches. Max 200 words | **Weighting of 3** |
| Potential Provider’s Response |  |  |
| 9 | Equality and Inclusion policy - tell us your approach to Equality, Diversity and Inclusion and how you ensure that this is reflected in your End Point Assessment process. Max 200 words | **Weighting of 2** |
| Potential Provider’s Response |  |  |
|  |  |  |
| 10 | Please detail the support provided to the Training Provider as part of your End Point Assessment Process. Max 200 words | **Weighting of 2** |
| Potential Provider’s Response |  |  |
|  |  |  |
| 11 | Please detail the support provided to the Apprentice as part of your End Point Assessment Process. Max 200 words | **Weighting of 2** |
| Potential Provider’s Response |  |  |
|  |  |  |
| 12 | Please detail the support provided to the Manager/Mentor as part of your End Point Assessment Process. Max 200 words | **Weighting of 2** |
| Potential Provider’s Response |  |  |
|  |  |  |
| 13 | Please detail process which is followed to ensure that any incompatibility in systems between EPAO and Training Provider is minimised and overcome. Max 100 words | **Weighting of 2** |
| Potential Provider’s Response |  |  |
|  |  |  |

# PRICING SHEET

## Pricing and Costs

|  |  |  |
| --- | --- | --- |
| **Apprenticeship Standard** | **Total Cost** | **Cost Reduction per apprentice for groups of 5 + apprentices requiring assessment in same month for same Standard** |
| IT Infrastructure Technician Level 3 |  |  |
| Digital Marketer Level 3 |  |  |
| Software Developer Level 4 |  |  |
| Network engineer Level 4 |  |  |

The contract value for this procurement is £99,000.00 over four years. Contract is to be in operation within the four years or until £99,000.00 of Apprenticeship Levy funding is used up for the purposes of End Point Assessment only

# FREEDOM OF INFORMATION & SIGNATURE AND DATE

Information in relation to this RFQ may be made available on demand in accordance with the requirements of the Freedom of Information Act 2000 (“The Act”) and your organisation details will be disclosed where the expenditure is over £500 as per the Government Transparency agenda. Details of all contracts worth £25,000 or more in total value will also be published on the Authority’s website.

Organisations should state if any of the information supplied by them is confidential and commercially sensitive or should not be disclosed in response for the Information under the Act. Organisations should state why they consider the information to be confidential or commercially sensitive.

Please state here any specific information in this RFQ that you do not wish to be disclosed under Freedom of information Act. This will not guarantee that the information will not be disclosed but will be examined in the light of the exemptions provided in the Act.

**Request for Quotation End Point Assessment provision**

|  |  |  |
| --- | --- | --- |
| I the undersigned hereby declare by marking an X in the box: |  |  |

that the information provided is complete and accurate;

1. that the price in Section 4 is our best offer;
2. that no collusion with other organisations has taken place in order to fix the price;
3. to be subjected to the terms and conditions set out in Conditions of Contract identified in Appendix 1;
4. that no works/goods/supplies/services will be delivered or undertaken until both parties have executed the formal contract documentation as identified in Appendix 1 and an instruction to proceed has been given by the Authority in writing.

|  |  |
| --- | --- |
| **Name** |  |
| **Position Held** |  |
| **Date** |  |