Institute for Apprenticeships & Technical Education

T Levels ITT – Tender Response Document

Part 3 – Award Questionnaire Lot specific questions

Invitation to Tender

T Levels Programme – Awarding Organisations Procurement (Wave 4)

Attachment 6 – Tender Response Document Part 3 – Award Questionnaire Lot specific questions

GATE D – AWARD QUESTIONNAIRE – LOT SPECIFIC QUESTIONS

Important note to Potential Suppliers:

You must complete the Award Questionnaire and submit your responses using the e-Sourcing Portal. It is mandatory to respond to all questions.

You must submit a separate Award Questionnaire response (and where relevant provide separate attachments in MS Word, MS Excel or PDF format) for the Lot specific questions set out in this document (ie questions 9.7 and 9.8 and 10.6 to 10.8) in respect of each TQ for which you are submitting a Tender.

Unless the context provides otherwise, capitalised expressions in this section shall have the meaning given to them in the Glossary forming part of this ITT. In the Award Questionnaire "you" / "your" refers to the Potential Supplier (Lead Supplier for a Group of Economic Operators).

Potential Suppliers must ensure that their response to each of the questions below fully describes how they will comply with the relevant requirements of the Service Requirements insofar as applicable to the relevant Lot/TQ. The Authority expects responses to be tailored as appropriate for the relevant Lot/TQ. Potential Suppliers should take into account in formulating their responses the relevant sections of the Service Requirements and the Contract terms and conditions and schedules and relevant Ofqual conditions.

Potential Suppliers must not exceed the maximum character count shown for each question. Potential Suppliers should note that the e-Sourcing Portal character count can differ from the character count stated by word processing packages, and Potential Suppliers are advised to check the applicable character count within the e-Sourcing Portal in sufficient time to make changes if needed to reduce the length of the relevant response.

Attachments should only be provided where specifically indicated in the relevant question and should only contain content appropriate to that attachment. The content of any such attachments, including the use of diagrams / pictures will not count towards any applicable character limits. Permitted attachments will be scored as part of the evaluation of the question response of which they form part.

Each question includes a requirement as to the specific questions which should be addressed in your response – the text of these questions as included in your response will not be included in the character count.

Where relevant, you should ensure your response explains **how** you will deliver the relevant requirement; **why** this is in your view the best solution based on your experience; and **what** positive impact your proposed approach will have, including on the quality and standard of the TQ. Supporting **evidence** should be given where possible.

Potential Suppliers should note that in the event that they are successful, the resulting Contract shall be completed using the responses given in the Award Questionnaire together with the content of the Pricing Schedule. Full details are given in the Contract forming part of this ITT.

Full details on how the responses to the Award Questionnaire will be evaluated are set out in the Evaluation Guidance.

When completing the Award Questionnaire you should refer closely to Attachment 4 - Evaluation Methodology and Guidance as this includes further information on the details which should be included when answering each question, and how the information you provide in your responses will be assessed.

SECTION 9B – Delivery of core business services – Lot specific questions

Question 9.7	Designing, developing and managing TQ content

Maximum character count: 20,000

Weighting: 12

Minimum score: 3 out of 5

Attachment requirements: None

QUESTION

Please set out your approach for meeting the Authority's Service Requirements relating to the design, process of development and management of the TQ content for the core component and the occupational specialism(s) of the TQ.

Note that it is a requirement of the Contract that your final Assessment Strategy is consistent with the details provided in your Tender unless otherwise agreed in writing with the Authority. Your response should provide sufficient detail to give confidence in your ability to deliver a high quality draft Assessment Strategy for submission to the Authority at Interim Milestone 1.

RESPONSE FORMAT

In answering the above question, please include a response to each of the following elements under separate headings (the text of the questions below will not be included in the character count):

- How will the i) design, ii) process of development and iii) management of qualification content for the core component and the occupational specialism(s) of the TQ be: (i) effective; (ii) of the required standard of quality; (iii) scrutinised; and (iv) continuously delivered to such standard over the Contract term?
- How will you ensure the TQ offered complies with all applicable legislation and is inclusive, including providing for Reasonable Adjustments and Special Considerations (each as defined in the Service Requirements), at every stage of the qualification lifecycle?
- How will you ensure that the content specified will allow for valid, reliable and manageable assessment of the content as set out in the Outline Content?
- How will you engage with subject matter experts with the right level of knowledge and expertise (including Providers and other stakeholders) to inform the design and to develop TQ content of the highest quality?
- How will you ensure a comprehensive and early approach to engagement with providers in the design of the TQ content and satisfy that the Authority that provider input has been considered and reflected in the materials, where appropriate.
- Provide evidence that your governing body, senior team and key stakeholders are committed to oversee the development, delivery and management of the content for the TQ.
- How will you ensure that subsequent changes to the TQ following its initial development will be quality assured and effectively managed?
- How will you keep the knowledge and skills required by the TQ up-to-date and ensure the TQ has continued currency among employers and other end-users over the Contract term?
- How will you continue to work with employers to ensure a high level of engagement throughout the lifetime of the qualification?
- How will you ensure a comprehensive and early approach to engagement with relevant employers in the design and development of the TQ content and satisfy the Authority that appropriate employer input and validation has taken place

Your response here:

Question 9.8	Assessment design and delivery

Maximum character count: 20,000

Weighting: 12

Minimum score: 3 out of 5

Attachment requirements: (Optional: The attachment should be submitted only where the assessment design and delivery differs for each Occupational Specialist Component and as a result the response cannot be captured within the maximum character count.

Maximum attachment character count: 1000)

QUESTION

Please provide details of your approach in respect of the TQ assessment design and delivery (for the specific TQ in respect of which you are bidding).

If you are successful, your response will form part of your initial Assessment Strategy in the Contract. Note that it is a requirement of the Contract that your final Assessment Strategy is consistent with the details provided in your Tender unless otherwise agreed in writing with the Authority. Your response should provide sufficient detail to give confidence in your ability to deliver a high quality draft Assessment Strategy for submission to the Authority at Interim Milestone 1.

Your response should take into account the product description for the Assessment Strategy set out in Part 3 (Product Descriptions) of the Service Requirements.

Your response should address the points below in relation to both the core component and all relevant occupational specialisms; and in the context of the initial development of the TQ content and of all subsequent changes to the TQ, explaining how such changes will be efficiently managed and delivered.

RESPONSE REQUIREMENTS

In answering the above question, please include a response to each of the following elements under separate headings (the text of the questions below will not be included in the character count):

- How will the proposed assessment design be structured? Please summarise the proposed assessment methods.
- How will you ensure valid assessment of occupational skills, set out in the Outline Content?
- How will the proposed design and service delivery of the assessment secure on-going compliance with the relevant outcomes/measures and requirements?
- How will you involve employers with recent and relevant industry experience in TQ assessment design and delivery?
- How will you test the assessment design with Providers, employers and other stakeholders to ensure the assessment approach is valid, reliable and manageable?
- How will you engage Providers in the development of the assessment approach?

You should set out your proposed approach to marking assessments so as to achieve the optimum blend of the assessment principles (as set out in the Service Requirements).

Evidence generated by Students should be assessed externally by an Assessor. However, the Service Requirements also provide that, in exceptional circumstances, an Approved Provider may be permitted to mark assessment evidence generated by Students in relation to the Employer Set Project (as defined in the Service Requirements) and the Occupational Specialist Components (subject to the Institute's approval). If you are considering proposing an element of assessment by Approved Providers, you will need to provide a detailed rationale which explains why this is necessary in terms of achieving an optimum balance of the assessment principles which includes the proposed approach to:

• putting in place robust arrangements which ensure that assessment achieves valid and reliable outcomes • ensuring that assessment is as close to complete independence as possible • moderation of all such marking of assessments
Your response here:

SECTION 10B – Business process, resourcing, ensuring capacity, and risk management and operations – Lot specific questions

Question 10.6	Financial capacity

Maximum character count: 10,000

Weighting: 6

Minimum score: None

Attachment requirements: (Mandatory – adopting the prescribed format set out in the provided template which is attached to the Pricing Schedule) Your financial forecast for delivery of the Services under the Contract in the form of a table that lists and quantifies the key sources of income relating to the Services and the anticipated spend per year for the delivery of the Services over the Contract term. Your financial forecast should include a level of detail that enables the Authority to assess the basis and reasonableness of your calculations. Your financial forecast should evidence how you have, or will have, appropriate finances in place to support the delivery of the Services under the Contract.

QUESTION

Explain why you have the financial capacity to take on the TQ Contract, in a manner that is commercially viable and sustainable over the Contact term.

RESPONSE REQUIREMENTS

In answering the above question, please include a response to each of the following elements under separate headings (the text of the questions below shall not be included in the character count):

- How will you have organisational capacity to take on the TQ Contract, in the context of any wider planned or expected commitments over the Contract term, without diminishing the quality of the Services delivered and your contractual performance? In particular, what is the overall financial position and resilience of your organisation over the Contract term taking into account any anticipated changes in the qualification marketplace and any other work you are considering bidding for (e.g. other T Levels or other work in your organisation)?
- How will you ensure that you have adequate financial reserves to support the delivery of the Services through the Contract term, referring to your attached financial forecast and the impact of any other work you are considering bidding for (e.g. other T Levels or other work in your organisation)?
- How will you finance the initial development phase of the Contract, given that you will incur costs in advance of recouping those costs through payments received in respect of the various fees and charges?
- Please describe how your financial forecast supports your Resource Plan in Question 10.8, and with reference to your Resource Plan, describe the impact on your financial forecast of any increase in demand for your organisation (e.g. in the event of winning more than one Lot, or other work in your organisation).

Your response here:

Question 10.7	Outline Implementation Plan

Maximum character count: 10,000

Weighting: 6

Minimum score: 3 out of 5

Attachment requirements: (Mandatory) Your outline Implementation Plan (as defined in the Contract) in the form of a visual plan such as a Gantt chart highlighting timelines and activities and individuals/teams in charge of each task, covering the Contract term.

If you are successful, your outline Implementation Plan will be included in Schedule 3 of the Contract.

QUESTION

Please provide, in outline, your Implementation Plan for the TQ, evidencing the achievability of the plan assessed against the T Level Programme's critical path as described at Annex 4 of the Service Requirements, including how you will meet the requirements for each Milestone as described in the Service Requirements.

Please provide in your outline Implementation Plan engagement with stakeholders, including T Levels Panels prior to the first Interim Milestone (as defined in the Contract) and Route Panels following the first Interim Milestone, subject matter experts, Providers and employers, to support the articulation of the Outline Content into the detailed TQ.

Your response should take into account the product description for the Implementation Plan set out in Part 3 of the Service Requirements.

RESPONSE REQUIREMENTS

In answering the above question, please include a response to each of the following elements under separate headings (the text of the questions below shall not be included in the character count):

- What process will you use to report on progress to the right level of stakeholders, ensuring effective raising of delays or delivery risks, and proposing resolution plans to mitigate such risks and delays?
- Who (referencing a named individual) has responsibility for the management of the Implementation Plan and how the plan will be monitored, updated and linked to the Resource Plan provided in response to question 10.8 at all times?
- How, where relevant, will the printing, physical delivery and logistical elements of operating the TQ be put in place?
- How will you establish appropriate and sufficient operations in England that will enable you to deliver the Services within the required timescales?
- How will you resolve formal complaints about the Services? What timescales will such complaints be resolved within (which shall form part of KPI4 in Schedule 15 Annex 1 of the Contract)?
- What is your methodology for ensuring that, to the extent that your proposal includes the use of Sub-Contractors and/or a Group of Economic Operators, all of the requirements will be met through your proposed Implementation Plan and structure?

Your response here:

Question 10.8	Resource Plan

Maximum character count: N/A

Responses should be in the form of a completed Resource Plan using the excel spreadsheet template provided with the ITT. Your response should be constrained to completing this template and no additional information will be considered.

Weighting: 12

Minimum score: 3 out of 5

Attachment requirements: (Mandatory) Your completed Resource Plan (as defined in the Contract) using the template excel spreadsheet provided by the Authority as part of the ITT. .

If you are successful, your Resource Plan will be included in Schedule 3 of the Contract.

QUESTION

Using the template excel spreadsheet Resource Plan provided by the Authority as part of the ITT, please provide a Resource Plan covering each phase of the TQ development, delivery and management in accordance with your outline Implementation Plan provided in response to question 10.7 and the methodology underpinning your proposal.

Your Resource Plan should detail your approach for harnessing your organisational capacity to ensure that you can commence work on the Services immediately upon Contract signature in a manner which is commercially viable for your organisation. When preparing your Resource Plan you should take into account the relevant scoring requirements, as set out in the discrete scoring matrix that will be applied to Resource Plans that can be found in ITT Attachment 4 – Evaluation Methodology.

There should be a clear read across between your outline Implementation Plan and Resource Plan.