

COVER NOTE – 16 October 2020

Dear all,

Thank you for your interest in Wave 4 of the T Level Programme.

As part of our engagement with Potential Suppliers, the Institute for Apprenticeships and Technical Education (Institute) is sharing the following documents for your information, ahead of us submitting the prior information notice (PIN) to the Official Journal of the European Union (OJEU) for publication and issuing the Invitation to Tender (ITT) for Wave 4 of T Levels in the week commencing 2 November 2020.

Documents shared today

The documents contained within the ITT zip file are:

- Invitation to Tender
- Terms of Participation
- Service Requirements
- Contract
- Evaluation Methodology and Guidance
- Proactis ProContract e-Sourcing Portal Guidance
- Selection Questionnaire
- Award Questionnaire general questions
- Award Questionnaire Lot specific questions
- Pricing Schedule and Guidance (note that a separate version of this will be created for each Lot when the final ITT is published)
- Conflict of Interest Declaration
- Commercially Sensitive Information and/or Confidential Information
- Form of Tender Declaration

Templates

- Bidder Prioritisation of Lots template
- Key Personnel (Annex to Schedule 7) template
- Exit Plan template
- Resource Plan template

Guidance Documents

- T Level Branding Guidelines October 2020
- Technical Qualifications (TQ) Explanatory Note September 2020

Redline Versions from Wave 3 to Wave 4

- W3 to W4 Service Requirements
- W3 to W4 Contract
- W3 to W4 Evaluation Methodology and Guidance
- W3 to W4 Award Questionnaire general questions
- W3 to W4 Award Questionnaire Lot specific questions

Purpose of sharing these documents

These documents are being shared with you in advance of the formal procurement process to provide visibility on the Institute's approach to this procurement, following the market consultation exercise we have conducted for Wave 4

The sharing of these documents is not the formal procurement exercise, and there is no requirement to respond to these documents at this time. The formal procurement exercise will commence with the submission of the PIN to the OJEU for publication **in the week commencing 2 November 2020 as referred to above.**

Changes made to the Wave 4 procurement documentation

The Institute would like to draw your attention to the following material changes below that have been made to the procurement documentation from Wave 3. If a document is not listed below, no material changes have been made.

There are various general updates to relevant information provided in the ITT.

However, please note that not all changes are listed below, and it is the responsibility of Potential Suppliers to ensure that they have read and responded to the correct version of the published procurement documentation and therefore Potential Suppliers should review the final, published versions of all of the procurement documentation carefully.

To assist Potential Suppliers, the Institute has published with this note an additional ZIP file containing comparisons between the final procurement documents published for Wave 4 (where equivalents exist) and the current Wave 4 versions of those documents. Note that no comparisons are available for the spreadsheets forming part of the ITT pack.

Material changes:

Invitation to Tender

- *Table 3.24: updated to reflect Wave 4 Routes and Pathways*
- *Table 6.2: updated learner numbers*

- *Paragraph 10.1 and 10.2: Various procurement timetable dates have now been confirmed*
- *Appendix 1 – Glossary: definition of Wireframe added*

Service Requirements

- *Paragraph 12.1: minor amendment*
- *Annex 7 – Milestone Submission Dates and Submission requirements updated to reflect new TQ Development Process (from 3 milestone to 7 milestones)*
- *Part 1 of Annex 8 Link to Eligible Providers updated for Wave 4*
- *Part 2 of Annex 8 – Notice of Eligible Providers amended from 18 months to 12 months*

Contract

- *Clause 2.2: Cohort dates updated*
- *Clause 5.8 and 5.12: updated to provide further clarity*
- *Schedule 1: Definition of ‘Authority Authorised Representative’, ‘End Date’, ‘Interim Milestone’, ‘Interim Milestone Payment’, ‘Key Personnel’, ‘Outline Content’, ‘Supplier Authorised Representative’, ‘Supplier’s Response’, ‘Supplier’s Tender’ updated*
- *Schedule 1: Definition added for ‘Development Phase’, ‘Effective Date of Variation’, ‘Pre-Delivery Phase’, ‘Technical Qualification Explanatory Note’, ‘T Level Branding Guidelines*
- *Schedule 1: Definition deleted ‘Use of Supplier Branding Guidelines*
- *Schedule 9, para 19: Clarification on required timing of Penetration Testing.*
- *Annex to Schedule 14; Updates to IPR Assurance Certificate*
- *Schedule 16: Definition of T Level Branding Guidelines deleted*
- *Schedule 16 Appendix 2: table updated to provide further clarity*

Evaluation Methodology and Guidance

- *Table 2 Summary table of questionnaire, scores and weightings: updated*
- *Table 3 Evaluation guidance for questions in Gates A, B and C – Selection Questions Section 4: Economic and Financial Standing: updated*
- *Table 6 Evaluation of Q10.8: updated*

Selection Questionnaire

- *Section 1.4: updated with Wave 4 lots*
- *Section 3.1(j)-(ii), 4.2, 5.1, 6.1: Amended to provide further clarity*

Award Questionnaire general questions

- *Question 9.1: updated to state what parts of the Service Requirements need to be covered*
- *Question 9.2: Updated to ensure assessment timescales are consistent with Annex 4 of the Service Requirements.*
- *Question 9.2 and Question 9.2: character count increased to 6000*
- *Question 9.4: Response Requirements updated to provide further clarity*
- *Question 10.2: mandatory attachment ‘key personnel’ added*
- *Question 10.5: character count deleted*

Award Questionnaire Lot specific questions

- Question 9.7 and Question 9.8: updated to draw out importance of employer validation and employer links as part of the response requirements.
- Question 10.8 Template: additional column and Contract Manager role flagged as a key resource. Question on resourcing processes and readiness strategy split out.

TQ Explanatory Note (guidance for AOs)

- Interpretating and Applying Service Requirements
- Details on Assessment Design Walkthrough

Outline Content publication

The final versions of the Wave 4 Outline Content will be published when available on the Institute's website <https://www.instituteforapprenticeships.org/t-levels/approved-t-level-technical-qualifications-and-final-outline-content/final-outline-content/> and will be shared via the Proactis ProContract e-Sourcing Portal.

The final versions of the Outline Content for:

- Hair and Beauty: Hair, Beauty & Aesthetics
- Creative & Design: Media, Broadcast & Production
- Catering & Hospitality: Catering
- Agriculture, Environment & Animal Care: Animal Care & Management
- Agriculture, Environment & Animal Care: Agriculture, Land Management & Production
- Legal, Finance & Accounting: Legal Services
- Business & Administration: Human Resources

are expected to be published with the final Wave 4 ITT.

Draft version of the Outline Content (a wireframe) for Creative and Design: Craft and Design will be published with the final Wave 4 ITT, with the final version expected to be published by the commencement of the Stage 2 Award Questionnaire phase of the Procurement.

Next steps

Potential Suppliers should continue to check the Proactis ProContract e-Sourcing Portal regularly for the latest information on the procurement for Wave 4 of the T Levels Programme.