

REQUEST FOR QUOTATION FOR provision of ONe-to-one Guidance service for prospective Trainee teachers in fenland and east cambridgeshire





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.

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# INTRODUCTION

## GENERAL REQUIREMENTS

Cambridgeshire County Council invites quotations for the provision of One-to-one Teacher Training Guidance Service for Prospective Trainee Teachers and Teaching Experience Programme for Fenland and East Cambridgeshire.

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.

## BACKGROUND

Cambridgeshire County Council is the local government body responsible for administering public services for a geographical area of approximately 1300 square miles bordering Lincolnshire, Norfolk, Suffolk, Essex, Hertfordshire, Bedfordshire and Northamptonshire. Cambridgeshire has a population of approximately 621,200.

Cambridgeshire County Council was formed in 1974 and quickly established a reputation for managerial innovation. This included medium term planning, local financial management (the County Council pioneered the delegation of budgets to schools), the development of an internal market for support services, and imaginative approaches to service delivery including the out-sourcing of a number of Council services.

The vision for Cambridgeshire is to Making Cambridgeshire a great place to call home. The Council priorities are:

• Supporting and protecting people when they need it most

• Helping people to live independent and healthy lives in their communities

• Developing our local economy for the benefit of all.

## PROCUREMENT TIMETABLE

|  |  |
| --- | --- |
| **Request for Quotation Issued** | 02/07/2019 |
| **Deadline for Clarification Questions** | 19/07/2019 |
| **Deadline for Quotation Responses** | 26/07/2019 |
| **Quotation Evaluation** | w/b 28/07/2019 |
| **Contract Awarded / Start Date** | w/b 18/08/2019 |

## CLARIFICATION QUESTIONS

Any queries about this document, the procurement process, or the proposed contract itself, should be referred via email to:

|  |  |
| --- | --- |
| **Name** | Henry Phipps |
| **Job Title** | Opportunity Areas Policy Advisor |
| **Telephone** | 07384 872 542 |
| **Email** | henry.phipps@education.gov.uk |
| **Deadline for questions (date & time)** | 19/07/2019 17:00 |

## QUOTATION RESPONSES

Should you wish to take part in the selection process please complete this RFQ and return via email to:

|  |  |
| --- | --- |
| **Name** | Henry Phipps |
| **Job Title** | Opportunity Areas Policy Advisor |
| **Telephone** | 07384 872 542 |
| **Email** | henry.phipps@education.gov.uk |
| **Respond by Date & Time** | 19/07/2019 17:00 |

## 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:

|  |
| --- |
| **Evaluation Method 3: Weighted combination of Quality and Price** |

**Quality Questions at 70% + Pricing at 30% = 100%**

A minimum quality score of 60% will apply. Any responses which score zero for any questions will be automatically eliminated.

The Quality Questions will be scored using the following scale:

|  |  |
| --- | --- |
| **Score** | **Criteria to Award Score** |
| 4 | * Response addresses **all** relevant criteria * The response provides evaluators with evidence, assurance and confidence that all criteria will be met to a high level through its comprehensive response to the question. |
| 3 | * Response addresses **all** relevant criteria * The response provides evaluators with evidence that the criteria will be met However the evaluators require further detail for some criteria to fully understand how the requirement would be delivered to a high level. |
| 2 | * The response addresses **some** of the relevant criteria only which gives the evaluators some confidence the criteria will be met. |
| 1 | * Regardless of whether some, most or all criteria have been addressed, the response overall lacks sufficient detail or is unclear, meaning that evaluators are not confident that the requirement will be delivered to an acceptable level |
| 0 | * Response does not answer the question or is completely irrelevant |

1. **Pricing (Part 4)**

Pricing % will be calculated as follows:

The bid with the lowest overall price will receive a full score of 30%

The following calculation will be applied to the other bids:

Score = 30 – ((( Price - Lowest Price ) / Lowest Price x 100 ) x ( 30 / 100 ))

This means than any bid that is double or more the lowest compliant bid will score 0% for the pricing element.

# SPECIFICATION

1. **Overview**
   1. The Fenland and East Cambridgeshire Opportunity Area is inviting potential providers to submit applications to design and deliver a one-to-one guidance service for those interested in training as a qualified teacher in Fenland and East Cambridgeshire. The service should include a ‘Teaching Experience Programme’ that will provide undergraduates, graduates and career-changers with opportunities to gain practical experience in schools in Fenland and East Cambridgeshire.
   2. The successful provider will be able to demonstrate a track record of successful work with schools and teacher training providers.
2. **Background**
   1. In January 2017, Fenland and East Cambridgeshire was designated as one of 12 Opportunity Areas by the Department for Education. This was in response to findings in the 2016 Social Mobility Index that Fenland and East Cambridgeshire are ‘cold spots’ for social mobility.
   2. The Department for Education has dedicated £72million to the Opportunity Areas programme to improve social mobility, as well as tailoring existing DfE schemes to be more relevant for the 12 areas.
   3. The Fenland and East Cambridgeshire Delivery Plan contains a commitment to ‘recruit more, high quality teachers’ and to ‘recognise the exceptional skills and support provided by our teaching assistants and provide them with additional training and support to enable them to progress on to teacher training.’ These commitments are being addressed through a range of projects.
   4. Between January and May 2019, the Opportunity Area consulted with heads and prospective trainee teachers to find out what additional projects might increase teacher recruitment in Fenland and East Cambridgeshire. A recommendation emerging from this consultation was to create a one-to-one careers guidance service for those interested in training to be a teacher in Fenland and East Cambridgeshire.
3. **Local context**
   1. Fenland and East Cambridgeshire are neighbouring districts within Cambridgeshire. Both districts are predominantly rural, with a number of market towns (Wisbech, Chatteris, March and Whittlesey in Fenland), and one small city (Ely).
   2. There are 60 mainstream primary schools across Fenland and East Cambridgeshire, including local authority-maintained schools and academies. There are 9 secondary academies, 4 special schools and 1 alternative provision unit.
4. **Key Activities and Outputs**
   1. **One-to-one-Guidance**: The successful provider will deliver a careers guidance service offering one-to-one guidance for anyone over the age of 16 interested in becoming a teacher in Fenland and East Cambridgeshire running from the award of contract until August 2020.
   2. One-to-one guidance will be provided through an individual or individuals acting in the role of Teacher Training Guide. The key activities of the Teacher Training Guide will involve:

* Sign-posting candidates to routes into teaching available in and around Fenland and East Cambridgeshire. This signposting must be impartial and informed only by what is in the best interests of the candidate
* Informing candidates of the national offer and helping them navigate available financial support.
* Developing action plans with candidates that lay-out each of the steps they need to undertake to realise their goal of teaching in Fenland and East Cambridgeshire.
* Following-up with candidates after the initial call to check-in on progress and offer further support.
* Supporting candidates with applications that develop their action plan for example, providing feedback on UCAS personal statements.
* Not only working with the candidates referred to the Teacher Training Guide through an existing website, but pro-actively working to identify candidates among unqualified teaching staff in schools.
* Monitoring the effectiveness, impact and outcomes of the project by collecting relevant data including but not limited to:
* Number of service users.
* Number of service users who apply to teacher training providers or degree courses.
* Number of service users who are enrolled on teacher training routes or degree courses.
* Feedback from service users on the effectiveness of the service and opportunities for improvement.

It is estimated that demand for one-to-one guidance will require Teacher Training Guides or Guides working at 0.4 fte.

* 1. The individual Teacher Training Guide or Guides must have:
* Experience working with a range of accredited providers of teacher training in and around Fenland and East Cambridgeshire.
* Knowledge of the financing of teacher training and an ability to advise on both the cost of training and available financial support.
* The initiative to build and maintain relationships with accredited providers in and around Fenland and East Cambridgeshire.
* The initiative to keep on top of any developments in the national offer for trainees, continuing to be an authority that candidates can rely upon.
* Experience providing advice information and guidance to prospective teachers.
* Ability to travel throughout Fenland and East Cambridgeshire to meet with partners and stakeholders.

Ideally the Teacher Training Guide or Guides will also have experience working as a classroom teacher in the UK.

* 1. **Teaching Experience Programme:** In addition to providing one-to-one careers guidance. The successful provider will design and deliver a Teaching Experience Programme for candidates who are already eligible, or soon will be eligible, to enrol on Initial Teacher Training programmes. In practice this is likely to mean recent graduates, university students and career changers with degrees. The programme will run in the 2019-20 academic year.   
       
     The purpose of the Teaching Experience Programme is to:
* Inform candidates decision to become teachers by providing experience of the school environment and an opportunity to ask questions of teachers.
* Strengthen candidate’s applications by giving them opportunity to demonstrate their interest and commitment to teaching.
* Increase the probability that candidates apply for placements or positions in schools in Fenland and East Cambridgeshire.
  1. The Teaching Experience Programme should:
* Offer each candidate at least five days of shadowing in a school or schools in Fenland or East Cambridgeshire.
* Offer candidates an experience reflective of their interest, i.e. appropriate phase and subject.
* Showcase strong teaching.
* Provide shadowing opportunities for at least 40 candidates over the 2019-20 academic year.
* Offer shadowing experiences across a range of MATs and maintained schools.
* Monitor the effectiveness, impact and outcome of the project by collecting relevant data.
  1. To incentivise collaboration, the successful provider will be granted a £22,000 budget (in addition to the costs outlined in response to this tender). This budget will be used to reimburse participating schools for any expenses incurred through participation in the Teaching Experience Programme. The budget will also be used to cover costs associated with delivering information evenings on routes into teacher training.
  2. **Other Responsibilities:** The successful provider will commit to working flexibly and collaboratively with schools, accredited providers and Local Authorities to increase the number of qualified teachers in Fenland and East Cambridgeshire.
  3. The provider will use the budget described in 4.6 to organise information evenings about routes into teacher training across Fenland and East Cambridgeshire. These information evenings should:
* Feature the widest possible range of accredited providers active in and around Fenland and East Cambridgeshire.
* Clearly outline the different initial teacher training routes available to candidates.
* Provide an overview of the various packages of support available to candidate
* Inform candidates of the qualifications that are a pre-requisite to pursue qualified teacher status.
* Be attended by 200 individuals by August 2020.

1. **Provider Specification**

The provider should be able to demonstrate:

* Experience of working within education settings in Fenland and East Cambridgeshire.
* Experience of project management and contract management.
* Experience of working with teacher training providers in and around Fenland and East Cambridgeshire.
* Experience working with trainee teachers and/or those interested in becoming trainee teachers.
* Experience of setting up and managing programmes and networks.
* Experience running work experience programmes.
* Expertise in different forms of Initial Teacher Training and the pre-requisites for becoming a qualified teacher for different subjects and phases.
* Expertise in the financing and fee implications of different forms of Initial Teacher Training and available financial support.
* Flexibility, adaptability and the ability to work on own initiative.
* Ability to deal confidently and collaboratively with a wide range of partners and stakeholders.
* Experience collecting programme monitoring information in order to evaluate effectiveness, impact and outcomes of activity.
* Knowledge of recruitment and retention challenges in Fenland and East Cambridgeshire.

The provider will meet regularly with a representative of the Opportunity Area Team as deemed necessary by the Opportunity Area Team to update on progress.

1. **Fee Proposal and Financial Arrangements**
   1. We request that providers submit a fee proposal for this work, including a schedule of fees broken down as outlined above.
   2. Fee proposals should include all disbursements and expenses.
   3. Payment will be quarterly subject to adequate progress.

# SUPPORTING INFORMATION

Please access ProContract to complete this information (delete as appropriate).

## 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 demonstrate, using examples of previous work, how your organisation meets the specifications outlined in 5.0. (Maximum of 500 words) |  |
| Potential Provider’s Response |  |  |
| 2 | How do you propose to deliver the one-to-one teacher guidance service described in 4.1 and 4.2? Please outline the resources you will use to deliver this service and your proposed approach to supporting candidates. Please include a timeline covering major milestones in the design and delivery of this service. (Maximum of 500 words) |  |
| Potential Provider’s Response |  |  |
| 3 | Please describe, with reference to their experience, how your prospective Teacher Training Guides meet the specifications outlined in 4.3. (Maximum of 500 words) |  |
| Potential Provider’s Response |  |  |
| 4 | Please describe how you will design and deliver the Teaching Experience Programme described in 4.4, 4.5 and 4.6. Outline the resources you will use to deliver this approach and the kind of experience you will provide. Please also include a timeline covering major milestones in the design and delivery of this programme. (Maximum of 500 words) |  |
| Potential Provider’s Response |  |  |
| 5. | It is essential that the advice offered for by the Teacher Training Guide be impartial between providers and be informed only by what is in the best interests of the prospective trainee.  The Teaching Experience Programme must facilitate shadowing in a range of MATs and maintained schools.  How will you guarantee that guidance offered to prospective trainees is impartial and that placements are available in a wide range of schools? (Maximum of 500 words) |  |
| Potential Provider’s Response |  |  |
| 5 | The level of insurance required is £2million public liability, £2million professional indemnity and £5million employers’ liability.  Can you confirm that your organisation has the required level of cover or is prepared to obtain the level of cover prior to award?­­ | **PASS/FAIL question. Potential Providers who answer ‘No - have not got cover and won't provide Authority’s level of cover’ will fail the RFQ process.** |
| 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 contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 7 | 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 question. Potential Providers who answer ‘No’ - will fail the RFQ process.** |
| 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 |  |

# PRICING SHEET

## Pricing and Costs

Please insert the total cost to deliver the services specified in sections 4.1-4.8 in the table below, broken down into key components (e.g. staff, resources etc.)   
  
**Please note that this excludes the £22,000 budget described in 4.6**

**Please also note that we expect total costs to be between £22,500 and £34,000**

|  |  |  |  |
| --- | --- | --- | --- |
| **[Component]** | **[Component description]** | **[Delivery by]** | **[Costs (£)]** |
|  |  |  |  |
|  |  |  |  |
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# 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 for** PROVISION OF ONE-TO-ONE GUIDANCE SERVICE FOR PROSPECTIVE TRAINEE TEACHERS IN FENLAND AND EAST CAMBRIDGESHIRE

|  |  |
| --- | --- |
| 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** |  |