REQUEST FOR QUOTATION FOR Paraleagal Apprenticeship Programme









The Federation of Small Businesses (FSB) is pleased to endorse this RFQ document. Through changes to their procurement process to support small businesses, Northamptonshire/ 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 Northamptonshire/ 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

Milton Keynes Council invites quotations for the provision of Paralegal Apprenticeship.

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** |  |
| **Deadline for Clarification Questions** | 18/12/2019 |
| **Deadline for Quotation Responses** | 14/01/2020 |
| **Quotation Evaluation** | 14/01/2020 |
| **Contract Awarded / Start Date subject to agreement with successful provider** | 20/01/2020 |
| **Deadline for Delivery subject to agreement with successful provider** | 30/01/2020 |
| **Contract End Date subject to agreement with successful provider** | 20/03/2022 |

## 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 / to:

|  |  |
| --- | --- |
| **Name** | Rebecca Kinnear |
| **Job Title** | Learning and Development Adviser |
| **Telephone** |  |
| **Email** | bkinnear@northamptonshire.gov.uk |
| **Deadline for questions (date & time)** | 18/12/2019 at 12.00 midday |

## 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:

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

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. Price will make up 100% of the evaluation.

# SPECIFICATION

Local Provision is sought for the delivery of 6 Paralegal Apprenticeship Training Programmes. 1 Apprentice is confirmed who is based at Milton Keynes Council and it is anticipated that there may be others at Milton Keynes Council, Northamptonshire County Council and Cambridgeshire County Council. There is no guarantee of these numbers and the winning bidder is invited to visit the relvant teams within the councils with programme literature

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. They also need to populate the cost breakdown table below.

|  |  |  |
| --- | --- | --- |
| **Cost Breakdown** | **Cost per apprentice (£)** | **Funded by Levy, Employer or ESFA** |
| Off-the-job training |  | Levy |
| Distance, online or blended learning relating to the off-the-job training element of an apprenticeship |  | Levy |
| Registration and examination (including certification) costs associated with mandatory qualifications |  | Levy |
| Materials (non-capital items) used in the delivery of the apprenticeship framework or standard |  | Levy |
| Planned on programme assessment |  | Levy |
| End – point assessment costs |  | Levy |
| End point assessment resit costs(covered by provider or not?) |  |  |
| Administration directly linked to the training and assessment |  | Levy |
| Accommodation costs |  | levy |
| Mentor costs |  | Levy |
| **Total Levy costs** |  |  |
| Additional ESFA incentive payments |  | ESFA |
| **Total ESFA costs** |  |  |
| Other (please specify) |  |  |

Training Providers will also need to complete in as much detail as possible, schedule one below. Clearly demonstrating how each outcome will be met and its proportion towards the 20% off the job requirement of the apprenticeship

|  |  |  |  |
| --- | --- | --- | --- |
| Learning Outcome (as shown on the standard or framework) | How is this being taught (workshop, independent learning etc.) | Provider delivering the learning | Off the job hours |
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| **End Point Assessment** |  |  |  |

**The successful training provider will need to complete The Autority’s contract and commitment statement.**

# 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.

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| --- | --- | --- |
| **Question**  **Number** | **Question** | **Weighting (1 = Low, 2 =Med or 3= High)** |
| 1 | Please provide your UKPRN number | pass/fail |
| Potential Provider’s Response |  |  |
| 2 | Submit 3 relevant testimonials from within the last three years for similar programmes. Number of places, success rate of learners, Employer testimonial sheet indicating added value to the organisation on company headed paper | Weight 1, 2 or 3 |
| Potential Provider’s Response | 3 or more = score of 3  2 references = score of 2  1 reference = score of 1 |  |
| 3 | Please provide staff profiles that incorporates current CPD for all involved in the programme and their roles and responsibilities | Weight 2or 3 |
| Potential Provider’s Response | 3 = vocational expertise and track record to required level  2=vocational expertise but no current CPD evidenced |  |
| 4 | Please provide details of the delivery options you offer for this Apprenticeship i.e. day release, at our location, block release. | Weight 1, 2 or 3 |
| Potential Provider’s Response | 3= 3 or more delivery options  2 = 2 delivery options  1=1 delivery option |  |
| 5 | 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 or 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 contract    **No** - have not got cover and won't provide Authority’s level of cover |  |
| 6 | **Please give the date of your most recent Ofsted and the rating given if applicable for your apprenticeship provision** | Pass/Fail |
| Potential Provider’s Response | Outstanding/Good or not yet inspected = Pass |  |
| 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 |  |
| 8 | 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 question. Potential Providers who answer ‘No’ - will fail the RFQ process. |
| 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. |  |
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| --- | --- | --- |
| 9. List the quality measures you have in place to manage the efficiency and effectiveness of the programme | Pass/Fail | Quality measures outlined in detail |
| 10. Explain how you will embed the Skills, Knowledge and Behaviours into the programme. | 3,2,1 | 3= All Skills, Knowledge and Behaviours in the standard covered  2= 80% of Skills, Knowledge and Behaviours in the standard covered  1= No behaviours in the standard covered |
| 11. Provide an outline of the design overview for the full duration of the programme | Pass/fail | Evidenced with fully blended programme, which is innovate |
| 12. Equality and Inclusion policy - tell us your approach to identifying individual needs and how you will ensure apprentices are successful. How will you manage apprentices who are not on target for completion | Pass/fail | Detailed proposal for supporting individual apprentices that takes into account prior learning |
| 13. Explain your monitoring and reporting mechanisms/approaches | Pass/fail |  |
| 14. Please describe the support you will provide to line managers and how engagement will be maintained (i.e. training on coaching/mentoring skills, involving them in assessment/evaluation, regular meetings via skype/telecom/face to face). | Pass/fail | Proposal included for engagement and support of line managers |
| 15 What is your approach to the training for apprentices on safeguarding, Prevent, British Values, Health and Safety and Equality |  | 3= Full explanation provided  2= Partial explanation  0= no explanation |

# PRICING SHEET

## Pricing and Costs

The available budget for this procurement exercise is a minimum of £8000 and maximum of £48000 , paid for via the levy.

# 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 Paralegal Apprenticeship**

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

1. CONDITIONS OF CONTRACT



