**Tender for delivery of National Careers Service**

**Tender Response Form – August 2019**

The Futures Group (Futures) are inviting organisations to bid to become part of our supply chain for the 2018-2021 National Careers Service (NCS). This form is for those interested in delivering in:

Lot 1 – East Midlands [and/or]

Lot 2 – East of England

Details submitted in this tender are required to help us evaluate the appropriateness of your organisation to be included within our supply chain. Contract volumes and payments will be negotiated after notifying successful bidders.

Please note that you may expand the sizes of any boxes within the form to accommodate your answers where applicable, any answers beyond the word limit will be disregarded before scoring. Please return your form in word document format.

**Scoring**

**Evaluation Approach and Selection Methodology:** The objective of the evaluation process is to enable Futures to assess the responses to this ITT and select preferred suppliers to proceed to contract award. The Tender Response Form is divided into two main sections, Part A and Part B. Response to questions in Part A will be scored on a PASS / FAIL basis, unless otherwise stated.

Responses to the questions specified in Part B of the Tender Response Form will be scored by the Futures using the following approach:

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| **Mark** | **Description** |
| 0 | Does not meet the requirements; no evidence provided. |
| 1 | Poor or limited response to the requirement, limited supporting evidence provided. |
| 3 | Fair; partially meets requirements but falls short in some respects, satisfactory evidence provided |
| 5 | Good; meets the requirements in most material respects and good evidence provided. |
| 7 | Very good; fully meets the requirements in all areas, very good evidence provided. |
| 10 | Excellent; fully meets the requirements in all areas and exceeds some or all of the major requirements. Provides an excellent and detailed explanation and evidence. |

Futures will seek to enter into contract negotiations with those suppliers who achieve the highest evaluation scores based on the above criteria. Final contract award may be subject to further due diligence, and an assurance that the selected supply chain can collectively provide full NCS coverage across the proposed lots.

Futures will not be liable for any bid costs, expenditure, work or effort incurred by a supplier in proceeding with or participating in this procurement, including if the procurement process is terminated or amended. Futures reserve the right at any time to make a decision not to proceed with procurement process, and the right to accept any tender in whole or in part.

**Schedule 1**

Bidders are required to complete and return a signed copy of the template letter contained within Schedule 1 on headed paper with their submission. ESFA require a letter on headed paper from each subcontractor confirming they are aware of being included in the Prime Contractor’s bid. Bids that are returned to Futures without a signed copy of this letter will not be considered. Scanned signatures are acceptable.

Owing to timescales we require all bidders to complete this with their application. Successful bidders will receive a completed Schedule 1 with an offer and this letter will be submitted to the ESFA only if the bidder is successful and with their explicit consent upon accepting the offer contained in Schedule 1.

**Part A: Organisational Details**

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| **Section A1) Organisational Details:** This section is not scored | | |
| **A1.1** | Full name of applicant organisation: |  |
| **A1.2** | Type of organisation:   * Public Limited Company * A Limited Company * A Company Limited by Guarantee * A Partnership * A Charity * Other (please specify): |  |
| **A1.3** | Company / Charity Registration Number: |  |
| **A1.4** | UKPRN (UK Provider Reference Number) if held: |  |
| **A1.5** | If your organisation is not incorporated in the UK, BUT is incorporated or registered overseas, then please give the country in which it is incorporated or registered and the registration number |  |
| **A1.6** | If your organisation is part of a group of companies incorporated or registered outside of the UK, please state:  • The registered name of your parent company  • The organisation with which it is registered  • The country in which it is registered and the registration number |  |
| **A1.7** | Organisation website address: |  |
| **A1.8** | Name and Job Title of main contact submitting this tender: |  |
| **A1.9** | Full postal address of main contact: |  |
| **A1.10** | E-mail address of main contact: |  |
|  | Telephone number of main contact (both landline and mobile): | **`** |
| **A1.11** | Please provide a brief history of your organisation and its main business activities  (maximum 100 words) | |
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| **A1.12** | Please confirm your current relationship with Futures: | |
|  | 1. A sub-contractor in Futures supply chain, currently holding a live contract. 2. On Futures Preferred Provider Framework (PPF), but are not currently contracted to undertake any work. 3. Not currently on the Futures PPF but want to be added. |  |
| **A1.13** | Please confirm if you receive any funding from any of the following sources. Please select all that apply. | |
|  | 1. DWP – as a Prime Contractor 2. DWP – as a subcontractor 3. EFA – as a Prime Contractor 4. EFA – as a subcontractor 5. SFA – as a Prime Contractor 6. SFA – as a subcontractor 7. Other Government Dept; 8. None |  |
| **A1.14** | How many of your staff are qualified in Careers Information and Guidance at level 4? |  |
|  | How many of your staff are qualified in Careers Information and Guidance at level 6? |  |

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| **Section A2) Staffing and Organisational Structure** | | |
| **A2.1** | How many full time equivalent staff does your organisation employ? | |
| 1. 1 – 9 employees / volunteers 2. 10 – 49 employees / volunteers 3. 50 – 249 employees / volunteers 4. 250 - 4999 employees / volunteers 5. More than 5000 employees / volunteers |  |
| **A2.2** | How many of your staff are qualified in Careers Information and Guidance at level 4? |  |
| How many of your staff are qualified in Careers Information and Guidance at level 6? |  |
| **A2.3** | Please indicate your organisation type from the list below.   1. General Further Education (GFE) College 2. Training Organisation (Excluding one which is either a ATA or a GTA) 3. Local Authority 4. Sixth Form College 5. University funded by HEFCE 6. A GTA or an ATA 7. An Academy 8. An organisation whose main business is careers advice and guidance 9. Other |  |
| **A2.4** | Please list your senior management personnel.  The entry should include:  First Name, Last Name, and Job Title. |  |

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| **Section A3) Standards, Policies & SFA Due Diligence** | | | |
| **A3.1** | Did your organisation submit an application to the SSQ for this tender opportunity to the Education and Skills Funding Agency (ESFA) bravo solutions portal? | | YES / NO |
| Note: If ‘NO’ this will not prevent you from taking part in this opportunity, but we will have preference for organisations who submitted an application to the ESFA SSQ. Successful bidders who have not completed an SSQ will be required to on condition of contract award.  If you not already provided us with a copy of your SSQ submission please attach it to this submission. | | |
|  | | |
| **A3.2** | Is your organisation Cyber Essentials Plus certified? | | YES / NO |
| If YES, please indicate the expiry date of your current accreditation. | | DD/MM/YY |
| If NO, are you able and willing to achieve accreditation by 1st October 2018? | | YES / NO |
| **A3.3** | Is your organisation aware of aware of and comply with General Data Protection Regulation (GDPR) obligations and responsibilities? | | YES / NO |
| **A3.4** | Does your organisation hold current accreditation against the matrix Standard? | | YES / NO |
| If YES, please indicate the expiry date of your current accreditation. | | DD/MM/YY |
| If NO, are you able and willing to achieve accreditation within 6 months of the start date of any subcontract where this may be required? | | YES / NO |
| **A3.5** | Has your organisation had a full inspection or re-inspection by Ofsted within the last 5 years? The inspection must relate to your organisation specifically and not include delivery undertaken as a subcontractor to an organisation which had the inspection. Please include details of your inspection result if applicable. | | |
|  | 1. Yes 2. Currently waiting to be inspected 3. No 4. My organisation is not in scope for inspection by Ofsted | |  |
| **A3.6** | Does your organisation hold, and be able to present if requested, the following organisational policies in a current and appropriate form, and compliant with all applicable legislation? | | |
|  |  | | Last Updated |
|  | Health & Safety | YES/NO |  |
|  | Equality & Diversity | YES/NO |  |
|  | Safeguarding of Vulnerable Persons | YES/NO |  |
|  | Environmental & Sustainability | YES/NO |  |
|  | Quality and improvement | YES/NO |  |
|  | HR processes including safe recruitment | YES/NO |  |
|  | Complaints & Harassment | YES/NO |  |
|  | Fraud Protection | YES/NO |  |
|  | Business Continuity | YES/NO |  |
|  | Data Protection | YES/NO |  |
|  | I.T. Security / Storage | YES/NO |  |
|  | Confidentiality / Information Security | YES/NO |  |
|  | Response to the requirements of the Prevent Duty | YES/NO |  |

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| **Section A4) Examples and References of Previous Contracts** | | | |
| **A4.1** | Please provide two previous and relevant contract examples with references which indicate your suitability and capability to be included as a delivery partner. | | |
| Name of Contract: | **EXAMPLE 1** | **EXAMPLE 2** |
|  |  |
| Name of Commissioner on whose behalf the contract was delivered: |  |  |
| Start Date of Contract: |  |  |
| End Date of Contract: |  |  |
| Estimated Financial Value of Contract: |  |  |
| Short summary of purpose and objectives of contract (maximum 50 words) |  |  |
| Indication of how contract performed against contract targets (maximum 50 words) |  |  |
| Name and job title of contact referee: |  |  |
| E-mail and phone number of contract referee: |  |  |

**Part B: Delivery of NCS Services**

Details submitted in Part B are required to help us evaluate the appropriateness of your organisation to deliver NCS subcontracted provision. This will be evaluated in line with the criteria set out above. Please note that you may expand the sizes of any boxes within the form to accommodate your answers where applicable.

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| **Section B1) Expertise and added value** | |
| **B1.1** | **Please describe the added-value or particular specialism(s) your organisation will bring to encourage priority group adults to engage with the National Careers Service.**  **250 words** |
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| **Section B2) Core Service Requirement** | |
| **B2.1** | **Please describe your organisation’s experience in delivering the National Careers Service (or similar services). Please include details of your approach to managing performance and quality.**  **250 words** |
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| **Section B3) Priority Groups** | |
| **B3.1** | **Please describe how you will engage with adults from priority and non-priority groups and ensure the service reflects their needs and the needs of the local economy and key stakeholders.**  **Please ensure this includes 5% non-priority and 95% priority groups.**  **300 words** |
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| **B3.2** | **How do you ensure the achievement of customer satisfaction, career management and job & learning outcomes for non-priority and priority groups?**  **250 words** |
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| **Section B4) Quality Assurance** | |
| **B4.1** | **Please describe how you will ensure delivery of a high quality careers information, advice and guidance service and contribute to our pursuit of ‘Ofsted Outstanding’.**  **250 words** |
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| **Section B5) Workforce Development** | |
| **B5.1** | **Please describe your approach to Workforce Development (including but not confined to: career adviser qualifications, safeguarding, GDPR and digital by default).**  **250 words** |
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| **Section B6) Delivery Locations** | | | | | |
| Please confirm which region/s you would be able to deliver your service in? | | | | | |
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|  | **Please √** |  | **Please √** |  | **Please √** |
| East Midlands |  | East of England |  |  |  |
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| **Section B7) Target Groups** | | | | | |
| Please indicate the customer groups your services are specifically designed to meet. | | | | | |
|  | **Please √** |  | **Please √** |  | **Please √** |
| BME groups |  | Offenders serving life sentences |  | JSA 18 to 24 |  |
| Young people (under 14 years old) |  | Offenders serving custodial sentences under 12 months |  | JSA 25+ |  |
| Young people (14 to 16 year olds) |  | Offenders released on temporary licence (ROTL) |  | JSA Early Entrants |  |
| Young people (16 to 18 year olds) |  | Learners completing apprenticeships |  | JSA Ex-IB |  |
| Young people (NEET) |  | Learners completing Level 2 qualifications |  | People who are drug or alcohol misusers |  |
| Ex-offenders |  | Learners completing Level 3 qualifications |  | People with mental health needs |  |
| Over 25’s |  | Learners with basic skills needs |  | People who are hearing impaired |  |
| Over 50’s |  | Learners with ESOL (English for speakers of other languages) needs |  | People who are visually impaired |  |
| Graduates |  | Lone parents |  | People with learning difficulties |  |
| Ex-military personnel |  | Carers |  | People with other physical health conditions |  |
| Women Services |  | Homeless people |  | Other.  Please state who? |  |

**Part C: Form of Tender**

In response to the Invitation to Tender for the delivery of subcontracted NCS services and the inclusion onto the Framework of Preferred Delivery Partners (FPDP) dated May 2014:

* I/we confirm that all information provided within this response is accurate and truthful.
* I/we undertake that this offer shall remain valid and open for acceptance for a period of 120 days from the date of submission unless specifically withdrawn in writing.
* I/we confirm that if our Tender is accepted we will, if required, upon demand produce evidence that all relevant insurances and compliance certificates with relevant legislation and policy are held and in force, and sign a formal contract document if required.
* I/We accept the conditions of contract set out in the Invitation to Tender, to which this tender is my/our response, and I/we undertake to perform any contract awarded as a result of this Tender in strict conformity with those conditions of contract.
* We understand that Futures is not bound to accept any Tender it receives, and that the submission of this tender does not constitute any form of agreement between Futures and my/our organisation.

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| **Signed (electronic signatures are acceptable):** |  |
| **Name of Signatory:** |  |
| **Job Title of Signatory:** |  |
| **Name of bidding organisation for whom the above is duly authorised to sign on behalf of:** |  |
| **Date of Signature:** |  |

**Once completed the form should be sent electronically to** [**alerts@the-futures-group.co.uk**](mailto:alerts@the-futures-group.co.uk) **to arrive by** Friday 30 August 2019 10am**)**

**Timetable**

* Friday 16 August 2019 – Open & Competitive Tender (OCT) process window opens
* Friday 30 August 2019 10am – Deadline for submission of Tender Response Form
* w/c Monday 2 September 2019 – Evaluation and scoring of Tender Responses, informing successful bidders that they will be included in our bid.