**Expression of Interest – West Midlands AEB**

**Expression of Interest – February 2020**

**Introduction**

Futures Group (Futures), is a not-for-profit Ofsted rated ‘Outstanding’ provider of expert careers and employability advice and training.

<https://www.the-futures-group.com/>

Futures are inviting organisations to express an interest to West Midlands Combined Authority AEB tender opportunity. This form is for those interested in becoming part of our supply chain for this tender.

WMCA is establishing a suite of Adult Education Budget Service Contracts through this procurement exercise, with a total estimated value of up to £4m for the initial 15-month contract.

This will be a 15 month contract with the opportunity to extend on an annual basis for a further 1 year to July 2020.



Details submitted in this EOI are required to help us evaluate the appropriateness of your organisation to be included within our supply chain. Contract volumes and value will be negotiated after at the next stage.

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.

**Once completed the form should be sent electronically to Alerts@the-futures-group.com to arrive by 23:59 Thursday 27th February**

**Scoring**

**Evaluation Approach and Selection Methodology:** The objective of the evaluation process is to enable Futures to assess the responses to this EOI 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.

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.

**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) |  |
| **A1.5** | Head Office DUNS number (if applicable) |  |
| **A1.6** | Registered Vat number |  |
| **A1.7** | SME (Yes/No) |  |
| **A1.8** | 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 |  |
| **A1.9** | 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 |  |
| **A1.10** | Organisation website address: |  |
| **A1.11** | Name and Job Title of main contact submitting this tender: |  |
| **A1.12** | Registered address |  |
| **A1.13** | E-mail address of main contact: |  |
| **A1.14** | Telephone number of main contact (both landline and mobile): | **`** |
| **A1.15** | Please provide a brief history of your organisation and its main business activities/experience relevant to this tender specification  (maximum 250 words) | |
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| **Section A2) Standards, Policies & Due Diligence**  **We may carry out further due diligence with providers who progress to the next stage of procurement.** | | | |
| **A2.1** | Is your organisation Cyber Essentials Plus certified? | | YES / NO |
| **A2.2** | Does your organisation hold any ISO certifications? | | Please detail: |
| **A2.3** | Is your organisation aware of aware of and comply with General Data Protection Regulation (GDPR) obligations and responsibilities? | | YES / NO |
|  | Is your organisation on the Register of Training Organisations (ROTO)? | | YES/NO |
|  | Has your organisation ever had an ESFA or ESF contract withdrawn? | | YES/NO |
| If yes, please provide details covering the reason and dates: |
| **A2.4** | 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 | |  |
|  | 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 A3) Examples and References of Previous Contracts** | | | |
| **A3.1** | 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 AEB Services**

Details submitted in Part B are required to help us evaluate the appropriateness of your organisation to deliver 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. Given the short timescales we have limited the word counts, feel free to use bullet points.

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| **Section B1) WMCA has split this procurement activity into three Lots, it should be noted that the lots in this tender opportunity are listed from 4 – 6. The reason for the lot numbering is to follow on from the award of lots 1-3 from the first AEB tender round that was undertaken in 2019** | | |
| **B1.1** | **Please describe your organisation’s proposal to delivering the following (providers are not required to express an interest in all 3 lots):**  **Please include: qualifications (including level), progression routes following learning and what other organisations do you link with to enable this.**  **250 words max per lot** | |
| Lot 4 includes:   * Focus on new learning to support career progression * A flexible adult offer to enable those who seek to re-train and up-skill * Particular focus but not exclusive to those in low-paid, low-skilled and insecure jobs * Level 2, 3 and 4 * Funding subsidies available to support L3 and L4 * Pre-apprenticeship provision that supports uptake of Apprenticeships   Estimated value up to £2.5m |  |
| **Please enter an approximate financial value to deliver your proposal:** |
| Lot 5 includes:   * Particular focus on young people aged between 19 and 30 and unemployed adults aged 30+ through level 3 provision * Technical skills at level 3 supporting event management, digital marketing, hospitality, sports coaching and team leading.   Estimated value up to £1m |  |
| **Please enter an approximate financial value to deliver your proposal:** |
| Lot 6: Coventry City of Culture  Focus on creative, digital and tourism to prepare those individuals not working in the city least likely to have the skills, confidence or access to the programmes the city of culture trust, will be running (including volunteering, apprenticeships and events-based jobs).  The development delivered through these programmes should move individual to the point where they are able to access and compete for opportunities created as a result of the City of Culture.  One of the potential outcomes that individuals may be prepared to access is the “city hosts” programme - a crew of 5,000 individuals trained to provide the best possible welcome to the city for visitors. This, alongside apprenticeships and events related jobs in hospitality, production, sales, customer service, event management, security and tourism sectors are the type of opportunities that people should be supported to access.  Estimated value up to £500,000 |  |
| **Please enter an approximate financial value to deliver your proposal:** |

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| **Section B2)** | |
| **B2.1** | **Please describe how you would deliver social value**  **(max 300 words)** |
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| **B2.2** | **Please provide details of any specialisms or expertise your organisations brings and how this could fit within the AEB service**  **(max 300 words)** |
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| **Section B3 Quality Assurance** | |
| **B3.1** | **Please describe how you ensure high quality delivery. (max 250 words)**  ***Not included in word count***   * **Please provide you current achievement rates by course and level** * **Please provide current employer and learner satisfaction rates** |
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| **Section B4 Delivery Locations** | |
| **B4.1** | **Please describe which area/s you would be able to deliver your service in?** |
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| **Section B5 Outcomes** | |
| **B5.1** | **What outcomes will your programme achieve? Word limit 200** |
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| **B5.2** | **How will you measure outcomes? Word limit 200** |
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| **Section B6 Partnership Working** | |
| **B6.1** | **Please describe how you will support Futures to initiate, develop and maintain effective local partnerships to include with employers, Further Education, and Higher Education institutions. Please respond in a maximum of 300 words.** |
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**Part C: Form of Tender**

In response to the Expression of Interest for the delivery of subcontracted WMCA AEB services dated February 2020:

* 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.com to arrive by 23:59 Thursday 27th February**

**Timetable**

* Thursday 19th February – EOI window opens
* Thursday 27th February 23:59– Deadline for submission of EOI
* Friday 28th – Thursday 5th March – Subcontractor award and negotiation
* Tender deadline 6th March 2020