**National Careers Service Expression of Interest**

**Introduction**

Futures is an Ofsted rated ‘Outstanding’ provider with over 20 years’ experience delivering Careers services.

Futures is inviting organisations to express an interest to deliver as a subcontractor as part of our National Careers Service submission. Through this EOI, we are seeking partners who complement our existing offer. Futures want to work with innovative partners who have a proven record of high performance and hold a strong presence in the communities that they serve in the East Midlands.

**National Careers Service (NCS)**

The National Careers Service is designed to provide high quality, impartial and professional information and advice to help people negotiate learning, training and employment opportunities.

The service supports individuals in transitions to and within the labour market, and helps them to make effective use of their skills and be resilient in the face of change. The service has particular focus on 6 priority groups:

* Young People - 18-24 year olds not in education, employment or training (NEETs)
* Low-skilled adults without a Level 3 qualification
* Adults who have been unemployed for more than 12 months
* Single parents with at least one dependent child living in the same household
* Adults with special educational needs and/or disabilities; and
* Adults aged 50 years and over who are unemployed or at demonstrable risk of unemployment.

Providers must be able to support Customers to achieve the following outcomes:

*Customer Satisfaction* - defined as the delivery of high quality, impartial careers information, advice and guidance. This will include providing the Customer with relevant information and clear steps to advance their career planning, development and achievement of their short, medium and long-term goals.

*Personal Career Management* - defined as the provision of careers information, advice and guidance to help Customers understand the value and importance of managing their own careers and encouraging them to continue to manage their career on their own initiative throughout their lifetime.

*Job and Learning progression* - defined as progress made in learning or working life in alignment with the Careers and Skills Action Plan. It may constitute starting a formal learning programme, or completing an accredited course, starting a job or securing a promotion.

**Specification**

We are looking for new Subcontractors that have their own in-house customer base, for example customers that may be completing a course with you or a customer base that you provide supported living for. We are not looking for anyone where customers may have already had a National Careers Service intervention, for example Restart of JCP customer unless you can evidence that your customer base are likely to be better linked to yourselves to suit the needs of the customer. Your customer numbers need to be ideally a minimum of 30 a month.

**Proposed Geography:**

Derbyshire, Nottinghamshire, Lincolnshire, Rutland.

**Other proposed requirements:**

Our expected time of mobilization to start delivery would be around 4 weeks from start of principle offer of contract. We would welcome those who can start utilising current staff to deliver immediately.

* Through this EOI, Futures are seeking partners who:
* Have strong ability to recruit eligible participants including those who have an existing customer base which aligns with the above NCS priority groups. Futures are particularly keen to hear from Community Groups, Charities, Housing Associations, and other organisations embedded in their local community.
* Can recruit and support a minimum of 30 NCS customers a month.

For clarity, we are not looking for applications from:

* providers with referral pathways predominately through JCPs or Restart as customers likely to have already had a National Careers Service intervention.
* Futures existing NCS providers

**Submission information**

* Once completed the form should be sent electronically to Alerts@the-futures-group.com to arrive by 23:59 on the 21st of August 2023.
* Please return your form in word document format.
* Please send any clarification questions to [**Alerts@the-futures-group.com**](mailto:Alerts@the-futures-group.com)**.** All questions will be anonymised and responses posted on: [www.futuresforyou.com/ncs-subcontracting-opportunity-2023.html](http://www.futuresforyou.com/ncs-subcontracting-opportunity-2023.html) . The final day to submit clarifications is 16th August 2023.
* Please be advised that any EOIs that are incomplete or submitted after the deadline will not be evaluated.

Details submitted in this Expression of Interest are required to help us evaluate the appropriateness of your organisation to form part of our supply chain. We will be evaluating how far responses and delivery proposals align with both NCS aims and our stated specification above.

We will contact organisations who pass the EOI to discuss further. Please be advised Futures will require a copy of all relevant policies and evidence of required standards as part of the due diligence process.

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 decide not to proceed with procurement process, and the right to accept any EOI in whole or in part.

**Part A: Organisational Details**

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| **Section A1) Organisational Details:** | | | |
| **A1.1** | Full name of applicant organisation: | |  |
| **A1.2** | Address / Postcode | |  |
| **A1.3** | Registered Office Address (if different) | |  |
| **A1.4** | Type of organisation:   * Public Limited Company * A Limited Company * A Company Limited by Guarantee * A Partnership * A Charity * Other (please specify): | |  |
| **A1.5** | Company / Charity Registration Number: | |  |
| **A1.6** | UKPRN (UK Provider Reference Number) if held: | |  |
| **A1.7** | 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 | |  |
| **A1.8** | 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 | |  |
| **A1.9** | Organisation website address: | |  |
| **A1.10** | Name and Job Title of main contact submitting this EOI: | |  |
| **A1.11** | Full postal address of main contact: | |  |
| **A1.12** | E-mail address of main contact: | |  |
| **A1.13** | Telephone number of main contact (both landline and mobile): | |  |
| **A1.14** | OFSTED inspection grade or if not applicable please provide your latest Self-Assessment grade | |  |
| **A1.16** | **Please tick if you have any of the following policies**  **Reviewed within the last 12 months:**  Health & Safety  Safeguarding of Vulnerable Persons  Response to the requirements of the Prevent Duty  **Reviewed every 3 years:**  Equality & Diversity  Safer Recruitment  Whistleblowing  Managing Allegations Against Staff  Modern Slavery  Bullying and Harassment  Business Continuity (to include Disaster Recovery  Data Protection/GDPR Policy  I.T. Security / Storage  Confidentiality / Information Security  Online Safety  Quality and improvement/CPD Policy  Fraud Protection  Environmental & Sustainability  Disability Discrimination Policy  Reasonable Adjustments Policy  **Standards**  Cyber Essentials Plus  Matrix Accreditation  **Please confirm you can provide a copy of your last Matrix Assessment**  Yes  No | | |
| **1.A 17** | **Please Tick the geographical areas you want to deliver in**  **[AMEND BASED ON SPECIFICATION]** | | |
|  | **East Midlands**  **County**  Derbyshire County  Lincolnshire County  Nottinghamshire County  Rutland County    **City Area**  Derby City  Nottingham City  Lincoln City | | |
| **1.A.18** | **If relevant, please provide detail on specific delivery localities** |  | |
| **1.A.19** | Within the areas you’ve indicated above, what delivery locations do you use for your client support | Own business premises  Libraries  Community Centres  Training Centres  Other: (Please specify) – | |

**Part B: Delivery Experience**

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| 1. **Please provide a brief overview of your organisation and its main activities.**   **(maximum 150 words)** |
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| 1. **Experience of delivery**   **Please refer to the NCS overview and provide examples of existing career support contracts (either as a prime or subcontract) that demonstrate your capacity and capability to deliver high quality, impartial and professional careers support.**   * **Please include the name and value of contract examples** * **Please reference experience in achieving job and learning outcomes** * **Please include information on your performance % against profile to support your answer**   **(maximum of 250 Words)** |
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| 1. **Priority Groups**   **Please indicate if you have experience supporting the below priority groups** |
| Young People - 18-24 year olds not in education, employment or training (NEETs)  Low-skilled adults without a Level 3 qualification  Adults who have been unemployed for more than 12 months  Single parents with at least one dependent child living in the same household  Adults with special educational needs and/or disabilities  Adults aged 50 years and over who are unemployed or at demonstrable risk of unemployment. |
| 1. **Priority Groups**   **Please provide a short description of your experience supporting each group that you have indicated above.** |
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| 1. **Specialist Cohort Support**   **Please provide details on any other cohorts that you have experience supporting. Please provide a short description of the specialist support you provide to each group.** |
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| 1. **Participant Recruitment**   **How will you recruit potential participants to the service? Provide details of your experience of recruiting required volumes of participants.** |
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| 1. **Progression**   **Please provide detail on your ability and experience in supporting participants to progress into employment and/or training. Please provide outcome statistics to support your narrative.** |
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| 1. **Local LMI**   **Please describe below how you research and make use of local Labour Market Information.** |
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| 1. **Information Technology Systems and Data Security**   **How will you meet the information technology requirements of the contract? In particular, please provide evidence of appropriate arrangements in place to collect and store Customer information securely.** |
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| 1. **Staff Capability**   **Please confirm that staff will hold / work towards a minimum of Level 4 IAG. Please provide any further details of the capability of your staff to deliver the proposed service. Who will manage the contract and what % of time will they have allocated to this? If staff are not in post what timeframe do you propose to put in post?** |
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| 1. **Quality of service delivery**   **Please outline the processes you have in place to ensure high quality management and delivery of this contract.** |
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**Part C: Delivery Proposal**

Please provide an indication of the number of participants from each priority group you propose that you could support annually. The expected minimum conversion rate would be 27% of customers converted in to learning and 26% of customers in to work = 53%+ total conversation. (See funding guidelines for explanation of Learning / Job outcomes)

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| **East Midlands** | | | |
| **Priority Group** | **Number of Participants** | **Number of participants supported to achieve a Learning outcome** | **Number of participants supported to achieve a Job outcome** |
| Young People - 18-24 year olds not in education, employment or training (NEETs) |  |  |  |
| Low-skilled adults without a level 3 qualification |  |  |  |
| Adults who have been unemployed for more than 12 months |  |  |  |
| Single parents with at least one dependent child living in the same household |  |  |  |
| Adults with special educational needs and/or disabilities |  |  |  |
| Adults aged 50 years and over who are unemployed or at demonstrable risk of unemployment |  |  |  |

**Evaluation Methodology**

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| Scoring Rationale | | |
| 0 | Not answered | There is no evidence - the question has not been answered at all. |
| 1 | Poor | Poor or limited response to the requirement, limited supporting evidence provided; may have only provided detail on some elements of the question. For example they may provide a brief statement or some assertions are made but there is no supporting material or evidence. |
| 2 | Satisfactory | There is some evidence included, however there are considerable gaps. The examples given have little relevance to the scope of EOI. Some idea of how the delivery would be undertaken however it is not clear the provider has all the experience or infrastructure to successfully deliver |
| 3 | Good | Good; meets the requirements in most material respects and good evidence provided; has adequately covered all elements of the question. For example, the response may include robust and relevant example of including evidence of similar delivery (to that specified in the EOI) and stats to support the narrative. |
| 4 | Excellent | 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. For example several robust examples of how they will meet requirements of EOI providing a comprehensive understanding of their ability to deliver contract |