

INVITATION TO TENDER
FOR THE DELIVERY OF EDUCATION AND TRAINING SERVICES
FROM SEPTEMBER 2018 TO SEPTEMBER 2021

INTRODUCTION

1. London Design and Engineering University Technical College (LDE UTC) identifies the need for sub-contracting the delivery of its apprenticeship provision (the delivery of Levels 2 and 3 in building crafts). LDE UTC is hereby undertaking a formal tendering process to select parties to deliver programmes and activities funded by the government through its funding bodies.

2. This Invitation to Tender ITT contains the following sections:
Section 1- Instructions and conditions for the procedure of tender

Section 2- Timescales

Section 3- Specification of Service Requirements

Section 4- Tender Submission Form/Due Diligence *(TO BE EMAILED BY LDE UTC, AS A WORD DOCUMENT FOR COMPLETION, TO ALL THOSE ANSWERING THE INVITATION TO EXPRESS AN INTEREST)*

Section 5- Quality Method Statement and Declaration to be provided by the tenderer *(TO BE EMAILED BY LDE UTC, AS A WORD DOCUMENT FOR COMPLETION, TO ALL THOSE ANSWERING THE INVITATION TO EXPRESS AN INTEREST)*

Section 6- Evaluation matrix *(TO BE EMAILED BY LDE UTC TO ALL THOSE ANSWERING THE INVITATION TO EXPRESS AN INTEREST)*

Section 7 - Subcontracting agreement relating to apprenticeship training *(POSTED ONLINE AS A SEPARATE DOCUMENT)*

3. Tenders must be submitted by 31 August 2018 to Jayesh Mehta at 2to8apprenticeships@ldeutc.co.uk
4. Outcomes of the ITT will be communicated by email week on or around 6 September 2018 with the due diligence process beginning shortly after.
5. Any queries regarding this invitation to tender must be sent to Jayesh Mehta at 2to8apprenticeships@ldeutc.co.uk by 22 August 2018.
6. Subject to satisfactory due diligence, and a pre-contract meeting, the contract will commence on or around 18 September 2018 and will end on 1 September 2021

SECTION 1- INSTRUCTIONS AND CONDITIONS FOR THE PROCEDURE OF TENDER

- 1.1. These instructions are designed to ensure that all tenders are given fair and equal consideration. Therefore, all information provided must be in the format and order specified within this document. Failure to comply with these instructions may invalidate your tender.
- 1.2. Selection of a sub-contractor will be subject to their fulfilment of the following principles:
 - Alignment with the strategic objectives and policies of LDE UTC (available on www.ldeutc.co.uk)
 - Bring positive community benefits / widening participation
 - Add value to the work the UTC does
 - Alignment with key sectors that the UTC or Government has prioritised
 - Have potential for grade 1/outstanding provision
 - Have a track record of high success rates
 - Have reputation and standing in the sector/market
 - Comply with EU sub-contracting regulations
- 1.3. Due diligence activities shall be undertaken by LDE UTC prior to the contractual stage in order to ensure that the following requirements are met:
 - a track record of recruitment, retention, success rates, progression and job outcomes,
 - quality assurance procedures including self-assessment and audit performance,
 - awarding body approval status,
 - regulatory compliance with Health & Safety, Data protection and Safeguarding, including Prevent duty and SEND,
 - equality & diversity adherence,
 - financial viability,
 - learner and employer satisfaction,

- employer engagement

- 1.4. Tenders must be submitted through the Tender Submission Form provided to all who respond to the invitation to express an interest in the ITT. The Tender Submission Form must be completed in accordance with the instructions provided. Please ensure that the submissions are typed using the Arial font, in size 11 and are within the specified word counts. Any text above the word count will be disregarded. Tenders not complying with these specifications shall be rejected.
- 1.5. Only the tenders submitted on the basis of being bona fide and competitive shall be held to be legitimate. Failure to be either bona fide or competitive may result in LDE UTC invoking their power to cancel the contract and to recover any monetary loss incurred as a result of a lack of good practice such as any inducement or bribe offered to a LDE UTC staff member in an attempt to influence the college's decision in the tendering procedure.
- 1.6. Failure to provide all the required information may result in the application of tender being rejected. All information is required in order to assess the tenderer's suitability to the provision of services. If a question within the documents does not apply to you, please mark as 'Not Applicable' or 'N/A'.
- 1.7. Any supporting documents which are requested should be provided together with the submission of the tender documents.
- 1.8. Any confidential information contained within the tender submission should be specified as such. LDE UTC will use reasonable endeavours to keep such information confidential but it does not guarantee to do so if there is an obligation to disclose such information under the Freedom of Information Act 2000.
- 1.9. LDE UTC reserves the right to seek clarification, after tenders have been received, from any tenderer, on any aspect of their tender.
- 1.10. Electronic written acceptance by LDE UTC of a tender shall constitute an agreement between LDE UTC and the tenderer. The tender documents require the sub-contractor to enter into a formal written agreement with LDE UTC. Until the formal written contract is executed by LDE UTC and the tenderer, the tender documents (incorporating the Invitation to Tender, Tender Submission Form and Declaration Form) shall form the interim contract.
- 1.11. The agreement and any subsequent contracts will be subject to LDE UTC's general terms and conditions of contract and also to any special conditions of contract which may be included within the tender document. Where the standard conditions are inconsistent with the special conditions, the special conditions will prevail.
- 1.12. Depending on circumstances of the tender process the contract will commence from 18 September 2018 and will expire on 1 September 2021 unless terminated or extended in accordance with the contract conditions.

- 1.13. The tender which is submitted will be an irrevocable offer by the tenderer, and the tender will remain open for acceptance by LDE UTC for a period of 90 days from the day following the closing date for tender submissions.
- 1.14. LDE UTC reserves the right to accept tenders in whole or in part.
- 1.15. LDE UTC reserves the right to cancel the entire tender or parts of the tender, without incurring any cancellation costs or conferring any right to compensation on the tenderers or sub-contractors.
- 1.16. Only the information contained within this Invitation to Tender, or otherwise communicated in writing to tenderers with direct reference to this tender, should be considered by tenderers when making their offer.
- 1.17. Any false or incorrect information or declarations submitted by the tenderers will invalidate the tender and will be considered to be a fundamental breach of contract if not identified by LDE UTC until after the contract has been awarded.
- 1.18. LDE UTC will not be liable for any costs or expenses incurred by applicants in completing and submitting their tender or re-tender whether or not it is successful.
- 1.19. In the case that any of the information contained within the original tender become no longer true or accurate, the tenderer is under the obligation to notify LDE UTC of any changes or additional information.
- 1.20. LDE UTC reserves the right to retain all and any of the information supplied to it by the tenderer(s).
- 1.21. LDE UTC reserves the right to amend its tender documents in any respect, prior to the closing date for the receipt of tenders. All tenderers shall be notified of any amendments via email to the contact who originally requested the tender. Compliance with all the notified amendments must be confirmed in writing within the tender submission.
- 1.22. LDE UTC may extend the closing date and/or time for the submission of tenders and this shall be notified to all tenderers via email.

SECTION 2- TIMESCALES

Activity	Responsibility	Date
Publish the advert and tender documents	LDE UTC	16 August 2018
Deadline for receipts for clarification	Tenderer	22 August 2018
Deadline for receipt of expression of interest and of ITT submissions	Tenderer	31 August 2018
Complete evaluation of responses	LDE UTC	6 September 2018
Intimation of award of contract	LDE UTC	7 September 2018
Issue of contract to successful sub-contractors	LDE UTC	18 September 2018
Delivery Start date	LDE UTC	Autumn 2018
Contract End date	LDE UTC	Autumn 2021

SECTION 3- SPECIFICATION OF SERVICE REQUIREMENTS

3. LDE UTC is seeking an organisation to deliver apprenticeship training in building crafts, including but not limited to the following:

Funder	Provision	Sector focus / priority
Education and Skills Funding Agency	Level 2 Apprenticeship in Bench Joinery	Progression into employment and/or Level 3 Apprenticeship
	Level 3 Apprenticeship in Bench Joinery	
Education and Skills Funding Agency	Level 2 Apprenticeship in Brickwork	Progression into employment and/or Level 3 Apprenticeship
	Level 3 Apprenticeship in Brickwork	
Education and Skills Funding Agency	Level 2 Apprenticeship in Site Carpentry	Progression into employment and/or Level 3 Apprenticeship
	Level 3 Apprenticeship in Site Carpentry	
Education and Skills Funding Agency	Level 2 Apprenticeship in Construction Operations	Progression into employment and/or Level 3 Apprenticeship
	Level 3 Apprenticeship in Construction Operations	

3.1. The maximum budget available is £140,000.

3.2. LDE UTC reserves the right to alter the total budget amount.

3.3. Apprenticeship suppliers will be required to ensure they deliver Intermediate, Advanced and Higher level apprenticeship programmes that comply with the requirements of the Education and Skills Funding Agency “Funding Rules 2018 to 2019” and the relevant awarding body criteria. They will be expected to meet Ofsted Grade 1/Grade 2 quality standards as specified in the Common Inspection Framework through (in order of preference): Ofsted inspections, or externally moderated Self-Assessment Reports or External Verification reports from Awarding Bodies. Providers must be registered on the SFA Register of Training Organisations and have Direct Claim

Status with the relevant awarding body.

- 3.4. The service requirements are as follows:
 - 3.4.1. Demonstrate successful track record of delivery of proposed service provision.
 - 3.4.2. Generate appropriate apprenticeship opportunities with both employers and learners.
 - 3.4.3. Effectively market apprenticeship qualifications, in order to ensure that contracted volumes are delivered.
 - 3.4.4. Utilise the services of the Apprenticeship Service.
 - 3.4.5. Undertake initial engagement meetings with learners, which will include eligibility checks and the completion of Matrix standard Information Advice and Guidance and diagnostic assessments.
 - 3.4.6. Work with local employers to identify apprenticeship opportunities and support employers through the process of apprenticeship delivery.
 - 3.4.7. Identify employers eligible for the “Apprenticeship Grant for Employers” (AGE), and complete the relevant paperwork with supporting evidence.
 - 3.4.8. Provide learners with high quality learning throughout the duration of their programme. This will include all elements defined in the published Standard/Framework covering knowledge, skills and behaviours, competence, functional skills, Employment Rights and Responsibilities and Personal Learning and Thinking Skills.
 - 3.4.9. Staffing structure to include a dedicated Apprenticeship co-ordinator supported by a learner tracking system.
 - 3.4.10. Retention, achievement and success rates to be at or above national benchmarks, for all learning aims and whole frameworks.
 - 3.4.11. Provide evidence of learner progression to either higher level apprenticeships or other training with employers.
 - 3.4.12. Manage Awarding Body registrations and assessment arrangements including Internal and External Verification.
 - 3.4.13. Maintain individual learner records that comply with Education and Skills Funding Agency requirements and LDE UTC’s contract management framework.
- 3.5. LDE UTC is interested in organisations that can offer unique and innovative approaches to their service delivery.
- 3.6. We are seeking to work with organisations that are geographically close to LDE UTC and that can evidence existing infrastructure and proven track record of delivery in the following area: Greater London and borders up to M25
- 3.7. Organisations are reminded that second level sub-contracting is not permitted.

Sections 4, 5, 6 and 7 are published as separate documents.