

Building Better Opportunities (BBO) Tender Form Family Inclusion

Invitation to tender

To deliver the Skills & Training element of the Getting Ready For Employment & Training (GREAT) Project for Leicester and Leicestershire

Background

Voluntary Action LeicesterShire (VAL) is the lead for the National Lottery Community Fund / ESF Building Better Opportunities 'In Support Of Family Inclusion' (<https://www.tnlcommunityfund.org.uk/funding/programmes/building-better-opportunities#section-1>) in the Leicester and Leicestershire Enterprise Partnership area (<http://www.llep.org.uk/>).

The Getting Ready for Employment and Training (GREAT) Project (<https://greatproject.org.uk/>) is a free service designed to give members of families, who are not currently employed, the support they need to find work or training opportunities. The project has been operating since 2016 and has been extended until the end of March 2023.

The GREAT project has a variety of partners and services that ensure the support offered to individuals is holistic and meets their needs. This includes, confidence building, work experience, budgeting support, health and wellbeing support, job search skills and access to childcare.

Who we help:

- Over 18, not currently in work and eligible to work in the UK
- Part of a family as one of the following:
 - A parent with children living at home
 - A parent who has contact with their children of school age or below
 - An adult living with parents or other family members
- Experiencing one or more of the following barriers:
 - Lack of confidence or motivation
 - Lack of skills, experience or qualifications

- Disabilities and health conditions
- Mental health or anxiety
- Lack of job skills
- Language barriers
- Lack of access to child care
- Worried about the effect on benefits if starting work
- Lack of opportunities
- Time pressures at home
- Other family members
- Transport of cost of transport

Aim of Tender

The aim of this tender process is to select a Delivery Partner to join VAL's GREAT partnership to work alongside the existing Delivery Partners; Business in The Community and Optima UK, working across Leicester and Leicestershire from the **25th July 2022 to 31st March 2023** to deliver the **Skills & Training Provision** over an **8 month period**.

Tender Specification/Service Requirements

The Skills & Training Provision will offer project participants the opportunity to address a lack of skills through the delivery of workshops, courses and training sessions which will support the participant's long term skill development and enable them to transition to more structured training opportunities with the possibility of leading to formal qualification attainment.

The successful provider would enable project participants the opportunity to gain new skills by engaging in workshops, courses and training opportunities during their time on the project. Following this, some participants would then exit the project, remaining with the provider, to access more structured and formal courses with the potential to gain a qualification or certificate that will enable them better access to employment opportunities.

With a National and Local focus on Employment Skills gaps, the successful provider will have a finger on the pulse of local trends and gaps in order to devise programmes aimed at meeting those needs and the needs of our participants, therefore ensuring that GREAT Project participants have the requirements to meet employer needs and positioning them in good standing to be successful at application and interview.

This provision will be open to all GREAT Project participants but will be aimed at those entering the project with a limited education and those that identify a lack of skills and qualifications as a barrier to seeking and securing employment.

The activities have to be designed to appeal to all participants, therefore we are seeking a provider that can offer a variety of courses to participants that allow those with varying needs/interests to be able to access a course that challenges, inspires and motivates them to progress onto more formal or structured education systems that addresses their lack of skills and qualifications. But in addition to this, to support the local employer skills gaps by addressing the local challenges by working closely with employers and keeping up to date with local trends and data.

The availability of this provision would enable participants to engage in topics that they may have not previously felt confident to access, but through support from the project are able to find a direction that suits their needs and abilities and pushes them to develop this further.

Participants that engage and complete a workshop or course are then supported by the provider to apply for and engage in more formal, structured learning, at which point they would exit the project onto that training course, or longer term apprenticeship option, having had all other needs met by the project, ensuring that they are on a pathway to meeting their employment goals.

The provision will aim to directly impact upon:

- Participants' personal development and improvements of their skills and qualifications.
- The tools and motivation to help participants to achieve their aspirations and longer term goals, setting them up for the future. This provision will provide them with the support they need to achieve this.
- Improved confidence, motivation and social skills.
- Their wider family network with participants feeling better able to engage in education services and better able to support their family.
- Essential skills required for the workplace or qualification needed to apply for their ideal job.
- Ensuring that participants gain the skills they need to engage in the world of work or education.

We recognise that many of our participants may have struggled to engage in conventional education systems therefore we aim to procure a provider that is experienced in delivering to disadvantaged groups and can meet the varying needs of our participants.

Due to the complex needs of GREAT Project Participants, ideally the provider will be able to offer participants the flexibility to access online and face to face sessions.

Participants will be referred to the provider by their Employment Support Officer (ESO) through identification of need at the initial assessment stage.

Some illustrative examples of the type of opportunities that our participants would benefit from and which the successful provider may be able to offer include;

- Self-employment

- ESOL
- Digital Skills
- Basic English & Maths
- Food hygiene
- Health & Safety
- Working in schools/with children
- Customer Service
- Health & Social Care

This is not an exhaustive list but gives an insight into the type of skills development that our participants often require and we would welcome bids that offer other provisions based on experience and insight that would be beneficial to the Great Project participants.

Targets expectations:

The service needs to engage with a minimum of **63** eligible project participants in activities to improve their work readiness. With a minimum of **15** participants moving into training on exit from the project as a direct result of engaging with the service.

The demand for this provision could be higher based on participant needs and based on the impact COVID-19 will have had on the type of participants referred to the project needing to reskill. Existing participants may access a number of activities across a number of quarters.

In addition to contributing towards our training outcomes, we anticipate that as a direct result of engaging with the provider that participants will identify upon leaving the project that they have improved their skills development, motivation and confidence.

Support will be offered to the successful provider through VAL's internal GREAT staff team who will be responsible for managing the participant's journey, exit and outcomes.

The Delivery Partner must be able to:

- Ensure that it meets the needs of project participants, supporting them to take appropriate steps towards employment and training. This support will need to be accessible to all participants.
- Work closely with the Project Team Manager to agree on the format and frequency of delivery.
- Be flexible in the delivery in response to any working safely with Covid Government Guidance applicable at the time, which includes remote or face to face support.
- Provide their own venue to deliver sessions where possible but also be flexible to be able to deliver across Leicester & Leicestershire.

- Demonstrate the ability & skills to be able to offer flexible courses and potentially develop new courses based on project participants needs.
- Employ and train the necessary staff to run the programme.
- Provide all equipment and resources required to deliver the courses.
- Deliver within BBO guidelines.
- Meet the needs of the service and follow the requirements set out in the Partnership Agreement and Service Delivery Agreement.
- Have procedures and policies in place for:
 - Recruitment of staff
 - Equality and diversity
 - Safeguarding and protecting vulnerable adults
 - GDPR and information security
 - Public liability insurance
- Work with GREAT Staff and GREAT Delivery Partners and providers.

Please note the successful bidder will be asked to provide copies of the above policies alongside two references for the delivery of this provision.

A desirable but not essential feature would be that the provider has access to refer eligible participants to the project that would benefit from the projects support, in particular male participants as this is an area in which we are undersubscribed.

The Delivery Partner must be able to demonstrate:

- Experience of working with, and an understanding of the target groups.
- The competencies required to engage hard to reach individuals.
- An understanding of the needs of economically inactive and unemployed adults in Leicester and Leicestershire.
- Experience, expertise and innovative approach to delivering skills and training development.
- Experience of working within a multi-agency partnership to achieve shared results and outcomes
- A detailed outline of how the courses will contribute to enhancing project participants skills development
- Track record of achieving entry to employment, education or training.

Selection and award criteria

Responses for each lot will be scored against fixed selection and award criteria.

The following selection criteria will be used:

- Organisational capacity
- Economic and financial standing
- Prior experience of service delivery

The following award criteria; will be used to score tenders that satisfy the selection criteria:

- Track record 40%
- Approach to provision 30%
- Skills and experience 20%
- Value for money 10%

Tenders that do not satisfy the above selection criteria will be de-selected from the procurement process.

The highest scoring application will be the winning tender. Only information supplied by the tenders in response to the questions will be taken into account during the scoring process.

Please note that additional information may be requested as part of our due diligence process.

Assessment process

We are seeking tenders that will be judged on their suitability through the completion of the application form, which will be assessed by a selection panel made up of core VAL management staff.

Answers will be scored as follows:

- 0 (non-compliant): no response or unacceptable response.
- 1 (poor): response is weak, does not meet expectations regarding all requirements.
- 2 (acceptable): response meets expectations regarding all requirements.
- 3 (good): response meets all requirements, slightly exceeds expectations regarding some or all requirements.
- 4 (excellent): response is outstanding, meets all requirements, and clearly exceeds expectations regarding some or all requirements.

Each scored question in section two of the application will have a multiplier, which will determine the score. E.g. Question 1 holds a weighting of 6, therefore the maximum score is 24 (6 x4). The maximum overall tender score is 72.

Any tender application which is late will not be considered. Where word limits are exceeded applications will be marked down.

Funding and deliverables

Funding is paid on an actual, eligible costs basis i.e. the provider will be paid for the actual costs incurred in their delivery of the project.

There are two types of costs the provider will incur:

- Direct costs: costs directly related to a project activity, such as staff salaries. These costs are usually incurred on an item-by-item basis.
- Indirect costs: costs that cannot be connected directly to a specific project activity, such as IT support/rent etc

We will pay anticipated direct costs quarterly in advance. During each quarter, the provider will:

- Track the direct costs incurred using a payment schedule
- Report their direct costs expenditure using the financial monitoring spreadsheet
- Keep evidence of all direct costs expenditure. We will explain the forms of evidence that need to be retained. The provider must be able to provide this evidence on request, otherwise the expenditure will be classed as ineligible and we will recover the funding.

We will readjust the provider's next quarterly anticipated costs payments based on their last quarter's expenditure.

We will pay indirect costs calculated as 15% of actual direct staff costs. No evidence is required

The maximum funding (inclusive of VAT where applicable) that can be claimed through these contract lots is up to **£66,000** over an 8 month period from the 25th July 2022 to the 31st March 2023.

VAL reserves the right to procure from multiple providers for this provision and reserves the right not to award.

Timescales

- Call open on 11th May 2022, 12:00pm noon
- **Submission deadline** 1st June 2022, 12:00pm noon
- Delivery Partner chosen and all applicants informed: 8th June 2022
- Standstill Period ends: 19th June 2022
- Beginning of contract delivery: 25th July 2022
- End of contract delivery: 31st March 2023

Application forms can be submitted by email to procurement@greatproject.org.uk with the subject line 'Skills & Training' or by post to GREAT Project Procurement, VAL, 9 Newarke Street, Leicester LE15SN

For clarifications, please send queries to procurement@greatproject.org.uk. A response will be given within 24 hours* of the query being raised. The questions and answers document will be made available on the **VAL Website** will be updated within 48 hours* of the query being made. The deadline for queries relating to this specification is 26th May 2022.

*During working hours