TENDER RESPONSE DOCUMENT

**Centres for Excellence**

**in Special Educational Needs**

**and Disabilities (SEND)**

**ITT Reference No. SD 19/20.1**

**Centre for Excellence (1, 2 or 3): ……**

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# General Instructions

The Education and Training Foundation (the ETF) manages its tender activity through the [myTenders.co.uk](http://marketing.mytenders.org/_act/link.php?mId=B9252680734814552622424646372716&tId=239486985) portal and all tenderers should acquaint themselves with this portal to ensure that they have an understanding of how the site works.

Tenderers should submit tenders to the ETF via [myTenders.co.uk](http://marketing.mytenders.org/_act/link.php?mId=B9252680734814552622424646372716&tId=239486985) **no later than** 12 noon Friday 12 April 2019.

**Please use this tender response template for your response.**

Tender responses should be in font Arial size 12. Please also check for “Word Limits” on each section of the Tender Response as information in excess of the “Word Limits” will not be evaluated.

Please ensure that your Tender Response and all other documents are submitted **in .pdf format**

Any queries or questions relating to this tender should be submitted to the ETF via [myTenders.co.uk](http://marketing.mytenders.org/_act/link.php?mId=B9252680734814552622424646372716&tId=239486985) **by** **no later than** 12 noon Tuesday 9 April 2019.

All responses to queries and questions will be posted on [myTenders.co.uk](http://marketing.mytenders.org/_act/link.php?mId=B9252680734814552622424646372716&tId=239486985) and will be available for all tenderers to view.

This Tender Response Document together with required appendices should be uploaded through [myTenders.co.uk](http://marketing.mytenders.org/_act/link.php?mId=B9252680734814552622424646372716&tId=239486985)

No late tenders will be accepted.

**TUPE**

Tenderers are advised that as stated in the ITT document in Section 4, TUPE is unlikely to apply to this Programme/Project.

**WORD COUNT**

The word count for each section does not include appendices and/or charts.

# Details of your Organisation

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| 1. **Basic details of your Organisation**
 |
| 1. Name of the organisation
 |  |
| 1. Contact name for enquiries about this Tender:
 |  |
| 1. Job Title:
 |  |
| 1. Company Address:

Post Code: |  |
| 1. Telephone number:
 |  |
| 1. Fax number:
 |  |
| 1. E-mail address: (if available)
 |  |
| 1. Website address (if any):
 |  |

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| 1. **Contracts will be sent electronically. Please provide signatory details below:**
 |
| 2.1 Signatory name: |  |
| 2.2 Job Title: |  |
| 2.3 Email address: |  |

# Project Impact and Outcomes (1000 words)

Please provide details of the impact and outcomes, both short and long term, you will anticipate achieving through this project – i.e. what difference will your project make?

# Approach and Methodology (1,200 words)

Explain the approach and methodology that you will adopt to carry out this project and achieve the outputs set out in the ITT.

**Please include the following:**

* How will you deliver this project and the required outputs?
* How will you ensure your activities are compliant with all provisions and obligations under the **Data Protection Act** (1998) and GDPR?
* Identify the key Data Protection risk factors for the success of the project and a proposed risk management approach
* Include details about the intended impact/outcome of the project overall and individual aspects of the delivery, and how this will be demonstrated.
* How will you ensure that the sector will derive maximum benefit from the project and that it is representative of all parts of the sector?
* Provide a detailed methodology, including qualitative and quantitative approaches, target audience, stakeholder profile and target participation rates.
* Highlight any other particular issues that you consider important for the effective delivery of this project

We want to encourage innovation and creativity and so please indicate where your approach and methodology can provide significant added value and show how it is inclusive and scalable to the sector.

|  |  |  |  |
| --- | --- | --- | --- |
| **Key deliverable/output** | **By whom** | **By when** | **Impact/Outcome** |
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# Capability, Capacity and Skills (800 words)

Explain why your organisation is ideally suited to carry out this work and highlight the qualifications, skills and experience of the team that you will use to carry out this work.

**Please include the following:**

* An outline of the characteristics that contribute to making your organisation “outstanding”.
* What experience does your organisation have of delivering similar projects?
* Who are the proposed project delivery team and what are their relevant skills and background?
* What is the team’s track record in delivering similar projects?
* Prepare a staffing structure chart to indicate lines of responsibility and highlight who will do what.
* If you are you proposing to work with partners or sub-contractors, what is their background and what roles will they carry out?
* How will you ensure that the lead for each community of practice gets the dedicated one day per week to undertake their work on the project effectively

Proposed project management and delivery team

|  |  |  |  |
| --- | --- | --- | --- |
| **Person** | **Role** | **Role in project delivery** | **Skills, experience and track record relevant to this project** |
|  |  |  |  |
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# Communications, Recruitment and Dissemination (600 words)

A successful project will require some or all of the following:

* Communications throughout the project to engage, inform, explain and persuade
* Recruitment to courses and events, which will require marketing to ensure that they are successful
* Dissemination of results and outcomes for the broader benefit of the sector.

You should provide details of a named contact for the management of communications and include details of how the relevant plans will be reviewed periodically with the Project Manager and/or ETF Communications team.

**Please include the following:**

* A distinct communications plan showing the objectives, headline messages, audience, communication tools, indicative timelines, input from partners (including the ETF), communications risks and mitigation, and how you will communicate impact throughout and at the end of the contract and disseminate this effectively across the education and training sector
* For projects requiring e.g. recruitment to courses, compile and include a detailed marketing plan to demonstrate how you will ensure delivery of the target delegate numbers proposed. Like any such plan, this should include possible contingency activity if initial targets are not being met. This might be part of the broader plan above or separate document as required. **(Where needed this should be assessed in section 4 or 6 but not both)**
* How you will report on the project progress to the ETF
* How you will present the evidence that supports the outcomes of the project and clearly demonstrates the effectiveness and impact of the project
* Other ideas to ensure that this project contributes to a strong and positive reputation between the ETF and the education and training sector.
* How will you communicate and collaborate across the Centres of Excellence so that learning is shared, duplication avoided and reach to the sector is maximised.

# Equality and Diversity (600 words)

The ETF requires information about how equality and diversity will be applied to this work, to ensure that outcomes and outputs are characterised by equality of access, engagement and inclusion and that the whole of the sector is reflected in the make-up of participants.

**Please include the following:**

* how you will ensure that this work will take into consideration the standards set out in the Public Sector Equalities Duty (s129).

The standards are:

1. To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
2. To advance equality of opportunity between people who share a protected characteristic and those who do not.
3. To foster good relations between people who share a protected characteristic and those who do not.

# Price and Added Value (600 words)

The contract will be awarded from 14 May 2019 to 31 March 2020 for the delivery of all the Outputs and Deliverable listed in this Tender Specification document.

The budget available for this Project is £200,000.00 - £300,00.00 **per Centre for Excellence** (subject of funding availability), which must include any VAT which you believe will be chargeable. Subject to the availability of funding and sufficiently high quality performance of the successful tenderer during the initial phase of the contract, we would like to include a right to extend any contract for up to a maximum of 3 further years

Payments after 31 March 2020, and if applicable any new financial year, are dependent on receipt of the grant letter from the Department for Education (DfE) for 2020-21 by the ETF.

Competitive tenders are sought that will address all of the points in this specification. Tenderers are invited to show any added value that may be provided at no extra cost to the ETF.

The tenderer is required to provide a fully costed price for the completion of each Stage of the Project. Please give a detailed breakdown of proposed pricing including the following:

* Number of days and day rates for the contractor’s named staff and for any other sub-contractors / associates, with clear identification of proposed role in the project and the number of full days dedicated to the project per month (including the SEND lead (SENCO)/ quality /curriculum manager)
* Margins added to sub-contractor rates, for management and quality assurance
* Days and day rates for other project roles as appropriate, e.g. administrator, specialist consultant, data manager
* Breakdown of other costs associated with the project which may include software, materials, administration and office costs
* Breakdown of other costs including travel and subsistence, report production, postage etc.
* Please state whether or not VAT will be charged
* Please indicate any added value that your organisation can bring to this project.

# Business Suitability Criteria

Business **suitability criteria** relate to the tenderer and are used to assess the tenderer's ability to perform the proposed contract.

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| **1. Basic details of your Organisation (continued)** |
| 1.9 Company registration number (if this applies) |  |
| 1.10 Charities or Housing Association or other registration number (if this applies). Please specify registering body |  |
| 1.11 Date of registration (if this applies) |  |
| 1.12 Registered address if different from the address stated in 1.4 |  |
| 1.13 Are registered for VAT? If so, please provide the registration number |  |
| 1.14 Is your organisation(highlight as appropriate) | 1. A public limited company
 | Yes / No |
| 1. A FE college established under EA 1992
 | Yes / No |
| 1. A limited company
 | Yes / No |
| 1. A partnership
 | Yes / No |
| 1. Offender learning organization
 | Yes / No |
| 1. Other (please specify)
 |  |
| 1.16 Please indicate the size of your organisation(highlight as appropriate) | 1. Micro (1 - 9)
 | Yes / No |
| 1. Small (10 - 49)
 | Yes / No |
| 1. Medium (50 - 249)
 | Yes / No |
| 1. Large (250+)
 | Yes / No |
| 1.17 Are you acting as the lead organisation for a consortium? | Yes / No |
| 1.18 **Please provide the names of your consortium partners or sub-contractors in a separate annex attached to your tender response.** |
| 1.19 Name of (ultimate) parent company (if this applies) |  |
| 1.20 Companies House registration number of parent company (if this applies) |  |
| 1.21 Consortia and sub-contracting | i) Is your organisation tendering to provide the goods and/or services required itself | Yes / No |
|  | ii) Is your organisation tendering in the role of Prime contractor and does it intend to use third parties to provide some of the goods and/or services | Yes / No |
|  | iii) Is the organisation tendering a consortium or Special Purpose Vehicle | Yes / No |
| **If your answer is ii) or iii) please provide a separate annex detailing the composition and governance of the supply chain, indicating which member(s) of the supply chain will be responsible for the elements of the requirements set out in the ITT.** |

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| 1. **Professional Standing**

***Please note that if you cannot answer ‘No’ to every question in this section, it is very unlikely that your tender will progress any further in the evaluation process*** |
| Has your organization or any directors or partners or any other person who has the powers of representation, decision or control been convicted of any of the following offences: |
| 1. Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or Article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983
 | Yes / No |
| 1. Corruption within the meaning of section 1(2) of the Pubic Bodies Corrupt Practices Act 1889 or section 1 of the Prevention of Corruption Act 1906, where the offence relates to active corruption
 | Yes / No |
| 1. The offence of bribery, where the offence relates to active corruption
 | Yes / No |
| 1. Bribery within the meaning of section 1 or 6 of the Bribery Act 2010
 | Yes / No |
| 1. Fraud, where the offence relates to fraud affecting the European Communities’ financial interests as defined by Article 1 of the Convention on the protection of the financial interests of the European Communities
 | Yes / No |
| 1. Failure to provide information required or providing inaccurate/misleading information when participating in a procurement exercise
 | Yes / No |
| 1. Failure to obtain and maintain relevant licenses or membership of an appropriate trading or professional organization where required by law
 | Yes / No |
| If the answer to any of the above is ‘**Yes**’, please give brief details below, including what has been done to put things right. |
|  |

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| 1. **Financial Information**
 |
| 3.1 Subject to section 3.2 below, all tenderers are requested to provide one of the items below along with the tender response and indicate which of the following has been provided: |
| 1. A copy of your last two years’ audited financial statements (not abbreviated)
 |  |
| 1. A statement of your most recent year of trading to include profit and loss account, balance sheet and cash flow (bank letter outlining current cash flow and credit position)
 |  |
| 1. An alternative means of demonstrating financial status if trading for less than one year. For example, profit and loss account, balance sheet and cash flow forecast for the next 12 months (bank letter outlining current cash and credit position)
 |  |
| 3.2 If you have previously submitted these documents to the ETF, within the last 12 months, in connection with another tender and the relevant information remains accurate at the tender submission deadline for this ITT, then please provide the reference for the other tender. |
|  |
| 3.3 If requested, would you be able to provide a bankers’ reference | Yes / No |

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| 1. **Insurance**
 |
| The potential supplier shall maintain at its own cost a policy or policies of insurance to cover the liability of the potential supplier in respect of any actual default for which it may become liable to indemnify the ETF under this agreement. Appropriate insurance should include: professional indemnity, employers’ liability and public liability insurance. |
| 4.1 Please confirm whether you have professional indemnity insurance | Yes / No |
| 4.2 Please confirm whether you have employers’ liability insurance of not less than £5,000,000 (five million pounds) per claim | Yes / No |
| 4.3 Please confirm whether you have public liability insurance of not less than £1,000,000 (one million pounds) per claim | Yes / No |
| 4.4 If you do not currently have the appropriate level of insurance, please confirm that, if you are successful in winning the contract, you would be willing to take out the appropriate level of insurance cover | Yes / No |

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| 1. **Business Activities**
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| 5.1 What are the main business activities of your organisation and how do they relate to, or can they be related to, the requirements of the ETF and the activity area(s) of this ITT? |
|  |
| 5.2 Has your organisation previously delivered services either as a contract holder or a sub-contractor related to the requirements of the ETF and/or the activity area(s) you are tendering for? If yes, please provide details. |
|  |
| 5.3 If acting as the lead for a consortium, have any of your consortium partners or sub-contractors previously delivered services either as a contract holder or a sub-contractor related to the requirements of the ETF and/or the activity area(s) you are tendering for? If yes, please provide details. |
|  |
| 1. **Experience and References**
 |
| Please provide details of up to three contracts, public or private, delivered in the last three years that are relevant to the ETF’s requirements. **Please note, these should if possible not be ETF contracts**. The contact should be prepared to speak to the ETF if we wish to contact them to take up the references. |
|  | **Contract 1** | **Contract 2** | **Contract 3** |
| Contract Organisation Name and website (where applicable) |  |  |  |
| Customer contact name, phone number and email |  |  |  |
| Date contract awarded |  |  |  |
| Date contract completed |  |  |  |
| Value |  |  |  |
| Describe the performance of the contract against set targets |  |  |  |
| If you cannot provide at least one reference, please briefly explain why (100 words max) |
| Brief description of contract 1 (max 100 words) |
| Brief description of contract 2 (max 100 words) |
| Brief description of contract 3 (max 100 words) |

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| 1. **Declaration**
 |
| I declare that to the best of my knowledge the answers submitted are correct. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to tender for this ITT. I understand that the ETF may reject this tender if there is a failure to answer relevant questions fully or if I provide false or misleading information.I declare that I have read the ETF’s Standard Contract and confirm that I agree to provide the services on those standard terms and condition if my tender is successful. |
| **Form completed by** |
| Name |  |
| Position (Job Title) |  |
| Date |  |
| Telephone number |  |
| Signature |  |

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