



INVITATION TO TENDER NO 63

Lakes College Adult Education Budget

Address:	Lakes College Lillyhall Business Park, Hallwood Rd, Workington, Cumbria, CA14 4JN
Contact:	Sharon Rogers
Reference:	Preferred Partner Funding year August 2021- July 2022
Expected Contract Commencement Date:	January 2022
Contract Expiry Date:	31 st July 2022
Extension Option:	3 years with option for one plus one

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SECTION 1

1.1 Introduction

The College provides a wide range of education and training including full-time, part-time, adult and employer provision (including Apprenticeships).

Lakes College is inviting providers to tender for the lot indicated below to deliver full qualifications at a variety of levels. Partnership tenders should complement our sub-contracting policy with the aim of adding strategic value to existing college provision, maximising the quality, range and geographical coverage of the College's Adult Education Budget provision.

<https://www.lcwc.ac.uk/wp-content/uploads/2021/10/Lakes-College-Sub-Contract-Policy.pdf>

The indicative total tender value for the Lot is an estimated value of up to £200,000 full income earned by the College which will be reimbursed at 80% - up to £160,000 value per annum. Note this could be across multiple partners. This value is indicative and could vary year or year. The College reserves the right to decide on the value of any allocations and may not allocate the full amount.

1.2 Instructions for Tender Submission

1. These instructions and conditions apply to the tendering process for this agreement to ensure that all tenderers are treated equally and fairly and to provide for compliance with other relevant legal requirements. Failure to comply with these Instructions and conditions may invalidate your tender.
1. References to "the College" mean Lakes College.
2. The agreement together with any other documents expressed to be incorporated therein, constitutes the entire understanding between the college and the tenderer relating to the subject matter of this tender and supersedes all prior writings, negotiations or understandings with respect thereto.

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3. The agreement will commence in January 2022 being the commencement date referred to in the contract conditions and will expire on 31st July 2022, unless terminated or extended in accordance with the contract conditions.
4. A submitted tender is an irrevocable offer by the tenderer and the tenderer separately undertakes with the College that the tender will remain open for acceptance by the College for a period of two calendar months calculated from the day following the closing date for receipt of tenders.
5. The College reserves the right to accept tenders in whole or in part, eg for lesser value than requested in the tender.
6. The College reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.
7. Only the information contained within this Tender Submission Document, or otherwise communicated in writing to tenderers with direct reference to this tender should be considered by tenderers when making their offer.
8. Where estimated volumes are stated they are for guidance purposes only and do not form a contractual commitment. The agreement does not obligate the College to purchase any services.
9. The submission of false or incorrect information or declaration(s) will invalidate your tender and, if not identified by the College until after the award of the contract, will be considered a fundamental breach of the contract.
10. Tenders must be submitted with all the documents listed in the checklist fully completed for the lot which you are tendering for. Tenders not complying with these requirements may be rejected.
11. Tenders shall only be submitted on the basis that they are bona fide competitive tenders. It is therefore agreed that the College shall have the power to cancel the contract and to recover from the Tenderer the amount of any loss arising from the cancellation if either the Tenderer:
 - a) shall have offered or given or agreed to give any officer or member of the College staff any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure. The word 'Tenderer' for these purposes shall be deemed to include any and all persons employed by the Tenderer, or who are purporting to act on the Tenderers behalf whether the Tenderer is aware of their acts or not, or

- b) shall have communicated to any other person than the College the amount or approximate amount of the proposed tender other than in confidence in order to obtain quotations for the preparation of the Tenderer, or for insurance purpose, or
 - c) shall have entered into any agreement or arrangement with any person as to the amount of any proposed tender or that person shall refrain from tendering.
12. In case a tender appears to be abnormally low in relation to the services to be provided, the College will request a clarification in writing and/or explanation concerning its elements. The College reserves the right to exclude a tender, if after a verification process based on the explanations and evidence received it comes to the conclusion that the tender is abnormally low.
13. To enable us to assess your organisation's suitability, we require you to provide all of the information requested. Failure to complete the tender documentation in full or to provide any of the documents requested may result in your application being rejected. Rather than leaving answer spaces blank, if the question does not apply to you please write 'Not applicable', if you do not have / know the answer please write 'Not known'.
14. If there is insufficient space to complete your answers, please submit them on separate sheets clearly cross referencing to the appropriate section of the Tender Submission Document (TSD) however please consider any restrictions on the number of words. When completing the document electronically you may enlarge the answer boxes to ensure you have sufficient space to respond. However, you must not alter or amend the questionnaire in any other way and under no circumstances should the questions be altered in any way as doing so will result in your application being rejected.
15. Where supporting documents are requested, these should be clearly cross referenced to the appropriate section. Except where specifically requested, **NO ADDITIONAL SUPPORTING DOCUMENTS ARE REQUIRED**. The College does however reserve the right to call for further evidence or copies of such documents at any stage during the procurement process.
16. Tenderers are requested to specify with reasons if any information contained in its tender submission is confidential. The College will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2010.
17. The College reserves the right to seek clarification, after tenders have been received, from any tenderer, on any aspect of their tender, however tenderers must not rely on this as the College may not action this right.

18. The College reserves the right to publish details of the successful contractor and the total contract value.
19. Should there be any doubt or confusion as to the meaning of any provision contained in the tender documentation or you have any queries or concerns with the tender documentation including the terms and conditions of contract, you should obtain clarification prior to the submission of your tender. All tenderers will be informed of any points of clarification and the College's response. The identity of the tenderer requesting clarification will not be disclosed.
20. Please note this invitation to tender may be issued to suppliers who have not yet passed additional due diligence processes which evidences policies and financial health etc. In the event a supplier has not pass the annual refresh due diligence process this will be completed following being successful with this Tender.

1.3 Tenderer Contact Point

Tender launch 22nd of December 2021

Any questions in relation to the tender document must be sent via email to sharonr@lwc.ac.uk and be Titled CONFIDENTIAL TENDER 63 no later than 12 noon on the 7th of January 2022 and not via any other route.

Fully completed tenders must be returned via tenders@lwc.ac.uk no later than 12 Noon on the 14th of January 2022. Titled CONFIDENTIAL TENDER 63

Failure to return your fully completed tender submission will result in being disqualification from the process.

SECTION 2

2.1 Evaluation Approach and Award Criteria

The objective of the evaluation process is to assess the responses to the Tender Submission Document and to deliver the required training provision.

Failure to provide the information requested or to provide a satisfactory response to any of the questions may result in the College not proceeding further with the Tenderer.

The information supplied will be checked for completeness and compliance before responses are evaluated.

Evaluation of the Tender submission Document will be undertaken by Senior College Managers with appropriate responsibilities who will evaluate relevant sections.

The Tender submission document will be scored from the responses provided as part of tender submissions and scored in accordance with the relevant table below.

2.2 Tender Award Criteria

The award will be made based on the most economically advantageous offer, scored using the following criteria:

Criteria	Description	Weighting
Proposals to establish and deliver an effective service	Approach to running of an accredited programme	20%
Curriculum Design and Intent	Curriculum planning process, ensuring curriculum offer meets learner needs and leads to employment or higher-level learning, and positive destinations.	20%
Assurance of Continuity of Delivery	Actions to ensure service is always staffed by persons with appropriate skills, qualifications and experience	20%
Approach to Quality of Provision and Improvement	Systems and procedures which will be implemented to promote quality and continuous improvement. Good track record of achievement rates. External audit (ESFA, Ofsted), RoATP approval.	20%
Added Value	Any added value you can offer, support our local community delivery, complimentary to college offer, progression routes to college provision.	20%

2.3 Scoring Methodology

Please note the description below is for guidance to panel members only, scores will be awarded based on responses which best fits the questions.

Description
Significantly exceeds the minimum requirements/expectations with no concerns
Meets the requirements/expectations with no concerns

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Meets the requirements/expectations except minor aspects/minor concerns
Does not meet requirements/expectations but may be adaptable
Major non-compliance with the requirements/expectations or major concerns

2.3.1 Section C includes some mandatory pass/fail questions. Should a supplier fail these questions then the tender submission will not be evaluated further.

2.3.2 Management fees retained by the College is normally 20%. The College reserves the right to vary the management fee from that stated above should significant set up/monitoring be required.

2.3.3 At the discretion of the College, more than one subcontractor award may be made for each lot with the College having the final decision on the split of work awarded.

2.3.4 The top scoring tenderers for each lot shall be ranked with the highest score being top however the highest scoring does not guarantee the highest allocations of funding which shall be decided upon solely by the College.

2.3.5 The College may take into account any award previously made to the sub-contractors by the College during the current period.

2.3.6 Tenderers must achieve a total score of 80% for the relevant lot to be considered for an award/allocation of funds.

2.3.7 Lots will be evaluated in by agreed panel over a set timescale.

2.3.8 Please be aware the contract document will be customised and issued after contract awards have been made and further due diligence undertaken including references.

2.4 Tender Timetable

It is intended as a guide and the College reserves the right to amend the timetable.

Timetable for Tender Process	Date
Issuing of tender documents	22 nd of December 2021
Deadlines for questions/clarifications	No later than 12 noon 7 th of January 2022
Tender return deadline	No later than 12 noon 14 th of January 2022
Evaluation panel meeting	Week commencing 31 st January 2022
Award and Unsuccessful notifications issued	Week commencing 14 th February 2022
Issuing of contracts to be signed	Week commencing 21 st February 2022
Proposed contract start date	28 th of February 2022

SECTION 3

Tender Questions

Tenderer Name: Lakes College Adult Education Budget Funding Value £200,000 full income or parts of (80% of Earned Funding £160,000 or parts of).

All questions to be answered by Tenderers

Please respond below to each question ensuring you fully complete this questionnaire. The answers are restricted to 250 words per question from section D onwards. When completing this document however please ensure you keep to the subject matter and answer the questions set.

You may enlarge the answer boxes to ensure you have sufficient space to respond.

Responses will be evaluated in accordance with the award criteria and weightings.

A1. Contact Details

Please provide contact details for individuals responsible for this tender submission.

Main Contact

Name	
Position	
Company Name	
UKPRN	
Address	
Telephone - Main	
Telephone – Direct	
Mobile	
Email	
Website	

B1. Please Confirm Which Lot You Are Tendering For:

	Description	Please indicate Yes in the box below
	ESFA NON-DEVOLVED AREAS ADULT EDUCATION BUDGET	

B2. Please confirm the physical locations of premises which you would use for delivery you will be tendering for.

If mandatory questions are failed, this will result in your full tender submission not evaluated any further.

C1.	Management Fee	
1.1	As a minimum requirement the management fee retained by the College will be 20%. 80-% funding earned will be reimbursed to the partner. Failure to agree constitutes a fail.	
1.2	The College would require that your learners must be recruited and delivered within ESFA Non-Devolved Areas. Please confirm whether you can meet this minimum requirement. Failure to agree constitutes a fail.	

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C1.	Management Fee	
1.3	<p>Have you fully completed and supplied Appendix 1?</p> <p>Failure to agree constitutes a fail.</p>	
1.4	<p>Please confirm if there were any substantial performance issues arising from previous contracts with in the past three years and how/whether they have been resolved to avoid similar issues in the future.</p>	<p>Yes/No</p> <p>If yes please provide details above. A yes answer does not necessarily mean a mandatory fail, any decision on the merits of each case, however we reserves the right to make the sole decision as to whether a tenderer has passed or failed mandatory question 1.4.</p> <p>If No and we assesses the answer should have been yes then you may fail the mandatory question 1.4. If in doubt, please declare. Please note achievement rates will be assessed during the separate due diligence process.</p>
1.5	<p>Please confirm any current contracts you already have specifically for Adult Education Budget or other ESFA contracts.</p> <p>Details to include, title of contract, direct or sub-contractor if so whom main contract is with, value, headline overview.</p>	
1.6	<p>Please confirm you hold a minimum of Ofsted grade 2 and date of inspection.</p> <p>If not yet inspected please state.</p> <p>Are you on the current approval ESFA RoATP?</p>	

D. Questions

Please provide a comprehensive but remain within the 250 words per question eg 1.1 can have up to 250 words.

D1. Proposals to establish and deliver an effective service in accordance with the specification.

D1.	Question	Response
1.1	Describe your approach to the following in relation to this contract: <ul style="list-style-type: none"> • Management of the provision? 	
1.2	<ul style="list-style-type: none"> • Reporting learner and course performance information to the college including frequency? 	
1.3	<ul style="list-style-type: none"> • Initial assessment, IAG, induction, Learner support? 	
1.4	<ul style="list-style-type: none"> • Safeguarding? 	
1.5	<ul style="list-style-type: none"> • Programme Deliver? 	

D2. Curriculum Design and Intent

	Question	Response
2.1	Describe your curriculum planning process. What is the intent and rationale for choosing and delivering the qualifications you are proposing to offer?	
2.2	What dataset have you used to influence your curriculum planning?	
2.3	How do you ensure that your curriculum offer meets the needs of your learners and community?	
2.4	How do you ensure that your curriculum is aspirational, and leads to employment or higher-level learning?	

D3. Assurance of Continuity of Delivery

D3	Question	Response
3.1	How will you ensure that the service is always staffed by persons with the appropriate skills, qualifications and experience?	
3.2	Please explain how this will be implemented in practice? CPD Training plans DBS procedures	

D4. Approach to quality of provision and continuous improvement

D4	Question	Response
4.1	Please outline how you will assure quality of education and promote improvement whilst delivering this contract?	
4.2	How will you manage the collection of learner feedback and use the information to improve quality?	
4.3	If appropriate how will you manage the collection of employer and other stakeholder feedback and use the information to improve quality?	
4.4	How will you your complaints and compliments procedure support quality improvement in this contract?	
4.5	Please detail arrangements for quality assurance monitoring, and action planning?	
4.6	How will annual Self-Assessment processes and quality improvement plans be implemented in relation to this contract?	

D5. Added Value

D5	Question	Response
5.1	Is there any added value you can offer for this contract over and beyond price which is not chargeable?	
5.2	Any added value you can offer, support our local community delivery, complimentary to college offer, progression routes to college provision.	
5.3	Please details your intended client group, geographical recruitment areas.	

SECTION 4

Document Checklist for Tenderers/Summary of Documents to Return

Please ensure you return the following information:

- 1. Completed tender documents to be returned by tender deadline date/time
Noon on the 14th of January 2022.**

Document/Information to Return	Yes
Tender Questions fully completed?	
Delivery Profile Planning fully complete Appendix 1.?	

