Leading learning and skills
Welcome
Agenda

1. Introduction
2. ESF Overview
3. ITTs
4. ITT Build
5. How To
6. Q & A session
Introduction
PQQ’s closed 28 September 2007

- PQQ Evaluation completed 6 November 2007
- Fair and equal consideration given to all tenders
- Consistent process across all LSC regions
ITT’s

• ITT evaluation commences in Dec
  – Using fair, transparent and robust scoring framework

• Contract Award panels will agree each contract offer against original tender specification

• Local partnership team carry out “contract clarification” with relevant providers

• Contracts expected to start from 25 Feb 2008
South West Region

**Competitiveness** –
South West region excluding Cornwall and the Isles of Scilly

**Convergence** –
Cornwall and the Isles of Scilly
Other Considerations

Linkages

- ERDF / RDP
- Mainstream
- Sectors
- Basic Skills
- Train to Gain
- Sub Contracting Arrangements
- Evaluation
Adding Value to Mainstream

Pre

Mainstream

More

Enhanced

Post
ITTs
ITT headings

• ESF – (South West) Convergence – Youth
• ESF – (South West) Convergence – Adult
• ESF - (South West) Convergence – Employer
Youth

Priority 1 target group – Young people not in education, employment or training (NEET), including young people at risk of becoming NEET

5 different aspects
• SW/EY/S01 The Best Start for Young People
• SW/EY/S02 Apprenticeships, Curriculum Developments and Enterprise/Entrepreneurial Culture
• SW/EY/S03 Equality and Diversity
• SW/EY/S04 Learner Support and additional Learning Support Funds
• SW/EY/S05 Voluntary/Community (Third Sectors)
Priority 4 target group – Workless adults (unemployed and inactive)

3 different aspects
• SW/AC/S01 Work related programmes
• SW/AC/S02 Equality and Diversity
• SW/AC/S03 Vocational Routeways
Priority 2 target group – Employed young people and adults aged 16 and over who require relevant qualifications at an appropriate level to support their current and continuing and future employment needs

6 different aspects
• SW/EC/S01 Key Sectors
• SW/EC/S02 Voluntary, Community and Social Partner development
• SW/EC/S03 Clusters & Geographical Programme The Isles of Scilly
• SW/EC/S04 Workforce led programme and generic provision
• SW/EC/S05 Skills for Life/Key Skills Programme
• SW/EC/S06 Equality and diversity positive action programmes
DO

• Read the “Read me first” document FIRST
• Start early
• Save regularly
• Publish your response well before closing date
• Use the message facility on Bravo for queries
• Check that the ITT is complete before submitting
• If you need guidance try the “supplier help guide” on the e-tendering portal
DO NOT

• Alter the documentation
• Try to upload documents other than Word or Excel
• Omit Attachments
  – if they are missing when we are scoring then you fail.
• Leave it until the last minute to submit
• Leave your submission with no activity, your session will time out after 15 minutes if you do.
ITT Template Layout

Region

Youth
- Spec
- Spec
- Spec

Adult

Employee Responsive

Other

x9 Regions
Opening the ITT

BRAVO ENVELOPE

READ ME FIRST
  How
  What
  When

Read the READ ME FIRST First!
  Thoroughly
  Refer Back
Opening the ITT

COMMERCIAL PARAMETERS

Geography
Demographics
Volumes

The detail of the Provision for which you are tendering
Opening the ITT

SPECIFICATIONS

Questionnaire
Spreadsheet

Attachments
Word
Excel
ONLY!

Terms & Conditions
NOTE

Late Tenders will not be considered

• 12 noon on the final day is the deadline

• Only exceptions to this may be audited LSC technical problems
How to
How to

DO

Read the “Read me first” document
Start early
Publish your response before closing date
Use the message facility on Bravo for queries
Do read the hints and tips in the questionnaire
How to

DO NOT

Alter the documentation

Try to upload documents other than in word or excel format
How to
E tendering methodology

eTendering Structure

ITT

Attachments:
Read Me First Document
Specifications/Questionnaire
Excel Costing Template.
Terms and conditions of contract

(Offline Responses)

Technical Response:
Supplier Tips for completing response
Next Steps…
Checklist
(Online Response)

Commercial Response:
Geography
Demographics
Volumes
(Online Response)
How to

Example: Youth Questionnaire

SECTION 1: ACTIVITY SUMMARY AND DELIVERY ARRANGEMENTS -
Please be aware that minimum scores have been set for questions 1-5.

Activity Overview (Not Scored) (Max character limit = 500)
Tip: Please provide a summary of the activities you intend to deliver. This will be used for publicity purposes and by completing it the applicant will be deemed to have given permission for its use in this way.

Please enter your answer here

1  Meeting the Service Requirements
(Max score available = 12, Min score required = 8) (Max character limit = 6,000)
Criteria: Demonstrate how the proposed activity is innovative and/or builds on effective practice to address the Service Requirements Section of the Tender Specification.
Tip: Please provide a summary of the activities you intend to deliver and give examples / evidence of how they link into the Service Requirements Section of the Tender Specification.

Identify the aim and SMART objectives for your proposed activity. An aim identifies ultimately what the activity is seeking to address. An objective identifies how the activity will deliver its aim. A SMART objective is specific, measurable, achievable, realistic and time-bound. In identifying your activity's aim ensure that it is relevant to the Tender Specification and that your SMART objectives clearly explain how the aim will be delivered.

In responding to this criteria clearly explain what activities you propose to undertake, who the participants are what it is you propose to do with them and where. Indicate how your proposed activities are innovative and/or build on effective practice to achieve impact and identify the results that will be achieved.

Ref: NW/Y/S01/C01

Please enter your answer here
How to

Terms and conditions of contract

These are the terms and conditions of contract under which contracts will be let.
How to

Technical and commercial responses.

The technical instructions on how to complete the ITT response

The commercial response is the demographic information for each specification, that providers wish to offer.

Eg: this many males/ females where and what their characteristics.
How to

**IMPORTANT:**

Instructions

Please specify the total number of learners that you are able to deliver in the "Number Of Learners" field, and the Unit Price per learner in the "Price Per Learner" field. Please use the additional columns to specify the numbers that you propose to deliver in each demographic category. It is important that the numbers specified in each category (e.g. Disadvantaged) equal the total Quantity of learners that you propose to deliver for that line Item.

**IMPORTANT:**

Completing Line Items

If you do not wish to offer provision for a line Item, please select "Not Answered" (at the left of each line Item).

If you DO enter values in the “Number of Learners” and “Price Per Learner” fields for a line Item, then you MUST enter values in all the additional columns for that Item.

<table>
<thead>
<tr>
<th>Reference</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Answered/ Not Answered</td>
<td>&lt;Enter geographic specifics&gt;</td>
</tr>
<tr>
<td>Answered/ Not Answered</td>
<td>&lt;enter description&gt;</td>
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* Employment: Economically Inactive
How to

<table>
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<th>Price Per Learner (£)</th>
<th>Price</th>
<th>Gender: No. Males</th>
<th>Gender: No. Females</th>
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Q & A Session

The content from these events is available at
www.lsc.gov.uk/providers/esf-procurement/