Leading learning and skills
Welcome

ITT Clarification Event

November 2007
Agenda

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

- 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 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
ESF Overview
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

Enhanced

Pre

Mainstream

Post

More

>lsc

Leading learning and skills
ITTs
IT&T headings

• ESF – (South West) Competitiveness – Youth Responsive

• ESF – (South West) Competitiveness – Adult Responsive

• ESF - (South West) Competitiveness – Employer Responsive

• ESF - (South West) Competitiveness – Other
Youth

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

7 different aspects
• SW/Y/S01 NEET Activities in Devon
• SW/Y/S02 Enhanced Support for young people 14-16 who are at risk of becoming NEET
• SW/Y/S03 Enhanced support, vocational learning opportunities and personal development
• SW/Y/S04 Reduction of NEET group 16-18
• SW/Y/S05 NEET Re-engagement - West of England
• SW/Y/S06 Somerset NEETs Project
• SW/Y/S07 Bournemouth, Dorset and Poole Preparation for learning and working
Priority 1 target group – Workless adults (unemployed and inactive)

8 different aspects
• SW/A/S01 Skills for Jobs – Devon
• SW/A/S02 Recruit and Train – West of England
• SW/A/S03 The Gloucester City Employment Plan
• SW/A/S04 Tackling barriers to Employment and Training
• SW/A/S05 Skills for Jobs Programme
• SW/A/S06 Support individuals with learning/physical or mental health disabilities
• SW/A/S07 Ambassadors in the Care Sector
• SW/A/S08 Work placements for Learners with Learning Difficulties and / or Disabilities
Employer Responsive

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

15 different aspects
• SW/E/S01 Workforce Development Level 2
• SW/E/S02 Workforce Development Level 3+ – Devon
• SW/E/S03 Workforce Development Skills for Life – Devon
• SW/E/S04 WFD: Skills for Life: Introductory ESOL
• SW/E/S05 WFD: Enhancements to the Train to Gain Offer at full level 2 & 3
• SW/E/S06 Embedded literacy, language and numeracy in vocational programmes
• SW/E/S07 Environmental Technology – West of England
• SW/E/S08 L2 and L3 career changers including capacity building – West of England
• SW/E/S09 Post – Employment (In-work) Support - West of England
• SW/E/S10 Business Parks - Gloucestershire
• SW/E/S11 Gloucester City Employment Plan
• SW/E/S12 Creative Media - Gloucestershire
• SW/E/S13 Market for Learning
• SW/E/S14 Leadership and Management training for Small Enterprises
• SW/E/S15 Supporting employer demand led skills needs – Wiltshire & Swindon
Priority 1 target group – Workless adults (unemployed and inactive)

1 region wide tender (excluding Cornwall and the Isles of Scilly)

SW/X/S01 Routes to employment for AUR offenders
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.
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.

<table>
<thead>
<tr>
<th>Activity Overview</th>
<th>Tip</th>
</tr>
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<tbody>
<tr>
<td>(Not Scored)</td>
<td></td>
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<td>(Max character limit = 500)</td>
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Please enter your answer here

<table>
<thead>
<tr>
<th>1</th>
<th>Meeting the Service Requirements</th>
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<tbody>
<tr>
<td></td>
<td>(Max score available = 12, Min score required = 8) (Max character limit = 6,000)</td>
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</table>

<table>
<thead>
<tr>
<th>Criteria:</th>
<th>Demonstrate how the proposed activity is innovative and/or builds on effective practice to address the Service Requirements Section of the Tender Specification.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tip:</td>
<td>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.</td>
</tr>
</tbody>
</table>

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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<tbody>
<tr>
<td>&lt;Enter geographic specifics&gt;</td>
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<tr>
<td>&lt;Enter geographic specifics&gt;</td>
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</table>

Answered/ Not Answered

Answered/ Not Answered
How to

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

06
Q & A Session

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