

**ON BEHALF OF BARNSLEY
METROPOLITAN
BOROUGH COUNCIL**



DEARNE AREA COUNCIL

PROCUREMENT STRATEGY

**‘TRAINING FOR
EMPLOYMENT’**

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PROCUREMENT STRATEGY

TRAINING FOR EMPLOYMENT

The Councils Corporate plan 2012 -2015 sets out the following Council priorities:

- Growing the economy
- Improving people's potential and achievement
- Changing the relationship between the council and community

The aims of area governance are to:-

- Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives
- Support the many benefits of volunteering and foster the many and diverse opportunities for residents to gain new skills and experiences through volunteering
- Ensure customer services and the citizen experience of access is improved
- Engage local communities in helping to shape the decisions and services in their neighbourhood
- Ensure the Council operates fairly and demonstrates total commitment to equalities in policy and practice
- Establish new models of delivering services guided by local choice and need

A key purpose of area councils is to grow community capacity by commissioning local services and encouraging volunteering.

TRAINING FOR EMPLOYMENT

The Dearne Area Council want to commission an organisation to provide bespoke training packages designed around the needs of the local individual, to enable that individual to develop the skills necessary to secure employment.

The specific aims and objectives of the service for the Dearne area are:-

- Increase people's understanding of the work environment
- Provide bespoke training packages that address individual needs
- Work closely with employers, Job Centre Plus, DWP and other relevant organisations to identify job opportunities for local people
- Work closely with expanding businesses, both local and further afield, and future inward investors to the area
- Provide relevant training packages that pick up the recruitment methods and skills required of current and future local businesses/employers
- Make access to 'training for employment' easy for people of all ages and from any ethnic origins.
- Make the interventions/activities innovative, positive, vibrant and high quality
- Increase awareness of digital technology
- Remove barriers to work such as transport/travel options/costs

- Be based locally in 2 suitable, easily accessible training facilities (Dearne South and Dearne North)
- Complement existing training and skills providers in the area
- Link with other Dearne Area Council procured services, to support the overarching aims of area governance shown above
- Build on the success of the Dearne Electronic Community Village

Social Value Objectives:-

- Increase the motivation, confidence, self-esteem, attitudes and aspirations of unemployed people
- Enable unemployed people to take ownership of their lives, and make positive life choices
- Be sustainable and support the creation of sustainable communities by deploying effective training for employment programmes
- Harness the knowledge, capacity and experience that exists at local community level (the people, groups and businesses) in the design and delivery of these services, to create more resilient and self-reliant communities
- Use expanding businesses and inward investors to support growth in the local economy

Contract Management/Monitoring Requirements:-

- No disputes
- Management and mitigation of risk
- Delivery of Service within the agreed contract price
- Effective and regular financial reporting
- Good team working
- Safe and Healthy Environment for all
- Equality & Diversity
- Sound Contract Management
- Effective Client/User Engagement
- No Complaints
- Value for Money
- Highly Satisfied Users/Clients
- Open, accurate and timely communication

The Expected Service Outcomes for the Dearne Area are:-

- Reduce unemployment
- Reduce the number of young people classed as NEET
- Increase in the level of local recruitment by local businesses
- Local people with more confidence to access work
- Key dates

Finalisation of specification and evaluation methodology
 Dearne Area Council Approval to Specification
 Place Advertisement on YORTender

- Available Budget

£75,000

- Proposed Contract Period: 1 year

PROCUREMENT STRATEGY/ METHOD

The method of procurement for the new service will be competitive tenders using the open tender route. The activities underpinning this method of procurement comprise:

Competitive Tender:

- Draft specification, including Price & Quality Evaluation Methodology in order to award to the most economically advantageous tender
- Placing of tender advertisement
- Despatch of tender documents to providers expressing interest
- Tender Return and Evaluation
- Tender Report and Approval to Award
- Standstill Period and Feedback (10 Days)
- Tender Award/Issue of contract
- Completion of Signed Contract
- Mobilisation

Procurement Programme (non OJEU):

- | | |
|---------------------------------------|-------------------------------|
| - Complete drafting of Specification: | Mid March 2014 |
| - Place Tender Advert | Mid March 2014 |
| - Tender Return | Mid April 2014 |
| - Tender Evaluation | End April 2014 |
| - Tender Report and Approval to Award | 1 st Week May 2014 |
| - Standstill Period and Feedback | 1 st Week May 2014 |
| - Issue Letter of Intent/Contract | 1 st Week May 2014 |

PROCUREMENT TEAM

The Procurement/Tender Evaluation Team is:

- | | |
|-----------------|------------------------------------|
| - Karen Temple | Commissioning and Procurement Lead |
| - Elaine Slater | Area Manager |
| - Cllr Worton | Area Councillor Representative |
| - Cllr Brook | Area Councillor Representative |
| - XXXXXXXX | Technical Support |

PROVIDER SELECTION AND TENDER EVALUATION PROCESS

The evaluation process will seek to obtain the most economically advantageous tender following a Price Quality Evaluation.

Adverts will be placed on YorTender (BMBC’s electronic supplier and contractor management system) inviting expressions of interest from Providers wishing to tender for the Service.

Tender quality submissions will be subject to evaluation by the Procurement/Tender Evaluation Team. It is proposed that the team is chaired by the Commissioning and Procurement Lead. All members of the Procurement/Tender Evaluation Team will evaluate and score submissions, and all elements of the submissions will be evaluated. Specialist areas of the submissions, such as finance, will be distributed to relevant specialist support officers within the Council.

Records will be maintained throughout the process that provide justification for actions/decisions taken and are fully auditable. Electronic scoring sheets (Excel) will be utilised for all stages.

Scores for each evaluator will be logged separately, together with detailed comments, and signed/dated by the relevant evaluator. Where they are adjusted, for example after discussion, the reasons should be clearly identified and initialled. Whilst there will be a moderation meeting to ‘sense check’ the scores of Panel Members, final individual scores will be averaged, not arrived at by consensus.

All participants will be briefed on the commercial sensitivities associated with the assessment, and reminded of their obligations with regards to the management and protection of tender information.

Unsuccessful tenderers will be de-briefed.

Price:Quality Split

A Price Quality Evaluation will be utilised for the tender evaluation, to conclude final provider selection and award the contract. To arrive at the most appropriate ratio of Price Quality, the aims and objectives, and the contract management/monitoring requirements have been consolidated and categorised according to the main drivers underpinning their achievement i.e. Price, Quality, or a combination of Price and Quality, as follows:-

Categorisation of Key Objectives and Contract Management/Monitoring Requirements		
<u>Price</u>	<u>Quality</u>	<u>Price and Quality</u>
No Disputes	Effective team working	Delivery of Value for Money
Effective and regular financial reporting	Increase people’s understanding of the work environment	Improve Health & Wellbeing
Delivery of project within the agreed contract price	Work closely with employers, Job Centre Plus, DWP	Management and Mitigation of Risk
	Provide relevant and bespoke training packages	Be sustainable and support the creation of sustainable communities
	Make the	Easy access to Training for

	interventions/activities innovative, positive etc	Employment
	Local base/presence	Remove barriers to work such as transport/travel options/costs
	Reduce unemployment/NEETS	
	Increase motivation, confidence, self-esteem of unemployed	
	Sound contract management	
	Social, learning and employment skills	
	Effective client user/engagement	
	No Complaints	
	Use knowledge, capacity and experience that exists at local community level to design and deliver the services	

Of the 22 consolidated aims and objectives, and the contract management/monitoring requirements for the service, 3nr. are derived from price, 13nr. are purely from quality considerations and 6nr. are derived from a combination of both. On the basis of this categorisation, it is proposed that a Price Quality ratio of 30:70 is adopted, in favour of quality.

Tender Price Evaluation

The tender priced submissions will be separately evaluated as part of the tender evaluation. Individual priced components will be summarised into a total tender figure for the whole of the service and for the duration of the contract, and arithmetically checked.

One hundred marks will be awarded to the lowest acceptable tender bid. For all other submissions, one mark will be deducted for each percentage point by which the submission exceeds the lowest. Unacceptably high bids will be those bids awarded zero marks or less.

The Evaluation Criteria:

For the tender quality evaluation, criteria have been established to determine final provider selection (see below). The criteria have been cross-referenced against the key aims and objectives of the service. The weightings for the criteria have been set to reflect their respective levels of importance, and a series of questions will be set within the body of the tender documentation to test provider quality credentials in these specific areas.

Some of these criteria are for information only and some are PASS/FAIL criteria. The remaining criteria will be individually awarded a score according to the standard of information provided by the applicant.

For those criteria that constitute PASS/FAIL elements, failure will result in elimination from the process.

The various criteria are listed below, along with the proposed weightings and the presence of PASS/FAIL elements, where applicable.

The criteria are:-

<u>Tender Quality Evaluation Criteria</u>	<u>Weighting %</u>
1. Organisational Information	Information Only
3. Financial Information	PASS/FAIL
4. Health & Safety	PASS/FAIL
5. Safeguarding/Quality Assurance	PASS/FAIL
5. Technical Capacity:- <ul style="list-style-type: none"> - Proposed methodology for delivering the service - CV's/References of persons/organisations delivering the service - Outcomes – Proposed Evaluation Methodology - Targets and Supporting Evidence for Outputs 	65%
6. Contract Management:- <ul style="list-style-type: none"> - Financial, Budget, Contract and Change Management/Reporting 	5%
7. Social Value:- <ul style="list-style-type: none"> - Engage/Inspire/Integrate the local community and business sector in service design/delivery - Increase the motivation, confidence, self-esteem, attitudes and aspirations of unemployed people 	30%
	100%

Tender Price/Quality Evaluation Summary

The price scores will be transferred to the Price/Quality evaluation summary sheet. The weighted quality scores of evaluators will be averaged for each tenderer, and the average scores will also be transferred to a Price/Quality Evaluation Summary sheet.