



#FOCUS5



Invitation To Tender (ITT) – Procurement of Specialist Providers to assist delivery in targeted skills and qualifications for Young People who are NEET or at risk of NEET.

LEP Area: Heart of the South West

ESF Investment Priority: 1.4 – Active Inclusion

Introduction

Since its inception on April 2017, the #Focus5 project has been managed by CSW Group Limited and funded by the European Social Fund (ESF) through the National Lottery Community Fund (NLCF). The #Focus5 project provides free, unique, one-to-one support to young people aged 15-18 across Devon, Plymouth, Somerset and Torbay, who need help taking small steps into education, employment or training. The four main outcomes of the project include; understanding the skills employers look for, improving readiness for employment or training, increasing self-awareness and an understanding of individual strengths and identifying solutions to any potential barriers.

From February 2019, several ESF/NLCF projects across the United Kingdom were put forward for extension eligibility. The #Focus5 project has been successful in being granted a delivery and funding extension until 30th September 2022.

The Purpose

At present the #Focus5 project is built around a group management structure where a proportion of the structure is made up of several procured Partners make up the #Focus5 'Delivery Partnership', as demonstrated in Fig.1.

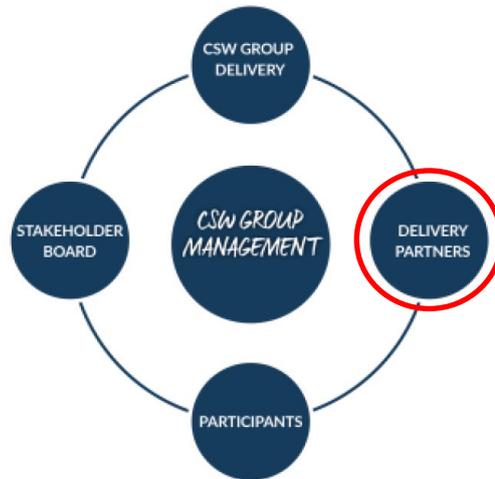


Fig.1 – Current #Focus5 Project Management model

During a project evaluation process provided by a third-party evaluator, it was identified that the current model, although currently successful in its delivery, is limited with its skills development offering to Young People engaged into the project. The current model needs adapting in order to widen its outreach and support to Young People in the Heart of the South West (HotSW). Therefore, the opportunity has arisen to re-procure for a bank of Specialist Providers to further enhance the offering the #Focus5 project where; potential gaps have been identified and provide more flexibility in calling up applicable expertise for identified skills development for young people. Fig.2 demonstrates the new project management model:

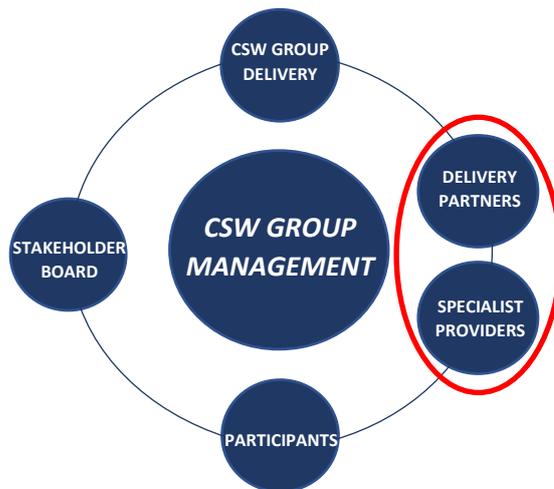


Fig.2 – New #Focus5 Project Management model

We are currently procuring for Specialist Providers who can provide and deliver skills in the following areas:

- Mentoring/Specialist Support
- Music (Somerset)
- Arts
- Functional Skills tasters
- Construction skills e.g. CSCS
- Vocational Tasters
- Health and Fitness
- Physical Activities
- Health and Safety
- Environmental/Conservation Activities
- Employability Support and Skills
- ICT and Digital Skills Development



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The Process – Stage I

The end-to-end procurement process has been designed to be aligned with CSW Group Limited's Procurement Policy and National and ESIF procurement rules. This ITT will be open for 31 working days.

Suppliers who wish to participate in the #Focus5 project will need to provide a proposal (based on the information detailed below within this documentation) by **23:59 on 10th January 2020***. Proposals will need to be sent to the provided e-mail address below:

focus5accounts@cswgroup.co.uk

However, should you have any questions prior to providing the quote you can use either the email or mobile number below. Please note we may not be able to provide an answer to any questions immediately but will come back to you within 2 working days.

Contact: focus5@cswgroup.co.uk

Mobile: 07818 095275

***Late applications will not be accepted after the closing date.**

The EOI will require the supplier to submit an application based on answering the following questions below:

- A background statement of the supplier's history and impact within the industry
- Current services supplied and delivered
- A proposal on what services the supplier will deliver on the #Focus5 project
- A statement on the current geographical area that the supplier covers and proposal on how they will deliver the proposed offering within #Focus5's geographical area.
- A proposal on the costs of delivering the proposed services on the #Focus5 project

Time Table:

From the 25/11/2019 - CSW Group Limited will be releasing a 'Expression of Interests' advertisement

From the 10/01/2020 - Closing date for Applicants



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From the 14/01/2020 - The assessment of tender applications will be carried out by the assigned Procurement Panel for this tender.

From the 21/01/2020 - communications to Applicants on successful applications

From the 03/02/2020 – Setting of Contract and Delivery arrangements and agreements (Stage II – see below).

From the 01/04/2020 - live with new Partnership



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Mobilisation - Stage II

Once suppliers have been selected during the Stage I process, Supplier's will go through a consultation period where CSW Group will carry out a 'Due Diligence' assessment. The selected suppliers will be expected to supply the following information during the consultation period:

- 3 Years of statutory financial accounts
- Payment/Invoice proposal
- Company policies*:
 - Safeguarding
 - Data Protection/GDPR
 - Health & Safety
 - Environmental/Sustainability
 - Anti-Fraud

When the Due Diligence assessment has been completed on the supplier, the supplier will be awarded a contract and Service Level Agreement (SLA) to be signed by no later than 31/03/2020.

Delivery will be expected to start from 01/04/2020.

**You may be required to provide further company policies during the Due Diligence assessment if necessary.*