

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 in April 2017, the #Focus5 project has been managed by CSW Group Limited and funded by the European Social Fund (ESF) and The National Lottery Community Fund (TNLCF). 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 main outcomes of the project include: understanding the skills employers look for; improving readiness for employment or training; increasing self-awareness; an understanding of individual strengths; and identifying solutions to any potential barriers. The project is funded 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 a bank of Specialist Providers to further enhance the offering of the #Focus5 project and provide more flexibility in calling up applicable expertise for identified skills development for young people. Fig.2 demonstrates the new project management model:

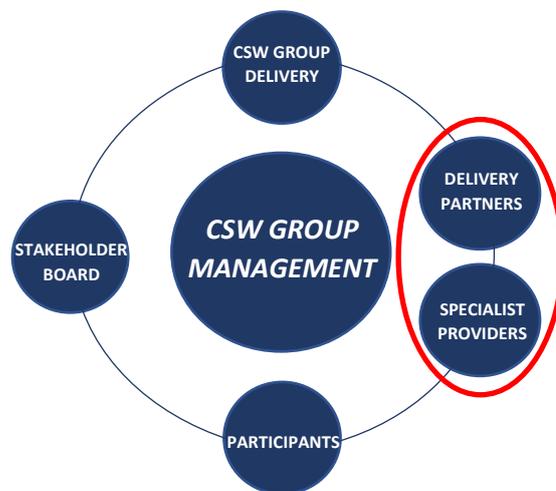


Fig.2 – New #Focus5 Project Management model



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This is the second call for Specialist Partners and we are looking for organisations who can provide and deliver skills in the following skills areas and geographical locations:

Art and creative skills/engagement	Devon, Plymouth, Torbay and Somerset
Functional Skills tasters	North Devon
Construction skills e.g. CSCS	North, Mid and West Devon, and Plymouth
Vocational Tasters	North Devon
Health and Fitness	North, Mid and West Devon, Plymouth and Somerset
Physical Activities	Devon, Plymouth, Torbay and Somerset
Health and Safety	Devon, Plymouth, Torbay and Somerset
Environmental/Conservation Activities	Devon, Plymouth and Torbay
ICT and Digital Skills Development, including assessment, support and purchasing of ICT/digital equipment for participants when a need is identified.	Devon (particularly North, Mid and West Devon), Torbay, Plymouth and Somerset

#Focus5 is a direct delivery costs, defrayal based funded project. Therefore funding is only awarded based on the project expenditure along with sufficient evidence, in line with the rules in the [ESF 2014-2020 National Eligibility Rules](#) , supporting the expenditure.



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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 7th September 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 proposal 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 a selection of questions, which can be found 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



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Time Table:

From the 27/07/2020 - CSW Group Limited will be releasing a 'Expression of Interests' advertisement

On the 07/09/2020 - Closing date for applications

From the 08/09/2020 - The assessment of tender applications will be carried out by the assigned Procurement Panel for this tender.

From the 14/09/2020 - communications to applicants on successful applications

From the 28/09/2020 – Setting of Contract and Delivery arrangements and agreements (Stage II – see below).

Mobilisation - Stage II

Once suppliers have been selected through the Stage I process, they will go through a consultation period where CSW Group will carry out a 'Due Diligence' assessment. The selected suppliers will be expected to provide 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
 - Equal Opportunities

When the Due Diligence assessment has been completed on the supplier, the supplier will be awarded a contract and Service Level Agreement (SLA) and a delivery start date will be agreed.