

**PLEASE NOTE THAT THIS ISSUE OF THE EXPRESSION OF INTEREST IS FOR
THE DELIVERY OF FUNCTIONAL SKILLS ONLY**

Expression of Interest Form to Deliver Flexible Functional Skills Programmes

Company Name: _____

Date of Submission: _____

Please complete and return this form to
Jacqui.constantine@GBMC.ac.uk



Synopsis of Greater Brighton Metropolitan College Functional Skills Requirement

To support the growing levels of Apprenticeships the College is seeking to appoint specialist independent provider(s) to deliver Functional skills to an ever increasing diverse range of learners both at the College, in the workplace and on-line, maximum flexibility is required to ensure overall and timely success can be achieved as planned.

GBMET has already piloted a successful partnership scheme for its Worthing based Apprentices and is now seeking expressions of interest for the following Lots:-

LOT 1

Requirement:	Delivery of timetabled English, Maths & ICT Functional Skills to all Day Release Apprentices.
Site:	East Campus, Wilson Avenue, Brighton – morning sessions only
Special arrangements:	It is expected dates for delivery for the whole year are agreed at time contract awarded. Term 1 = English; Term 2 = Maths; Term 3 = resits /late starts. ICT to be delivered during intensive 2 week evening sessions as required.
Expected student nos. per term:	c.250 (guide only)

LOT 2

Requirement:	1-1, 1- many delivery of English, Maths & ICT Functional Skills in the workplace designed around specific employer requirements.
Site:	Pan Sussex
Special arrangements:	The College has a small team of Trainers supporting this approach so there is an expectation the providers' trainer(s) will liaise closely with the College to put into place suitable arrangements that meet both the student and employer's needs.
Expected student nos. per annum:	On demand (est. 100)

LOT 3

Requirement:	Distance Learning Functional Skills delivery option utilising an established and reliable IT platform on a demand led basis.
Site:	On-line to pan Sussex learners
Special arrangements:	24/7 accessibility to provide maximum flexibility for both delivery and exams with dedicated team to support.

INDICATIVE TIMETABLE FOR TENDER PROCESS	
18 th July 2019	Tender document issued
31 st July 2019	Deadline for Receipt of Expressions of Interest
2 nd August 2019	Scoring of EOI's Assessment and Shortlisting
22 nd August 2019 Presentations from shortlisted providers	
26 th August	Contract Awarded (standstill Period Begins)
Between 2 nd Sept 2019 -31 st July 2020	Contract Begins – depending upon model

Greater Brighton Metropolitan College Selection Process:

Stage 1

- Eligible Functional Skills providers to complete and return this Expression of Interest
- Send a copy of your last audited set of accounts and up to date management accounts

Stage 2

Greater Brighton Metropolitan College to undertake a due diligence review which may require the college to:-

- Request copy of latest Ofsted Report
- Take up references of Previous / current partnership/ delivery arrangement
- Obtain confirmation of registration on Register of Training Organisations
- Have confirmation of other activity with ESFA funding

Stage 3

The Training Provider(s) successfully selected will be invited to an initial meeting to present their offer to the selection panel.

Selection criteria will be based upon the following criteria and scoring weighting:

- | | |
|---|---------------|
| ▪ Price quoted | Max 20 points |
| ▪ Current Delivery & Track Record | Max 30 points |
| ▪ Financial Information in line with ESFA Financial Health Assessment/Legal due diligence | Max 20 points |
| ▪ Capability, Capacity & Prior Experience | Max 30 points |

Further scores may be added in relation to requested documentation supplied

Successful EOI must score at least 75 points and not fail any of the sections

Completing this form

The form is made up of a series of tick and text boxes which all need to be completed.

Please ensure you answer every question; if the question does not apply to you please put N/A.

The form has been designed to include the information required for the partner selection process, whilst minimising detailed and time consuming 'form filling'. Where free text boxes have been provided, please supply sufficient detail to enable us to get a full picture of your organisation.

Please submit to: Jacqui.constantine@GBMC.ac.uk

1: Organisation / Contact Details:

1.1	Name of Organisation	
1.2	Contact Address (including postcode)	
1.3	Contact Name	
1.4	Job Title	
1.5	Telephone Number (including mobile number)	
1.6	Email Address	
1.7	Company Website	
1.8	The Ultimate parent company of the Organisation is	
1.9	Do you currently have a Education Skills Funding Agency Direct Contract	Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please state your UKPRN No:
1.10	Please confirm the legal status of your organisation	Private Limited Company <input type="checkbox"/> College <input type="checkbox"/> Public Limited Company <input type="checkbox"/> Public Sector Body <input type="checkbox"/> Other (Please specify): _____
1.11	Have you applied to be on the Register of Training Organisations? (ROTO)	Yes <input type="checkbox"/> No <input type="checkbox"/>
1.12	If yes, please state Date of Submission:	
1.13	Were you successful?	Yes <input type="checkbox"/> No <input type="checkbox"/>

1.14	Please give a brief overview of your organisation, including an outline of your organisations capacity and proposed delivery model for both colleges based and workplace based students. Please state which Lot(s) you are bidding for (max 1000 words).

2: Current Delivery Information / Track Record

2.1	Please provide success rates achieved over the last 3 years
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	18/19	17/18	16/17
Functional Skills English			
Functional Skills Maths			
Functional Skills ICT			

3: Quality

3.1 What quality standards do your organisation hold / working towards?

Investors in People	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Working Towards <input type="checkbox"/>
Positive About Disabled People	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Working Towards <input type="checkbox"/>
Charter Mark/Customer Service Excellence	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Working Towards <input type="checkbox"/>
Matrix – Confirmation of achievement within 6 months of the start of the Financial statement and the IAG is embedded as part of the delivery of provision will be required, if IAG is the main service being offered	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Working Towards <input type="checkbox"/>
Other (please specify):			

3.2 Please indicate which of the following policies your organisation has:

Business Code of Ethics	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Fraud Protection	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Whistle blowing	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Equality & Diversity	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Health & Safety	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Safeguarding (vulnerable adults and child safeguarding/Modern Slavery Act)	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Environmental & Sustainability	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Quality	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Recruitment & Personnel	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Disciplinary & Grievance	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Complaints & Harassment	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:
Data Protection/GDPR	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date Last updated:

3.3	Please state the Grades achieved at your most recent Ofsted Inspections, if applicable		
Contract inspected:			
Date Inspected:			
Overall Effectiveness		1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Outcomes for Learners		1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Quality of Teaching, Learning and Assessment		1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Effectiveness of Leadership and Management		1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Inspection of subject areas		1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
Overall Grade		1 <input type="checkbox"/>	2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/>
3.4	Please provide a brief overview of your quality assurance and improvement processes. (max 500 words)		
<u>Responsibility:</u>			
<u>Overview of policy and framework:</u>			

4: Equal Opportunities			
4.1	Is it the company's policy as an employer to comply with statutory obligations under the UK Equalities Legislation	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
4.2	Are all staff who have responsibilities within the recruitment process required to receive equality training?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
4.3	Are all staff who have responsibilities for service delivery required to receive equality training?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
4.4	In the last 3 years have any findings of unlawful discrimination been made against the company?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>

5: Health & Safety

5.1	Do you have a Health and Safety policy?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
5.2	Do you have a H&S Manager and arrangements in place to put the policy into practice?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
5.3	Are appropriate procedures in place to deal with any accidents or emergencies that may occur?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
5.4	Do you carry out regular risk assessments?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
5.5	Have you had to notify the Health and Safety Executive of any incidents/accidents in the last 3 years?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>

6: Financial Information

6.1	Do you have audited financial accounts for the last 3 years?	Yes	<input type="checkbox"/>
		No	<input type="checkbox"/>
6.2	Please specify insurance policies held and their values.	Employers Liability	<input type="checkbox"/> _____
		Public Liability	<input type="checkbox"/> _____
		Professional Indemnity	<input type="checkbox"/> _____
6.3	If you have audited and published accounts for the last three financial years please provide a summary in the boxes below		
	Year 1	Year 2	Year 3
Gross Turnover (£)			
Net Profit/Surplus (£)			

7: Capability, Capacity & Prior Experience

7.1	Please provide an overview of the company's existing business activities relating to Functional Skills delivery indicating how they demonstrate its capability and capacity to fulfil the requirements of this tender exercise. (Max 500 words)
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7.2	Please provide 2 examples of relevant services provided specifying the nature of the activity and the type of employers: including size and sectors and details of any specific results achieved that demonstrate the company's ability to fulfil the size, scope and complexity of the requirements details in this tender specification. (Max 500 words)
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8: Proposal Costing

8.1 Please outline your all-inclusive proposed cost of delivery for each Lot bid for including reductions for group sizes ≥ 10 . Explain what the price includes. (Max 500 words).

9: References

Provide two references of organisations you have provided services of a similar nature to those being proposed. The College will seek to take up these references at its own discretion

References	Full contact Details	For College use only. References sought and reviewed?
9.1		
9.2		

10: Documentation required

Please do not provide originals as the College will not be responsible for returning any documentation.

All Policies should be signed and dated.

Document	Supplied? Yes/No Comment if No	For College use only. Received and acceptable?
10.1 Copy of latest set of audited Financial Account together with current management accounts inc. Profit & Loss account and Balance Sheet		
10.2 Copy of latest OFSTED Report if applicable		
10.3 Details of referees		

10.4 Confirmation of Register of Training Organisations		
10.5 Quality Policy		
10.6 Health & Safety Policy		
10.7 Equality and Diversity Policy		
10.8 Safeguarding Policy		
10.9 Copy of CV's and DBS check numbers for all staff delivering Functional Skills to with potential learners		
10.10 Copy of Employers', Public liability and Professional Indemnity Insurance certificates Min £5million		
10.11 Compliance to Modern Slavery Act	PLEASE SUPPLY STATEMENT	

Declaration

I confirm on behalf of my organisation that I am authorised to agree this declaration and to my knowledge all of the answers detailed in section 1 to 10 of this tender expression of interest form are true and accurate.

Name:

Job Title:

Organisation:

Date:

Please save your Expression of Interest form as <your organisation name> *Expression of Interest Functional Skills* and return by email to Jacqui.constantine@GBMC.ac.uk

Should you require assistance completing this form or have any questions please contact Jacqui Constantine, Partner QA Officer on 01903 273395

**THANK YOU FOR YOUR INTEREST IN PARTNERING WITH
GREATER BRIGHTON METROPOLITAN COLLEGE**