



Education & Skills
Funding Agency

**HULL COLLEGE
AEB SUBCONTRACTING
INVITATION TO TENDER (ITT)
SPECIFICATION 2021/2022**

Adult Education Budget (AEB)

Hull and Humber Region

Tender Ref: HullAEB2021-2022

Contract Period: January 2022 – 31st July 2022

ITT return date: Friday 26th November 2021

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Section 1: Background

- 1.1 Hull College Further Education Corporation is responsible for the delivery of Apprenticeships, Employability training and alternative funding contracts including European Social Fund and Department for Work and Pensions.
- 1.2 Hull College is currently out to procure for suitable organisations that can support us with the delivery of Adult Education Budget learning provision.
- 1.3 We are looking to procure organisations to deliver on a set of dedicated deliverables to respond to emerging skills issues through the delivery of training; supporting innovation; responsive delivery in the Hull and Humber region, which align to the Humber Local Enterprise Partnership's employment and skills strategy.

Section 2: Service Requirements

- 2.1 Using Adult Education Budget allocated funding, within the Hull and Humber areas we are looking to increase our subcontracted training provision.
- 2.2 The scope for delivery is to support Hull College with meeting local and regional skills gaps outside of Hull College's current capacity and/or capability.
- 2.3 Funding will be subject to a 20% management fee and a 10% retention fee, the retention fee will be paid back on the condition that all Key Performance Indicators have been met/achieved by the end of the contractual year.

Section 3: Geographical Requirement

- 3.1 The Humber LEP covers four local authorities:

- Hull
- East Riding
- North Lincolnshire
- North East Lincolnshire

Section 4: Contract Value and Duration

- 4.1 Note: No volumes or funding allocations can be guaranteed. The maximum contract value, should you be successful will be agreed with you as part of the negotiation and on-boarding process.

4.2 The duration of the sub-contracted delivery will be from January 2022 and terminate on the 31st July 2022

4.3 Contract Deliverables KPIs will be agreed with you as part of the negotiation and on-boarding process.

Section 5: Payment Model

5.1 Payments are made in line with the ESFA payment to the College, all payments are validated through a monthly ILR return, any payments not processed as part of the ILR return will be made the following month. Payments are made the last working day of the month

Section 6: Security Requirements

6.1 Hull College requires all delivery partners to have a GDPR/Data Protection Policy in place and will require partners to be able to demonstrate that reasonable measures are in place to securely process and store learner and employer data.

Section 7: Evaluation Criteria

7.1 Exclusion Criteria: any organisation answering no to these questions will be automatically excluded from the project.

7.2. Scoring – Where the question is scored out of 1 on the PQQ, these questions have to be met to be continued to be considered for scoring.

All other questions within the PQQ are scored on a scale of 1-10. Any organisations scoring 2 or below on a question may be excluded from the process.

Score	Criteria for awarding score
0	Completely fails to meet required standard or does not provide a proposal. An unacceptable response.
2	Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with. It raises significant concerns about the organisation's ability to deliver its proposal. An unacceptable response.
4	Proposal falls short of achieving expected standard in a number of identifiable respects, but does not raise sustained/significant concerns. A poor response.
6	Proposal meets the required standard in most material respects, but is lacking or inconsistent in others. Any concerns raised are not significant, or could be addressed. An acceptable response.
8	Proposal meets the required standard in all material respects. Addresses the requirements of the specification, and proposes a

	deliverable response. A good response.
10	Proposal meets all of the required standards in all material respects. Confidently addresses the requirements of the specification, raising no concerns around ability to deliver. In addition, it either exceeds requirements or adds significant value. An exceptional response.

7.3 Selection Questions: The questions in this section are used to generate a score for the tender, which is used to select successful providers. Each question will be scored out of ten, and has a weighting (as detailed below), which will be used to generate an overall percentage.

7.4 The following are the point weightings which will be used to select the successful subcontractor(s):

Question	Section	Points
2.	Finance	1
3	Insurance	1
4	Policies and Procedures	1
5	Technical and Professional Ability	
5.1	Project Management	10
5.2	Delivery of Outputs	10
5.3	LEP Priorities	10
5.4	Project Experience ¹⁰	10
5.5	Achievement Rates	10
5.7	Quality	10
5.8	Safeguarding	10
5.9	Schemes of Work/Delivery Process D	10
5.10	Information, Advice and Guidance	10
6	Contractual Obligations	1
Total		94

7.5 An initial check will be carried out of selected providers which include:

- A review of the organisation's financial health rating
- If applicable, a review of any inspection reports relating to your organisation e.g. Ofsted reports

7.6 If Hull College is satisfied with the results of the above checks the organisation's bid will be accepted.

Section 8: Timeframe

8.1 Hull College aim to work to the timeframe outlined below however, these dates may change as the process progresses:

Invitation for bid placed on Hull College	Monday 8 th November 2021
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website	
Deadline for return of bids	Friday 26 th November 2021
Scoring of bids and clarification if required	Week commencing 29 th November 2021
Notify successful and unsuccessful bidders	Wednesday 22 nd December
Issue signed letters for successful providers	To be agreed
Due Diligence and Contract Allocation Meetings	To be agreed.

Organisations unable to return their response via Hull College's website are able to return a copy of their response to Mary.Irish@hull-college.ac.uk

Section 9: Declaration and Letter of Intent

9 All preferred suppliers who have passed Hull College due diligence have been issued with a proposed agreement between both parties and letter of intent.