



# Invitation to Tender for the Making the Connection Project

Lincolnshire County Council Enterprise Development

**Tender Specification for the Delivery and Management of Sector Specific skills training programmes as part of the "Opportunity Gateway" events to be delivered across Lincolnshire.**

## Making the Connection

**15<sup>th</sup> May 2009**

Tender Return Date: Monday 1<sup>st</sup> June at 5 pm

Jonathan Cooke  
Lincolnshire County Council  
Enterprise & Development  
Acorn House  
Lindum Business Park  
Nth Hykeham  
LN6 3QX

Tel : 01522803540  
Email: [jonathan.cooke@lincolnshire.gov.uk](mailto:jonathan.cooke@lincolnshire.gov.uk)

EMX : MTC-5441

## 1 0. Introduction and Background

The original Lincolnshire Economic Strategy (LES) developed in 2005 highlighted the underperformance of the Lincolnshire economy compared with the East Midlands and UK. It demonstrated that Lincolnshire faced an Economic crisis that acted as a brake on the East Midlands region and required significant co-ordinated action accompanied by substantial investment.

Since then conditions have improved and Lincolnshire appears to be turning the corner towards growth and development. Gross Value Added (GVA) per head is no longer falling faster than the region and over the next 8 years is expected to grow more quickly than the East Midlands as a whole. However, Lincolnshire still has a long way to go because it is starting from a low base. The next 3-5 years will be critical to the future prosperity of the county. Investment is needed now to ensure current and future growth.

The county still faces several key challenges, including: low skills, low levels of business start-up and growing disparities in opportunity and prosperity and the refresh of the LES highlights the need for continued and focused action to address and overcome these challenges, as well as to capitalise on recent improvements in economic performance.

Lincolnshire is a distinctive and diverse county which offers much for residents and investors alike. Rural living, good schools and relatively cheap housing make it an attractive place for those wishing to live, work or retire here. The county has experienced the highest growth in population in the region, the third largest in the country. Agriculture and food remain integral to the Lincolnshire economy, but there has been significant growth in other sectors, such as tourism, services and construction.

The **LES** proposes 28 drivers of economic change in Lincolnshire, these include:

8. Improved access to education, training and skills.
9. Upskilling of existing workforce and new entrants.

Further information on Lincolnshire's economy is in the Lincolnshire Economic Strategy  
For a full copy of the Lincolnshire Economic Strategy 2008-2012 and the Lincolnshire Enterprise Sub Regional Investment Plan (SRIP) please visit [http://www.lincolnshire-enterprise.com/public/about\\_funding](http://www.lincolnshire-enterprise.com/public/about_funding)

### Key Priorities for Investment

The priorities for Single Programme funding in Lincolnshire will be concentrated in six priority areas where our intervention will make the greatest contribution towards achieving our vision. On the demand side, through **Stimulating Innovation, Encouraging Enterprise and Inward Investment**, we aim to accelerate the growth of business start-up and expansion. On the supply side, our priority is facilitating the provision of **Land Property and Development, Addressing the Skills Gap and Tackling Deprivation and Inequalities** by removing the barriers which prevent or inhibit individuals and communities from fully participating in the economy.

## 2. Making the Connection (MTC) Project

As part of Lincolnshire County Councils enterprise and development role in improving the economy of Lincolnshire, an opportunity to deliver part of the employability and skills agenda has arisen and the opportunity to bid for the delivery via an open and competitive process. The Project is a pilot.

The MTC model in Lincolnshire aims to use this provision to add value to the current offer of integrated employment and skills within the Jobmaets/Skills4Jobs initiative, ensuring residents from particular neighbourhoods benefit from and are provided with a further option to develop the skills to find sustainable work. Also to support employers to recruit from within this socio demographic group. The provision will add significant value to local initiatives, enabling clients to develop sector specific skills and experience and enhancing the partnership offer to employers by offering wraparound services.

Guiding principles of the MTC model focus on the delivery of relevant and targeted pre-employment training that is linked where possible to identified vacancies or ideally guaranteed interviews. Employer engagement and sign up to the approach is therefore critical in improving opportunities for local people. Connecting opportunities to local communities will be the broad thrust of partnership activity.

MTC partners will also develop the 'academy' model to support pre-employment activity that is either linked to a large number of vacancies with an individual employer or is based on sector specific job requirements.

The MTC project is managed by the Enterprise Development Unit within Lincolnshire County Council.

### 3. Invitation to apply for the delivery and management of the sector skills training element of the Opportunity Gateways

#### Skills Delivery

- **Tenders will be sought from a small number of suppliers (i.e. Further Education Colleges or their delivery partners; community-based training organisations) to participate in a 'preferred supplier' shortlist for delivering demand led employability provision as part of the gateway programme.**
- **The training models will be varied and customised for particular employer requirements.**
- **The training schedule for each candidate will consist of a three week programme, with a maximum of 16 hours per week, in line with JobCentreplus regulations.**
- **The relevant sector employability route ways will be suggested based on vacancy trend data from Job Centre Plus.**
- **The successful tenderer will need to deliver the outputs outlined below.**
- **It is anticipated that there will be 5 Gateway locations, with a minimum of two gateway events in each location. The skills provider will attend each gateway event, and contribute the interview panel, and give presentations of the proposed course content. Attached is an indicative course content which is subject to change. There is a maximum of 25 people on each gateway, 15 of which will be successful and accept full training places. The budget allocation for this activity is £30,000. The remaining 10 will be offered a place on the career change programme. The budget allocation for this is £20,000.**

Given the current economic climate a degree of flexibility as to the balance between the respective sector working groups will need to be accommodated, but in the main the three most likely sector gateways to be supported will include:

- **Leisure and hospitality**
- **Health and social care**
- **Retail/customer service.**

#### Career Change Programme

The guidelines for the course content for the Career Change Programme is attached at Appendix 2. Within Lincolnshire and regionally, there are existing service providers who deliver a similar programme. Tenderers can choose to either deliver this element or sub contract.

**The target group will be 'bright' amber and green candidates from partner and provider candidate banks. Clients should be; almost job ready, particularly those inactive who are not eligible to benefit from mainstream learning. MTC partners will agree on core competencies that clients will have to demonstrate in order to access the provision – this may involve short listing subject to demand. The attitudinal and aptitudinal emphasis of the provision will help its participants compensate for no or limited previous work experience, enabling them to compete more effectively for employers' attention by demonstrating sufficient sector knowledge. This provision will complement existing mainstream provision such as the Skills for Jobs and Flexible Routeway provision**

The provision will include:

- Participant engagement through Multi Agency Employment Teams, Pathways to Work and other contracted providers
- Short employment related courses linked to Sector Gateway recommendations from the relevant Sector Skills Councils
- Guaranteed interviews or employment opportunities

The aim of this provision is to add value to the current offer of integrated employment and skills within the Jobmaets initiative ensuring residents from particular neighbourhoods benefit from and are provided a further option to develop the skills to find sustainable work and to support employers to recruit from within this cohort. The provision will add significant value to local initiatives, enabling clients to develop sector specific skills and experience and enhancing the partnership offer to employers by offering wraparound services. The resource will enable the Making the Connection team to respond to employers who don't sign up to a Local Employment Partnership with JCP but who have significant recruitment needs.

#### 4. Working Arrangements

**Period of contract : The contract shall run from the: 1-06-2009 to 31-05-2010 (Subject to a performance review this may be extended for a further 6 months).**

The Gateways will be delivered locally in five locations across the county, the most likely being Gainsborough, Lincoln, Skegness, Boston, and Louth.

n.b. It is envisaged that at least one sector specific opportunity will be offered in each of the locations in line with budgetary limitations.

The overall project will be managed by the MTC project manager with support from a core team of partner providers.

The successful Tenderer will be expected to identify one named project manager through whom all enquiries can be directed.

An independent evaluation of the whole MTC project will take place towards the end of the eighteen month pilot to establish the areas in which the project has had the most impact.

#### 5. Financial Information **Pricing is inclusive of VAT.**

The funding available to deliver the "Delivery and Management of Sector Specific Skills Training" investment will come from the Single Programme funds. Where possible we would like to add value to other funding streams in particular where there is a very close match to this projects aims and objectives.

Total Revenue	2009-10	£50,000
Opportunity Gateways		
Sector Specific training	£30,000	£30,000
Career Change Programme	£20,000	£20,000

The sector Specific training should be delivered by the tenderer, and the career change programme may be sub-contracted.

#### 6. Targets and outputs

T1. Jobs created or safeguarded	10
T2. People assisted to get a job	80
T6. People assisted in their skills development	110
T6a. Adults gaining basic skills under Skills for Life strategy	40
T6b. Adults Achieving a level 2 qualification or higher	20

The outputs must be delivered by successful applicant by the end of the contact, and performance management meetings will take place regularly.

## Group Definitions

**T1. Jobs created or safeguarded:** jobs counted must be:

- Permanent - Having a life expectancy of at least one year (at appraisal and when counted);
- Paid posts only (not voluntary work); and
- Full time equivalent (FTE) – Where FTE is defined as a person undertaking paid work for 30 hours or more a week. Part time jobs can be converted to FTE jobs on a pro rata basis or using the EC approach – two part time jobs equal a full time job, where no additional information is available.

A **job is created** and counted when it is:

- New i.e. it should not have existed in the region or with that employer in the UK before the intervention;
- Has a life expectancy of at least one year;
- A post is actually filled
- It is a result of the *emda*'s intervention.

A **job is safeguarded** and counted when it is:

- Still in existence at the time of counting; and
- No longer at risk of being lost within a year.

### Exclusions

- Construction jobs when they are required for the implementation or delivery of the project (e.g. construction of premises) even if they last for more than one year. However where construction relates to the sector in which the jobs are located (and is, therefore, akin to say the engineering sector) then the jobs can be counted.
- Temporary jobs to set up the project e.g. employees, consultancies or temporary contractors as these are inputs.
- Seasonal jobs where they are incidental to the operation. But, if the operation relies heavily on seasonal jobs (e.g. tourism sector) then they should be included on a pro rata basis.

Jobs arising from businesses moving from other areas in the region or other UK regions or devolved administrations **except** where the relocation can be demonstrated as genuinely safeguarding the jobs concerned – i.e. the jobs would have been lost within one year at the original location.

**T2** The output is the number of people who have been *assisted* to get a job regardless of their success which will be a matter of evaluation not monitoring.

People for the purpose of this output are defined as those who are resident in the region and are unemployed or economically inactive or in employment but at risk in evidence based way.

Assistance is defined in terms of the nature of the support provided. It involves interaction with an individual through face-to-face or telephone consultations, conferences or workshops or any other activity including web-based dialogue geared to assisting people in getting a job. The activities include the following:

- Provision of information, advice and guidance (IAG) e.g. careers advice, CV writing, interview training.
- Removing barriers to getting back into the labour market e.g. return to work training, using crèche facilities.
- Advice on how to start own business.

### Exclusions

Assistance which is counted as skills development. This should be counted under core output 6 – Skills.

**T6** The definition is a measure of the number of people who have been assisted with their skills development regardless of whether their skills were developed – this is an outcome and is an issue for evaluation rather than monitoring. Skills development is not defined in specific terms but will depend on the priorities identified in local and regional strategies.

**Assisted as a result of RDA programmes** refers to attendance on any vocational training or general education course which *emda* funds to improve the regional skills base. A course does not need to lead to a formal qualification but should last at least **6 hours** – cumulatively or in a single block.

Most of these outputs will be derived from revenue funding by the Agency. Outputs can **only** be counted where **Capital Investment** is involved (e.g. in provision of training facilities) if there is an **enforceable** contract in place which includes a target for the number of people whose skills will be developed as a direct result of the investment.

**People** are defined for the purpose of this output indicator as being people of any age – the definition therefore includes the economically active and inactive and those below 16 years of age and over retirement age. This is in recognition that some *emda* programmes are directed at life-long learning that does not discriminate by age.

### Exclusions

All activities defined as eligible for inclusion in the employment support output (Indicator 2). There should be no double counting between these two outputs as the employment support output should not include skills development activities.

**T6a** As this output indicator is about life-long learning, **adults** are defined for this purpose as being 16 years of age and over and having left statutory secondary education (excluding those in school sixth forms) – the definition therefore includes the economically active and inactive and those over retirement age.

Gaining basic skills as part of the Skills for Life Strategy refers to the individual passing an appropriate threshold in: Literacy, numeracy or ESOL at Entry Level 3 and above, Key Skills in Application of Number or Communication at Levels 1 or 2. GCSE in Maths or English at Grade G or above.

**Exclusions:** People who have gained the defined basic skills through projects other than those embedded within the Skills for Life Strategy.

**T6b.** Skills – Number of adults in the workforce who lack a full Level 2 or equivalent qualification who are supported in achieving at least a full Level 2 qualification or equivalent.

## 7. Tender Assessment Criteria.

- Applicants must be able to deliver the level of outputs for LCC Enterprise Development as described in this project or exceed the level of outputs outlined above.
- Activities must be able to demonstrate partner and beneficiary engagement.
- Applicants that can demonstrate commitment in the form of financial contributions such as match funding will be given greater priority especially those where match is confirmed

## 8. Applicant Eligibility Criteria.

All applications will need to be compliant with the EU State Aid regulations governing the use of public funds. Further information and advice on state aid can be found on the BERR web site at: [http:// www.berr.gov.uk/bbf/state-aid/index.html](http://www.berr.gov.uk/bbf/state-aid/index.html).

Applications are encouraged from individuals or organisations that meet the eligibility criteria stated below.

- **Small to medium sized enterprises (SME's)**

A small enterprise is defined as an enterprise which employs less than 50 persons and which has an annual turnover not exceeding 10 million Euro or an annual balance sheet not exceeding 10 million Euro.

A medium sized enterprise is defined as an enterprise which employs less than 250 persons and which has either an annual turnover not exceeding 50 million Euro or an annual balance sheet total not exceeding 43 million Euro.

- **Large Enterprises.**

A large enterprise is defined as an enterprise which either employs more than 250 persons or which has either an annual turnover exceeding 50 million Euro an annual balance sheet total exceeding 43million Euro.

### **Community and Voluntary Organisations**

Under this invitation Community and Voluntary organisations are defined as those which meet the following criteria:

Non-profit making and non –profit distributing

Working exclusively in the voluntary or community sectors

Small and run largely by unpaid volunteers. "Small" in this context refers to organisations which are largely run by unpaid volunteers, have less than 10 paid employees, a very limited budget and provide services exclusively to the local community.

### **Public Sector Organisations**

For this purpose of this definition, this includes public bodies and any other company that is wholly or majority owned by a public body.

A University or College applying for funding to assist in its activities.

## 9. Timescales and Application Process.

Under Lincolnshire County Council guidelines, projects under £75k can be procured with written quotations, therefore interested organisations are asked to send in a written response in line with budget for the delivery of this training provision.

The tender should include the following:

- A financial breakdown of all costs associated with the provision of the skills delivery, and administration.
- Financial statements ( such as trading accounts) which support the financial standing of the applicant.
- An understanding of the tender requirements and the scope, including experience and evidence of previous activity in this area.
- Outline methodologies for delivery and performance of the skills provision, including quality, milestones, delivery requirements and evaluation requirements
- Confirmation of staff involved in delivery
- Equal Opps policy, Health and Safety Policy

Tenders must be received no later than the Monday 1<sup>st</sup> June at 5pm if applications are not received by this date we reserve the right to invite other applications to deliver the objectives identified within this prospectus.

Please note that no tenders will be considered unless contained in a securely sealed envelope on which shall be indicated the name and address of the sender and the word "Tender" followed by the subject to which it relates, such envelope to be enclosed in a second plain securely sealed envelope bearing the word "Tender" followed by the subject to which it relates but not bearing any distinguishing marks to indicate the identity of the sender. The second envelope to be addressed to the relevant manager.

All applications will be appraised and assessed against the following areas

- Initial assessment of project costs and funding
- Assessment of deliverability in proposed timescales.
- Quality and quantity of target framework outputs to be delivered.

## 10. Contact Details

Interested organisations need to submit a written tender to

Jonathan Cooke  
Project Manager  
Lincolnshire County Council  
Enterprise & Development  
Acorn House  
Lindum Business Park  
Nth Hykeham  
Lincoln  
LN6 3QX

Tel : 01522 803540

Email: [jonathan.cooke@lincolnshire.gov.uk](mailto:jonathan.cooke@lincolnshire.gov.uk)

**Appendix 1 - Outline description of course content for the Sector Specific Training**

**Appendix 2 – Outline description of course content for the Career Change Programme**



**App 1. Proposed course content for care sector training**

<b>1</b>	<b>1</b>	Introduction to the programme. Teams & Team building	Visit to Care Home
	<b>2</b>	Protection of Vulnerable Adults	Managing Violence & Aggression
	<b>3</b>	Communication Skills with different client groups	Human Growth & Development with emphasis to older people
<b>2</b>	<b>1</b>	First Aid (certificate)	First Aid (certificate)
	<b>2</b>	Food Hygiene (certificate)	Food Hygiene (certificate)
	<b>3</b>	The need for stimulus and therapeutic activities	Infection control
<b>3</b>	<b>1</b>	Privacy, Dignity and Respect, Valuing Diversity	Moving & Handling
	<b>2</b>	Preparation for employment, Interview skills, CV writing	Learning difficulties and Residential Care Awareness
	<b>3</b>	Health & Safety	Resume of programme activities, questions and evaluation

## **Appendix 2. Career Change Programme (Health Care sector)**

### Aims and Objectives

- Establish the need for updating skills.
- Understand communication and barriers to communication and barriers to effective communication
- Awareness of basic health & Safety
- Understand basics of an health care role Understand equality, diversity and the rights of individuals
- Basic IT user guidance