

Non-levy procurement preparation
08 August, 2017

ILR and systems for levy and non-levy apprenticeship workshop
Thursday 24th August in Birmingham
Wednesday 30th August in London

Also, final non-levy tender preparation webinar with ESFA
Thursday 31st August (free and online)

Book at www.lsect.com

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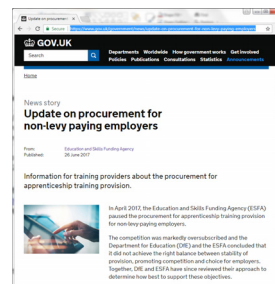
Welcome to this Lsect webinar
More than 1,000 registrations for this webinar

Agenda

- 11:00 Registration
- 11:05 Non-levy procurement preparation
Nick Linford
- 11:50 Q&A
- 12:00 End










Non-levy tender summary

- > Original non-levy tender now scrapped
- > New tender round with new content for 1 Jan 2018 to 31 March 2019
- > If you are not already one of the 1,679 on RoATP you won't be able to tender
- > Up to £650m available (up from £440m scrapped tender)
- > "contract values are not in any way guaranteed"
- > Deadline for tendering is 4 September 2017
- > Significant new tender size minimum with but upper limit only restricted by turnover in 2015/16
- > Plan is to get all non-levy employers access to DAS in April 2019



<https://www.gov.uk/government/news/update-on-procurement-for-non-levy-paying-employers>

Nine tender documents (access via invitation only)

-  Attachment 1 Invitation To Tender
Adobe Acrobat Document
542 KB
-  Attachment 2 Evaluation Guidance and Scoring Matrix
Adobe Acrobat Document
-  Attachment 3 Specification questionnaire
Microsoft Word Document
-  Attachment 4 Volumes and Values
Microsoft Excel Worksheet
229 KB
-  Attachment 5 Subcontractor Pro-forma
Microsoft Word Document
-  Attachment 6 Contract (Terms and conditions)
Adobe Acrobat Document
-  Attachment 7 Funding and performance management rules
Adobe Acrobat Document
-  Attachment 8 Response declaration document
Microsoft Word Document
-  Attachment 9 Bravo user guide
Adobe Acrobat Document
604 KB

Timetable

DATE	ACTIVITY
26/07/2017	OJEU Contract Notice
28/07/2017 15:30	ITT opens
28/07/2017 15:30	Clarification period opens
22/08/2017 17:00	Deadline for the submission of Tender Clarification questions ("Tender Clarifications Deadline")
29/08/2017 17:00	Deadline for the responses to Tender Clarification questions
DATE	ACTIVITY
04/09/2017 23:59	Deadline for submission of Tenders to the Agency ("Tender Submission Deadline")
21/11/2017 17:00	Intention to award notification issued to successful and unsuccessful Potential Providers.
22/11/2017 – 01/12/2017	Minimum 10 calendar day Standstill Period (in accordance with Regulation 87 of the Regulations)
11/12/2017	Planned date for appointment of Contractors to Contracts
01/01/2018	Expected Service Commencement Date

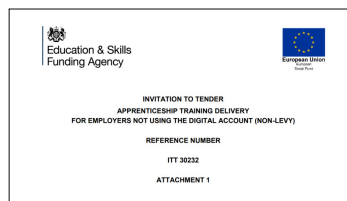
This timetable may be changed by the Agency at any time. Changes to any of the dates will be made in accordance with the Regulations (where applicable). You will be informed through Bravo if the Agency makes changes to this timetable.

Tender caps

Potential Providers should particularly note that, in all cases, the lowest value contract value that the Agency will award for the Initial Contact Period is £200,000. If the award modelling results in a contract value of less than £200,000 for the Initial Contract Period, then the Agency will not make an award to the Potential Provider. Potential Providers are referred to the Evaluation Guidance (Attachment 3) for full details on the evaluation criteria and scoring mechanism.

Table 2

Provider Class	Tender Cap
New Provider	UKPRN registered entities turnover 2015-2016 financial year multiplied by 1.25 or £750,000; whichever is lower,
Subcontractor	UKPRN registered entities turnover 2015-2016 financial year multiplied by 1.25 or £1.5m; whichever is lower,
Existing Apprenticeship Provider with non-levy historical delivery at or below £1.5m for 2015-2016	UKPRN registered entities turnover 2015-2016 financial year multiplied by 1.25 or £1.5m; whichever is lower,
Existing Apprenticeship Provider with non-levy historical delivery above £1.5m for 2015-2016	UKPRN registered entities 110% of non-levy historical delivery for 2015/2016 funding year (1 st August 2015 – 31 st July 2016), multiplied by 1.25



"declared as a subcontractor by the main contractor provider through the Agency's subcontractor declaration process since 1 August 2015"

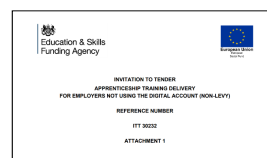
"Please note this information will be subject to validation checks by the Agency."

To achieve £200,000 this means turnover in 15/16 academic year will have needed to have been at least £160k (and this assumes 'modelling results' doesn't reduce contract value)

Geographic distribution

"Maintaining the current geographical distribution of the apprenticeship provision is a key objective of this procurement. To achieve this objective and therefore maintain provision stability across England, each of the 9 geographical regions in England will have separate budgets, split also by age group (16-18 and 19+). "

"Following the initial allocation of the funding in accordance with the evaluation criteria set out in Evaluation Guidance and Scoring Matrix (Attachment 2) if an appropriate balance is not achieved and results in significant provision gaps either geographically or because of significant under provision in a particular sector, the Agency reserves the right to use funding for the purposes of a targeted procurement at a future date or for a targeted award through the performance management process."



STAGE 1: COMPLIANCE

2.1.1 Potential Providers must ensure that their tenders are compliant.

2.1.2 For a Tender to be considered compliant the Potential Provider must ensure all of the following documents have been submitted in the format shown:

Document	Format
Specification Questionnaire (Attachment 3)	Microsoft Word Document
Volumes and Values (Attachment 4)	Microsoft Excel Spreadsheet
Submission details	Browser-based in 'Award' (online tendering evaluation tool)
Subcontracting pro-forma (Attachment 5)	Microsoft Word Document
Response Document and Declaration (Attachment 8)	Microsoft Word Document

Scoring looks designed to excluded a lot

“Potential Providers must meet a threshold of 75% of the total score (with no questions scoring below 50%) in order to be eligible for an award. The necessary score is 1275 out of the total of 1700.”

It's 17 questions with up to 100 points each

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Also: Read and agree the contract Terms and Conditions (attachment 6)

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The 17 tender questions with max character count

Readiness to deliver			Meeting Employer and Apprentice needs			Outcomes & Impact		
Q1a	Describe the whole business structure you will put in place to deliver this contract	5,700	Q3a	How will you measure and capture the training value for each employer	2,000	Q5a	What will you consider when setting outcome targets and how will you use these to improve your performance	5,700
Q1b	What resources will you have in place for the delivery of this contract	3,800	Q3b	How will you structure your Business model to respond to Government reforms	3,800	Q5b	How do you manage opportunities for further development of apprentices post-training	2,000
Q1c	Describe the key milestone dates and major tasks that will enable you to be ready for delivery by 1 Jan 2018	2,000	Q3c	What is your approach to understanding and responding to apprentice need	5,700	Q5c	How do you manage opportunities for further development for employers post-training	2,000
Delivery planning			Management, reporting and quality assurance					
Q2a	How will you identify current and future training needs of employers and individuals	2,000	Q4a	How will your organisation set up Apprenticeship training to meet contractual requirements	5,700			
Q2b	Describe how you will structure your business model to meet the training needs of employers and individuals	3,800	Q4b	How will your organisation manage and monitor Apprenticeship training to meet contractual requirements	5,700			
Q2c	What communication approach do you use to reach the employers and individuals and why do you use it	2,000	Q4c	How will your organisation review & improve Apprenticeship training to meet contractual requirements	3,800			
Q2d	Describe the reasons employers give for using your services and why it adds value	3,800						
Q2e	What are your performance monitoring measures and how do you use them to improve performance	5,700						

65,200 character limit (approx.
just over 10,000 words!)

Complex system of arriving at 18 budget lines!

“As set out in Section 6 of the ITT (Attachment 1), to ensure geographical coverage across the two age bands, the total available budget for Initial Contract Awards is split into 18 individual budgets (9 regions x 2 age groups).

“Awards for each individual budget will be set through a pro rata process. This means that for each of the 18 budgets we will divide the total budget available by the total value of successful tenders. This will generate a pro rata percentage.

“The pro rata percentages will be applied to the value of the successful tenders in the respective budget groupings. The value of the pro rata awards at individual Potential Provider level will then be combined to form a total contract award. (If any pro rata percentage exceeds 100% then it will be capped at 100% so that resulting awards do not exceed tender values).

“This award methodology means that Potential Providers may receive an offer of an award that is lower than the Potential Provider.”

Volumes and values spreadsheet

Attachment 4 Volumes and Values - Excel

Invitation to Tender: Volumes and values spreadsheet - Apprenticeship training delivery for employers not using a digital account

Core information

Organisation name: Please use the drop-down lists provided

[1] Please select your UK Provider Reference Number (UKPRN) from the drop-down list:

[2] Please select the relevant contractual relationship you currently have with the ESFA:

[3] Do you intend to subcontract any funding that you are awarded (please select from drop-down):

[4] Please enter your turnover for the 2015 to 2016 financial year:

[5] 15-month extrapolation of your 2015 to 2016 financial year turnover (calculated from [2] * 1.25):

[6] Please enter the cash value of your total apprenticeship delivery for the 2015 to 2016 funding year:

[7] Please enter the percentage of non-levy apprenticeship delivery for the 2015 to 2016 funding year:

[8a] Non-levy apprenticeship delivery for the 2015 to 2016 funding year (calculated from [6] * [7]):

[8b] Total non-levy apprenticeship delivery for the 2015 to 2016 funding year (sum of [8a]):

[8c] 15-month extrapolation of non-levy apprenticeship delivery for the 2015 to 2016 funding year ([8b] * 1.25):

[8d] 15-month extrapolation of non-levy apprenticeship delivery including additional 10% ([8c] * 1.1):

16 to 18 19+

Go back and check what you put in your RoATP submission

Volumes and values spreadsheet

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Proposal of funding volumes and values

Organisation: Please select your UKPRN from the drop-down list in the 'Core information' tab

UKPRN:

Please note that the information below is for guidance only and should not be used for funding calculations.

[9] Apprenticeship Sector/Subject Area	[10] Estimated number of 16 to 18 starts	[11] Estimated number of 19+ starts	[12] Estimated cost of 16 to 18 delivery (excluding 10% employer contribution)	[13] Estimated cost of 19+ delivery (excluding 10% employer contribution)	[14] Additional costs/support for 16-18 year olds (refer to guidance tab)	[15] Additional costs/support for 19+ years (refer to guidance tab)	[16a] North East 16 to 18	[16b] North East 19+	[16c] North West 16 to 18	[16d] North West 19+
Accounting and Finance (Level 3 and below)										
Accounting and Finance (Level 4 and above)										
Administration (Level 3 and below)										
Administration (Level 4 and above)										
Agriculture (Level 3 and below)										
Agriculture (Level 4 and above)										
Animal Care and Veterinary Science (Level 3 and below)										
Animal Care and Veterinary Science (Level 4 and above)										
Anthropology (Level 3 and below)										
Anthropology (Level 4 and above)										
Archaeology and archaeological sciences (Level 3 and below)										
Archaeology and archaeological sciences (Level 4 and above)										
Architecture (Level 3 and below)										
Architecture (Level 4 and above)										
Building and Construction (Level 3 and below)										
Building and Construction (Level 4 and above)										
Business Management (Level 3 and below)										
Business Management (Level 4 and above)										
Child Development and Child Care (Level 3 and below)										

Also take note

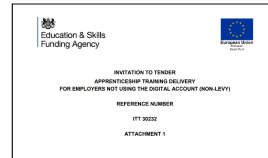
“You must not answer questions by cross referring to other answers or to other materials (e.g. annual company reports located on a web site). Each question answered must be complete in its own right. ”

“The Agency will disregard any part of a response to a question which exceeds the specified character limit (i.e. the excess will be disregarded, not the whole response). Any stated character limit is assumed to include spaces and punctuation.”

“All Tenders must be submitted to the Agency using Bravo. Tenders submitted by any other means will not be accepted.”

“You may raise questions or seek clarification regarding any aspect of this Procurement at any time prior to the Tender Clarifications Deadline. Questions must be submitted using the messaging facility provided within Bravo.”

The new non-token subcontracting rules will apply and the subcontracting register must be submitted (even if a null return)



Q&A

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