

Skills Broker – Chemicals & Bioscience Cluster
(CIRCE LTD)

SB08

Tender Proforma

Background

CIRCE is managing a SKILLS BROKER Programme for the Chemicals and Bioscience Cluster under the West Yorkshire Learning and Skills Council's Workforce Development Strategy. The primary objectives of the programme are to address the generic and specific skill needs of the Chemical & Bioscience cluster, which is key to the economic and social prosperity of West Yorkshire. Activities to be supported will be those which increase the knowledge, skills and abilities of existing and future employees to play an effective part in the workforce. They will enable employers from within the West Yorkshire Cluster to be able to equip their organisations with the skills necessary to grow and thrive in a global marketplace. The LSC's Workforce Development Strategy aims to drive up adult skills in order to:

- a. raise the productivity, competitiveness and performance of local businesses; and
- b. improve the employment opportunities of individuals

This programme is intended to stimulate employer involvement and commitment to workforce development and workplace learning and specifically to address these issues with employers in the Chemical & Bioscience Cluster.

Definition of Target Organisations

The organisations targeted in this activity are:

"all businesses which operate in the chemical and bioscience or related sectors in the West Yorkshire Sub-region"

Activity Focus

- Forming appropriate partnerships with business support agencies and services
- Designing and developing innovative learning opportunities (of at least 30 hours) to address skills needs under the following priorities:
 - Strategic Management
 - Management Development
 - Graduate Retention
 - Entrepreneurship
 - Creativity
 - Sector Specific Skills
- Recruiting learners from suitable organisations
- Delivering learning opportunities
- Evaluating the effectiveness of learning provision

Typical activities funded under this programme will be innovative and not currently available through mainstream funding. The funding will cover 70% of the cost of the learning opportunity, the remaining 30% will be provided in the form of a cash contribution from the beneficiary organisation. This contribution should be used to enhance and increase the effectiveness of the programme.

Skills Broker – Chemicals & Bioscience Cluster
(CIRCE LTD)

SB08

Tender Proforma

Outputs and Evidence Requirements

Across the entire programme CIRCE will need to have delivered in excess of 600 completed learning opportunities (30 hours or more of learning) by March 2006. It is not foreseen that one delivery organisation would be suitable or able to deliver all of this activity. We would like to contract with a broad range of providers who should submit tenders only for areas where they can demonstrate a significant strength.

Quality Standards

Contracts will be awarded on the understanding that the delivery organisation has achieved or is committed to working towards externally accredited standards, appropriate to the activities of that organisation.

Capacity Building

There are limited resources available under this contract to build the capacity for this type of provision in West Yorkshire. If your organisation has any specific requirements which would be necessary for or would enhance the delivery of the chosen parts of the programme, please include details and estimated costs in your application.

Public Services Contracts Regulations 1993 (No3228)

Regulation 14 of the above sets out the grounds on which a supplier may be deemed ineligible to tender for, or be awarded a contract. Rejection is permissible when a service provider:

- Is in a state of bankruptcy, insolvency, compulsory winding up, administration, receivership, composition with creditors or any analogous state, or subject to relevant proceedings.
- Has been convicted of a criminal offence related to business or professional conduct.
- Has committed an act of grave misconduct in the course of business.
- Has not fulfilled obligations relating to payments of social security contributions.
- Has not fulfilled obligations relating to payment of taxes.
- Is guilty of serious misrepresentation in supplying information.
- Is not in possession of a licence or not a member of the appropriate organisation where the law of the State requires.

It is a requirement that all Tenderers make a full and frank disclosure of any such grounds and sign the undertaking at the end of this document.

Conclusions

Whilst every endeavour has been made to provide Tenderers with an accurate description of the requirements of the programme, Tenderers should form their own conclusions about the methods and resources needed to meet those requirements.

Skills Broker – Chemicals & Bioscience Cluster
(CIRCE LTD)
Tender Proforma

Tender Pro forma

Please complete one form for each Training Programme.

1. Course Name	
2. Activity to be supported.	<i>Please summarise the proposed activity and clearly outline the aims and objectives of the activity. Innovative approaches are welcomed.</i>
3. Target audience and supporting rationale.	<i>Please include any information regarding existing and proposed relationships and any methods you intend to implement to engage your target audience. If you have conducted any independent research or have any other evidence into the demand or need for your proposed activity please include it here.</i>
4. Description and content of Knowledge and Learning Opportunities	<i>Please include a breakdown of the content of your proposed provision.</i>

Skills Broker – Chemicals & Bioscience Cluster
(CIRCE LTD)
Tender Proforma

Tender Pro forma

5. Delivery Methodology	<i>Please explain here how you intend to deliver the content outlined above. New and innovative methods are welcomed.</i>
6. Approximate number of learning hours per outcome	<i>Please outline the proposed number of hours active learning will take place in the delivery of the programme</i>
7. Delivery Plan including Timescales	<i>Please feature here timescales for programme development, recruitment, delivery and evaluation of your programme. Please note that all learners must be registered by 31st January 2006 and complete by 28th February 2006.</i>

Skills Broker – Chemicals & Bioscience Cluster
(CIRCE LTD)
Tender Proforma

Tender Pro forma

<p>8. Appropriate Partnerships (either existing or proposed).</p>	<p><i>If you intend to form partnerships with appropriate organisations to facilitate the effective delivery of this activity please include the details here.</i></p>
<p>9. Experience and Track Record of delivery organisation</p>	<p><i>Please outline any previous experience your organisation has in the delivery of provision of this type.</i></p>
<p>10. Names of staff involved in delivery and management of this programme.</p>	<p><i>Please include names (where appropriate) of staff involved in the development, recruitment and delivery of this activity and the role they will perform.</i></p>

Skills Broker – Chemicals & Bioscience Cluster
(CIRCE LTD)
Tender Proforma

Tender Pro forma

11. Proposed Number of Learners	
Registered by 31/12/04	
Completed by 30/06/05	
Registered by 30/06/05	
Completed by March 2006	
12. Cost per learning outcome <i>(including 30% cash contribution from beneficiary organisation)</i>	
13. How will the activity be marketed?	<i>Outline any marketing and awareness raising activity you intend to carry out in the delivery of this activity</i>
14. Additional resources required to deliver this provision (if any)	<i>Please include estimates of capital and/or revenue costs.</i>