**RFP Response Document**

**THE SUPPLY OF: Subcontracted Services for**

**Job Entry: Targeted Support Scotland [JETS Scotland]**

Deadline for receipt of the completed RFP Response Document is **on the 19th October 2020 at 12noon**

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**Please return completed response document to** workwithus@fedcapemployment.org

**Unless otherwise stated, responses should NOT exceed 500 words. Please complete in Arial font 11**

**Organisations wishing to only deliver specialist services should complete Questions 1, 2, 6, 7, 8**

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All information provided will be treated in the strictest confidence.

**Thank you for your interest in working with us**

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We are looking for potential partners to support our bid proposal for the DWPs Job Entry: Targeted Support Scotland. JETS is a programme that will help people who have been unemployed and in receipt of benefits for at least 13 weeks, to find sustained work. JETS Scotland will provide early support which will complement the wider labour market offer of support through a sector-based approach that responds to local priorities.

**DWPs Job Entry: Targeted Support Scotland [JETS Scotland] commissioning timetable:**

| **Activity** | **Dates** |
| --- | --- |
| JETS Scotland ITT issued | 9 October 2020 |
| Bidders ITT Event | 12 October 2020 |
| Q&A – Bidders to submit any clarification questions to DWP via Jaggaer | 9– 27 October 2020 |
| Last Questions received from Bidders | 27 October 2020 |
| Deadline for receipt of JETS Scotland Bidders Tender Responses | 09:00 30 October 2020 |
| Tender Evaluation and Clarification process | 2-6 November 2020 |
| DWP Bidder clarifications if required | 9-10 November 2020 |
| Internal and External Governance and approvals | 13 November-7 December 2020 |
| Contract Award | 7 December 2020 |
| Standstill Period | 7 – 17 December 2020 |
| JETS Scotland Contract Signature | 17 December 2020 |
| Go Live | 25 January 2021 |

**Our Commissioning Approach**

Fedcap Employment are looking to submit an ITT for the DWPs Job Entry: Targeted Support Scotland opportunity and are looking for potential supply chain partners to be named in our ITT submission. We are asking that any Partners interested in potentially working with us on this opportunity to complete the below Request for Proposal (RFP) form and if not already submitted, complete our CAEHRS Expression of Interest Document (<https://www.fedcapemployment.org/caehrs>).

Please note that your suitability will be assessed using the RFP in conjunction with your EOI. Therefore, we ask that if you have already submitted your EOI and wish to make any amendments please notify us directly using the ‘Work with Us’ mailbox listed on page 1.

| **Activity** | **Dates** |
| --- | --- |
| JETS Scotland RFP issued | 12 October 2020 |
| Deadline for bidders to issue points for clarification | 16th October 2020 |
| Deadline for receipt of RFP submissions | 19th October 2020  (12 noon) |
| Evaluation of proposals | 20th October 2020 – 23nd October 2020 |
| Notification of successful proposals | 26th October 2020 |

**Organisation Information:** Please complete the following organisational details for your company.

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| 1.1 Company Name |  |
| 1.2 Registered Company Name if different to 1.1 Company Name |  |
| 1.3 Registered Company Address |  |
| 1.4 Registered Company Number or Registered Charity Number |  |
| 1.5 Primary Contact Name, Job Title, Email Address and Phone Number |  |
| 1.6 Organisation Website |  |
| 1.7 Company type (Private, Charity, Social Enterprise etc.) |  |
| 1.8 Date Organisation Established |  |

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| **2. Delivery Areas** | 2.1 Please indicate below the areas where you are interested in delivering your services and/or have existing infrastructure, including delivery offices and capacity to deliver the service.  Please provide specific premises details on each of the areas you have the capacity to delivery on the supplied Delivery Infrastructure stencil. | | |
| **Areas you have existing delivery/infrastructure by Local Authority** | | **Areas you are interested in delivering in by Local Authority** |
| Aberdeen City  Aberdeenshire  Angus  Argyll and Bute Council  City of Edinburgh  Clackmannanshire  Dumfries and Galloway  Dundee City  East Ayrshire  East Dunbartonshire  East Lothian  East Renfrewshire  Eilean Siar  Falkirk  Fife  Glasgow City  Highland  Inverclyde  Midlothian  Moray  North Ayrshire  North Lanarkshire  Perth and Kinross  Renfrewshire  Scottish Borders  South Ayrshire  South Lanarkshire  Stirling  West Lothian | | Aberdeen City  Aberdeenshire  Angus  Argyll and Bute Council  City of Edinburgh  Clackmannanshire  Dumfries and Galloway  Dundee City  East Ayrshire  East Dunbartonshire  East Lothian  East Renfrewshire  Eilean Siar  Falkirk  Fife  Glasgow City  Highland  Inverclyde  Midlothian  Moray  North Ayrshire  North Lanarkshire  Perth and Kinross  Renfrewshire  Scottish Borders  South Ayrshire  South Lanarkshire  Stirling  West Lothian |

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| 3. Participants  3.1 Please provide evidence of your success and rationale for the methods deployed in working with the participants groups and addressing the support needs listed below, including your performance against required outcomes/KPIs and participant volumes.  Also please highlight how you can envisage transferring these methods to a digital environment (if not already undertaken).   * Participants who have been unemployed and in receipt of benefits for at least 13 weeks attending JETs on a voluntary basis; * Participants attending JETS on a mandatory basis. * Participants that need support/confidence building to overcome barriers to work. * Participants that require support to undertake an effective job search. * Participants that require support to identify transferable skills e.g. to widen job search opportunities.   (maximum 750 words) |
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| **4. Stakeholder Engagement and Local Integration**  4.1Please provide examples of your existing local relationships with relevant partners/stakeholders and demonstrate how your relationships deliver higher performance with the JETS customer groups and greater integration with local services, including local authorities.  Your response should include how you will:   * Effectively integrate JETS programme with local services across the localities you wish to deliver in. * Link up with local provision across the localities you wish to deliver in and the respective funding streams. * Support future plans for local service integration in the localities you want to deliver in.   (maximum 750 words) |
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| **5. Employer Engagement**  5.1 Please describe how you have previously and will engage with employers within the localities you wish to deliver to achieve the outcomes for the participant groups.  Your response should include the following:   * How you will identify the key employers and sectors in the geographic areas. * Your approach to working with both local large employers and small and medium enterprises (SMEs). * How you will map participant needs to the employment opportunities within the area. * Identify the challenges faced by local employers and or/sectors and how you will work with local employers to help them address these issues (where applicable) * How you will support and draw upon local initiatives in your employer engagement activities. * How you will support employers once employed * Provide examples of where you have previously successfully engaged with employers on relevant provision.   (maximum 750 words) |
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| **6. Quality Assurance**  6.1 Please describe with examples, how you will manage and monitor the quality of the service delivered.  Your response should include the following:   * How you measure participant engagement and quality of service. * How you will obtain feedback from participants, and your process for managing complaints. * How you will track and monitor the progress of each participant in their journey towards achievement of outcomes. * Can you describe when you have used customer feedback to amend a service to better effect   (maximum 500 words) |
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| **7. Information Security and Data protection**  7.1 Please describe the systems and processes you have in place which meet GDPR, information security and data protection requirements.  (maximum 300 words) |
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| **8. Specialist/Other providers only (excluding E2E) – Delivery Offer**  8.1 Please describe the interventions you plan to deliver for JETS participants including:   * The participant groups you are able to support. * The localities within which you can support. * The service offer, including tailored/individual solutions for specific groups, and rationale / supporting evidence for why your service offer will deliver results for the participant group(s). * Assurance that your intervention does not duplicate other locally available services, and how you will ensure that this continues to be the case. * Any added value and/or any innovation in your offer. * Minimum/Maximum volumes for viability and unit costs (for example per year)   (maximum 750 words) |
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I declare that to the best of my knowledge the answers submitted in this document are correct. I understand that the information will be used in the evaluation process to assess my organisation’s suitability to provide subcontracting services for DWP’s Job Entry: Targeted Support Scotland [JETS Scotland].

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| **9. FORM COMPLETED BY:-** | |
| Name |  |
| Job Title |  |
| Date |  |
| Telephone Number |  |
| Signature |  |

For the purposes of this electronically transmitted document it is sufficient that typed names are permitted rather than signatures. A typed name will be deemed to have been signed by the person stated with the necessary responsibility required within the organisation.

All information you give us is deemed confidential.

Thank you once again for your interest in wanting to work with us.

Please note – it is up to you to update us if the information you have given changes, or if you do not want us to keep your detail on file anymore.