**Invitation to Tender**

**(Guidance Document)**

**THE SUPPLY OF:**

**Bid Consultancy Preferred Supplier Services**

**March 2023**

 **(Guidance Document)**

This document is to be used as a support tool to complete the corresponding **ITT response documents for** **Bid Consultancy Framework by Wednesday, 29th March 2023 at 12noon.**

When completing the ITT document, please ensure that:

* All sections of the form are complete, indicating N/A where appropriate
* All answers are detailed with specific examples
* All information is accurate and clear

**Introduction**

No information contained in this ITT or in any communication made between Fedcap Employment Limited and any potential provider in connection with this ITT shall be relied upon as constituting a contract, agreement or representation that any contract shall be offered in accordance with this ITT. Fedcap Employment Limited reserves the right, to change without notice the basis of, or the procedures for, the competitive tendering process or to terminate the process at any time. Under no circumstances shall Fedcap Employment Limited incur any liability in respect of this ITT or any supporting documentation.

**Purpose of the Invitation to Tender (ITT)**

This ITT sets out the information which is required by Fedcap Employment Limited in order to assess the suitability of potential providersin terms of its technical knowledge and experience, capability/capacity, organisational and financial standing to meet the requirement. During the ITT process, the intention is to arrive at a short list of preferred providersto be offered an opportunity to present their proposals to Fedcap’s evaluation panel.

**Introduction**

Fedcap Employment and Fedcap Scotland are part of the experienced not-for-profit organisation, The Fedcap Group. We deliver economic wellbeing solutions across Britain to build communities through a blend of local frontline professional teams and like-minded supplier network, using innovated tested ideas both developed locally and internationally.

Further information regarding Fedcap Employment can be found at;

[Fedcap Employment | Creating positive futures for people and communities](https://www.fedcapemployment.org/)

**​**

**Service Requirement**

Fedcap Employment is looking to appoint a preferred supplier register of bid writers and experts to support our Business Development Team on an as and when required basis.

Fedcap Employment typically (but is not restricted to) bids for services across the following sectors; Education and Skills, Employment, Justice and Health. Commissioners can be central government, local authorities and the wider public sector.

We are looking for providers that have a pool of experienced bid consultants with experience in commissioning opportunities from DWP, Home Office, Scottish Government, Cabinet Office and the Department of Levelling up Housing and Communities. We are also interested to hear from providers that have experience of NHS commissioning or Health & Social Care at a local level.

We anticipate services required to cover across but not limited to; ITT response analysis, bid writing, bid management and solution design.

We would like to engage with providers who align with our company values and have a proven track record of writing winning bids in our core market sectors (Education and Skills, Employment, Justice and Health) with contract values of £1million plus.

We are looking for providers with a good scope of experience in bid development and bid writing not only within the UK but on an international level. We are particularly interested to hear from providers who have experience in successfully responding to social value bid questions as part of a tender process.

We expect the majority of the work to be undertaken remotely but there may be occasional travel to attend in-person meetings.

We aim to have a register of **4 to 5 providers** on a call off basis.

**Proposed Type of Agreement**

The successful provider(s) shall be awarded a call off contract starting April 2023 for a period of 12 months with effect from the commencement date. With an option to extend on a 1 + 1 year basis exercised at Fedcap’s discretion, subject to successful performance of the services.

**Contract Value**

The anticipated budget is estimated to be between £10,000- £100,000 per annum. We expect day rates between a range of £300 to £700 per day Exclusive of VAT.

**Timetable of activity:**

Set out below is the proposed procurement timetable. This is intended as a guide and whilst Fedcap Employment does not intend to depart from the timetable it reserves the right to do so at any stage**.**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Invitation to Tender to be issued  | Monday 20th March 2023 |
| Deadline for bidders to issue points for clarification | Friday 24th March 2023 at 12noon |
| Final distribution of clarifications to bidders | Monday 27th March 2023 |
| **Deadline for receipt of Tender submissions** | **Wednesday 29th March 2023 at 12noon** |
| Preferred Bidder Notification | Friday 31st March 2023  |
| Preferred Bidder Interviews | Monday 3rd April and Tuesday 4th April 2023 – times to be confirmed |
| Award notification | Thursday 6th April 2023 |

**Additional Information**

Recipients are invited to complete this ITT and to submit it, together with any requested supporting information, to **procurement@fedcapemployment.org**

All requests for clarification or further information in respect of this ITT should be addressed to **procurement@fedcapemployment.org**by completing the Clarification Question Log.

This ITT is being provided on the same basis to all Potential Partners.

Fedcap Employment Limited expressly reserves the right to require a Potential Partner to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in this ITT.

Fedcap Employment Limited will not reimburse any costs incurred by Potential Partner in connection with preparation of their responses to this ITT.

**Instructions for Completion**

Potential Partner’s should answer all questions as accurately and concisely as possible in the same order as the questions are presented. Where a question is not relevant to the Potential Partner’s organisation, this should be indicated, with an explanation.

Please ensure that you complete all sections. Non-completion of any sections may render your organisation submission to be evaluated.

Please ensure that any supporting documentation is clearly marked with your organisation’s name and is cross-referenced to the appropriate section/question .

Where reference to large documents is necessary please provide the relevant extract, if possible, rather than the whole document.

Where possible, submissions, and any associated documents should be presented in Portable Document Format (PDF) in order to minimise any potential compatibility issues.

Answer each of the questions raised for the organisation expressing an interest in the project and for each business if the application is a consortium, joint venture or subject to any other joint arrangement.

ITT submissions that are received late, i.e. after the published deadline, are incomplete, have errors or are confusing in any way may not be considered further.

Questions should be answered in English.

Responses will be evaluated in accordance with the Evaluation Methodology Matrix. In the event that none of the responses are deemed satisfactory, Fedcap reserves the right to terminate the procurement.

Failure to furnish the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Potential Provider is not invited to participate further.

**Submission of Completed Invitation to Tender**

You must submit your completed ITT to procurement@fedcapemployment.org no later than  **Wednesday 29th March 2023 at 12noon**. Completed ITTs may be submitted at any time before the closing date. Please note that completed ITTs received after the closing date may be rejected. Potential partners must keep their contact details up to date or they will be unable to receive communications from Fedcap Employment Limited.

**Consortia and Partnerships**

Where a consortium or partnership approach is proposed, all information requested should be given in respect of the proposed contractor, partnership or consortium leader. Relevant information should also be provided (as indicated in the ITT) in respect of consortium members or partnership members or sub-contractors who will play a significant role in the delivery of the requirements under any ensuing agreement or contract and details should be provided as to the proposed sharing of risk for the contract.

Responses must enable Fedcap Employment Limited to assess the overall consortia.

Fedcap Employment Limited recognises that arrangements in relation to consortia, partnership may (within limits) be subject to future change. Potential partners should therefore respond in the light of the arrangements as currently envisaged. Potential partners are reminded that any future change in relation to consortia or partnership must be notified to Fedcap Employment Limited so that it can make a further assessment by applying the selection criteria to the new information provided.

With specific reference to submitting an ITT, Potential Partners may be:

* **Single contractor [i.e. a sole trader, public limited company, private limited company, voluntary sector organisation], which decides that it can, on its own footing, provide the full requirement of the Service.**
* **A consortium or partnership [i.e. a collaboration of two or more Partners]** **of organisations acting together, which seeks to undertake the whole of the Service Delivery, or appropriate elements of it where feasible. In this case, a consortium should appoint a Lead Member to complete and submit the ITT on their behalf and Fedcap Employment Limited will liaise only with that lead; any ITT submission of this nature will require all partners of the collaboration to be clearly stated within the ITT, with full details for each for all sections**

**Queries**

Fedcap Employment Limited will not enter into detailed discussion of the requirement at this stage. Any questions about it should be submitted to **procurement@fedcapemplyment.org**by completing the Clarification Question Log.

If Fedcap Employment Limited considers any question or request for clarification to be of material significance, both the question and the response will be communicated, in a suitably anonymous form, to all Potential Partners who have been issued with an ITT.

**Provider Selection**

The objective of the ITT is to assess the responses to the ITT and shortlist Potential Providers to proceed to the next stage of the procurement process in line with timetable.

Submissions will be evaluated in line with the Evaluation Methodology Matrix and Evaluation Criteria below. Scores will be allocated and then multiplied by the weighting where indicated to calculate overall score.

**Evaluation Methodology Matrix**

|  |  |  |  |
| --- | --- | --- | --- |
| **ITT Reference Document** | **Reference Question** | **Information Requested** | **Weighting percentage** |
| ITT Response Document | Part A 1.1 Part A 2.1Part A 3.1Part A 4.1Part A 5.1 | Organisation InformationPending LitigationInsuranceFinancial StandingInformation Security/Data Protection | Information onlyPass or FailPass or FailPass or FailInformation only |
| ITT Response Document | Part B 2.1 – 5.1 | Quality | 70% |
| ITT Response Document | Part C 1.1 | Costs | 30% |
|  |  | **Total**  | **100%** |

**Evaluation Scoring Matrix**



A shortlist of Potential Providers will be drawn up and invited to Fedcap to present on their ITT submission. A shortlist of bidders will be invited to present to the evaluation panel. These presentations will take please via Microsoft Teams.

We request that you treat all information supplied by Fedcap to you in confidence. All information supplied by you to Fedcap will similarly be treated in confidence except that;

Fedcap may seek references from relevant existing or past contracts and we may conduct a financial appraisal of your organisation to validate information declared or to assist in the evaluation.