

## Invitation to Tender

### WorldSkills UK skills competition alumni tracking research

Issue date	Deadline for indication of intention to submit response	Deadline for submission of response
Monday 26 July 2021 9.00am	Friday 30 July 2021 12.00pm	Monday 16 August 2021 12.00pm

All enquiries relating to this invitation to tender should be directed to:

John Lee  
Impact and Evaluation Manager

Email: [jlee@worldskillsuk.org](mailto:jlee@worldskillsuk.org)

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## Guidance Notes

1. The information disclosed in this document will be used to select a supplier to provide services to WorldSkills UK. However, any response based on this document does not imply any representation by WorldSkills UK as to the supplier's financial stability, professional competence or ability in any way to provide the goods and/or services.
2. WorldSkills UK reserves the right to reject a supplier if it deems:
  - a) the supplier's commercial history is unstable or unsound e.g. relevant convictions or professional misconduct;
  - b) the supplier's financial and economic standing is insufficient to sustain the contract;
  - c) the supplier fails to submit all documents requested or to sign the declaration; and/or
  - d) any other material matter.
3. If the supplier is part of a group of companies, please respond specifically for the company not for the group.
4. Any costs or charges arising out of the supplier's proposal or in any way incurred with respect to the consideration of the supplier's proposal, whether or not finally submitted or accepted, shall be borne by the supplier.
5. Evaluation of tenders received by WorldSkills UK will principally be made on the basis of economic and contractor ability to perform a job of this nature in a timely manner (further detail is offered in Section Numbers 4, 5 and 6).
6. This tender is not an offer to contract. Issuance of the Invitation to Tender and the subsequent receipt and evaluation of the supplier's response by WorldSkills UK does not commit WorldSkills UK to award a contract to any supplier, even if all elements of the tender are met. Only the execution of a written contract will obligate WorldSkills UK in accordance with the terms and conditions contained in such contract.
7. WorldSkills UK reserves the right to accept or reject any responses to this Invitation to Tender, and to enter into discussion and/or negotiations with more than one supplier at the same time, should such action be in the best interest of WorldSkills UK.
8. The supplier must check to ensure that all required documentation is submitted. Any documents included should be clearly marked with the supplier's name.
9. The provision of any false information will disqualify the applicant from consideration for inclusion on the WorldSkills UK approved Invitation to Tender List.
10. WorldSkills UK will treat the information provided by the supplier as part of the response as private and confidential.
11. Please submit Appendix A - Notification of Intention to Submit Response by **12.00pm on Friday 30 July 2021** to the named contact in point 12 below.
12. Please submit a tender Response to this Invitation to Tender by **12.00pm on Monday 16 August 2021** and any supporting documents, clearly marked 'INVITATION TO TENDER RESPONSE – ITT WorldSkills UK competition alumni tracking research', to:

John Lee  
Impact and Evaluation Manager  
Email: [jlee@worldskillsuk.org](mailto:jlee@worldskillsuk.org)

13. A response must be accompanied by the Appendix B - Declaration Form, and must be signed by a person duly authorised by the supplier.
14. WorldSkills UK welcomes queries regarding this ITT from suppliers. All queries and responses will be logged, and shared with all invited suppliers, and published on the WorldSkills UK website, up to the deadline date for the submission of Appendix A – Notification of Intention to Submit Response. After this deadline, Queries and Responses will be shared only with the suppliers who have submitted an Appendix A – Notification of Intention to Submit Response. All queries must be submitted in writing to John Lee, [jlee@worldskillsuk.org](mailto:jlee@worldskillsuk.org)

## **1.0 Background**

### **1.1. Introduction to WorldSkills UK**

WorldSkills UK is an independent charity and a partnership between employers, education and governments. Together, we are raising standards in apprenticeships and technical education so more young people get the best start in work and life.

We are part of WorldSkills, a global movement supported by over 80 member countries, which celebrates young people achieving world-class standards in the biennial ‘skills olympics’. As the only skills charity which can bring this global benchmarking back into the UK, we have the unique assets, resources and networks to help raise training standards and improve young people’s technical and soft skills-set and resilient mindset to ever higher standards.

We inspire young people via our careers advice resources to choose excellence through apprenticeships and technical education as a prestigious career route on their path to reaching their potential, whatever their background. We develop excellence in young people by testing and assessing their skills and knowledge against their peers through our national and international competitions programmes, improving their confidence and potential. We innovate to mainstream global excellence to help improve the standard of teaching, training and assessment through international benchmarking to help young people, employers and the UK economy succeed. We operate across the UK.

Full details of the organisation, including our vision, mission and values, can be found at [www.worldskillsuk.org](http://www.worldskillsuk.org). Organisations responding to the ITT are recommended to review this information.

## **2.0 Context of Requirements**

Each year between 2,000 to 3,000 young people register to take part in our national programme of skills competitions which are designed by industry experts, and assess an individual’s knowledge, practical skills and employability attributes against set criteria in a competitive timed environment. After a series of Passive and National Qualifiers in which competitors take part in competitions at their local college, training provider centre, workplace or online around 500 young people who achieve the highest standards compete in National Finals each year in November. Biennially, around 100 of the National Finalists who are age eligible and have achieved the benchmark score are then invited to take part in Squad UK. After a programme of training and

development around 30 to 40 of Squad UK are selected to represent Team UK at the biennial WorldSkills and EuroSkills international skills competitions.

We have an ongoing programme of evaluation that examines the immediate outcomes associated with taking part in our skills competitions. As part of our aim to provide evidence of the longer-term impact of our activities, we have agreed with our main funder, the Education and Skills Funding Agency (ESFA), part of the Department for Education (DfE) that a key objective for this financial year is to carry out a longitudinal study of the effects of taking part in our skills competitions. The main aim of the study would be to understand and demonstrate, through quantitative analysis, the longer-term employment, education, earnings and other gains for young people involved in our skills competitions between 2012 and 2019.

### **3.0. Scope of this Invitation to Tender**

WorldSkills UK would like to commission a third party to carry out a quantitative longitudinal study of the effects taking part in WorldSkills UK skills competitions.

The overall budget for the work will be £50,000 excluding VAT.

### **4.0 Detailed Requirements -**

The commissioned individual or organisation would be required to undertake the following:

- To develop a suitable methodology and project plan that meets the key aim of this study to track the longer terms effects of taking part in WorldSkills UK skills competitions.
- Using the contact details currently held by WorldSkills UK, the commissioned third party would need to contact the competitors who participated in skills competitions between 2012 and 2019 to gain consent to access the longitudinal education outcomes (LEO) data held on them by the Department for Education.
- Design a suitable control group to compare with the outcomes achieved by WorldSkills UK competition alumni. For example, this control group could consist of further education learners and apprentices who studied between 2012 and 2019 at Level 3 in the same subject or skill areas as those that our alumni competed in during this same period.
- Make an application to the Department for Education to access the LEO data for the WorldSkills UK competitors and those in the control group.
- Use the LEO data and information held by WorldSkills UK to establish the following for each of WorldSkills UK skills competition alumni and those in the control group:
  - level of competition participation (regional/national/international)
  - attainment in competition
  - destination in the following academic year
  - highest level of educational attainment
  - any technical qualifications at level 4/5 undertaken and achieved

- apprenticeship experience (where relevant)
  - starting salary in first job
  - earnings over time
  - amount of sustained employment over time
  - employment history (industries/occupations)
  - any other relevant information about employment or educational experiences since competing, such as self employment.
- Produce a report on the analysis of the LEO and WorldSkills UK data that compares the outcomes for skills competition alumni and those in the control group. A draft report should be available for comments by week commencing 15 November 2021 and a final version completed by 30 November 2021.
  - Present the report and findings through a workshop to WorldSkills UK, and potentially, separately to ESFA/DfE.

## 5.0. Data Protection

Supplier and any partners / subcontractors must be able to show documentary evidence of their compliance with the following:

- Have a current appropriate registration with the ICO.
- Have an up-to-date company-wide Privacy Policy which includes the data processing activities to be undertaken as part of any contract awarded.
- Have a published up-to-date Privacy Notice, including name and details of Data Protection Officer / Manager, as appropriate.
- Have appropriate policies and procedures in place for managing complete and accurate records, management of rights of the data subject, and incident management.

## 6.0 Timescales and Deadlines

### 6.1 Outline of Delivery Timescales

It is envisaged (as per the timescales detailed in Section 9 below) that the contract for this project will be awarded no later than Friday 20 August 2021. The indicative timescales for key milestones that WorldSkills UK are working to, and would look for the appointed supplier to work to, are as follows:

<b><u>Activity</u></b>	<b><u>Deadline*</u></b>
● Meeting with supplier to agree contract and initiate project	W/C 30 August 2021
● Contract signed and returned	September 2021
● Work begins on the study	September 2021
● Draft report submitted	W/C 15 November 2021
● Report finalised	30 November 2021

\* WorldSkills UK reserves the right to alter the deadlines, as and when required; suitable notice would be provided to the nominated supplier.

In addition to the above defined activities, additional meetings to satisfy the requirement to consult with WorldSkills UK throughout will be required to be set up.

## 7.0 Budget

- The maximum budget available to include all aspects of the work required for this **activity** is **£50,000 excl VAT**
- The delivery organisation will be required to keep full financial records of all delivery costs and will be subject to range of reporting requirements throughout the life of the project.

Tenders must include a full budget breakdown, detailing the full costs of all elements of the project. This should include:

- Management and administration of the planning and delivery costs (hourly / daily rates and number of hours / days etc).
- Staff delivery costs (hourly / daily rates and number of hours / days etc).
- Travel / mileage costs.
- Resources / materials / other costs (these must be detailed) etc.

Tenders must demonstrate value for money, and cost saving efficiency throughout the proposed budget.

## 8.0 Process

### 8.1 Evaluation of Submissions

Responses to this Invitation to Tender will be evaluated against the following criteria:

- Value for money;
- Demonstration of an understanding of the activities required to meet the detailed requirements and expertise within each given area;
- Innovation in approach;
- The proposed organisation and management of the activities required to meet the detailed requirements;
- The proposed supplier's compliance with the Data Protection requirements stated in Section 5;
- The proposed supplier's ability to demonstrate experience in delivering similar projects including those that have accessed and utilised LEO data.

### 8.2 Scoring criteria

- Score 5 Excellent - Exceeds the required standard (response includes additional detailed elements, over and above those requested)

- Score 4 Good - Meets the standard required (response is comprehensive in detailing all requested information)
- Score 3 Partially Meets - Meets the required standard in most aspects (response meets the standard in most aspects, but fails to provide details in some areas, overall adequate response)
- Score 2 Limited - Does not meet the standard in most aspects (response includes limited information, and fails to respond directly in the majority of requested areas)
- Score 1 Fails to Meet - Fails to meet the standard (response fails to meet the standard, with inadequate detail and / or no responses to requested areas)

### 8.3 Weighting

The following criteria will be weighted:

- Demonstration of an understanding of the activities required to meet the detailed requirements and expertise within each given area;
- Innovation in approach;
- The proposed supplier's ability to demonstrate experience in delivering similar projects.

Scores for these criteria will be multiplied by two.

### 9.0 Timescales

The key milestones in this tender process are as follows:

<b><u>Activity</u></b>	<b><u>Deadline</u></b>
ITT Issue Date	Mon 26 July 2021
Deadline for submission of Appendix A*	Fri 30 July 2021
Deadline for submission of Tender Response and Appendix B	Mon 16 August 2021
Analysis and assessment of responses	W/C Mon 16 August 2021
Shortlisted suppliers Pitches and Presentations	W/C Mon 23 August 2021
Final Assessments	W/C Mon 30 August 2021
Successful Supplier Notification sent	W/C Mon 30 August 2021
Unsuccessful Suppliers Notifications sent	W/C Mon 30 August 2021
Successful Supplier Contract Clarification Meeting	W/C Mon 30 August 2021
Contract commencement date	Weds 01 September 2021
Completion and delivery of activity	Tues 30 November 2021

### 10.0 Response

#### 10.1 Expected Response Requirements

a) Executive Summary

The Executive Summary should focus on the key features of the response, including all key assumptions made (but excluding all financial information). The objective is to provide WorldSkills UK with a clear, concise and complete summary of the response together with an insight into the reasoning and rationale behind the response. It should highlight the key strengths of the response to demonstrate how the tender represents value for money. It must only contain information drawn from other areas of the response and must not contain any new material.

b) Delivery Plan

The Delivery Plan should focus on how the requirements of this Invitation to Tender will be met. Essentially, it is an insight into how the supplier will tackle this project to achieve the required results.

Timescales should be provided (with reference to the Outline of Delivery Timescales in Section Number 6.1), and should also include the following:

- The overall approach you would take to the project;
- A delivery plan including milestones;
- Outline of the project team structure, including staff levels of expertise, and roles and responsibilities on the project;
- Details of the project management processes, including quality assurance, delivery to deadlines and budget;
- Data Protection compliance;
- Any key points you consider should be taken into account.

c) Budget and Costs Analysis

The Budget and Costs Analysis should detail the breakdown of costs for undertaking this project, including:

- Budget breakdown (number of days work, staff day rates, details of all other costs) including those headings listed in the Budget stated in Section 7.
- Clear demonstration of value for money, and cost saving efficiency throughout the proposed budget.

Where there is an appropriate proposal on a part-investment or part-sponsorship opportunity, this should be detailed specifically in this section of the Response.

d) Examples of Previous Similar Projects

Detail two examples of projects of a similar scale and complexity that the supplier has undertaken in the last two years. At least one of these projects should have involved the access and use of LEO data. This section should include highlights and any lessons learned as a result of these projects.



e) Details of Referees

Provide the following details for two clients that the supplier would be content for WorldSkills UK to contact in relation to seeking a reference:

- organisation;
- name of contact;
- telephone number for contact; and
- email address for contact.

f) Declaration

Completed and signed declaration form (Appendix B)

### Appendix A – Notification of Intention to Submit Response

<b>Supplier name</b>	
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Please tick (✓) one option as appropriate:

Having examined the Invitation to Tender and being fully satisfied in all respects with the requirements, I hereby confirm on behalf of the aforementioned supplier the <b>intention to submit a response.</b>	<input type="checkbox"/>
Having examined the Invitation to Tender and being fully satisfied in all respects with the requirements, I hereby confirm on behalf of the aforementioned supplier that <b>a response will not be submitted.</b>	<input type="checkbox"/>

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

If this form is being submitted by email, by placing a cross (✖) in the 'Signature' box above this will be deemed appropriate providing the form is emailed from the aforementioned individual's email account.

<b>Deadline for response is Friday 30 July 2021 at 12.00pm</b>
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This form should be returned to:

John Lee  
Impact and Evaluation Manager  
Email: [jlee@worldskillsuk.org](mailto:jlee@worldskillsuk.org)

## Appendix B – Declaration

<b>Supplier name</b>	
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I confirm that I have requisite corporate authority to submit this response on behalf of aforementioned supplier. In support of this submission and on behalf of the aforementioned supplier I hereby:

- a. offer to deliver the requirements (as detailed in the Invitation to Tender) of WorldSkills UK – Competition alumni tracking research;
- b. confirm that I am not aware of any grounds that may deem this response ineligible;
- c. confirm that I am not aware of any conflict of interest or any circumstances that could give rise to a conflict of interest;
- d. confirm that I have read, fully understood and complied with all the requirements of the Invitation to Tender;
- e. understand that this response remains open for acceptance by WorldSkills UK for a period of 30 days after the deadline for submission of responses specified in the Invitation to Tender; and
- f. Confirm that the following sections of the response have been completed and enclosed:
  - Executive Summary;
  - Delivery Plan;
  - Budget and Cost Analysis;
  - Examples of Previous Similar Projects; and
  - Details of Referees.

<b>Name</b>	
<b>Position</b>	
<b>Signature</b>	
<b>Date</b>	

If this form is being submitted by email, by placing a cross (✖) in the 'Signature' box above this will be deemed appropriate providing the form is emailed from the aforementioned individual's email account.

**Deadline for response is Monday 02 August 2021 at 12.00pm**

This form should be returned to:

John Lee  
Impact and Evaluation Manager  
Email: [jlee@worldskillsuk.org](mailto:jlee@worldskillsuk.org)