

Invitation to Tender

WorldSkills UK skills competition attrition research

Issue date	Deadline for indication of intention to submit response	Deadline for submission of response
Fri 6 May 2022 16:00	Fri 13 May 2022 midday	Wed 1 June 2022 midday

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

Richard Carter

Procurement and Contracts Manager

Email: rcarter@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 **midday on Friday 13 May 2022** to the named contact in point 12 below.
12. Please submit a tender Response to this Invitation to Tender by **midday on Wednesday 1 June 2022** and any supporting documents, clearly marked 'INVITATION TO TENDER RESPONSE – ITT WorldSkills UK competition standards research', to:

Richard Carter
Procurement and Contracts Manager
Email: rcarter@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 Richard Carter, rcarter@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. Organisations responding to the ITT are recommended to review this information.

2.0 Context of Requirements

- 2.0 Each year up to 4,000 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. There are four stages to competing in the competition cycle, registration, Passive stage, National Qualifier, National Finals stage, with the most successful candidates progressing to the next stage. The timescales for each stage of the competition cycle are as follows; Passives: 28 Feb - 29 April, National qualifiers: 25 April to 24 June and National finals: 14 - 18 November.

- 2.0 It has become apparent at two stages of the competition cycle; registration to passive and passive to qualifier, that attrition levels are increasing. Up to half of competitors between registration stages and qualifier stages are not engaged or retained for the cycle. When we dive deeper into rates of attrition of underrepresented groups the data shows the attrition rate is in line with attrition of overall competitions.
- 2.0 The aim of the study is to decipher trends in attrition of all registrants across all skills competitions as well as any additional trends relating to individuals from underrepresented groups in particular; Black and ethnic minorities, LGBTQ+, females in underrepresented sectors, SEND learners and individuals from lower socio-economic backgrounds. Further to the findings we wish to have -recommendations for measures- to address and reduce attrition rates moving forward.

3.0. Scope of this Invitation to Tender

WorldSkills UK would like to commission a third party to build on our current data analysis through quantitative surveys, with an element of qualitative study through focus groups, of attrition rates of WorldSkills UK skills competitions.

The overall budget for the work will be £20,000 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 identify reasons for attrition at two stages of the competition cycle; registrations to passives and passives to qualifiers
- Using the contact details held by WorldSkills UK, the commissioned third party would need to contact the competitors who do not progress through the following stages in skills competitions; registration, passive, qualifier in the current 2022 cycle.
- Design a suitable survey to identify the reasons and causes of attrition and any trends. Follow up with focus groups to gain a deeper understanding of impactful initiatives WorldSkills UK could introduce to support, engage and retain competitors through the entire competition cycle.
- Through convening focus groups consisting of a diverse range of WorldSkills UK registrants and competitor's we want to identify any further trends in attrition for the following groups; those with protected characteristics ; black and ethnic minorities, LGBTQ+, females in underrepresented sectors, SEND learners, individuals from lower socio-economic backgrounds.
- Use the data from the surveys and those in the focus group to address the following:
 - Reasons for registering to take part in competitions
 - Reasons for disengagement / attrition
 - Types of initiatives and support individuals need to maintain engagement in competition activities

- Produce a report on the analysis of the surveys and focus group findings. A draft report should be available for comments by week commencing 19 September 2022 and a final version completed by 10 October 2022.

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 17 June 2022. 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:

<u>Activity</u>	<u>Deadline*</u>
• Meeting with supplier to agree contract and initiate project	W/C 13 June 2022
• Contract signed and returned	17 June 2022
• Work begins on the study	20 June 2022
• Draft report submitted	W/C 19 Sep 2022
• Report finalised	10 October 2022

* 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 **£20,000 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;
- 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; and
- The proposed supplier's ability to propose [where appropriate] a part investment, part-sponsorship opportunity that would extend benefit to both WorldSkills UK and the proposed supplier.

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:

<u>Activity</u>	<u>Deadline</u>
ITT Issue Date	Friday 6 May 2022
Deadline for submission of Appendix A	Friday 13 May 2022
Deadline for submission of Tender Response and Appendix B	Wednesday 1 June 2022
Analysis and assessment of responses	Friday 3 June 2022
Shortlisted suppliers Pitches and Presentations	W/C Monday 6 June 2022
Final Assessments	W/C Monday 6 June 2022
Successful Supplier Notification sent	W/C Monday 13 June 2022
Unsuccessful Suppliers Notifications sent	W/C Monday 13 June 2022
Successful Supplier Contract Clarification Meeting	W/C Monday 13 June 2022
Contract commencement date	Monday 20 June 2022
Completion and delivery of activity	Monday 10 October 2022

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 of the Executive Summary 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.

The Executive Summary 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. This should include particular 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

Supplier name	
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Please tick (ü) 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 intention to submit a response .	
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 a response will not be submitted .	

Name	
Position	
Signature	
Date	

If this form is being submitted by email, by placing a cross (ü) 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 Friday 13 May 2022 midday

This form should be returned to:

Richard Carter

Procurement and Contracts Manager

Email: rcarter@worldskillsuk.org

Appendix B – Declaration

Supplier name	
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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.

Name	
Position	
Signature	
Date	

If this form is being submitted by email, by placing a cross (û) 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 Wednesday 1 June 2022 midday

This form should be returned to:

Richard Carter, Procurement and Contracts Manager

Email: rcarter@worldskillsuk.org