

## Invitation to Tender

### Evaluation of WorldSkills UK National Finals 2023

Issue date	Deadline for indication of intention to submit response	Deadline for submission of response
Wednesday 13 September 2023 12.00pm	Friday 22 September 2023 12.00pm	Wednesday 04 October 2023 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 22 September 2023** to the named contact in point 12 below.
12. Please submit a tender Response to this Invitation to Tender by **12.00pm on Wednesday 04 October 2023**, and any supporting documents, clearly marked 'INVITATION TO TENDER RESPONSE – ITT Evaluation of National Finals 2023', 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.

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

## **2.0 Context of Requirements**

For the National Finals of the 2022 skills competitions, WorldSkills UK introduced a new model of delivery that saw 63 finals hosted at seven different venues across the UK. The 51 finals in 2023 will take place from 14 – 17 November at colleges, independent training providers and universities across Greater Manchester, including:

- Manchester College
- Salford University
- University of Manchester

- Rochdale Training
- Oldham College
- Trafford College
- Tameside College
- Wigan and Leigh College

The Industrial Robotics Competition, which is run in partnership with Fanuc will take place between 14 – 16 November at Fanuc’s headquarters in Coventry as part of its Open House Event.

The medallists will be announced at an awards ceremony on Friday 17 November at the Bridgewater Hall. A list of competition finals being hosted at each venue can be found on the WorldSkills UK website here: <https://www.worldskillsuk.org/news/greater-manchester-to-host-finals-of-uks-biggest-skill-competition/>

Alongside the competitions, two of the venues, Salford University and Manchester College, will also host an Inspiring Skills & Careers Success – Schools Programme, sponsored by BAE Systems. This programme will include stands hosted by employers and ‘have-a-go’ and skills ‘taster’ activities, aimed at young people. Local schools will be invited to bring along their students to take part in these activities and witness the live finals with the aim of inspiring young people to develop their technical and employability skills and their interest in technical careers and education. These events will take place over two days (15 and 16 November) and an overall total of between 1,200 and 1,600 young people will attend.

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

WorldSkills UK would like to commission an evaluation of the 2023 National Finals.

The overall budget for the evaluation is £40,000 (exclusive of VAT).

### **4.0 Detailed Requirements**

The commissioned supplier would be required to deliver the following:

- Develop and deliver an evaluation plan and appropriate research tools that would gather feedback on the experience and impact of the National Finals from:
  - Representatives from the organisations hosting the 2023 National Finals
  - Representatives from the competition organising partners who are responsible for running the skills competitions National Finals
  - Educators and young people from local schools visiting the finals, viewing the competitions, and taking part in the activities running alongside the competitions
  - Representatives from employers, sponsors and partners taking part in the National Finals and the events which are part of it.
- Regularly communicate with the Impact and Evaluation Team and members of the National Finals Project Team at WorldSkills UK to report on the progress of the evaluation.
- Delivery a final evaluation report in January 2024 followed by a meeting to discuss the findings with relevant staff from WorldSkills UK.

Key questions to be answered by the evaluation include, but not limited to:

- What was the experience of organisations hosting the National Finals? How did they view the support provided by WorldSkills UK? What improvements would they suggest for the planning and delivery of the National Finals in the future?
- How did competition organising partners view the overall organisation and delivery of the National Finals and what was the impact on the operation of the skills competitions they were responsible for?
- What attracted educators to attend and bring their students to the National Finals? And what value do they think that their students gained from their attendance?
- To what extent did the young people visiting engage with the competition finals and what did they gain from this engagement?
- Which of the activities running alongside the competitions did young people take part in and what did they learn from them?
- How did employers, sponsors and partners view their involvement with the National Finals and what benefits did they gain from their involvement?
- What lessons can be learnt by WorldSkills UK from the evaluation to inform the delivery of the National Finals in the future?

Competitors taking part in the National Finals 2023 will be surveyed separately by WorldSkills UK as part of its ongoing competition evaluation programme. This survey could also, however, include some questions from the appointed supplier that will provide useful data for the National Finals 2023 evaluation.

## 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 Monday 16 October 2023. 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	16 October 2023
• Contract signed and returned	November 2023

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|--|-----------------|
| • Evaluation plan agreed   | 31 October 2023 |
| • Delivery of final evaluation report                                  | January 2023    |
| • Meeting with WorldSkills UK staff to discuss the evaluation findings | January 2023    |

\* 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 £40,000 excluding 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

### **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)

## 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	Wednesday 13 September 2023
Deadline for submission of Appendix A*	Friday 22 September 2023
Deadline for submission of Tender Response and Appendix B	Wednesday 4 October 2023
Analysis and assessment of responses	4-6 October 2023
Shortlisted suppliers Pitches and Presentations	W/C Monday 9 October 2023
Final Assessments	Friday 13 October 2023
Successful Supplier Notification sent	Friday 13 October 2023
Unsuccessful Suppliers Notifications sent	Friday 13 October 2023
Successful Supplier Contract Clarification Meeting	Monday 16 October 2023
Contract commencement date	Monday 16 October 2023
Completion and delivery of activity	Wednesday 31 January 2024

## 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**

<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>	
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 <b>response will not be submitted.</b>	

<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 Friday 22 September 2023 at 12.00pm**

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 – Evaluation of National Finals 2023;
- 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.

<b>Deadline for response is Wednesday 04 October 2023 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)