

Invitation to Tender

Research Project: Skills for success in the UK Screen Industries

Issue date	Deadline for indication of intention to submit response	Deadline for submission of response
Tuesday 17 October 2023	Tuesday 24 October 2023, 12.00pm (midday)	Tuesday 31 October 2023, 5.00pm

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

Richard Carter
Procurement and Contracting 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 **12.00pm on Tuesday 24 October 2023** to the named contact in point 12 below.
12. Please submit a tender Response to this Invitation to Tender by **5.00pm on Friday 31 October 2023**, and any supporting documents, clearly marked 'INVITATION TO TENDER RESPONSE – ITT WORLDSKILLS UK SCREEN INDUSTRIES RESEARCH', to:

Richard Carter
Procurement and Contracting 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 working in partnership with employers, education and governments. Together, we are raising standards and participation in apprenticeships and technical education so more young people get the best start in work and life and employers and the UK economy benefit from world-class skills.

We are part of the WorldSkills global movement, supported by over 80 member countries celebrating young people achieving world-class standards in the biennial ‘skills olympics’.

As the international arm of the UK skills system we are uniquely placed to benchmark UK skills against global competitors and use international best practice to drive excellence in technical education, training and assessment delivered domestically.

We empower young people of all backgrounds to pursue apprenticeships and technical education as a prestigious career route, and use our careers advice resources and competition based training approach to inspire them towards excellence.

We also champion future skills through analysis of changing economic demand and align our programmes and activity with the supply of world-class skills for sectors that are priorities for economic growth- including digital, green, advanced manufacturing and the creative industries.

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

2.0 Context of Requirements

2.1 Clarification

Whilst the next section of this document uses the term ‘Creative Industries’ the research will focus on Film, Television, Animation, Gaming and VFX defined as the UK ‘Screen Industries’. This focus reflects these sub-sectors’ need for technical skills and potential to generate economic growth as well as the role WorldSkills UK can play in supporting their success.

2.2 Context

In recent years, WorldSkills UK’s commissioned research has focused on the need for world-class skills in sectors prioritised by HM Government, including [digital](#), [green](#) and [advanced manufacturing](#). These reports have provided an evidence base for WorldSkills UK to play a full role in helping these sectors succeed. They have also provided insights to education, industry and governments on skills supply and employer demand, as well as young people’s attitudes towards careers in these sectors. With HM Government identifying the creative industries as one of five sectors with high potential to power future growth, WorldSkills UK is now commissioning research in this area.

The UK’s creative Industries are world-leading. From 2011 to 2019, they grew twice as fast as the UK economy as a whole. In 2021, they employed 2.3m people, a 49% increase since 2011, and generated £109bn in economic value – roughly 5.6% of the total UK economy. Film and High End TV production spend has increased from £3.4 billion in 2017 to over £5.64 billion in 2021, driven largely by inward investment.

With growth increasing demand for skilled workers, sustaining the UK’s world-leading position will require a strong pipeline of technical skills across a range of traditional roles and emerging occupations. This includes roles sometimes referred to as “below the line” in Film & High End TV - such as electrical installation, joinery, and hair & make up, as well as those using digital technologies in post-production, visual effects and videogames. In building this pipeline there are opportunities to increase levels of employer investment in training, break the reliance on foreign talent to fill roles, and build a more diverse workforce by overcoming barriers to entry for young people from a range of backgrounds.

HM Government’s [Creative Industries Sector Vision](#), published in June, identifies the importance of “high quality and employer-led skills provision [...] creative industries’ growth, productivity and international competitiveness”. Through a “creative careers promise”, measures to boost the uptake of apprenticeships and technical education, and backing for nationwide creative clusters, the Government aims to build a pipeline of talent that supports an extra million jobs and £50bn GVA by 2030.

WorldSkills UK can play an important role in helping to achieve this mission. We already develop world-class skills which could be harnessed in “below the line” roles within the creative industries, but where talent is currently going elsewhere. We also develop cutting edge digital skills that are important for these industries in areas such as 3D Digital Game Art. WorldSkills UK will use the findings of this research to understand how our existing world-class skills development and careers advocacy programmes can boost the pipeline of homegrown technical and employability skills for the UK Screen Industries. This can help reinforce the sector’s international competitiveness and attractiveness for inward investment.

2.2 Research aims

The headline research question we want to address is: **How can WorldSkills UK’s programmes support the global competitiveness and growth of the UK’s Screen Industries?**

To answer this question, the research project will need to:

1. Summarise the skills challenges facing the UK screen industries documented in existing literature and publications, including data on “below the line” roles for which technical skills are essential.
2. Use original research through polling, focus groups and interviews to explore:
 - a. The specific technical and employability skills the UK Screen Industries need to remain internationally competitive and power growth
 - b. Challenges and opportunities for skills providers delivering these skills and engaging with the Screen Industries, which are not already documented in existing literature
 - c. Young people’s awareness of “below the line” and digital job opportunities available in the UK Screen Industries and barriers blocking entry
 - d. Best practice that exists to either develop skills for the Screen Industries or promote careers available

In so doing, the research will yield conclusions on how WorldSkills UK can work in partnership with industry, education, and governments to:

1. Showcase the wealth of job opportunities available to young people in the UK Screen Industries and equip them with the technical and employability skills required (Careers advice resources and skills competition programmes)
2. Diversify entry into the UK Screen Industries and help educators deliver world-class skills for creative clusters across nations and regions (Careers advice resources, Educator CPD, EDI Heroes Awards)
3. Give employers greater confidence to recruit UK talent and invest in training (International benchmarking and use of best practice)

We expect the various strands of research to be brought together in a short final report suitable for external publication by March 2024. In addition to informing WorldSkills UK’s activity, the report may also include conclusions for UK skills providers, businesses, and governments, focused on equipping more young people with the skills the UK Screen Industries need to remain globally competitive and power growth.

2.3. Methodology

As a minimum this would include:

1. Rapid evidence assessment – bringing together the existing literature on the Screen Industries’ skills needs and the response of UK Government and devolved nations to support growth

2. Secondary data analysis – including the Labour Force Survey, Employer Skills Survey, and learner datasets from the Department for Education and devolved administrations, examining the supply of technical skills for the sector
3. Survey of at least 1000 young people – exploring their perceptions of the Screen Industries and awareness of career opportunities available (via specialist primary research agency)
4. Stakeholder interviews and roundtables (with support from WorldSkills UK) – including with employers, industry stakeholders and training providers
5. Up to five case studies to highlight best practice

WorldSkills UK is open to other innovative ideas to answer the research question. These will be considered on merit.

3.0. Scope of this Invitation to Tender

The scope of this ITT is to find a suitable organisation to conduct the research on behalf of WorldSkills UK.

4.0 Detailed Requirements

The research project should conclude as a single, high-quality report suitable for external publication by WorldSkills UK. It should present a set of conclusions for WorldSkills UK and our partners on how more young people can acquire the skills the UK Screen Industries need to remain globally competitive and power growth.

- focused on the actions WorldSkills UK can implement
- targeted at skills providers and employers to help create change within their institutions
- aimed at governments of the four UK nations to suggest how to support and/or implement actions on a wider scale

The researcher/s will need to keep in touch with WorldSkills UK throughout the course of the project and provide formal updates when required. The researcher/s will also need to work with WorldSkills UK to promote the report and ensure it generates media and stakeholder interest.

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 3 November 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:

<u>Activity</u>	<u>Deadline*</u>
• Meeting with supplier to clarify contract	6 November 2023
• Contract signed and returned	10 November 2023
• Delivery of research project	16 February 2024

* 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 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.
- Additional research costs

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;

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:

<u>Activity</u>	<u>Deadline</u>
ITT Issue Date	17 October 2023
Deadline for submission of Appendix A*	24 October 2023
Deadline for submission of Tender Response and Appendix B	31 October 2023
Analysis and assessment of responses	1 - 2 November 2023
Shortlisted suppliers interview (tbc)	1-2 November 2023
Final Assessments	3 November 2023
Successful Supplier Notification sent	3 November 2023
Unsuccessful Suppliers Notifications sent	3 November 2023
Successful Supplier Contract Clarification Meeting	6 November 2023
Contract signed and returned	10 November 2023
Contract commencement date	13 November 2023
Completion and delivery of activity	16 February 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.

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 (✓) 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.	<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 a response will not be submitted.	<input type="checkbox"/>

Name	
Position	
Signature	
Date	

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 Tuesday 24 October 2023, at 12.00pm (midday)

This form should be returned to:

Richard Carter
Procurement and Contracting 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 **one or more** of the requirements (as detailed in the Invitation to Tender) of WorldSkills UK – **[Name]**;
- 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 (✕) 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 Tuesday 31 October 2023, at 5.00pm

This form should be returned to:

Richard Carter
 Procurement and Contracting Manager
 Email: rcarter@worldskillsuk.org

