



ESF CO-FINANCING 2004-08 SOUTH EAST REGION

GUIDANCE NOTES FOR THE COMPLETION OF THE TENDER PROPOSAL FORM

The local Learning and Skills Councils (LSCs) in the South East, are concerned that any proposal meets the requirements of their specifications in order to comply with Open and Competitive Tendering. Project descriptions should relate to the learner or target group, how they will be recruited and how their needs will be identified, how the project will meet the outputs and outcomes of the tender specification.

We will also need to establish the track record that your organisation has in terms of successful work in this area of provision or an explanation of how your organisation has the capacity to deliver the project.

Note 1 - Responses within the text boxes have a maximum of no more than a page of A4 for each question, including the text. **The form must be completed in font size 10 or above.**

Note 2 – No additional documentation should be included in the response to tender. Any additional information will be disregarded during assessment! If there is a need to go through the New Provider Assessment process, successful tenderers will be advised when to send in the relevant documentation. Existing providers may need to update the information already supplied.

Note 3 – All sections must be completed in full.

Technical information

This tender proposal form has been produced using Word and the text boxes have been created using tables. To put in additional row (s) to allow more partners in the table in Section 1 use the tab key to create them. The delivery plan in Section 3 and the budget in Section 4 can also be expanded in this way.

Section 1 – Project Summary and Application Details (For information only)

1A	Project Summary	
	Lead organisation or accountable body:	If you are submitting a tender proposal you must be legally constituted – as a charity, company, not-for-profit organisation, etc. If you are the lead partner, then your organisation is responsible for the quality of provision and the performance of the others.
	Main delivery organisation:	(If different from above)
	Project title:	Self-explanatory
	Tender specification	Please state which specification you are apply against (number & title)
	Project start date and end date:	Projects can run up to the maximum timescale detailed in the specification. However, it is possible to put in projects lasting less than the specification asks for if appropriate.
	Project summary:	A brief description of your project with all the main points using a maximum of 150 words. This may be used for publicity purposes.
	Geographical coverage:	Please state which areas your project will cover.
	Target beneficiaries and companies:	These figures should be brought forward from Section 4A.
	Financial summary:	These figures should be brought forward from Section 4B..
1B	Applicant Details	
	Main contact for the Tendering organisation:	The name of the person who wrote the tender or will manage the project and their position in the organisation. This should be the best person able to answer technical queries on the tender.
	Your organisation status:	Please select your legal status from the list on the form.
	Is this a partnership, consortium or sole delivery project? Why is this approach relevant to your project?	<p>A partnership/consortium project – a number of organisations with a lead organisation. Why is this delivery suitable for your project and your target groups? Please give a brief description. What benefits will working in partnership bring to your project?</p> <p>A sole delivery project – project carried out by a single organisation. If your project is a sole delivery project, please explain why this is appropriate and what expertise you have to enable you to deliver the project effectively and achieve the outcomes.</p> <p>Each partner in your proposal must complete and sign a separate Partner Declaration Form. These must be submitted with the Tender proposal. Faxed copies are acceptable with originals to follow if approved.</p>
	Who is involved in your projects and their role?	Please complete the table if your project is a partnership/consortium. Please give a brief description of the partners' roles.
	Other ESF tender	Please give details of other tenders/direct bids you are

	proposals?	submitting to other LSCs. The LSCs and Government Office will be sharing information so failure to declare other tenders/bids will result in disqualification.
	New provider information:	You will need to fulfil the requirements of the New Provider Assessment Process if you are successful. Please explain if you don't have any of them – for example if your organisation is less than two years old, etc.

Section 2 – Project Details (Sections 2-4 will be assessed)

Any Tender Proposal that does not meet the requirements of the tender specification in whole or part or does not include a compulsory element will not proceed to the Appraisal Stage.

2A	Fit to Specification	
	Describe your project and demonstrate how your project delivers the objectives and outputs set out in the tender specification	<p>Your project must deliver all, or part of the tender specification.</p> <p>Please demonstrate how and where the project will deliver the outputs and activities set out in the tender specification.</p> <p>For example, you may wish to consider the following:</p> <ul style="list-style-type: none"> • Promotion of project • Recruitment of beneficiaries • Guidance • Assessment • Learner experience
2B	What barriers do the target group have and what are the particular features of your project that make it most appropriate to their needs?	<p>Please describe what barriers your target group face. What steps will you take to overcome them? How will the target group be recruited? Please provide the rational for breakdown of beneficiaries, especially for ethnicity and disability included in Section 4 – Target Groups.</p> <p>Are there any special support measures such as childcare, translation or access equipment? Can they get to the delivery point or home afterwards? How will you reach those beneficiaries if they won't/can't go to a local provider? How are the outcomes appropriate to the target group?</p> <p>This question covers the Department of Works & Pensions (DWP) Equal Opportunities Gateway questions 1 and 2 – understanding barriers, your previous experience, the needs of the target group and how your project will be designed and delivered. For more information, see the Equal Opportunities section in the Tender Prospectus.</p>

Section Three – Management and Delivery Arrangements

	Management	
3A	Describe the key personnel involved in	Where will the project be delivered and who will be involved? If in post, what experience do they have? If new staff will be recruited, what are you looking for? What are the delivery arrangements? What processes do you

	your project; their role in the management process and their experience.	have and how will you ensure that your systems can track and monitor payments and beneficiaries?
3B	How will you manage and monitor your partners to ensure they deliver the expected outcomes at an appropriate standard?	This question only applies if you are submitting a partnership or consortium tender. You will need to describe the management and monitoring systems you will put in place to run the tender effectively and ensure partners deliver outcomes at an appropriate standard.
3C	What ICT equipment, training, internet working, analysis etc will be used in the delivery and management of the project and what is its relevance?	How will your beneficiaries make use of ICT? Is this an integral part of the project or if not, why not? What ICT will you use as the Tenderer in delivering the project? (Don't forget you will be required to input beneficiary information online).
	Project Sustainability	
3D	As ESF should only be used as start-up, targeted project or pilot funding, state how you envisage this project developing after the lifetime of the funding.	What will happen at the end of your project to the beneficiaries? What progression routes are there so that they can move on to further training or employment? Do you intend your project to become part of the mainstream provision and if so, how do you expect this to happen and what will you do to take this forward? If this is a one-off project, please explain why this is appropriate.
	Sustainable Development	
3E	Sustainable development involves considering how best to	This question asks you to use the ESF sustainable development toolkit to assess your programme. It can be found at http://www.esf.gov.uk/02_About_ESF/20_Sustainable_Development/14_Sustainable_Development_Toolkit.asp You need to enter in this section the result that you obtain. It will assess your programme under 3 categories:

	achieve a combined range of social, environmental and economic goals.	<ul style="list-style-type: none"> ▪ Providing opportunities for all ▪ Environmental enhancement & protection ▪ Providing skills business demand & require <p>You should keep a hard copy of the full form and the results summary for your programme.</p>
	Track Record	
3F	Which projects have you been involved in during the last 3 years?	Please give details of all projects (not just ESF funded) that you have run during the last three years. Please explain any underperformance. The LSCs reserve the right to check the details. Please say if you were the lead organisation of the project or a partner. If the tender is for a partnership or a consortium proposal, as the lead organisation, you will be responsible for the other partners.
	Project Delivery Plan	
3G	Outputs, outcomes and milestones:	Please see Example 1 in these guidance notes. This includes the type of evidence that will be required by the LSCs if you are successful. The outputs, outcomes and milestones should include as a minimum, those set out in the specification.

	Equality of Access	
3H	How will you ensure that your project is accessible at all stages by all eligible people/organisations and what steps will you take to monitor this?	<p>Please outline your beneficiary recruitment process and how you will ensure equality throughout the delivery stages of your project. What systems will be integrated into all aspects of planning and delivery of your project?</p> <p>This question answers the DWP's Equal Opportunities Gateway questions 3 and 4, looking at how you will apply your Equal Opportunities policy to the project, staff and beneficiaries plus how will you market and publicise the Equal Opportunities elements of your project. See the Tender Prospectus for more information.</p>
	Quality	
3I:i	State any recognised standards that you and your partners hold or are working towards and its relevance to this project.	Please list any relevant standards and grades your organisation hold or are working towards. See examples on the Invitation to Tender form. If you do not have any of these standards, please explain how you intend to ensure quality/work towards these standards?
3I:ii	What is your action plan for the project to ensure the quality of provision you are planning?	What steps will you take to make sure your beneficiaries will receive quality training and support?
3I:iii	How will you ensure the quality of partnership provision?	If you are the lead organisation, you will be responsible for the quality of provision delivered by your partner organisations. What systems do you have in place to manage and monitor this?

	Health and Safety	
3J	How will you ensure that your organisation and all your partners meet Health and Safety legislation?	If you are the lead organisation, you will be responsible for the health and safety of beneficiaries on the parts of the project delivered by your own organisation and partner organisations. What measures will you take to ensure health and safety issues are addressed and all partners meet Health & Safety Legislation?

Section 4 – Target Groups

4A	Beneficiary Targets:	<p>We appreciate that this information will be your “best estimate” at the time you submit the Tender. You should however, ensure that you can comfortably accommodate the targets outlined in the specification against which you are tendering within your estimates as, if successful, you will be contracting on this basis.</p> <p>Quantitative and qualitative information on how the project addresses the targets required by the specification should be outlined in section 2A – project details. Your targets must meet those set out in the specification and may enhance or exceed it. They may fulfil all or part of the specification as directed in the specification.</p>
	Gender:	Please complete the Beneficiary Target tables listed. These must fit the tender specification.
	Employment status:	Figures may be estimates for tender purposes but must fit the Tender Specification that you are responding to. For example, under some specifications you can only assist employed people. If this is the case, ALL beneficiaries should be employed.
	Age groups:	All beneficiaries must be eligible as defined in the Tender Specification.
	Ethnic minority groups:	Individual specifications may set out particular target groups. All beneficiaries must fit the specification. You may complete “unknown” if you really can’t tell but your project should try to reflect the make-up of your target community.
	Disability:	These are the types of disability as defined in the Disability Discrimination Act and are being used by some CFOs to target activity. Please specify if known or select “unspecified” or “none” if appropriate. The type must fit the tender specification criteria. Where your beneficiaries may have more than one disability you may either select the primary disability or “multiple”. Please note, this table is based on self-assessment.
	Business size (Employed beneficiaries only):	This information is necessary to see if your project falls into a State Aid category. See the Tender Specification and Prospectus for more information.

	Sector focus:	This must meet the specification requirement. If appropriate please enter which sector/s your project addresses.
4B	Project Costs	
	Budget:	<p>See Example 2 in these notes for guidance.</p> <p>Please note that ESF can only fund revenue expenditure. Where appropriate, small items of equipment can be included up to a maximum value per item of £1000.</p> <p>Your budget should only include costs that are directly related to the delivery of this project. Notional or college based costs will not be accepted.</p> <p>You should provide as much breakdown as possible of your proposed budget items (including the purpose), so that it is clear that all costs are eligible, based on actual rates and relate directly to the delivery or management of the project. You should take care to point out any additional costs incurred through managing a partnership project.</p> <p>If your organisation is registered for VAT, these costs must be included in your budget.</p> <p>State Aid –where a specification provides training to individuals in employment and the employers meets the European regulations, they may need to make a cash contribution. See Tender Prospectus and each LSC’s specification for details.</p> <p>If you intend to charge businesses/individuals for training, you must declare the amount you expect to get under Revenue. Also income/other funding from other sources.</p> <p>Percentage costs are not eligible.</p>
	Show how your project provides maximum value for the beneficiary	You should describe your budget, explaining your decisions. For example, you may have higher staff costs that reflect the high level of help your target group need.

Section 5 – Declaration

Please read the Declaration carefully, tick the boxes and sign it. The person signing should be the person signing off the Contract, if the Tender is successful.

EXAMPLE 1 – PROJECT DELIVERY PLAN

	Q1 May 06	Q2 Jun 06	Q3 Sep 06	Q4 Dec 06	Year 2	Year 3	Total	Partner Responsible	Suggested Evidence
Outputs									
Trainers recruited	10						10		Letter of employment
Mentors recruited from disability groups		30	10		40	20	100		Disability self-assessment
Beneficiaries (male) recruited			20	20	80	40	160		Short Records completed (provided by the LSC)
Beneficiaries (female) recruited			20	20	80	40	160		Short Record completed
Beneficiaries from disadvantaged groups			4	30	100	50	184		Short Record completed
Learners attending taster courses			40	40	160	80	320		Short Records completed
Learners progressing to formal learning				20	30	50	100		Copy of enrolment form
Learners achieving OCN qualification				35	100	100	235		Confirmation from Awarding body
Outcomes									
Staffing profile and job descriptions	1						1		Copy of job descriptions
Quarterly progress report	1	1	1	1	4	4	12		Written reports
Interim and final evaluation				1	1	1	3		Written reports
Network events held		1	1		3	3	8		Copy of invite list, attendance list and agenda for event
Training days held		4	4	4	20	20	52		Agenda/programme
People attending information sessions		25	25		100	100	250		Attendance sheets
Milestones									
Recruitment/confirmation of staff		1							Copy of job advert and offer letter
Dissemination activities				1	1	1	3		Publicity leaflets, etc
Identification of training venues	4	3					7		Invoices

Example 2 - Budget

STAFF COSTS

Full description/item	Cost	Purpose
Project Manager	£15,558	0.25 fte for 3 years to oversee project delivery, provide line management and report to management board/steering group
Administration staff	£36,000	1 fte for 3 years to provide admin support, including learner registration, SR input and timetable co-ordination
Short Course tutors	£2,640	120 tutor hours for delivery of 3 hour short courses
NVQ tutors	£10,800	360 tutor hours for delivery of NVQ courses
Workplace assessors	£21,600	180 days workplace assessment for NVQ, including travel and subsistence costs
TOTAL STAFF COSTS		

BENEFICIARY COSTS

Childcare for beneficiaries	£6,000	600 hours of childcare provision for beneficiaries on short courses and NVQ provision.
Travel costs for disabled beneficiaries	£500	Based on 10 return taxi journeys each for 5 disabled beneficiaries
TOTAL BENEFICIARY COSTS		

OTHER PROJECT COSTS

Registration for beneficiaries	£1,250	50 NVQ registrations
Certification for beneficiaries	£450	45 NVQ certificates
Recruitment	£750	To include advert in local paper and interview expenses
Advertising and promotion	£2000	To include newspaper advertising, leaflet production and distribution
Phone / Fax	£900	Extra phone/fax usage due to project work

Evaluation costs	£2,500	Engaging external organisation to conduct mid project and final evaluation and produce written reports
Venue hire for Short Courses	£8,000	Venues for 40 short courses at ½ day each
Course materials – core text books for NVQ	£2,500	Text book each for 50 NVQ registrations
Course materials – handouts	£2,000	Handouts for 400 short course beneficiaries and support material for NVQ
TOTAL OTHER COSTS		

TOTAL PROJECT COST	£113,448	* Lead body will fund 0.25 fte project manager post. Employers will make £100 contribution for each employee on NVQ course
Less LSC/other funding	£15,558	
Less any Revenue		
Less any State Aid contributions from employers (see Prospectus for details)	£5,000	
FUNDING REQUESTED (balance)	£92,890	

(All of Example 2 in different font and also * size 8 font)