



Invitation to Quote for Research and Consultancy Services

R0516a: Delivery models for skills in London

London Councils is committed to fighting for more resources for London and getting the best possible deal for London's 33 councils. We lobby for local governance for London boroughs, promoting their leadership of local communities and services and arguing for the tools necessary for them to do that job. We also act as a catalyst for effective sharing of practice, knowledge, information and services between boroughs.

The Policy and Public Affairs (PaPA) directorate has four strategic themes:

- Devolution – Devolution to our boroughs ensures better results for Londoners;
- Partnership – Our partnership expertise delivers local feel and London scale; so driving innovation and efficiency;
- Democracy and trust – clear accountability and real engagement with Londoners happens best at borough level. London boroughs aim to be every Londoner's first choice for a fair hearing and a fair deal; and
- Resources and risks – London boroughs have the confidence and talent to take on challenges that others are too remote to handle.

Robust evidence and innovative thinking is critical to our success in achieving the objectives set out above.

The Economy, Culture and Tourism team focuses on providing London's boroughs with the tools and resources they need to increase jobs and growth in the capital. A key part of this is supporting London boroughs and sub-regional partnerships to secure skills devolution and through the process of area-based reviews and a review of Adult and Community Learning in London. This is to ensure that London has the FE infrastructure to deliver a skills provision that is responsive to business and community needs and equips Londoners to access the jobs that the capital creates, within a devolved skills system.

Context

London Councils has been working with boroughs, sub-regional partnerships and the Greater London Authority (GLA) on developing proposals for devolution and public service reform. These proposals cover a range of policy areas including adult skills.

London government (London Councils and the GLA) are in discussions with the Department of Business, Innovation and Skills (BIS) about the devolution of the Adult Education Budget (AEB) to the Mayor from 2018/19 onwards. London government has put forward a two tier system for skills devolution, to facilitate aligning and integrating AEB with other local services, including employment support services, at the sub-regional level.

London government is also providing political leadership in the government's Area Review process. London is undertaking its area review on a sub-regional basis, but with pan-London strategic oversight. The London Area Review is overseen by a steering group chaired by the Mayor at the London level and by four sub-regional steering groups chaired by Leaders representing groups of London boroughs at a sub-regional level. The aim of the area review is to develop and deliver a more resilient, high quality and stable post-16 skills and education landscape in London focused on meeting business and local social and economic needs. The area review covers FE colleges, sixth form colleges and some Specialist Designated Institutions (SDIs) in London.

London government is also undertaking a review of Adult and Community Learning (ACL) services and providers across the capital. This review will run in parallel to the area review, so that London government can consider this provision alongside other FE provision in the capital. The purpose of the ACL review is to establish the long term strategic direction of post-19 adult and community learning provision, provide a comprehensive picture of adult education in London and develop recommendations for the commissioning and delivery of ACL provision in London post devolution. Recommendations from the ACL review will be considered by sub-regional area review steering groups and the London area review steering group. The ACL review covers all ACL services commissioned by London boroughs, five SDIs¹ and a small number of other ACL providers².

London government views both reviews as important opportunities to change FE infrastructure to deliver better skills and employment outcomes for Londoners and to prepare for a devolved skills system in London.

Proposal

London Councils is looking for additional support and independent expertise to inform London boroughs' and Sub-Regional Partnerships' (SRPs) input into both the area review and the review of Adult and Community Learning (ACL) in London. London Councils, London boroughs and SRPs are working collaboratively with FE colleges, sixth form colleges and ACL providers on both reviews. However, London Councils is seeking some independent and expert advice on how delivery structures in London could change to improve skills and employment outcomes for Londoners. This work would inform boroughs' input into the area review and ACL review.

Both the London area review and the ACL review are underway and are due to develop recommendations by September 2016. This work will need to be undertaken at speed in order to inform the review process.

London Councils is looking for the following outputs from this work:

- Rapid literature review on comparable (to London/UK) international models for adult skills investment;
- Development of potential strategic delivery models for adult further education and adult and community learning within London including models that increase efficiency and effectiveness of skills investment;
- A supporting rationale for these models, with a clear line of sight of how this could achieve increased skills specialisation in the FE sector and enable progression through the skills system. It should show how the models would result in an increased proportion of Londoners

¹ City Lit; Mary Ward; Morley College; WEA; Working Men's College

² Barnet & Southgate College; Richmond Adult Community College; The London Learning Consortium

achieving the higher level skills that London's economy needs through vocational training and securing and progressing in work, whilst achieving delivery efficiencies.

The models could draw on international examples but will need to be realistically delivered within London's infrastructure. Providers should consider emerging propositions being developed by the boroughs in relation to the reviews, and feed these models into the broader London picture. Whilst the focus is on FE and ACL services, they need not be confined to these services and could consider links with other parts of the education system such as schools, higher education institutions or other services, such as employment support services, some of which will also be devolved to London on a sub-regional basis.

The models should be developed working with SRP and London borough officers supporting the London area review and ACL review and the Leaders chairing the AR steering groups at sub-regional level, whilst drawing on existing research and expertise on what works. Providers may also want to engage a limited number of other stakeholders, including business representatives involved in the process. Consultation should be light touch, using group sessions where appropriate.

Models could be presented either as a short report or a set of slides.

Methodology

London Councils will not be prescriptive about the methodology to develop the models. However, London Councils would expect:

- A number of workshops with borough officers to develop and test the proposed models;
- Initial one-to-one discussions with senior officers involved in the area review and ACL review, including lead Chief Executives in each sub-region, Leaders chairing the sub-regional area review steering groups, SRP directors and senior officers within the GLA;
- Draft proposals presented to all four Leaders chairing the sub-regional area review steering groups.

Group meetings could be hosted at London Councils, subject to room availability.

Project Costs and Timetable

Costs should be clearly presented and be inclusive of all fees, direct and indirect costs, expenses but exclusive of VAT.

You should indicate based on the timings below how you would envisage the project progressing based on your suggested methodology:

Activity	Date
Deadline for receiving quote	Friday 27 May 2016
Contractors informed of outcome	Tuesday 7 June 2016
Contract awarded	Friday 10 June 2016
Inception meeting	Monday 13 June 2016
Final output	Friday 22 July 2016

Reporting Procedures and Project Management

The project manager for this assignment is Dianna Neal; dianna.neal@londoncouncils.gov.uk tel: 020 7934 9819

London Councils expects to comment on all draft outputs and this should be reflected in your cost and time schedule.

Final outputs may be distributed internally and to key external stakeholders and made available on our website.

Quote Requirements

London Councils expects the providers have the following skills and experience:

- Expert knowledge and understanding of:
 - Central government skills, education, community learning and devolution policy;
 - Delivery models for further education and community learning, ideally within London;
 - International models of vocational skills training.
- A thorough knowledge of London regional and local government and London's economic needs, including its key business sectors.
- Experience of developing new policy and/or models of delivery, ideally within the vocational skills and/or education sector.
- Experience of presenting new policy and delivery models to experts as well central and local government officials and politicians.
- Some knowledge of how skills and employment programmes can align together and add value would also be desirable.

Bidders should provide the following information in their quote:

- a. The size and nature of your organisation (if relevant) and your experience of directly relevant consultancy work
- b. Your understanding of the aims and objectives of the project and how it interacts with the current policy context
- c. An outline of your proposed methodology and approach to tasks outlined in this document
- d. Experience of the individual(s), including their role on the project and tasks if relevant (CVs should be included separately in an annex, max 2 pages each)
- e. Arrangements for project management, reporting and quality control
- f. Research timetable with key milestones, including any risks that may affect the timing or delivery of outputs and contingencies
- g. Clear structure of charges including day/hour rates, time spent on tasks, expenses. VAT will be paid at the applicable rate (an example of a clear cost structure is given in annex 2).

We will evaluate your response against the evaluation criteria given below.

Evaluation criteria	Weighting
1. Understanding of the aims and objectives of the work, the policy context and key issues	15%
2. Experience of undertaking similar projects, including the skills and experience outlined above	20%
3. A clear methodology and approach to the tasks set out in this document	30%
4. Value for money (pricing)	25%
5. Equality opportunities (regarding both your organisation and any considerations arising from the research)	10%

Format of Quote Response

If you wish to apply, an electronic copy of your quote response should be sent by email to dianna.neal@londoncouncils.gov.uk quoting reference number **R0516a** to arrive by **4 pm on Friday 27 May 2016**. Bidders should ensure that they have received a confirmation email of receipt of quote by the deadline.

If necessary, you may seek clarification on the procurement process or the specification by contacting Dianna Neal on 020 7934 9819 or email at dianna.neal@londoncouncils.gov.uk. Enquiries will not be answered if received within **2** days of the date for submissions of quotes. Bidders should note that responses to each enquiry will be copied to all organisations bidding (though will not identify the originator of the enquiry) through the London Councils website.

If you are aware that the submission of your quote may give rise to a potential conflict of interest, please inform the officer to whom you are making the application.

Full instructions to bidders are also provided in Annex One. Bidders are advised to read all instructions before submitting their quote.

Freedom of Information Act

You should be aware that the information you submit may be subject to a request for information. The provision of any information to external parties by London Councils is determined by statutory conditions provided for in the Freedom of Information Act 2000.

Equality Opportunities

The successful contractor will be required to comply with London Councils Equal Opportunity Policy and bidders should complete the Equal Opportunities Questionnaire with their quote submission.

Annex One: Instructions to bidders

1. Quote Submissions

- 1.1 All pages of the bidder's quote should be sequentially numbered (including any annexes and supporting documents).
- 1.2 Bidders are advised to submit quotes by email to dianna.neal@londoncouncils.gov.uk quoting reference **R0516a**.
- 1.3 The quote must not arrive later than the date and time stipulated. Quotes received after that time may not be considered unless the bidder can prove that the quote was dispatched in sufficient time to meet the deadline.
- 1.4 By submitting a quote, the bidder agrees to keep that quote open for acceptance by London Councils for 90 days following the closing date.
- 1.5 London Councils do not accept suppliers' Terms and Conditions.

2. Amendments to Quote Documents

- 2.1 Prior to the deadline, London Councils may modify the quote documents by amendments in writing. London Councils may extend the deadline for quotes to allow for significant amendments to be fully assessed and taken into account.
- 2.2 The bidder may modify the quote prior to the deadline for receipt by giving notice in writing or by email.
- 2.3 No quote may be modified after the deadline for receipt.
- 2.4 The contractor may not transfer, assign or sublet the contract, or any part thereof, without the prior written consent of London Councils. If such consent is given the contractor will remain liable for the performance of the contract in it's entirely as if such assignment or sublet had not taken place.

3. Quote Charges

- 3.1 Charges must be in pounds sterling and be inclusive of all costs but can be exclusive of VAT.
- 3.2 Charges shall be fixed for the duration of the Contract and will not be subject to any variation unless detailed in the Contract document.
- 3.3 London Councils shall not be liable for any costs incurred in the production of the quote submission.

4. Quote Evaluations

- 4.1 London Councils intends to commission the most economically advantageous quote and reserves the right to accept or reject all or any part of any quote.
- 4.2 London Councils does not bind itself to accept the lowest charged quote.
- 4.3 London Councils reserves the right to change the timing or any other aspect of the procurement process or to cancel the procurement process at any stage without prior notice.

5. Intellectual property rights

- 5.1 All information provided by London Councils shall be treated by the Contractor as confidential except where prior written consent has been given by London Councils that such information may be disclosed. The dissemination of information within your organisation should be on a need-to-know basis.
- 5.2 All intellectual property rights arising from the work will reside with London Councils.

Annex Two: Example of cost structure

Example of cost table

Below is an example of a clear cost structure. Other cost breakdowns will be accepted; however a clear structure that will allow London Councils to easily assess value for money – including cost per stage and/or days/hours per person - should be used.

All text is given as an example only	Project Director	Project Manager	Researchers		Research Asst	Specialist/ Associate	Overall days/ hours	Overall cost
	£ day or hour rate	£x	£x	£x	£x	£x		
Stage One: Stakeholder Interviews								
e.g. topic guide design	days/ hours	days/ hours	days/ hours	days/ hours	days/ hours	days/ hours		
e.g. telephone interviews								
e.g. interview write up								
Stage Two: Survey								
e.g. survey design								
e.g. survey delivery	for surveys insert total number of interviews							
e.g. survey analysis								
Stage Three: Analysis and Reporting								
e.g. secondary analysis								
e.g. draft report								
e.g. final report								
Project Management								
e.g. progress meetings								
e.g. internal presentation								
Cost breakdown								
Total days/ hours								
Total individual cost								
Travel								
Incentives								
Total Cost	£cost of work							
Optional extras								
e.g. stakeholder workshop								
e.g. case studies								
Additional Cost	£additional cost of work							

