**Call or Expression of Interest: Greater Manchester Combined Authority (GMCA) Skills for Growth: ESF Skill for Growth: HR and Recruitment Skills for Non-HR Professionals**

**DN602397**

**Greater Manchester Region**

**Introduction**

B2W Group intends to bid as Prime contractor for the above mini-competition which has been released via GMCA’s Education, Work and Skills Flexible Procurement System (FPS). B2W is inviting expressions of interest (EOI) from organisations who can deliver training in HR and Recruitment Skills for Non-HR Professionals

The B2W Group provide professional training, coaching and recruitment services to suit the needs of a range of employers and individuals. Founded in 2011, The B2W Group has trained and supported tens of thousands of people throughout the UK into a variety of businesses, both large and small. We provide innovative training and recruitment solutions for organisations by tailoring our services to the employer’s and employee’s needs.

The B2W Group has a fresh approach to transforming businesses by up-skilling their current employees, helping them to recruit new talent or supporting them through the process of hiring an apprentice.  All of our courses are available through various streams of Government funding and so they are a cost-effective way to provide high-quality training within the workplace.

Supply chain partners are a key part of our success in meeting and exceeding the needs of commissioners and stakeholders. We want to work with organisations that have a strong track record of delivery in the skills and education sector and can help us reach priority customers through excellent partner engagement.

**Skills for Growth: ESF Skill for Growth: ESF Skill for Growth: HR and Recruitment Skills for Non-HR Professionals**

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Skilled managers are critical to employee engagement, organisational success and national economic wellbeing. Line managers play a vital role in determining the health, wellbeing and engagement of their team. Enhancing managers' skills, competencies and knowledge by providing training in HR people/soft skills is essential.

Management and leadership programmes tend to contain models and theories yet training exploring the challenges that managers face or offer practical ways of engaging and developing teams is vital. To adopt a management approach that supports this, this commissioning is purposefully around training on a series of modules specifically for line managers.

Feedback from consultations with businesses across a range of sectors have highlighted the need for upskilling people with specific HR and recruitment skills, in particular where individuals are not currently considered to be a HR professional.

Employers cited in particular:

* **Recruitment and Selection** - areas including drafting of adverts and Job descriptions, advertising / sources to attract diverse talent pipelines considering full range of government initiatives and local labour market information, interview techniques and selection testing (i.e. unconscious bias training).
* **Creating and implementing HR policies** – key policies include professional conduct, disciplinaries, whistleblowing, capability, managing absence and return to work meetings, health and wellbeing and performance management including supervision training (in particular tailored for the management of hybrid working including motivation of teams, health and wellbeing and resilience).
* **Resource Management** – allocating, planning and organising workloads, managing resources and staffing rotas on time and to budget.

Elements of CIPD accredited courses are in scope for this where an individual is not ready to complete a full qualification. Modules of other relevant qualifications can also be delivered. Modules of learning from relevant Level 3+ apprenticeship standards can also be included in this package, where the modules are chosen and put together by the individual relevant to their role.

The specification is part of a longer-term plan to develop skills to ensure that businesses are better able to retain and progress staff. Increasing opportunities for upskilling and investing in staff training and development has been highlighted as a key factor in reducing staff turnover and increasing business growth. The overarching aim of the package is to improve skills, create pathways for progression, and prepare people for higher apprenticeships/higher levels of learning.

The maximum budget for this contract as a whole is £500,000.

Delivery is expected to start by no later than **end of June 2022 and all activity should be completed and claimed by September 2023**. GMCA expects a significant proportion of enrolments to happen within the first 7 months of the contract.

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| **HR and Recruitment Skills for Non-HR Professionals** | |
| Objective | To upskill employees across Greater Manchester so that they can access higher levels of HR people skills learning and / or for the purpose of team leader / management career progression within a range of sectors.  Based on feedback from employers, training could include elements of (where this is relevant to the individual role and needs):   * Recruitment and Selection / Resourcing * Managing Teams and employee health & wellbeing * Developing and implementing HR policies * Managing Resources and Budgets * Understanding local labour market information and government initiatives to diversify talent pipelines and workforce profiles   Providers can offer elements of relevant apprenticeship occupational pathways at levels 3+ to support progression to higher levels of learning, including:   * Recruitment Resourcer * Senior People Professional * Learning and Development Practitioner * Diversity & Inclusion Officer * HR Support   HR Consultant Partner |
| Accreditation | Where possible, there should be accreditation for each training module. These may be modular elements of existing qualifications and able to be used as accredited prior learning towards other qualifications.  The individual should have evidence to show new competencies and skills gained through the training. Training providers should be aware of how this package can complement and enhance existing and certified training. |
| Suggested Programme Model | Although there is no fixed programme model (full design of this is left up to the applicant based on their industry knowledge and understanding) we anticipate providers to be able to:   * Develop a delivery model which allows individuals to apply their learning to a current work-based project, allowing them to demonstrate application of knowledge * Provide opportunities for individuals to upskill, increase their knowledge and prepare them for progression within their career and / or progression on to higher levels of learning. For example, where an individual is not ready to complete a Level 5 apprenticeship, they could complete relevant modules of learning from Level 3 and Level 4 apprenticeship standards[[1]](#footnote-2) to prepare them for higher levels of learning and to enhance their technical skills and knowledge. Individuals should be supported to select the right modules and content for them and their workplace setting. * Offer wrap around support, where relevant and appropriate, to support individuals to prepare for higher levels of learning such as academic writing skills, critical thinking, research skills and assignment writing. * Deliver bespoke training which is relevant to the individual role or occupation and their progression aspirations. These bespoke elements should be designed in partnership with the employer and could contain elements suitable for aspiring leaders / managers / supervisors. As there is already some commercial training available in this space care should be taken to avoid duplication.   Applicants are expected to structure content around the needs of individuals and their skills needs. |
| Who is this training aimed at? | Individuals in roles, or with aspirations to be in a role requiring them to have efficient HR people skills (ranging from managing recruitment and selection processes to the application of HR policies and managing resources. This activity is not targeted at a specific sector and instead should target occupations and roles across a wide range of sectors. |
| Volumes\* | **A minimum of 1,000 individuals** |

**Expression** **of Interest (EOI) and Application Process**

This EOI is designed to help B2W shortlist interested organisations who wish to work with us to deliver **HR and Recruitment Skills for Non-HR Professionals**

Skills training in Greater Manchester.

**The deadline for submission of the required documents is:**

**5PM on Wednesday 6th April 2022**

Your completed questionnaires must be sent to: - claire.lee@b2wgroup.com

**Scoring and Shortlisting**

The scoring criteria for this EOI opportunity are set out below. Bidders with a **weighted score** over 45 out of a total of 70 will achieve a Pass Mark.

B2W reserves the right to shortlist either a single applicant or several bidders. The scale of offers to bidders will ultimately reflect B2W’s position on the optimum blend of direct and subcontracted delivery across the contract, which forms part of our commercial and service modelling. Therefore, bidders may exceed the threshold (pass) but not be shortlisted or receive an offer to join our supply chain.

Bidders who exceed the pass mark, but who are not shortlisted at this stage will be offered feedback and will be welcomed to apply for any future opportunities.

Bidders shall be aware that any formal offer to shortlisted bidders is subject to satisfactory conclusion of discussions/information returns during the tender window. Specifics of the service delivery offer, including any unit price/contract values, are at this stage understood to be indicative and subject to change during the ongoing development of B2W’s bid. Any formal subcontract is subject to B2W’s successful appointment by the GMCA for the contract period from 2022 and bidders passing due diligence.

**TUPE and Pensions**

TUPE is not expected to be relevant to this contract. We will advise you if we believe this position will change.

**Management Fee**

Our management fee for sub-contractor delivery will be agreed following confirmation of the payment structure by the GMCA and our commercial modelling for the new contract. Details will be shared with shortlisted bidders at the earliest opportunity.

**Other Considerations**

* B2W will be unable to offer a subcontract to any organisation whose last Ofsted Inspection resulted in a rating of ‘Inadequate’/ ‘Poor’. Please do not progress your application if this condition applies to your organisation. If any organisation is rated as ‘Inadequate’ (4) whilst holding a subcontract with B2W, then that subcontract will be terminated in accordance with GMCA terms and conditions.
* B2W shall not be legally bound to any organisation until the resulting contract(s) have been signed and agreed by all stakeholders.
* Please be aware that following Contract award, B2W will undertake further in-depth due diligence processes as required by the commissioner.
* B2W reserves the right not to award any sub-contract as a direct result of this procurement.

**Next Steps**

Following scoring of EOIs, B2W will contact all bidders with the outcome of their application and update shortlisted organisations on the next steps in the process.

**Scoring Criteria**

**Part A**

Part A is designed to capture core, summary information on potential suppliers. Shortlisted organisations will be required to complete further information on their credentials, including gathering information about their economic and financial standing. At B2W we can only work with suppliers who pass the suitability assessment and meet our minimum standards.

**Part B**

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| --- | --- | --- | --- | --- |
| **Question** | **Assessment** | **Maximum Score** | **Weighting** | **Total Weighted Score** |
| **B1a** | Scored | 5 | 4 | 20 |
| **B1b** | For information | NA | NA | NA |
| **B1c** | For information | NA | NA | NA |
| **B1d** | For information | NA | NA | NA |
| **B1e** | For information | NA | NA | NA |
| **B1f** | For information | NA | NA | NA |
| **B1g** | Scored | 5 | 2 | 10 |
| **B1h** | Scored | 5 | 2 | 10 |
| **B1i** | Scored | 5 | 2 | 10 |
| **B1j** | For information | NA | NA | NA |
| **B2** | Scored | 5 | 2 | 10 |
| **B3** | Scored | 5 | 1 | 5 |
| **B4** | Scored | 5 | 1 | 5 |
| **B5** | PASS/FAIL | NA | NA | NA |
| Total |  | 35 |  | 70 |

**Matrix for Scored Questions**

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| **Classification** | **Score** | **Scoring Principals** |
| Excellent | 5 | Proposal meets the required standard in all material respects to a high standard. |
| Good | 4 | Proposal meets the required standard in most material respects. |
| Satisfactory | 3 | Proposal meets the required standard in many material respects but is lacking or inconsistent in others. |
| Partial | 2\* | Proposal falls short of achieving expected standard in a number of identifiable respects. |
| Poor | 1\* | Proposal significantly fails to meet the standards required, contains significant shortcomings and/or is inconsistent with other proposals. |
| Unacceptable | 0\* | Completely fails to meet required standard |

\*Note: Apre-weightedscore of below 3 in any scored question will result in automatic exclusion.

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| **Scoring Example** | | |  |  |  |
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| Bidders scoring over 45 marks out of a possible 70 (out of the total weighted score) will achieve a Pass Mark. | | | | | |
| If any question attracts a score of **1 or 2** will result in a fail. That means that the bid won't achieve a pass, even if the answers for other questions are of a good standard and attract a high score. | | | | | |
| **Please see a worked example below:** | | | | | |
| **Question** | **Maximum Score** | **Question Weighting** | **Total Weighted Score** | **Bidder X Score (pre weighting)** | **Bidder X Total Weighted Score** |
| **B1a** | 5 | 4 | 20 | 4 | 16 |
| **B1b** | For information only | | | | |
| **B1c** | For information only | | | | |
| **B1d** | For information only | | | | |
| **B1e** | For information only | | | | |
| **B1f** | For information only | | | | |
| **B1g** | 5 | 2 | 10 | 5 | 10 |
| **B1h** | 5 | 2 | 10 | 3 | 6 |
| **B1i** | 5 | 2 | 10 | 4 | 8 |
| **B1j** | For information only | | | | |
| **B2** | 5 | 2 | 10 | 3 | 6 |
| **B3** | 5 | 2 | 10 | 3 | 6 |
| **B4** | 5 | 1 | 5 | 4 | 4 |
| **B5** | PASS/FAIL | | | | |
| **Total** | **35** |  | **70** | **26** | **56** |
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| **In this example, the bid attracted a weighted score of 56 out of a possible 70 with no questions attracting a score of less than 3.** | | | | | |

**Part C – for Information only - Questionnaire - Part A - Organisation Overview**

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| **Category Number** | **Question Number** | **Question** | **Possible Answers** | **Answer** |
| Category 1  Organisation Background | 1.1 | Please provide the Registered Company Name and Trading Name if relevant and the address of your organisation. (This should be the full company name as it would appear within the contractual documentation if successful) | Name Address |  |
| 1.2 | Please provide postal address if different from above | Address |  |
| 1.3 | Please provide your registered website address where applicable | Website Link or N/A |  |
| 1.4 | Please confirm the key contact for this project on-going including name, email address and direct telephone number. | Name Email Address Telephone Number |  |
| 1.5 | Please confirm the email address to be used for any communications with regard to this opportunity. | Email Address |  |
| 1.6 | Are you a Small, Medium or Micro Enterprise (SME)? | Yes/No |  |
| 1.7 | Is your organisation a: | PLC Limited Company Sole Trader Partnership Other |  |
| 1.8 | If other, please specify. | Free Text |  |
| 1.9 | If operating as a Partnership, please state the number of Partners. | Free Text |  |
| 1.10 | Is your organisation a: | Voluntary Organisation  Community  Social Enterprise  No |  |
| 1.11 | If your organisation is a member of a group of companies, please provide further details on the holding company, and details of the organisations which make up your group. (maximum response 250 words) | Free Text |  |
| 1.12 | Please provide the date your organisation commenced trading. | Free Text |  |
| 1.13 | Please provide your Company Registration Number | Free Text |  |
| 1.14 | Please provide your VAT Registration number. | Free Text |  |
| 1.15 | Please state the number of employees in your organisation | Free Text |  |
|  | 1.16 | What is your financial turnover for your most recent full year of trading? Please state the figure in £ and the year-end date | Free Text |  |
|  | 1.17 | How/where did you hear about this opportunity? | Contracts Finder  Tender Tracker  E-Shot  B2W Website/Social  Other |  |

**Questionnaire - Part B – Technical Response**

B1. Please provide an overview of your proposed offer to deliver Project Management Skills to non-Project Managers:

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| **Question** | **Bidder Response** |
| B1a (scored)  Overview of training content – e.g. specific modules and brief breakdown of content that can be applied to a work based project.  (max 200 words) |  |
| B1b (for information only)  Number of guided learning hours |  |
| B1c (for information only)  Can you deliver across all 10 Greater Manchester areas? |  |
| B1d (for information only)    Mode of delivery (in-person/remote/self-guided), including:   * the proposed split * the proposed channels (e.g. Teams/ Virtual Learning Environments) * the locations for in-person training |  |
| (B1e for information only)  Are you proposing to deliver accredited and non-accredited, including the % split (where appropriate)? |  |
| B1f (for information only)  Number of learners you will recruit, deliver training to and provide follow-on support to between May 2022 and September 2023 |  |
| B1g (scored)  How will the curriculum offer be flexible/tailorable, e.g. people accessing different modules and building a bespoke package around their needs/role?  (max 100 words) |  |
| B1h (scored)  What wraparound support will be included in your proposed programme, e.g. academic writing skills, critical thinking, research skills and assignment writing?  (max 100 words) |  |
| B1i (scored)  How will the programme offer be flexible/tailorable, e.g. people accessing different modules and building a bespoke package around their needs/role?  (max 100 words) |  |
| B1j (for information only)  What staff roles will you have allocated to the programme delivery? Include brief details of their remit; provide FTEs; and experience/qualifications for these staff. |  |

B2. Please set out your experience and track record, including:

* Providing upskilling to individuals which results in growth and/or progression
* Successfully delivering European Social Fund (or similar funding) projects.
* Any experience you have of delivering skills in this particular sector.

Please use evidenced examples of relevant contracts, including details of the specific services provided, scale, and performance against targets.

**(200 words max)**

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B3. Please describe: Your approach to employer engagement and examples of specific employers you are already engaged with you want to upskill their workforce with project management skills.

**(250 words max)**

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**Social Value**

B4**.** Please provide details of one social value target you can deliver on this contract.

Social Value should be mapped directly to [Greater Manchester’s Social Value Framework](https://www.greatermanchester-ca.gov.uk/what-we-do/economy/social-value-can-make-greater-manchester-a-better-place/) which should be read carefully before answering the question. The framework incorporates the United Nations Sustainable Development Goals, and is structured around 6 priorities:

* Provide the best employment that you can
* Keep the air clean in Greater Manchester
* Create the Employment and Skills Opportunities That We Need to Build Back Better
* Be Part of a Strong Local Community
* Make Your Organisation Greener
* Develop a Local, GM-based and Resilient Supply Chain

You do not need to provide targets against each of these 6 priorities. Please choose one priority area and provide one target you can deliver.

(**100 words max**)

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| --- | --- | --- | --- |
| GMCA Social Value Framework outcome being addressed | Activity | Output | Engagement and collaboration |
|  |  |  |  |

**Commercial Offer**

B5. At this stage in the development of the bid, we are working to an **indicative unit price of £400 per learner** and volumes will be allocated to successful bidders following evaluation of the EOI and financial modelling.  This is based on the minimum volumes of 1000 learners; the contract value of £500,000; and the scoring methodology applied to the pricing element by GMCA. The unit price will be subject to change based on our ongoing modelling and negotiations, but is designed to offer guidance at this stage.

The unit price will be split into different elements based on Enrolments, Completions and Progressions, aligned with the Payment by Results Model set by the GMCA.

* Please confirm that you can deliver at a unit price of approx. £400 per learner? **YES**
* Please confirm that you agree to the Payment by Results model set by GMCA? **YES**

**Part C – Declarations**

C1. Information Governance

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| --- | --- |
| I / We hereby declare that the organisation holds Information Governance policies that comply with current legislation. |  |

C2. Safeguarding

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| --- | --- |
| I / We hereby declare that the organisation holds Safeguarding Policies that comply with current legislation |  |

C3. Ofsted (where applicable)

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| --- | --- |
| I / we hereby declare that our organisation has not been rated Inadequate/Poor (Grade 4) in our most recent Ofsted inspection |  |

C4. Final Declaration

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| --- | --- |
| I / We certify that   * the information supplied within this EOI questionnaire is accurate to the best of my/our knowledge * I/We accept the conditions and undertakings requested in this questionnaire. * I am authorised to sign on behalf of my organisation. |  |
| Signature |  |
| Name |  |
| Role |  |
| Date |  |

1. [Occupational Maps / Institute for Apprenticeships and Technical Education](https://www.instituteforapprenticeships.org/occupational-maps/) [↑](#footnote-ref-2)