



Request for Quotation

LCR Careers Hub Employer Engagement Events

Background

Growth Platform, the Liverpool City Region's Growth Company has been established by the Liverpool City Region Local Enterprise Partnership (LEP) and the Combined Authority (CA) to deliver the City Region's business growth and investment priorities, working in partnership with business, the constituent Local Authorities, Universities, Schools, Colleges and third sector partners.

Liverpool City Region Careers Hub

Working in partnership with The Careers & Enterprise Company the Careers Hub works with schools and colleges across the Liverpool City Region to support them in achieving the 8 Gatsby Benchmarks. The main aim of this work is "Inspiring and preparing young people for the fast-changing world of work". Key to this is ensuring our young people can have meaningful engagements with employers.

The LCR Careers Hub is managed by Growth Platform and is funded by Careers & Enterprise Company as part of the Government's Careers Strategy.

www.growthplatform.org/talent

Requirement

Organisation of an employer engagement event in each of the following Liverpool City Region Boroughs: Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral.

A Separate event is to be held in each of the 6 Boroughs. The following criteria must apply to every event in each of the 6 Boroughs.

Quotations are welcomed for delivery in more than one Borough particularly if economies of scale can be demonstrated. This must be made clear in the quotation submission by listing the relevant Boroughs.

The event must

- Cater for a minimum of 250 pupils
- Pupils in year 7
- Involve as many employers as needed to meet the requirements of the event.
- As far as possible, employers should be local to each Borough highlighting local employment opportunities.
- Pupils must be engaged for a full day (approx. 9.30am to 2.30pm)
- Pupils must be engaged in activities in a combination of group activities and specific interactions with employers so that they have as wide a range of experiences as possible. This event must not be a "traditional careers fair" where pupils are left to engage with employers.

This must be:

- A structured and organised event whereby the young people have meaningful experiences with employers
- The young people gain a clear understanding of employability skills, pathways to employment and the opportunities for employment in the local area.



The supplier must demonstrate

- The capacity to engage with employers to attend the event and interact with pupils.
- The capacity to organise and deliver the event including securing an appropriate venue. (The Careers Hub will cover the cost of venue hire and so this should not be included in the quotation.)
- The capacity to coordinate feedback from all stakeholders on the success and impact of the event. The feedback must be shared in full with the LCR Careers Hub by 31 August 2020.
- The LCR Careers Hub will agree the schools participating in the events and support the supplier in liaising with the schools. The supplier will be expected to take the lead in communication and organisation with the schools.

Deliverable Timescale

The project must be delivered before the end of the 2020 academic year and preferably before Friday 3rd July.

Indicative Budget

£2500 per event; not including the cost of the venue.



Evaluation Criteria

Quotations will be assessed and scored on the following criteria:

i/. Quality/ Technical Merit (50%)

Supplier must demonstrate they have the technical and professional capability to deliver the requirement as detailed above with particular reference to:

- Employer contacts
- Delivery of the feedback post-event

ii/. Delivery Timescale (20%)

Supplier must demonstrate they can deliver the requirement to timescales above.

iii/. Cost/Value for money (30%)

Does supplier offer value for money. This will not necessarily be the cheapest quote.

Scoring Methodology

4 Excellent	Proposal meets and, in some places, exceeds the required standard
3 Good	Proposal meets required standard
2 Acceptable	Proposal meets the required standard in most respects, but is lacking or inconsistent in others
1 Poor	Proposal falls short of expected standard
0 Unacceptable	Completely or significantly fails to meet required standard or does not provide the relevant answer

Proposal Format

Proposals should clearly demonstrate how they meet the requirement set out above.

Deadline and Submission

Proposals are required by **Monday 2nd March 2020** either electronically or by post/in person to:

Sally Beevers, LCR Careers Hub Lead.
c/o Growth Platform, 1 Mann Island, Liverpool L3 1BO
sally.beevers@growthplatform.org

Date Published

17 February 2020

Conditions of Tender

- Please be aware that due to the relatively low indicative budget for this work (i.e. less than the current OJEU limits) there is no regulatory obligation for us to provide feedback if you are unsuccessful.
- We reserve the right to discontinue this tender process at any time and not award a contract.
- You will not be entitled to claim from us any costs or expenses which you may incur in preparing and/or submitting your Tender at any stage of this exercises. This applies whether or not your organisation is successful.