

# **Growth Platform**

## **Invitation to Tender**

### **Liverpool City Region Careers Hub**

### **Digital Work Experience**

#### **Background**

Growth Platform is Liverpool City Region's economic enabler, designed to support people and businesses to realise their potential and generate growth. Our role is to strengthen and simplify our regional ecosystem, creating a sustainable economy that reflects the needs of all our business community across Halton, Knowsley, Liverpool, Sefton, St Helens and Wirral.

We exist to enable change and growth that makes our economy work for everyone; to provide guidance, inspiration and support for businesses, create opportunities for growth and foster resilience.

[www.growthplatform.org](http://www.growthplatform.org)

The Careers & Enterprise Company (CEC) was established by Government in 2014 and working in partnership with Local Enterprise Partnerships (LEPs), across England, set up Careers Hubs to build and co-fund a national network of Enterprise Coordinators to improve careers education and help prepare young people for the world of work.

The Liverpool City Region Careers Hub is managed by Growth Platform and is currently supporting 134 schools and colleges across the City Region.

World-class careers education follows the eight Gatsby Benchmarks of good careers guidance. At its best careers is an essential part of a young person's secondary education, beginning early and continuing throughout school life. Real world learning, knowledge, inspiration and advice is gained through multiple employer and workplace engagements, exposure to further and higher education, as well as through the curriculum and in 121 personal guidance.

Through statutory guidance and the Skills for Jobs White Paper (2021), The Careers & Enterprise Company is the main government partner for supporting schools and colleges to deliver careers education in England.

The Careers & Enterprise Company vision is to make high quality, 21st century careers education a reality for everyone, everywhere by –

1. Supporting schools and colleges to deliver excellence - through information, resources, tools, training, our network of Careers Hubs and communities of best practice.
2. Supporting employers to engage with purpose - by making it easy for them to connect into schools and colleges as one of our 4000 senior business volunteers working with Careers Leaders on their careers programmes, or as part of our 300 strong 'Cornerstone Employer' community working to transform careers education across multiple schools and colleges in their local areas.
3. Including all young people in careers education - through our digital tools for Careers Leaders enabling them to target and tailor their careers interventions across years and cohorts, our specialist networks and resources to support young people with SEND, those in Alternative Provision settings and those in Independent Training Providers.

## **Requirement**

We wish to appoint a supplier to deliver a work experience programme within the Digital Sector that is aimed at engaging and inspiring young people from all backgrounds, especially young people with barriers or potential barriers to the workplace, as to the breadth and opportunity of careers across Liverpool City Region. The programme must meet the requirement of Gatsby Benchmark 6.

As our engagement with students continues it is crucial that we continue to ensure we provide all the support they need to drive the most impact for young people. To support this ambition, we are wanting to develop a work experience programme for Secondary Years 10-13 within the Digital Sector to showcase employability skills to promote life readiness and positive destinations. Our overarching aim is to provide a realistic and meaningful work experience where students can design, develop, plan and deliver a digital business proposition. The programme must provide outcome and impact driven achievements, ensuring that every student has all the information to make informed career choices with a clear destination pathway.

## **The Brief**

The following areas provide an overview of the activities that the successful company/individual will be responsible for delivering.

## **Programme development and management**

Planning and management of the programme including but not limited to:

- Plan, create and deliver a short work experience programme (max 5 days) across the Digital Sector to showcase skills needed for the Sector and the opportunities within LCR
- Provide meaningful employer encounters to build talent and confidence

- Source and provide overview of career pathways with local Apprentice and Technical Vocational providers
- Create CPD opportunities for Educators to learn more about the Digital Sector and provide teacher workplace opportunities
- Provide a robust safeguarding and data protection system for any students who take part in the programme
- Provide outcome and impact evaluation based on students participating in the programme
- Strategically support LCR Careers Hub with wider initiatives to maximise student engagement and completion targets
- Collaboration with LCR Careers Hub and Growth Platform to ensure a joined up approach

## Content creation

The creation of digital content to complement the programme including but not limited to:

- Post event write ups
- Blog/Impact stories
- Social media content

## Other

- Development and maintenance of attendance contact database in compliance with GDPR regulations (to be provided to Growth Platform on completion of contract)

## Timescale

We expect the delivery of the first programme to take place by December 2022. There is the potential for a second programme to be delivered January – March 2023. This will be at Growth Platform's absolute discretion, subject to funding, performance and strategic alignment.

|  |                         |
|--|-------------------------|
| Published  | 9th August 2022         |
| Deadline for supplier questions  | 15th August 2022        |
| Deadline for Growth Platform response to supplier questions  | 16th August 2022        |
| <b>Deadline for tenders to</b><br><a href="mailto:lisa.duddridge@growthplatform.org">lisa.duddridge@growthplatform.org</a> | <b>30th August 2022</b> |
| Supplier notified of award of contract   | 31st August 2022        |
| Contract Start date  | 1 September 2022        |

## Indicative Budget

Programme delivery between £3,000 - £4,500  
Any further programmes are expected to be the same value

## Supplier Questions

Any questions should be directed to Gill Walsh, Strategic Hub Lead on [gill.walsh@growthplatform.org](mailto:gill.walsh@growthplatform.org), on or before the deadline for suppliers questions indicated in the timeline about.

All questions and answers will be made anonymous and disseminated to all potential suppliers on the tender page of Growth Platform's website ([growthplatform.org/tenders](https://growthplatform.org/tenders)). It is the responsibility of suppliers to monitor the site for activity.

## Proposal Format

The successful company/individual should demonstrate they have the ability and resources to deliver the above brief by providing a response of no more than 4 sides of A4 including a full budget breakdown.

## Evaluation Criteria

When awarding this contract Growth Platform reserves the right not to accept the lowest price tender, but the most economically advantageous tender taking into consideration the award criteria below.

Quotes will be scored by the Strategic Hub Lead and the Operational Hub Lead.

In the event that all tenderers score under 65, Growth Platform reserves the right to re-advertise the opportunity.

Quotations will be assessed and scored on the following criteria:

### ***Quality/ Technical Merit (40%)***

Supplier must demonstrate they have the technical and professional capability to deliver the requirement.

### ***Cost/Value for money (30%)***

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

### ***Delivery timescale (30%)***

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

## Scoring Methodology

| Score | Meaning  |
|-------|--|
| 0     | Unacceptable response. Requirement level is not met. Many important issues are completely un-addressed or response wholly inadequate or inappropriate. Concerns are serious and risk levels unacceptable for many areas.             |
| 2     | Poor response. Requirement levels are adequate for only some important issues. Some important issues are largely incomplete. Concerns are serious and risk levels unacceptable for some areas.                                       |
| 4     | Adequate response. Requirement level is partially met. Overall the proposals are satisfactory, but some issues are weak. Risk levels apply but Bidder has demonstrated understanding of how they will meet all minimum requirements. |
| 6     | Good response. Requirement level is partially met, competence is demonstrated in all areas but there is scope for more detail and more depth in some areas.  |
| 8     | Very good response. Requirement level is met with only a few minor weaknesses or queries. Competent bid demonstrating overall understanding of requirements and experience in all areas.   |
| 10    | Excellent response. Requirement level fully met. All key issues addressed. Range of examples of good practice, experience, understanding of requirements.  |

## Clarification Interviews

If it is felt that submissions require clarification, suppliers will be invited to a clarification interview. The representatives who attend should be the people who will be working on this contract.

## Deadline and submission

Proposals are required by 30th August 2022 @ 11.59pm electronically to [lisa.duddridge@growthplatform.org](mailto:lisa.duddridge@growthplatform.org)

## Date Published

9th August 2022

Growth Platform actively encourages submissions from underrepresented groups.



### **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.