



LEEDS CITY REGION
ENTERPRISE
PARTNERSHIP



EUROPEAN STRUCTURAL &
INVESTMENT FUNDS

SFA AND DWP OPT-INS
IN THE LEEDS CITY REGION

FRIDAY 18 SEPTEMBER 2015

LEEDS CITY REGION
ENTERPRISE PARTNERSHIP





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INTRODUCTION & PURPOSE OF MEETING

FIRST ROUND CALLS – MARCH 2015



THEMATIC AREA	LEEDS CITY REGION ESIF PROGRAMME AREAS	EU GRANT AVAILABLE
Thematic Objective 1 / Priority Axis 1 - Innovation	SME Growth Innovation Programme	£10m
	Research and Innovation in Bioscience (Cross LEP Proposal with YNYER LEP)	£3m
Thematic Objective 2 / Priority Axis 2 - Enhancing access, use and quality of ICT	Digital Infrastructure Expansion Programme	£8m
Thematic Objective 3 / Priority Axis 3 - Enhancing the Competitiveness of SMEs	Enterprise Programme	£6.88m
	Enhancing the growth potential of SME Manufacturing	£0.5m
	Enhancing the International Trade Performance of SMEs	£1m
Thematic Objective 10 / Priority Axis 1	Constructions Skills Training Programme	£0.5m

SECOND ROUND CALLS – JULY 2015



THEMATIC AREA	LEEDS CITY REGION ESIF PROGRAMME AREAS	EU GRANT AVAILABLE
Thematic Objective 2 / Priority Axis 2 - Enhancing access, use and quality of ICT	Digital Business Support Programme	£4.23m
Thematic Objective 3 / Priority Axis 3 - Enhancing the Competitiveness of SMEs	Resource Efficiency Fund Programme	£1.14m
	Leadership and Management Programme	£2.7m
	International Trade Performance Programme	£4m
Thematic Objective 4 / Priority Axis 4	Low Carbon and Energy Programme	£12m

WHAT NEXT



- **Immediate Priorities – in order of when should appear**
 - Community Led Local Development (CLLD) – Call out w/c 14th September
 - Back to Work Programme (*DWP*)
 - NEET
 - Promoting Enterprise and Innovation in Young People
 - Skills Support for Redundancy
 - Apprenticeship Hub
 - BL Opt-in – both Programme areas
 - Local Flexibility for Reducing Unemployment Programme
 - Third Sector Infrastructure Support Programme

 - Higher level skills – Widening Participation
 - Skills Support for In-work claimants
 - SME Skills Service & Skills Fund

LEEDS CITY REGION – STRATEGIC CONTEXT EMPLOYMENT AND SKILLS

Michele Burton - LEP

THE LEP'S PRIORITIES FOR EMPLOYMENT AND SKILLS



A better skilled, more productive and more prosperous City Region

Three central themes in the LEP's Skills Plan:

1. Building Skills in Education

- Improve the relevance of learning within schools, colleges and universities.

2. Transition into Work

- Help the City Region's residents to gain and progress in sustainable employment.

3. Raising Demand and Improving Skills

- Secure increased employer investment in training to improve the skills of the City Region's workforce.

1. BUILDING SKILLS IN EDUCATION

LEP objectives:

- Strengthen links between education and employers
- Better equip young people and job seekers with the core skills needed by businesses
- Prepare young people for the opportunities and skills needed by businesses
- Roll out the most effective elements of enterprise education

LEP investments:

- Employability Programme
- Enterprise Advisers

2. TRANSITION INTO WORK

LEP objectives:

- Increase profile and take-up of apprenticeships
- Address pockets of high youth unemployment
- Localised information about job opportunities

LEP investments:

- Apprenticeship Hubs Programme
- Devolved youth employment programmes
 - Headstart
 - Talent Match
 - Devolved Youth Contract

3. RAISING DEMAND AND IMPROVING SKILLS



LEP objectives:

- Help employers to invest in training
- Strengthen leadership, management and high level skills
- Tackle skills shortages, including in engineering and computer science

LEP investments:

- LEP Skills Service
- Apprenticeship Grant for Employers
- Skills Capital investments

CALLS FOR OPT-IN ACTIVITY TO BE LAUNCHED



Department for Work and Pensions

- Back to Work Programme

Skills Funding Agency

- Local Responsiveness Programme : Skills Support for Redundancy
- Local Responsiveness Programme : NEET Programme
- Promoting Enterprise and Innovation in Young People Programme
- Apprenticeship Hub Programme

DWP - BACK TO WORK PROGRAMME



- Approx. £10.5m
- Specifications covering ;
 - Leeds/Bradford
 - Kirklees/Calderdale/Wakefield

Targeted interventions to support vulnerable groups & those with significant challenges or barriers back to work, who require more intensive support than available through mainstream provision.

E.g. specialist support and mentoring, IT and budgeting, short vocational training etc.

SFA - LOCAL RESPONSIVENESS PROGRAMME: NEET PROGRAMME



- Approx . £4m
- Specifications ;
 - One for each of the West Yorkshire Districts ; Bradford, Calderdale, Kirklees, Leeds, and Wakefield
 - One joint for Craven / York / Harrogate / Selby

To engage with young people – those at risk of NEET aged (15 to 17) and those already NEET up to age 19 and age 24 for young people with learning difficulties and / or disabilities.

The programme aims to meet the needs of the target group by delivering individually tailored solutions leading to the onward progression of the individual into education or employment with training.

SFA - PROMOTING ENTERPRISE AND INNOVATION IN YOUNG PEOPLE PROGRAMME



- Approx. £6.5m
- Preference for one lead applicant to cover City Region (excluding Barnsley)

Aim is to increase entrepreneurship, innovation and educational aspiration beyond the national average for young people.

Promoting an enterprising culture, especially amongst young people, including:

- promoting better careers-led business engagement in schools;
- extending better informed choices activity;
- inspiring entrepreneurship and understanding of self-employment

SFA - APPRENTICESHIP HUB PROGRAMME



- Approx. £5.4m
- Preference for one lead applicant to cover City Region (excluding Barnsley)
- Build on success and learning from the City Deal Apprenticeship Hub Programme

Provide support for young people (particularly aged 16-24) to secure Apprenticeships, and promote Apprenticeships as a valuable alternative to “A” Levels and University

Provide one point of contact for Apprenticeship information for SMEs (including funding advice), supporting in particular SMEs who have not previously, or within the last 12 months, offered Apprenticeships;

Compliment the activity of the LEP Skills Service and Business Growth Service, matching Apprenticeship training needs to business needs



Department
for Work &
Pensions



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ESF 2014-2020

Leeds City Region Enterprise Partnership

Market Engagement Event 18 September 2015

Location & Duration



Geography

There are two contracts that will cover Leeds and surrounding areas based on the Leeds City Region Local Enterprise Partnership.

- Local Authority Area One:

Bradford
Leeds

- Local Authority Area Two:

Calderdale
Kirklees
Wakefield

Provision to be delivered from hub locations with outreach for other areas, but must cover the whole LEP area.

Contract duration

3 years with the option to extend up to a further two years subject to performance and availability of funding.

Target Groups (Voluntary Provision)



Pre-Work Programme who have been unemployed for 26 weeks or Pre- Work Programme claiming Employment and Support Allowance (ESA):

- Older workers (50+)
- Lone parents – claiming Income Support with a youngest child aged one year or over.
- Ex-offenders
- Carers
- Those from Ethnic Minorities
- Have physical or mental health issues including disability and drug / alcohol dependency (self declared)
- Young People in particular those leaving care (16-24)
- Homeless People
- Have low or no qualifications.

Value and Volumes



Local Authority Area

Bradford and Leeds:

- Maximum Contract Value: @£5 - £6m*
- Minimum No. of Starts: @2700*

Calderdale, Kirklees and Wakefield:

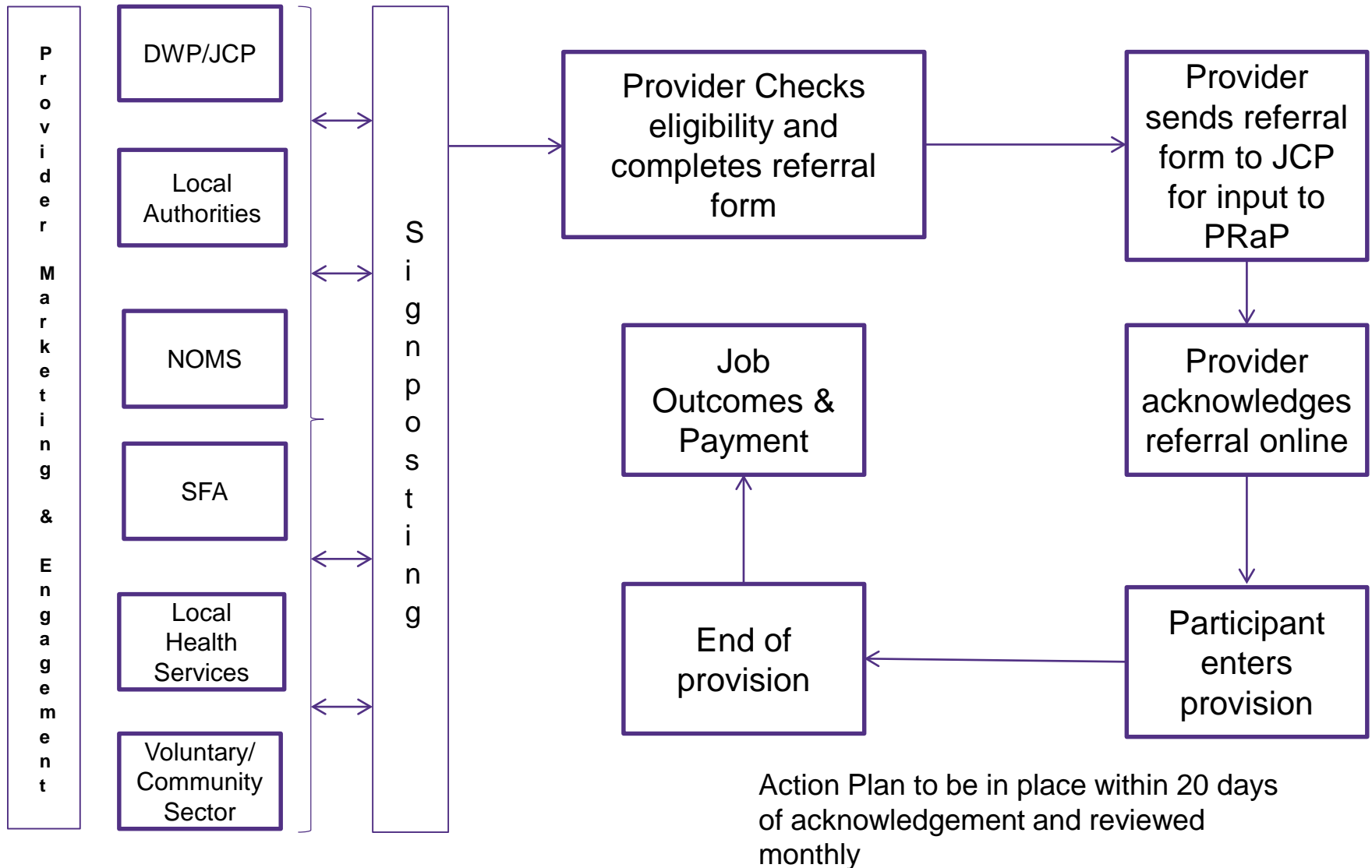
- Maximum Contract Value: @£3 - £4m*
- Minimum No. of Starts: @1750*

Referrals

- Provider responsible for referrals and starts.

*** All values & volumes are purely indicative at this stage, actuals will be published in the ItT**

Customer Journey (including referral process)



Minimum Service Levels



Examples of Minimum Service Levels

- Promote and market the Provision within the Contract Package Area to identify potential eligible Participants
- Check and confirm eligibility
- Inform Job Centre Plus of referral to add to PRaP
- Face to Face interview to be conducted within 20 days of PRaP referral and complete Action Plan
- Review the Action Plan with participant monthly face to face.
- Co-ordinate activities outlined in the Action Plan to move the Participant to their ultimate goal
- Retain evidence of activities undertaken
- Conduct and exit review prior to completion of the Provision
- Provide In Work Support
- Ensure minimum Health and Safety standards are adhered to
- Adhere to all ESF requirements including retention of relevant documents
- Adhere to Minimum Service Levels detailed within your bid

Payment Model



The contract value will comprise of the following payments:

- **Delivery Fee** - % of contract value paid monthly
- **Short Job Outcome Payment** – % of contract value/SJO target number
- **Sustained Job Outcome Payment** - % of contract value/SUsJO target number

Actual % TBC

Delivery Fee can be adjusted down if start profiles not met

Procurement Timeline



DWP Invitation to Tender Process (ItT)

- Prior Information Notice (PIN) issued – 4 weeks before ItT published
- Bid Writing Phase – 6 weeks

- ItT consists of:
 - Specification
 - Technical Envelope
 - Qualitative Envelope (Includes past performance assessment)
 - Financials
 - Draft T&C's
 - Instructions to Potential Suppliers & Award Criteria – Guidance
 - Bidders Q&A Process

- Evaluation Phase – 6 weeks
- Governance / Due Diligence and Minister Sign Off – 6 weeks
- Alcatel Period – 10 days
- Implementation Phase – 8 to 13 weeks
- Go Live

Bid writing – Hints & tips & Common Faux Pas



- **No late bids: don't leave it until last second**
- **Start by reading the Instructions to Potential Suppliers thoroughly**
- **Assume nothing** – our evaluation process is designed to ensure only the information contained within a bid is evaluated (with the exception of past performance, we evaluate what we read, not what we know)
- **Answer pages are limited so make every word count** – be concise but describe in as much detail you can the who, why, what, where, when, how
- **Avoid broad sweeping statements** – yes the detail pins you to the mast - but broad statements of intent leave you behind on the jetty
- **Comply** with the font size (we do check) and the format and size requirement: don't exceed it! Supplementary material will not be assessed
- **Each question is self contained** – don't cross reference
- **All subcontractors must provide written assurance** as part of the submitted bid that they have agreed in principle to the commercial arrangements with the bidding organisation. Any changes in sub contractors requires DWP approval

Bid writing – Hints & tips



- Ensure your financials match your qualitative response
- Have your bid quality assured and reality checked by someone not involved in the bid writing – critical friend. Check your uploaded bid is it what you want to submit?
- Don't overbid: you will be contractually bound to your tendering offer if your offer is higher than the specification requirements
- Take our performance management regime seriously: it has led to termination of contracts in the past
- Further information about DWP Procurement can be found at:

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/procurement>

<http://www.learndirect.com/store/catalogsearch/result/?q=winning>

Key Points



- Questions in the ItT are scored based on Quality and Finance (higher weighting on Quality)
- Quality questions will be around – Delivery, Localisation, Partnership Working, Specialist Supply Chain, Employer Engagement, Understanding the Local Labour Market and Human Resources.
- Open Single Staged Procurement Process
- Voluntary provision
- Merlin Standard Accreditation is required within 12 months of Go Live – please reflect this cost in your bid
- Consortiums are welcome to bid
- To Save Time – Register on Contracts Finder and Bravo for notifications



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Any Questions.....



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DWP and SFA Opt-ins – Leeds City Region

Date: 18 September 2015

Sally Lee – Procurement Manager

Welcome



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Overview

- **Public Contract Regulations 2015**
- **The Register**
- **Our procurement process**
- **Dos and don'ts**
- **Useful link**



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Public Contract Regulations 2015

- **Central government**
- **Key principles – transparency and equal treatment**
- **Light touch regime**
- **Restricted procedure**



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The Register

- **Why the Register?**
- **Register refresh June 2015**
 - ❖ **Due Diligence**
 - ❖ **Capacity & Capability**
- **Results**
- **Next opening**



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Our procurement process

- **Procurement cycle**
 - ❖ **Scoping the project**
 - ❖ **Pre-publication**
 - ❖ **PQQ/ITT opens and closes**
 - ❖ **Evaluation and moderation**
 - ❖ **Decision making**
 - ❖ **Communicating results**
- **Mandatory standstill period**
- **Contracts**

Dos and Don'ts



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- Make sure you understand the Register
- Answer the question
- Read all the information
- Use the message board facility
- Use all the available space
- Check and recheck your submission
- Make assumptions
- Cross reference
- Waffle



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Useful links

SFA Funding Rules:

<https://www.gov.uk/government/collections/sfa-funding-rules>

Information about the Register:

<https://www.gov.uk/government/collections/sfa-register-of-training-organisations>

e-tendering portal

<https://skillsfundingagency.bravosolution.co.uk/web/login.shtml>



Questions



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**RECAP AND FURTHER QUESTIONS
AND THANK YOU !**

KEEP IN TOUCH

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