



Future Focus

Part-funded by the
European Social Fund



Future Focus Partnership Tender Specification and Instructions Deadline: 11th June at 5pm

1. Tender specification

1.1 Background

Managed by asphaleia and part-funded by the European Social Fund (ESF), Future Focus provides NEET young people aged 16-24 with the skills, confidence and practical support to help them move into work or training.

asphaleia has an opportunity for delivery organisations in the Coast to Capital region to join the Future Focus partnership, accessing funding from ESF to support NEET young people to move into EET. asphaleia is interested in receiving tenders from potential partners with a track record of supporting NEET young people into EET and able to deliver the elements of the project set out in this specification.

Future Focus began delivery in January 2019 and runs until September 2020.

The funding forms part of the 2014-2020 ESIF programme period and as such the funding for Future Focus after the UK leaves the EU is guaranteed, either as part of a Brexit withdrawal agreement or in the event of a no deal Brexit. More details are available at: <https://www.gov.uk/government/publications/european-social-fund-esf-grants-if-theres-no-brexit-deal/european-social-fund-esf-grants-if-theres-no-brexit-deal>

1.2 Location

Partners must deliver project activities in the Coast to Capital region. We are particularly interested in hearing from partners wishing to deliver in Brighton and Hove, but any location in the Coast to Capital region will be considered (with the exception of Worthing and Bognor Regis which are already covered by existing delivery partners). We are seeking to procure provision covering more than one location within the region, which may result in tendering with more than one partner.



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1.3 Participants

Partners will be responsible for recruitment and engagement of young people aged 16-24, who are currently not in any form of education, employment or training, including part-time work and zero-hours contracts. We are seeking to procure provision for at least 100 participants through this tender. We are particularly interested in partners working with those most at risk of social and labour market exclusion, such as care leavers, young parents, speakers of English as a second language, long-term unemployed and young people with learning difficulties, disabilities, mental health concerns, health problems, unstable housing and low/no prior attainment. Participants must be eligible to access ESF-funded programmes. ESF eligibility criteria can be found at: https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/626878/ESF_national_eligibility_rules.pdf

1.4 Partner delivery model

We are seeking delivery partners with a strong track record, local knowledge and expertise in supporting NEET young people to progress into work and training. We are keen to harness partners' own approaches of what works within their context to be delivered within the broad framework of Future Focus. Partners' delivery models will need to cover each of the following elements of the Future Focus framework:

1. Engage

Partners will need to carry out suitable engagement and recruitment activities aimed at NEET 16-24 year olds, to attract and enrol eligible participants in agreed delivery locations.

2. Assess and plan

Partners will need to conduct a thorough assessment of every participants' learning and support needs and plan individually-tailored programmes of support to be delivered as part of the project.

3. Support and achieve

Partners will deliver a package of support to each participant to help them develop skills, overcome barriers and secure a progression into EET. This may include 1:1 provision or working with groups of participants, and is likely to include providing encounters with FE/HE providers, employers, employees and workplaces, as appropriate. Those joining the project without any English or



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Maths qualifications are expected to be able to access opportunities to gain these qualifications.

4. Progress and sustain

Partners are expected to support participant to progress into employment, education or training, including self-employment upon completing the project. Partners will be required to provide post-progression follow-up to demonstrate where EET status has been sustained for at least 6 months.

Partners will be required to maintain good quality, accurate records of each stage of delivery. Standardised project paperwork will be provided to evidence key stages of delivery.

1.5 Budget and participant numbers

The total budget available for this tendering round is £160,000. This will be made up of a 50% contribution from ESF and a 50% contribution from match funding sourced by the partner. We are seeking to procure provision for at least 100 eligible NEET participants in different parts of the Coast to Capital region.

Partners are not expected to tender for the full amount and there is no minimum tender value. Depending on tenders received, we may choose to select more than one partner, so partners are advised to consider this when completing the budget, outputs and results profile.

1.6 Funding

Future Focus is a direct ESF project, which receives up to 50% of its funding from the ESF and the remainder from match funding provided by the partner. Match funding must already be secured and may be sourced from private or public funds. As part of the tender, partners will need to specify the source of their match funding and provide confirmation that it is secured and approved for use as match funding for ESF.

Match funding is treated the same as ESF, so it must be included within the partner's proposed budget and the activities described within this tender. It must be used for ESF eligible activities and it must be for ESF eligible expenditure. Where staff time is used as match funding, the staff members whose time is matched must be included within the staff details sections of this tender.



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Financial claims will be made quarterly in arrears, with partners claiming for actual expenditure defrayed within that quarter against agreed budget headings. Partners will be required to provide a full audit trail and evidence of defrayal for each item of expenditure, at the point of making each claim. Items which are not fully-evidenced will not be included within the claim. Partners should ensure adequate staff time is included within their budget to administer the claims process.

Staff working part-time on the project will be paid at an agreed hourly rate, based on the most recent 12 months of pay, plus on-costs, divided by 1720 hours FTE per year.

Indirect overheads will be paid at a set rate of 15% of direct staff costs.

Further information about ESF eligible expenditure, match funding, evidence requirements and hourly rate calculations can be found at:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/626878/ESF_national_eligibility_rules.pdf

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/710305/ESF_Guidance_for_2014_2020_v2.pdf



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2. Instructions for tenderers

2.1 Submitting a tender

To submit a tender, potential partners should email the following completed documents by 5pm on Tuesday 11th June 2019:

1. Tender application form

The tender application form should be completed electronically and attached to the email. Please adhere to the maximum word count for each question.

2. Proposed budget, outputs and results spreadsheet

Partners should indicate their proposed budget, outputs and results they are intending to deliver. Partners are advised to consider that asphaleia is anticipating awarding contracts to more than one partner.

3. Match funding letter

Partners should supply a letter on headed paper confirming the amount of match funding they are providing and specifying whether that match funding is from a private or public source. A minimum of 50% of the partner budget must be sourced from match funding.

Completed tenders should be emailed to development@asphaleia.co.uk. Tenders received into this mailbox after the deadline will not be considered.

Clarification queries should be emailed to development@asphaleia.co.uk.

Responses to clarification queries will be published in the Latest News section of the asphaleia website at <http://blog.asphaleia.co.uk/>. Tenderers can sign up to receive notifications by email of updates to asphaleia's Latest News at:

<https://tinyurl.com/y2kuuafu>. The deadline for clarification queries is 4th June 2019.



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2.2 Indicative timetable

Clarification questions deadline	4 th June 2019
Tender submission deadline	11 th June 2019
Notification of results	21 st June 2019
Due diligence period	June – July 2019
Partner contract start date (subject to DWP approval)	1 st August 2019
Partner delivery completion date	30 th September 2019
Contract end date	31 st December 2019



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2.3 Award criteria

Tenders will be scored against the criteria set out below.

- Questionnaire Section 1:
Section 1 is for information only.

- Questionnaire Section 2:
Questions in section 2 will be awarded a pass or fail. All questions in section 2 must be awarded a pass for the remainder of the tender to be scored.

- Questionnaire Section 3:
Questions in section 3 will be scored against the scoring criteria. Scores will be added together to provide an overall score.

Score	Criteria
10	Response is fully-aligned with the tender requirement. It is detailed and evidenced, demonstrating extensive experience, expertise, skills and knowledge, in excess of the minimum required by the tender.
7	Response is fully-aligned with the tender requirement. It provides adequate information to demonstrate experience, expertise, skills and knowledge to fulfil the tender requirement.
3	Response provides some information to indicate experience, expertise, skills or knowledge, but this is not sufficient to fully demonstrate that the tender requirement would be fulfilled.
0	Response does not demonstrate how the tender requirement would be fulfilled.

The budget, outputs and results spreadsheet will not be scored but will be used for information.

The highest scoring tenders will be scrutinised by a decision-making panel comprising asphaleia senior leaders. Those with the highest scores and deemed to offer a good strategic and operational fit will be invited to join the partnership, subject to budget and due diligence. Tenderers may be offered a contract value different to the amount they tendered for.

Please email completed tenders to:
development@asphaleia.co.uk
by 5pm on Tuesday 11th June 2019.