



KILMARNOCK COLLEGE

Invitation to Tender

Provision of Outdoor Learning (Leadership Academy)

Tender Reference:	KCER010
Date of Issue:	September 2010
Revision Number:	-
Date of Approval	-
Responsibility	Head of Widening Access & Participation

Contents

1. Instructions to Tenderers
2. Submission Information Requirements
3. Conditions of Tendering
4. Form of Tender
5. Pricing Schedule

1. INSTRUCTIONS TO TENDERERS

1.1 Introduction

Kilmarnock College wish to appoint a provider of outdoor learning opportunities to support the College in its aims to:

- Build on the very positive HMle Review (November 2009) which highlighted the College's strengths and actions in areas where the College can improve the quality of learning and teaching and services for learners
- Build the College's reputation as a centre of excellence for learning and teaching while recognising the diverse needs of individuals and communities we serve.
- Recognise and celebrate learner and staff achievement and success.
- Make a major contribution to skills and business development locally to support the sustainable economic growth of Scotland.

The appointment will be by a process of competitive tender.

The requirement is set out in Section 2 of this Document.

1.2 Background

In 2006, East Ayrshire was identified by the Government as one of seven geographical areas in Scotland who had a high proportion of young people in Scotland between the ages of 16 and 19 who did not enter into education, employment or training after leaving school. The local partnership decided that one of the best ways to address the problem was to try to stem the flow of young people leaving school without a positive destination. The Leadership Academy was therefore developed.

The programme aims to work with school pupils between the ages of 13 and 16, to address a variety of challenges which often contribute to a negative destination at statutory school leaving age. These challenges could be categorised as:

- lack of confidence
- ability to work as part as part of a team
- no or basic social and soft skills
- behavioural challenges
- low achievers
- school refusers.

Participants, selected by the schools, attend the innovative week long programme which addresses the development of essential and leadership skills as well as builds confidence. This is achieved through a creative mix of activities including outdoor experiences, performing arts and digital media. The young people start the week working in small groups and work up to a full group performance on the Thursday. The full week, including both their activities and their thoughts are captured on

camera and the students work at the end of the week to create their own memory of the week which they take away with them on DVD.

The students are taken out of their comfort zones and encouraged and supported to achieve goals which they would previously have thought to be intangible. The programme is student centred and successfully engages and develops young people who were previously disengaged. It also introduces the idea of further education at an early age and promotes robust relationship building with college staff thus aiding potentially difficult transitions.

By participating in the programme, the students can achieve three parts of the East Ayrshire Youth Award at Bronze level (*Expedition, Skills and Physical Recreation*). Goal setting and follow up visits by college staff to the schools encourage the students to work towards the fourth and final part of the award (*Service*).

Approximately 1000 young people have had the opportunity to take part in the programme over the past 3 years. Each week, the result, without fail, is young people with increased confidence and aspiration and an engagement and enthusiasm in learning.

We are looking to tender for the delivery of the outdoor learning part of the programme;

- Monday - afternoon session
12.30pm – 3.00pm
14 young people
Focus - team building

- Tuesday/Wednesday – full day session
10.00am – 3.00pm
7 young people each day
Focus – Determination and resilience

The period of delivery will be academic year 2010-11, from mid September to mid June (approx 32 weeks, excluding school holidays and in service days as identified in the East Ayrshire Council's Schools Calendar)

A member of College staff will be the groups of young people at all times.

1.3 Completion of Tender

Your tender should comprise the documents listed below. All documentation should clearly state the tenderer's name, the tender reference number and the section to which the response relates.

- **Tender Submission (Section 2)**

Tender submission should include all the detail requested in Section 2.

- **Form of Tender (Section 4)**

To be completed, signed and returned with the tender submission.

- **Pricing Schedule (Section 5)**

1. Price excluding VAT.
2. Price including VAT.

1.4 Tender Award

The following criteria will be used to assess the tenders:

- The soundness and extent to which the proposed approach meets the required outcomes for the College (25% weighting).
- Experience and skills of the organisation (25% weighting).
- Value for money (50% weighting).

During the week of 20th September 2010 the tenders received will be scrutinised by a team from the College and East Ayrshire Council, comprising Bernadette McGuire, Director of Learning & Teaching (KC), Carol Nisbet, Head of Widening Access & Participation (KC), Martin Robertson, More Choices More Chances Coordinator (EAC) and Mike Howes, Outdoor Learning (EAC). The three tenders that score the highest will be invited in to the College on Monday 27th September 2010 to present their proposals to a panel and deliver a short activity to a group of young people . The weighting of this second and final stage will remain the same as the weighting used to assess the tenders.

1.5 Additional Information Required by Kilmarnock College

Tenderers are asked to provide copies of the latest 3 years' published accounts or for the period that is available if trading for less than 3 years and any other information which may legitimately support the tender.

In addition, the organisation should submit a copy of their Equal Opportunities Statement, or other information confirming good practice in this area.

Kilmarnock College's standard terms and conditions request prospective tenderers to notify us of any actual or potential conflicts of interest in carrying out the work outlined in this document. Please include this information (if relevant) when tendering. The College will expect complete confidentiality to be maintained throughout the delivery of the service.

1.6 Qualification of the Tender

Include here details of any areas where you will not be able to comply with the College's requirements as set out in this Invitation to Tender. Qualifications should only be made if you cannot comply with the requirements of the contract at any price.

Note that if your tender is qualified we reserve the right to reject it in total.

2. SUBMISSION INFORMATION REQUIREMENTS

You are offered the opportunity to tender for a period of one academic year. The contract will be subject to a quarterly review and will only be extended with the agreement of all concerned. Either party may terminate the contract by the provision of three months notice in writing.

The Board of Management, the Principal and Senior Management Team recognise the importance of the external environment within which Further Education plays its part and how careful stakeholder management and positive media relationships are vital to the success of the College now and in the future.

The College is seeking to enter into contract with an organisation which will work closely with the Widening Access & Participation Team providing first class outdoor learning opportunities for 13 to 16 year olds, some of whom may have challenging behaviour.

Scope of the Service

Your tender should be no longer than six sides of A4 and should include the following information:

- Key staff with CVs appended.
- Any partner wishing to tender must satisfy East Ayrshire Councils requirements for safe practice in the delivery of Outdoor Education. Details of required practice and necessary qualifications for instructors delivering activities can be found in East Ayrshire Council Standard Circular 33 , Outdoor Code of Practice (available on request).

To ensure safe practice partners must be able to provide the following:

- Risk assessments for each activity offered
- Necessary equipment and materials to deliver activities safely with maintenance logs where appropriate.
- Protective clothing and all necessary personal safety equipment for participants
- A current AALA licence (where appropriate)

- Evidence of recent disclosure checks
- Public Liability insurance
- Appropriate transport meeting East Ayrshire Council standards and drivers trained and licensed appropriately
- Staff experienced and qualified (as per Standard Circular 33) to provide activities to young people.
- All activity instructors must have a current HSE First Aid Certificate.
- Outline schedules of a range of half day (*to focus on team building*) and full day activities(*to focus on determination and resilience*) proposed.
- Proposed location of activities.
- Fees for the supply of the service – half day and full day prices

Outcomes

- To engage young people in experiential learning which encourages them to realise their own potential and continue in education.
- To position the College as a preferred and innovative learning provider

3. CONDITIONS OF TENDERING

3.1 General

Contents of the Invitation to Tender

The Tender is to be made strictly in accordance with the requirements of this Invitation to Tender which, together with any addenda that are issued, are together referred to as the Invitation to Tender.

Enquiries concerning the Tender

Any query in connection with the Tender or the Invitation to Tender shall be submitted in writing to Carol Nisbet, Head of Widening Access & Participation, Kilmarnock College.

The response by the College as well as the nature of the query will be notified to all Tenderers, without disclosing the name of the Tenderer who initiated the query. On no account before the Tender Date is the Tenderer to contact or communicate with

any other person involved in work concerning this Invitation to Tender unless the College redirects the enquiry.

Independent Tender

By submission of a Tender, the Tenderer warrants that:

- (a) The prices in the Tender have been arrived at independently, without consultation, communication, agreement or understanding for the purpose of restricting competition, as to any matter relating to such prices, with any other Tenderer or with any competitor.
- (b) Unless otherwise required by law, the prices which have been quoted in the Tender have not knowingly been disclosed by the Tenderer, directly or indirectly, to any other Tenderer or competitor, nor will they be so disclosed.
- (c) No attempt has been made or will be made by the Tenderer to induce any other person or firm to submit or not to submit a Tender for the purpose of restricting competition.

Modification by Kilmarnock College

Any advice of a modification to the Invitation to Tender shall be issued at least six days before the Tender Submission Date. It shall be issued as an addendum to, and shall be deemed to constitute part of, the Invitation to Tender. If necessary, the College shall revise the Tender Submission Date in order to comply with the six-day requirement.

Except under exceptional circumstances no extension of time and date by which the Tender must be submitted will be granted.

3.2 Preparation of Tender

Cost of Tender

Kilmarnock College will not be responsible for any costs or expenses incurred by the Tenderer in connection with the preparation or delivery or in the evaluation of the Tender.

Language of Tender

The Tender and all accompanying documents are to be in English.

Validity Period of Tender

All details of the Tender, including prices and rates, are to remain valid for acceptance for 90 calendar days.

Currency of Tender

Tender prices shall be in sterling.

Contract

The Contract shall be subject to Scots Law.

3.3 Delivery of Tender

Number of Copies

Full details of the documents to be returned are given in this Invitation to Tender. These documents shall together comprise the "Tender". Please return the original (clearly marked ORIGINAL) plus two paper copies (clearly marked COPY 1 and COPY 2). One electronic copy should also be provided on CD (please do not email the Tender document).

Submission or Closing Date

Tenderers should send three paper copies of their proposal along with an electronic copy to:

**Carol Nisbet
Head of Widening Access & Participation
Kilmarnock College
Holehouse Road
Kilmarnock
KA3 7AT**

to arrive no later than **12 noon on Monday 20th September 2010.**

Delivery

The identity of the Tenderer must not be visible on the packaging of the Tender.

The words "TENDER FOR CONTRACT No KCER010" should be added above the name and address.

Failure to follow these instructions may render the Tender invalid.

4. FORM OF TENDER

To Kilmarnock College:

I/We offer to supply to Kilmarnock College in accordance with the enclosed Terms and Conditions of Contract and Specification, the Service at the rates/prices detailed in the Price Schedule enclosed.

I/We agree that any other terms or conditions of contract or any general reservations which may be printed on any correspondence emanating from us/me in connection with this tender or with any contract resulting from this tender, shall not be applicable to the Contract.

I/We agree that any contract that may result from this tender shall be subject to the Law of Scotland as interpreted in a Scottish Court.

The prices quoted in this tender are valid and open to acceptance by you for a period of 90 calendar days from the tender return date specified in your Invitation to Tender.

I/We declare that this is a *bona fide* tender, intended to be competitive and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person.

I/We further declare that I/We have not done and I/We undertake that I/We will not do any of the following acts:

- Communicate with a person, other than the person calling for this tender, the amount or approximate amount of the proposed tender.
- Enter into any agreement or arrangement with any other person that he/she shall refrain from tendering or as to the amount of any tender to be submitted.
- Offer to pay or give, or agree to pay or give, any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the requirement any act or thing of the sort described above.

In this declaration the word “persons” includes any person and any body or association, corporate or incorporate. The words “agreement or arrangement” include any such transaction, formal or informal, whether legally binding or not.

Signed:..... Name:.....

For and on behalf of (insert full name of business)

.....
Address of Registered Office:.....

.....
Date:.....

5. PRICING SCHEDULE

Proposed Rates	
Full Day Rate (Excluding VAT)	Full Day Rate (Including VAT)
£	£
Half Day Rate (Excluding VAT)	Half Day Rate (Including VAT)
£	£

Please advise time required for cancellation of activity and levels of cost reduction, should days be cancelled due to unforeseen circumstances.

Signed:..... Name:.....

For and on behalf of (insert full name of business)

.....

Address of Registered Office:.....

.....

Date:.....