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Tender

## **708726451- Provision of Business Support Services to the Army Apprenticeship Programme**

Ministry of Defence

F02: Contract notice

Notice identifier: 2024/S 000-001270

Procurement identifier (OCID): ocds-h6vhtk-042d21

Published 15 January 2024, 1:35pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Ministry of Defence

Army Headquarters Zone 2.N Second Floor Blenheim Building Marlborough Lines  
Monxton Road

Andover

SP11 8HT

#### **Email**

[ArmyComrcl-Procure-AAP-Mailbox@mod.gov.uk](mailto:ArmyComrcl-Procure-AAP-Mailbox@mod.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://www.gov.uk/government/organisations/ministry-of-defence>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://contracts.mod.uk/esop/guest/go/opportunity/detail?opportunityId=57317>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://contracts.mod.uk/esop/guest/go/opportunity/detail?opportunityId=57317>

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Ministry or any other national or federal authority

**I.5) Main activity**

Defence

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

708726451- Provision of Business Support Services to the Army Apprenticeship Programme

#### **II.1.2) Main CPV code**

- 80000000 - Education and training services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The Army Apprenticeship Programme (AAP) currently offers English Apprenticeships at Levels 2, 3, 4 and 6 with around 15,000 Apprentices on programme at any one time, primarily in UK locations but also overseas.

The AAP is predominately an Employer Provider using mixed delivery with subcontracted RoATP listed Service Providers (SP) covering some elements of Training and the majority of learner administration of the programme. The AAP is delivered in 13 separately governed and managed cap badge ( eg Infantry ) apprenticeship sub-programmes.

To support this mixed delivery model the AAP subcontracts Business Services Support to administration, delivery and quality assurance of apprenticeships against ESFA regulations.

The Business Services Support contract is managed by Army HQ Andover and will cover :

- Provision of subject matter expert (SME) advice and guidance to the Army to identify and assure external and internal delivery, financial compliance and quality of delivery.
- Provision of SME advice on all aspects of English Apprenticeships regulations including advising on impact of all changes to such regulations.
- Data administration of the subcontracted management information system (MIS) including daily management and maintenance to meet ESFA regulations, provision of routine and adhoc financial and performance reports.

- Financial Assurance through regular 2nd Party Assurance of SP compliance with ESFA funding regulations with appropriate follow up and monitoring of corrective actions.
- Support to meet all external and internal audits including OfSTED, ESFA and Government Internal Audit through SME advice and provision of data / evidence.
- Quality assurance and support to continuous improvement.
- Provision of direct SME support to the 13 cap badge programmes including cap badge specific data / reporting, quality improvement planning and self-assessment reports. It is anticipated that this will require significant time on site at cap badge locations across the UK as well as Army HQ in Andover.
- Support to contracting of SP, MIS and End Point Assessment requirements throughout the whole process from initial tender document production, technical and financial assessment of bids, impact assessment of regulatory changes on running contracts and to support the end of contract management and transition management between expiring and incoming contractors.
- Provision of SME advice and capability to facilitate the digitisation of the Army Apprenticeship programme as it transitions from a paper file system on to a fully digitised programme; to include enrolment, ILR, document management and an e-portfolio system.

Interested parties are to note:

- The AAP currently uses the Tribal Maytas system for its MIS.
- To avoid distortion of competition, bidders should be aware that the contract cannot be held by any supplier in conjunction with any other subcontracted AAP requirements.
- Contract is intended to be for six years commencing 1st December 2024.

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

#### **II.2.2) Additional CPV code(s)**

- 72225000 - System quality assurance assessment and review services
- 75121000 - Administrative educational services
- 80400000 - Adult and other education services
- 80500000 - Training services

### **II.2.3) Place of performance**

NUTS codes

- UK - United Kingdom

### **II.2.4) Description of the procurement**

The Business Services Support contract is managed by Army HQ Andover and will cover :

- Provision of subject matter expert (SME) advice and guidance to the Army to identify and assure external and internal delivery, financial compliance and quality of delivery.
- Provision of SME advice on all aspects of English Apprenticeships regulations including advising on impact of all changes to such regulations.
- Data administration of the subcontracted management information system (MIS) including daily management and maintenance to meet ESFA regulations, provision of routine and adhoc financial and performance reports.
- Financial Assurance through regular 2nd Party Assurance of SP compliance with ESFA funding regulations with appropriate follow up and monitoring of corrective actions.
- Support to meet all external and internal audits including OfSTED, ESFA and Government Internal Audit through SME advice and provision of data / evidence.
- Quality assurance and support to continuous improvement.
- Provision of direct SME support to the 13 cap badge programmes including cap badge specific data / reporting, quality improvement planning and self-assessment reports. It is anticipated that this will require significant time on site at cap badge locations across the UK as well as Army HQ in Andover.
- Support to contracting of SP, MIS and End Point Assessment requirements throughout the whole process from initial tender document production, technical and financial

assessment of bids, impact assessment of regulatory changes on running contracts and to support the end of contract management and transition management between expiring and incoming contractors.

- Provision of SME advice and capability to facilitate the digitisation of the Army Apprenticeship programme as it transitions from a paper file system on to a fully digitised programme; to include enrolment, ILR, document management and an e-portfolio system.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

72

This contract is subject to renewal

No

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: No

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Open procedure

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: No

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

4 March 2024

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

#### **IV.2.6) Minimum time frame during which the tenderer must maintain the tender**

Tender must be valid until: 20 May 2024

#### **IV.2.7) Conditions for opening of tenders**

Date

4 March 2024

Local time

5:00pm

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

To respond to the opportunity please follow this link:

<https://contracts.mod.uk/esop/guest/go/opportunity/detail?opportunityId=57317>

### **VI.4) Procedures for review**

#### **VI.4.1) Review body**

Ministry Of Defence

Andover

Email

[armycomrcl-procure-aap-mailbox@mod.gov.uk](mailto:armycomrcl-procure-aap-mailbox@mod.gov.uk)

Country

United Kingdom

Internet address

<https://contracts.mod.uk/esop/guest/go/opportunity/detail?opportunityId=57317>