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Tender

## **Apprenticeships & Operational Training Framework**

NORTHERN GAS NETWORKS LIMITED

F05: Contract notice – utilities

Notice identifier: 2021/S 000-005076

Procurement identifier (OCID): ocids-h6vhtk-029b45

Published 12 March 2021, 2:50pm

### **Section I: Contracting entity**

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

NORTHERN GAS NETWORKS LIMITED

1100 Century Way Thorpe Park

LEEDS

LS158TU

#### **Contact**

Rebecca Rowley

#### **Email**

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#### **Telephone**

+44 7935077342

#### **Country**

United Kingdom

**NUTS code**

UKE42 - Leeds

**Internet address(es)**

Main address

[www.northerngasnetworks.co.uk/procurement](http://www.northerngasnetworks.co.uk/procurement)

**I.3) Communication**

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

[www.northerngasnetworks.co.uk/procurement](http://www.northerngasnetworks.co.uk/procurement)

Additional information can be obtained from the above-mentioned address

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

**I.6) Main activity**

Production, transport and distribution of gas and heat

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## **Section II: Object**

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

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

Apprenticeships & Operational Training Framework

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

- 80500000 - Training services

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

Services

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

Northern Gas Networks are running a tender event for split into 2 separate LOTs as follows;

LOT 1 - Apprenticeships

Northern Gas Networks aim to contract with a Training Provider to deliver Apprentice Training Services for Apprentices as below:

- Maintenance Operations Engineering Technicians Level 3: 10-15
- Gas Network Operative Level 2: 10-12
- Gas Network Craftsperson Level 3: 10-12

Please note we expect all bidders to be approved to deliver all 3 of these apprenticeship programmes.

LOT 2 - Operational Training Framework

The purpose of this Framework contract is to provide operational training courses as required by NGN across the whole of NGN's Network.

Bidders must be able to provide the services in the entire of NGN's Network, NGN Courses should be run to the maximum capacity allowed and be held between 1st April until 30th September each year.

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

This contract is divided into lots: Yes

Tenders may be submitted for all lots

## **II.2) Description**

### **II.2.1) Title**

Apprenticeships

Lot No

1

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

- 80500000 - Training services

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

NUTS codes

- UKE42 - Leeds

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

Northern Gas Networks aim to contract with a Training Provider to deliver Apprentice Training Services for Apprentices as below:

- Maintenance Operations Engineering Technicians Level 3: 10-15
- Gas Network Operative Level 2: 10-12
- Gas Network Craftsperson Level 3: 10-12

Please note we expect all bidders to be approved to deliver all 3 of these apprenticeship programmes.

Training Programmes and required qualifications

Training programmes must conform to the current apprentice standards at contract commencement date and the apprentice programme must include the following qualifications:

- Gas Network Operative Level 2- Service & Mains Laying
- Gas Network Craftsperson Level 3 - Emergency Response
- Maintenance Operations Engineering Technician Level 3 - Pathways Mechanical and Electrical & Instrumentation

All apprentices are qualified at NCO1 level 1 Gas operative and NRSWA Modules 1, 2 and 3 and are currently working towards their Service Laying qualification. This training does not form part of the Scope of services and your pricing submission should reflect this.

The programme should see current apprentice's progress from their current service laying apprenticeship, through to qualified Mains Response Engineer (MRE) status. The programme should include the necessary Mains laying training to be aligned to the Gas Network Craftsperson Level 3 Emergency Response Standard.

The programme is to last a maximum duration of:

A: GNO L2: 18 Months

B: GNC L3: 24 Months

C: MOET L3: 48 Months

The programmes must be complete by the contract end dates agreed and suppliers should ensure that the programme is sufficiently flexible to enable the training to be provided in a shorter period of time to meet the completion date, should NGN require this.

Additional requirements may include single or multiple programmes in line with the standards above, in order to meet NGN's business needs over the contract period.

The training provider must be registered on the Register of Apprenticeship Training Providers (RoATP).

All Trainers and Subcontractors must be accredited to the following as a minimum -

Engineering competencies:

- NCO Level 1 Gas Operative
- NCO Level 2 Service and/or Mains (please specify up to what diameter)
- ELR

- NRSWA modules 1, 2 and 3
- SCO 1 & 2 - Service Laying, 1, 2, 4 & 5 - Mains Laying

Emergency competencies:

- CESP1
- MET 1 & 4
- REGT1
- TPCP1A
- ICPN1
- TPCP1
- CMET1
- CMET2
- NRSWA modules 1, 2 and 3
- SCO 1 & 2

Additionally, the following competencies are required as per the Gas Network Team Leader and Gas Network Craftsperson standard:

- Emergency First Aid
- Fire control
- Confined Space
- Working at heights

The successful bidder must be willing to attend NGN led training prior to commencement of the contract if they are not considered to be up to date on NGN policies and procedures or competent in the use of operational equipment.

Reporting and ePortfolio

Through a user-friendly ePortfolio software, adequate support and guidance is required in

capturing and recording both on and off the job training. The evidence recorded must be in line with current and future business specific policies/procedures, allow the learners to satisfy the necessary criteria to enter the End Point Assessment (EPA) and satisfy the relevant guidelines related to the Apprentice Levy.

The successful bidder must be able to provide accurate and timely reports which include the following On/Off Track and Evidence Mapping Completion (%).

The successful bidder must also use a model which is to be used when recording the mandatory 20% off the job training. This must be separate from the ePortfolio software.

### Supplier responsibilities

The successful bidder must have fully equipped suitable training facilities and be self-sufficient in the supply of all Equipment and Consumable items used during training, Training materials and PPE for the delivery of the apprentice programme. NGN will not provide funding for the provision of any Equipment and Consumable items used during training.

Suppliers must also provide viable accommodation options to NGN within a 10 mile radius of their training site. NGN have a cap of £85 per head per night which Suppliers must consider when providing accommodation options.

### NGN Development Centre

In collaboration with the NGN Development Centre training team, the awarded supplier is expected to support our community to build knowledge and experience to enhance both business performance and wellbeing - both intrinsically linked.

### Delivery of Programme

The new contract should allow for 1 training programme to be managed start to finish rather than having numerous separately managed projects.

NGN may wish to add additional apprentices during the contract period.

To allow for consistency in the standard of training, NGN's preferable solution is to contract with 1 supplier who can cover the whole of NGN's Network.

For security reasons, the successful bidder must be able to complete all training requirements without the use of USB sticks.

Suppliers must be able to deliver training for a minimum of 40 weeks of the year, including throughout the summer.

## Training centre locations

Bidders must have the capacity to deliver training across all of NGN's Network, with training centres that fall within the Network.

The successful bidder must have the capacity to provide an area/site that is independent from prior learning with pressurised capability conforming to the EPA requirements

## Safeguarding

The successful bidder must have a designated Safeguarding lead and must have the following policies in place -

Prevent and Safeguarding Policy

Employers H&S Policy

Safeguarding and Prevent Policy

GDPR Policy

Equal Opportunities Policy

Risk Assessment Policy

Bullying and Harassment Policy

Discipline and Grievance Policy

### **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

36

This contract is subject to renewal

Yes

Description of renewals

3 x 1 year extension provisions available for NGN to use at our discretion

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

Variants will be accepted: No

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

Options: No

## **II.2) Description**

### **II.2.1) Title**

Operational Training Framework

Lot No

2

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

- 80500000 - Training services

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

NUTS codes

- UKE42 - Leeds

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

The purpose of this Framework contract is to provide operational training courses as required by NGN across the whole of NGN's Network.

Bidders must be able to provide the services in the entire of NGN's Network, NGN Courses should be run to the maximum capacity allowed and be held between 1st April until 30th September each year.

Essential Criteria

- Feed Back Forms to be completed during the training and managed by the training provider. Completed Forms to be issued to NGNs nominated representative 48 hours after completion.

- Full joining instructions are to be sent to NGNs nominated representative at least 14 days prior to the commencement of the course.
- Registers of attendance must be scanned and emailed no later than 48 hours after each course to NGNs nominated contact
- Certificates must be applied for by Suppliers as soon as courses completed
- Certificates are to be issued to NGNs nominated contact within agreed timescales. Certificates should contain a breakdown of content on each element of training completed to achieve the overall certification.
- Suppliers are to supply all equipment/plant for both Technical and Non-Technical including stationery. NGN Operatives will supply their own PPE.
- Most current and up to date training materials must be used. (Versions/examples of the materials used are requested within this RFP)

The Operational Training Framework will be split into 2 separate LOTs as follows:

#### LOT A - Main NGN courses

Suppliers **MUST** be capable of providing 10 or more of the 33 courses under this LOT shown below.

#### LOT B - Ad Hoc courses

Suppliers **MUST** be capable of providing at least 1 of the 7 courses under this LOT shown below.

Suppliers are able to bid on LOT A, LOT B or both as long as they meet the criteria required.

#### Courses - LOT A

Abrasive Wheels

Confined Spaces

Deep Excavation

Deep Excavation re-assessment

ELR - Escape Locate and Repair (and Refresher)

FCO (First Call Operative) 1 - CESP1, MET4

FCO2 (First Call Operative) - REGT1 (Medium Pressure Governors)

FCO4 - (First Call Operative) ICPN1, TPCP1, CMET1, CMET2

Fire Control / Emergency First Aid

Fire Marshal

First Aid at Work

MET1 Only

MET4 Only

Mini Digger Novice

Mini Digger - 360 Excavator Training below 5 Tonne

NCO 1 (Network Construction Operative)

NCO 2 (Network Construction Operative)

NRSWA (New Road Street Works Act) Operative Units

NRSWA (New Road Street Works Act) Supervisors Units

ORE (Operational Response Engineer)

P11 Course (Technician Assessment)

Pavement Saws, Stihl, Disc, Floor, Road

SCO 1 & 2 (Safe Control of Operations) Novice Only

SCO4 (Safe Control of Operations) Novice only

SCO5 (Safe Control of Operations) Novice only

TEM2 Electrical and Instrumental

TEM3 Electrical and Instrumental

TEM4 Electrical and Instrumental

TEM9 Electrical and Instrumental

VS02 Assessor High & Low Voltage Systems Training

VS02 Inspector High & Low Voltage Systems Training

Grund Winch Training

Working at Heights

Courses - LOT B

CPC Training (Lorry Drivers) Certificate of Professional Competence

Dumper Fwd Tip 180dg, 7.5 T

Hiab (Refresher Training)

TEM1 (Compex) Electrical and Instrumental

Trailer Towing (B+E) Novice only

IPAF 1 B

Pasma

The supplier is to ensure they have a robust programme of training and procedures in place to plan, communicate and execute requirements within the agreed timescales that will be set out in the KPI's within the Contract.

Northern Gas Networks are looking at the potential opportunity to outsource some of our skilled trainers/mentors to suppliers to assist, set up or train delegates. NGN would cover all costs of this outsourcing, but subject to implementation agreed revision of rates would be sought with successful suppliers further into the Contractual Agreement.

Management of the Contract

The Supplier will manage and operate this contract with the necessary dedicated staff and other support services that can be provided.

It is essential there is a full time dedicated Suppliers Representative who will be responsible for operating the Contract and developing improvements to the management

for the mutual benefits of both parties, particularly the liaising and communicating of training renewals, expiration dates of certificates and re assessments. All monthly reporting formats shall be agreed with NGN's Representative.

Northern Gas Networks will appoint an Employer's Representative to monitor and manage the contract on its behalf and liaise with the Suppliers Representative. Attendance would be required by the Supplier at initially monthly meetings then quarterly meetings either at NGN's premises or the Suppliers premises.

### Key Performance Indicators

The performance of the Supplier is to be monitored against specified Key Performance Indicators (KPI's) and the Supplier shall report to the NGN's Representative at the intervals stated in Management of Contract section, with respect to their performance against the KPI's.

The KPI's may be subject to review and amendment after Year 1 of the Contract Period. The review will be carried out by NGN's Representative and the Supplier.

Reporting KPI Failures - It is important that there are procedures in place for overcoming and reporting problems when the KPI's cannot be achieved first time. For example, lack of stock, traffic problems etc, and ordering issues. These procedures and their implementation are more important than the actual KPI. The principle should be that if the procedures are followed then the 100% KPI has been maintained.

What follows is an overview of the performance targets that will be expected of the Supplier. The list is not exhaustive but is intended to allow a sufficient level of detail to design and cost a response.

### KPI Overview Target

Delivery Performance Delivery Performance is measured by each individual line item ordered. 99%

Monthly Reporting Monthly Progress Reviews: 1 week prior to monthly meeting, the content of the report will be of mutual agreement between NGN and Supplier Monthly

Lost Time Injury Not to exceed one in a given year

Road Traffic Accident Not to exceed one in a given year

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

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documents

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

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This contract is subject to renewal

Yes

Description of renewals

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**II.2.10) Information about variants**

Variants will be accepted: No

**II.2.11) Information about options**

Options: No

## **Section IV. Procedure**

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

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

Negotiated procedure with prior call for competition

#### **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

31 March 2021

Local time

9:00am

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

English

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## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

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

Becky Rowley

Leeds

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