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Planning

CS20288 UK Research and Innovation Learning & Development Training Provision

UK Research and Innovation

F21: Social and other specific services – public contracts
Prior information notice without call for competition
Notice identifier: 2021/S 000-008665
Procurement identifier (OCID): ocds-h6vhtk-02a94a
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Section I: Contracting authority

I.1) Name and addresses

UK Research and Innovation

Polaris House, North Star Avenue

Swindon

SN2 1FL

Contact

Sophie Mumford

Email

CoreServices@uksbs.co.uk

Telephone

+44 1793867005

Country

United Kingdom

NUTS code

UK - United Kingdom

Internet address(es)

Main address

https://www.uksbs.co.uk/

Buyer's address

https://www.ukri.org/

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Body governed by public law

I.5) Main activity

Other activity

Research and Innovation

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

CS20288 UK Research and Innovation Learning & Development Training Provision

Reference number

CS20288

II.1.2) Main CPV code

- 80500000 - Training services

II.1.3) Type of contract

Services

II.1.4) Short description

UK Research and Innovation requires provision of core personal and management development skills training in a range of topics, to be delivered to internal academic and non-academic staff across all seven Research Councils, Innovate UK and Research England.

II.1.5) Estimated total value

Value excluding VAT: £1,000,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

About UK Research and Innovation (UKRI):

Operating across the whole of the UK and with a combined budget of more than £6 billion, UK Research and Innovation represents the largest reform of the research and innovation funding landscape in the last 50 years.

As an independent non-departmental public body UK Research and Innovation brings together the seven Research Councils (AHRC, BBSRC, EPSRC, ESRC, MRC, NERC, STFC) plus Innovate UK and a new organisation, Research England.

UK Research and Innovation ensures the UK maintains its world-leading position in research and innovation. This is done by creating the best environment for research and innovation to flourish.

For more information, please visit: www.ukri.org

About the requirement:

UKRI require provision of core personal skills training in a range of topics. Examples of some of the most popular/core courses that will be required as part of the core training provision are as follows:

• Building Resilience

• Facilitation Skills

• Influencing and Negotiation Skills

• Introduction to People Management

• Minute Writing

• Panel Interviewing

• Performance Management

• Presentation Skills

• Setting SMART Objectives

• Time Management

UKRI would expect the successful supplier to deliver courses in line with the following structure:

Pre-event activity:

Introduction to topic via options including but not limited to written article / infographics /videos/animation/quiz aimed at introducing and testing existing knowledge. Materials must be supplied electronically.

Event:

Must be able to deliver both classroom-based and virtual learning across the UK (taking into consideration any pandemic-related restrictions or guidelines at the time should these still be in effect, or any other considerations should other unforeseen circumstances arise which would restrict the delivery of learning) and there will also be a requirement to deliver virtually to a small number of staff outside of the UK on different time zones although this will be minimal.

Trainers must have a high level of knowledge in the topics they deliver and are highly skilled in virtual and face to face delivery. It is essential that they have expertise of working with an academic workforce and be able to respond to theoretical challenge to maintain the enthusiasm and engagement of this audience. It would not be unusual to have a mix of academic and non-academic delegates so the successful supplier will be expected to manage this diverse range of backgrounds and views.

They must use best practice training principles with strong consideration for, and understanding of, inclusive, accessible approaches, legislation and embrace a blended learning approach. Methods and materials should be inclusive, current, innovative, varied, interactive, engaging and reflect our inclusive culture. Models, statistics and quotes used must be referenced and from credible sources. Materials must be supplied in soft copy and are to be reviewed by UKRI for suitability. UKRI may request that the material is amended or tailored to the audience. Any amendments will be required within an appropriate time period prior to the first delivery. The Intellectual Property for any new course material created shall be owned by UKRI. Any subject matter that has a copyright or trademark status will remain with the owner.

We expect the successful supplier to have an agile, matured and blended offering (face to face/virtual/blended) to respond to the distributed way in which more organisations are now working and will continue to work in the future. There is currently a project underway to determine future working arrangements across UKRI and we would expect the successful supplier to work with and adapt with UKRI regarding training needs.

Post event activity:

UKRI will require a follow up activity after each training course within a time period of approximately 6-8 weeks. This may consist of virtual engagement with the trainer e.g. Action Learning Set, live Q&A session or quiz to test knowledge, further materials or guidance to reinforce message/embed learning.

Delegates will participate in post-course evaluation to gather feedback on their learning and to identify any areas for improvement/adaption. UKRI will own and manage this process and will liaise with the successful supplier over findings where trends appear. We would expect each course trainer to feed back to the successful supplier following delivery of each session (and any follow up sessions) to capture any issues or suggestions that arise. This will feed into ongoing contract management and continuous improvement of the training provision.

Additional Information:

The procurement route for this requirement will be above threshold light touch regime via Find a Tender and Contracts Finder. This will be in line with the Public Contracts Regulations (2015) and any supporting legislation at the time of advertisement.

The contract will commence in March 2022 on the basis of a two (2) year initial contract period plus two one (1) year extension options (2+1+1).

The total estimated value of the overall opportunity is £1,000,000 excluding VAT. This value will cover the initial term and optional extension periods. The estimated contract value over the initial two year period is £500,000 excluding VAT. However, it is possible this could change depending on budgetary approval. The breakdown of the budget for the core training provision is £250,000 per annum.

UKRI will work with the successful supplier to take into account a distributed working model post-Covid-19 in consideration of any current legislation and guidelines.

Shortly after appointment and following consultation, the Contracting Authority will review any existing course materials including aims, objectives and expected outcomes for suitability and will advise the successful supplier where any changes/tailoring may need to take place to meet the needs of UKRI. All newly created content and revisions will need to be approved throughout the contract.

Pilot sessions will be trialled in all topics and content may be subject to further revision. The successful supplier will be expected to update materials in line with legislation and best practice during the contract period.

The training will not be hosted on the supplier's platform.

The Contracting Authority will manage internal processes and liaise with the supplier appointed account manager to manage the relationship on day to day basis.

UKRI would like to actively engage with industry practitioners and experts to ensure this agreement delivers an effective commercial partnership and therefore your feedback prior to moving forward to tender launch is extremely valuable.

UKRI would appreciate it if you could take some time to answer the questions contained within the RFI document (see link to Contracts Finder within this notice) and return this to CoreServices@uksbs.co.uk by 16:00 on Tuesday 11th May 2021.

Your feedback and responses to the following areas to help inform UKRI's tender development and help us understand the current industry perspective.

This is a non-competitive request and further information will follow about the tender opportunity and timeline.

II.2.14) Additional information

UKRI would like to take the opportunity to thank you for submitting your interest in this opportunity and very much look forward to any responses you are able to share. If there are any additional questions please do communicate these to UK SBS by emailing CoreServices@uksbs.co.uk and a member of the team will be happy to assist.

II.3) Estimated date of publication of contract notice

1 September 2021

Section VI. Complementary information

VI.3) Additional information

Please refer to the following link to Contracts Finder to gain access to the full RFI information and details of information requested as part of your response: https://www.contractsfinder.service.gov.uk/Notice/e4322290-dcea-4a88-9808-41523cd54b5a

The publication of this RFI document in no way commits the Contracting Authority to award any contract.

The Contracting Authority will not reimburse any costs incurred in connection with the preparation and / or submission of the supplier RFI response.

UKRI reserves the right to cancel all or part of this RFI at any stage and at any time.