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Planning

Provision of Business Support Services to the Army Apprenticeship Programme

Ministry of Defence

F01: Prior information notice

Prior information only

Notice identifier: 2023/S 000-022442

Procurement identifier (OCID): ocds-h6vhtk-03ec59

Published 2 August 2023, 12:28pm

Section I: Contracting authority

I.1) Name and addresses

Ministry of Defence

HQ Army, Marlborough lines, Blenheim building

Andover

SP11 8HT

Email

ArmyComrcl-Procure-AAP-Mailbox@mod.gov.uk

Country

United Kingdom

Region code

UK - United Kingdom

Internet address(es)

Main address

www.army.gov.uk

I.3) Communication

Additional information can be obtained from the above-mentioned address

I.4) Type of the contracting authority

Ministry or any other national or federal authority

I.5) Main activity

Defence

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

Provision of Business Support Services to the Army Apprenticeship Programme

II.1.2) Main CPV code

- 80400000 - Adult and other education services

II.1.3) Type of contract

Services

II.1.4) Short description

Prior Information Notice (PIN) of the Department's intention to procure a contract for Business Services Support (BSS) for the Army Apprenticeship Programme (AAP).

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 August 2024.
- The Department anticipates commencing the procurement of the Tendering for this requirement under Open Procedure with the publication of a Contract Notice October 2023.
- The Authority will be conducting the competition via the Defence Sourcing Portal (DSP).
- This PIN is to alert the market to this potential future requirement and is NOT a formal request for Expressions of Interest (EOI). A Contract Notice will be issued in due course which shall reference this PIN.

II.1.5) Estimated total value

Value excluding VAT: £9,287,889.60

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
- 80000000 - Education and training services
- 80500000 - Training services

II.2.3) Place of performance

NUTS codes

- UK - United Kingdom

II.2.4) Description of the procurement

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II.3) Estimated date of publication of contract notice

6 October 2023

Section IV. Procedure

IV.1) Description

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

The procurement is covered by the Government Procurement Agreement: Yes