

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/025373-2024>

Planning

## **HCC Aug 2024 - PPME for The Provision of Adult Education (Step2Skills)**

Hertfordshire County Council

F01: Prior information notice

Prior information only

Notice identifier: 2024/S 000-025373

Procurement identifier (OCID): ocids-h6vhtk-0489c6

Published 12 August 2024, 10:48am

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

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

Hertfordshire County Council

Pegs Lane

HERTFORD

SG13 8DE

#### **Contact**

Strategic Procurement Group

#### **Email**

[anita.shipman@hertfordshire.gov.uk](mailto:anita.shipman@hertfordshire.gov.uk)

#### **Telephone**

+44 01707292601

**Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

Buyer's address

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

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

Regional or local authority

**I.5) Main activity**

General public services

---

## **Section II: Object**

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

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

HCC Aug 2024 - PPME for The Provision of Adult Education (Step2Skills)

Reference number

PPME - Step2Skills 2024

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

- 80000000 - Education and training services

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

Services

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

Hertfordshire County Council (the 'Council') is carrying out Pre-Procurement Market Engagement ('PPME') in relation to the Provision of Adult Education. The Council will consider the feedback received to help inform the Council's options and further decision making. For the avoidance of doubt, this stage of the project is not part of a formal procurement process and the Council is not committing, at this stage, to carrying out such a process. Participation or non-participation in the PPME shall not prevent any supplier participating in a potential future procurement, nor is it intended that any information supplied as part of the PPME shall place any supplier at an advantage in a potential procurement process. Participation in the PPME will be at each organisation's own cost. No expense in responding to this PPME will be reimbursed by the Council.

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

This contract is divided into lots: No

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

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

- 80000000 - Education and training services

- 80400000 - Adult and other education services

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

NUTS codes

- UKH23 - Hertfordshire

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

As part of Hertfordshire County Council (the Council), Step2Skills is the Adult Community Learning and Employment Support service and provides opportunities for adults in Hertfordshire to get involved in learning and employment within the community. The Council aim to collaborate with people who face barriers to education and employment such as low skills, learning or physical disabilities, and mental health conditions. Step2Skills was formerly known as HAFLS. Step2Skills has been undertaking an annual Service Needs Analysis to understand priority locations and populations since the adult education service started. This analysis also informs the commissioning process and the evaluation of potential delivery partners in terms of links with target populations, experience of meeting national and local needs whilst also delivering value for money. The purpose of the Council's pre-procurement market engagement (PPME) process is to allow and enable potentially interested organisations with appropriate expertise and relevant experience to:

- o Outline and generate initial views/ideas around the outcomes, scope of the brief (i.e., with no commitment to themselves or the Council).
- o Engage with the Council to understand its challenges, intentions and desired Outcomes.
- o Provide informal input to help to shape or refine the Council's technical requirements.
- o Inform the Council of current market developments.
- o Enable the Council to understand how the Current Requirements could be shaped and met.
- o Explain potential solutions available to the Council.

The Council will consider the input and responses received as part of this PPME to help inform the Council's options and further decision making. The PPME will comprise:

- o A social media marketing campaign and engagement with industry networks within Hertfordshire such as the Chamber of Commerce, other employer representatives and Hertfordshire Futures (previously known as the Local Enterprise Partnership) to reach potential providers of adult education in Hertfordshire that may be interested in applying for a place on the Step2Skills Framework Agreement with the aim of this commencing on 1st January 2025.
- o An open invitation to relevant providers of adult education and training to register to attend an Industry Webinar on Friday 13th September 2024. Further details can be found in the PPME document.

### **II.3) Estimated date of publication of contract notice**

12 August 2024

---

## 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

---

## Section VI. Complementary information

### VI.3) Additional information

To access the PPME documentation please visit <https://in-tendhost.co.uk/supplyhertfordshire.aspx/Homeand> follow the on-screen guidance. To participate in this PPME, organisations must submit their completed Supplier Questionnaire, together with any supporting documents, through the In-Tend system by the return deadline of 12.00 Noon on Monday 2nd September 2024. In addition, the Council are delivering an Industry Webinar via Teams on Friday 13th September 2024. Please provide your email address in Appendix A, of the Supplier Questionnaire so the Council can send you the Teams invitation. Please make sure that you have submitted your Supplier Questionnaire following the instructions above. The Council will not be held accountable for any errors made by an organisation in submitting their Supplier Questionnaire. If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: [support@in-tend.co.uk](mailto:support@in-tend.co.uk) or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:00.