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Tender

## **Tender for the Provision of Services to Encourage, Enable & Assist Young People to Participate in Education & Training**

Halton Borough Council  
Wirral Borough Council  
Knowsley Metropolitan Borough Council

F21: Social and other specific services – public contracts

Contract notice

Notice identifier: 2021/S 000-027714

Procurement identifier (OCID): ocids-h6vhtk-02f3b0

Published 4 November 2021, 3:05pm

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

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

Halton Borough Council

Halton Stadium , Lowerhouse Lane

Widnes

WA8 7DZ

#### **Email**

[procurement@halton.gov.uk](mailto:procurement@halton.gov.uk)

#### **Telephone**

+44 3033334300

**Country**

United Kingdom

**NUTS code**

UKD71 - East Merseyside

**Internet address(es)**

Main address

<http://www.halton.gov.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA1966](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA1966)

**I.1) Name and addresses**

Wirral Borough Council

Old Market House, Hamilton Street

Birkenhead

CH41

**Email**

[cp@wirral.gov.uk](mailto:cp@wirral.gov.uk)

**Telephone**

+44 1516663404

**Fax**

+44 1516663705

**Country**

United Kingdom

**NUTS code**

UKD7 - Merseyside

**Internet address(es)**

Main address

<http://www.wirral.gov.uk>

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA1225](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA1225)

**I.1) Name and addresses**

Knowsley Metropolitan Borough Council

Knowsley MBC, Procurement team

2nd floor, Huyton Municipal Buildings, Arcwhay Road, Huyton, Merseyside

L36 9UX

**Email**

[procurement@knowsley.gov.uk](mailto:procurement@knowsley.gov.uk)

**Telephone**

+44 1514434716

**Fax**

+44 1516663705

**Country**

United Kingdom

**NUTS code**

UKD7 - Merseyside

**Internet address(es)**

Main address

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

Buyer's address

[https://www.mytenders.co.uk/search/Search\\_AuthProfile.aspx?ID=AA0281](https://www.mytenders.co.uk/search/Search_AuthProfile.aspx?ID=AA0281)

## **I.2) Information about joint procurement**

The contract involves joint procurement

## **I.3) Communication**

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

[www.the-chest.org.uk](http://www.the-chest.org.uk)

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

Regional or local authority

## **I.5) Main activity**

Education

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# **Section II: Object**

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

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

Tender for the Provision of Services to Encourage, Enable & Assist Young People to Participate in Education & Training

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

- 800000000 - Education and training services

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

Services

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

Local authorities have a statutory duty to encourage, enable and assist young people to participate in education and training, with a particular focus on young people who are not in education, employment or training (NEET) and vulnerable young people.

Halton Borough Council, on behalf of Knowsley Metropolitan Borough Council and Wirral Metropolitan Borough Council seeks to commission a supplier, or suppliers to deliver the following Schedules in all of the council areas, these Schedules form part of the range of support services that will enable the Authorities to carry out their statutory duties with regard to young people.

Schedule 1: Engagement Work

Schedule 2: Careers Information Advice and Guidance

Schedule 3: Careers Coaches

#### **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**

Engagement Work

Lot No

1

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

- 800000000 - Education and training services

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

NUTS codes

- UKD7 - Merseyside

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

The Supplier will support the Authorities' duties and address the specialist requirements at an authority level for young people who are NEET and whose activity is not known.

The Supplier's staff as directed by the local authority will as a minimum:

- Deliver a service across the participating authorities from a range of locations as required by each participating authority, this will include working from a young person's home and evening and weekend working;

- Use telephone calls, text, email, letters, social media or home visits to track young people and identify their participation activity;

- Work with young people in order to identify current barriers to participation. Help individuals to plan and take the steps needed to participate in education, training or employment;

- Support young people to understand the range of opportunities and support available to them and facilitate obtaining further guidance and moving forward to participation;

- Be aware of and maintain current knowledge of provision and services in the region;

- Work with a range of council services, including but not exclusive to Looked After Children Services, Social Care Teams, services for those with Special Educational Needs and Disabilities, Mental Health Services, Youth Justice Service, Health Improvement Teams, 3rd sector voluntary services, other funded programmes, and career guidance to promote participation;

- Update information on the interventions that they have made only on to the relevant Authority Client Caseload Information System (CCIS) database. This will include, for example, sufficient information to provide a clear picture of the support needs of the young person, full details of the interventions with that young person and details of any progression plans, plus summary information such as occupational aspirations, type of contact made, success of contact and referrals to other services, learning and employment. Ensure the information contained within the CCIS database accurately reflects the young person's destination. All data will remain the property of the Authorities.

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

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

## **II.2) Description**

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

Careers Information Advice and Guidance

Lot No

2

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

- 80000000 - Education and training services

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

NUTS codes

- UKD7 - Merseyside

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

The Supplier will offer appropriate in depth careers information, advice and guidance (IAG) which supports the Authorities' duties and addresses the specialist requirements at an authority level for young people from vulnerable groups.

The Supplier's staff will, as a minimum:

-Deliver comprehensive, accurate and unbiased careers IAG using a range of methods including face to face, telephone, messaging and online meetings. These will be delivered from a range of locations as required by each participating authority, this will include working from a young person's home and evening and weekend working;

-Deliver careers IAG interventions to a caseload of young people that:

-Refer and actively support positive transition for young people within the scope of this specification to options with providers of all learning programmes available to young people.

-Support young people through application processes (letters, internet, cold calling, phone calls), including filling in applications, CV completion and interview techniques;

-Help young people to understand the financial support available in post-16 provision;

-Contribute to multi-agency processes as directed by the local authority lead;

-Provide case studies and information to report on achievements and outcomes for young

people;

-Update information on the interventions that they have made only on to the relevant Authority Client Caseload Information System (CCIS) database. This will include, for example, sufficient information to provide a clear picture of the support needs of the young person, full details of the interventions with that young person and details of any progression plans, plus summary information such as occupational aspirations, type of contact made, success of contact and referrals to other services, learning and employment. Ensure the information contained within the CCIS database accurately reflects the young person's destination gets for young people

The Authorities may require the Careers IAG workers to work with schools/colleges/training providers where they have identified young people in education or training who are seeking to move or who are at risk of disengagement.

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

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

## **II.2) Description**

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

Careers Coaches

Lot No

3

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

- 80000000 - Education and training services

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

NUTS codes

- UKD7 - Merseyside

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

The Supplier will support the Authorities' duties and address the specialist requirements at an authority level for young people from vulnerable groups.

The Supplier's staff will, as a minimum:



- Deliver a service across the participating authorities from a range of locations as required by each participating authority, this will include working from a young person's home and evening and weekend working;
- Be responsible for a caseload of young people who are primarily NEET or 'at risk' of disengaging from education or training. Careers Coaches will be expected to work with young people on a 1:1 basis or with a small group;
- Deliver coaching interventions that:
- Be aware of and maintain current knowledge of provision and services in the region;
- Work with a range of council services, including but not exclusive to Looked After Children Services, Social Care Teams, services for those with Special Educational Needs and Disabilities, Mental Health Services, Youth Justice Service, Health Improvement Teams, 3rd sector voluntary services, other funded programmes, and career guidance to promote participation;
- Ensure on-going support following successful transition/re-engagement as required by the young person to ensure sustainability;
- Provide case studies and information to report on achievements and outcomes for young people;
- Update information on the interventions that they have made only on to the relevant Authority Client Caseload Information System (CCIS) database. This will include, for example, sufficient information to provide a clear picture of the support needs of the young person, full details of the interventions with that young person and details of any progression plans, plus summary information such as occupational aspirations, type of contact made, success of contact and referrals to other services, learning and employment. Ensure the information contained within the CCIS database accurately reflects the young person's destination. All data will remain the property of the Authorities.

### **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) Form of procedure**

Open procedure

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

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

Date

1 December 2021

Local time

2:00pm

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

English

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## **Section VI. Complementary information**

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

(MT Ref:224369)

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

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

Public Procurement Review Service

Cabinet Office

London

Email

[publicprocurementreview@cabinetoffice.gov.uk](mailto:publicprocurementreview@cabinetoffice.gov.uk)

Telephone

+44 3450103503

Country

United Kingdom

Internet address

<https://www.gov.uk/government/publications/public-procurement-review-service-scope-and-remit>