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Tender

## **QUB/2307/22 Learning and Development Framework**

Queen's University Belfast

F02: Contract notice

Notice identifier: 2022/S 000-031074

Procurement identifier (OCID): ocds-h6vhtk-037ebc

Published 3 November 2022, 12:54pm

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

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

Queen's University Belfast

Purchasing Office, University Road

Belfast

BT7 1NN

#### **Email**

[j.glackin@qub.ac.uk](mailto:j.glackin@qub.ac.uk)

#### **Telephone**

+44 2890973026

#### **Fax**

+44 2890971390

#### **Country**

United Kingdom

**NUTS code**

UKN06 - Belfast

**Internet address(es)**

Main address

[www.qub.ac.uk](http://www.qub.ac.uk)

Buyer's address

[www.qub.ac.uk/po](http://www.qub.ac.uk/po)

**I.3) Communication**

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

<https://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

Additional information can be obtained from the above-mentioned address

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

Electronic communication requires the use of tools and devices that are not generally available. Unrestricted and full direct access to these tools and devices is possible, free of charge, at

<https://www.in-tendhost.com/queensuniversitybelfast.aspx/Home>

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

Body governed by public law

**I.5) Main activity**

Education

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## **Section II: Object**

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

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

QUB/2307/22 Learning and Development Framework

Reference number

QUB/2307/22

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

- 80570000 - Personal development training services

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

Services

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

The Organisational Development team within the People and Culture Directorate at Queen's University Belfast delivers a range of learning and development events and other resources for staff to build organisational capability. This includes events, courses and workshops which are co-ordinated and offered on an annual basis. Some aspects utilise internal expertise, some elements require delivery from external providers. The Organisational Development team has a requirement to augment existing internal expertise/programmes which they manage. They are therefore seeking to establish a framework of suitable providers under the following Lots:-

- Lot 1: Personal/professional skills development
- Lot 2: Leadership and Management Development

The scope of this framework solely relates to central Organisational Development budgeted learning and development.

#### **II.1.5) Estimated total value**

Value excluding VAT: £500,000

#### **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**

Personal/professional skills development

Lot No

1

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

- 80570000 - Personal development training services
- 80521000 - Training programme services
- 79632000 - Personnel-training services

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

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Queen's University Belfast

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

Lot 1 covers Personal/Professional Skills development which is appropriate for the full range of staff categories and grades in the University. The appointed Framework Providers must be able to provide skills/capability development to promote the following indicative topics, which is not exhaustive:-

- Communicating effectively
- Time management/managing your workload/working smarter
- Skills for Effective Mentoring
- Effective Project Working, Project Management Skills
- Preparing for Management/Leadership Roles
- Responding to change
- Individual Career Development
- Interviewee Skills
- Personal Development Review Skills (Reviewers and Reviewees)

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

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £250,000

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

Duration in months

12

This contract is subject to renewal

Yes

Description of renewals

Renewal may commence in 54 months if all options are exercised.

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

Variants will be accepted: No

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

Options: Yes

Description of options

The contract is for a period of 12 months initially with options to extend by up to a further 48 months.

### **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**

Management and Leadership Development

Lot No

2

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

- 80532000 - Management training services

- 80570000 - Personal development training services

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

NUTS codes

- UKN06 - Belfast

Main site or place of performance

Queen's University Belfast

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

This Lot covers the design and delivery of learning and development initiatives for senior levels of staff in the University. Examples of topics and development tools which may be required are listed below. This list is not exhaustive:

- Leading effective teams
- Managing people
- Managing performance effectively
- Conducting effective performance and development reviews
- Difficult conversations
- Facilitation, managing group discussions and chairing meetings
- Developing a business case
- Emotional Intelligence/self-awareness as a leader/manager
- Personal resilience and enabling resilience in others
- Adapting your leadership style
- Coaching skills for managers
- Critical thinking/decision making
- Strategic thinking/developing strategy
- Leading change effectively in an agile environment
- External awareness/working with stakeholders
- Leadership development at senior strategic level
- Coach development/supervision
- Executive coaching (1:1 for senior leaders, where offered as an inherent part of Programme)
- Development support methods and tools e.g. Action Learning, 360 degree feedback and other psychometric or development tools

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

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Value excluding VAT: £250,000

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

#### **III.2) Conditions related to the contract**

##### **III.2.3) Information about staff responsible for the performance of the contract**

Obligation to indicate the names and professional qualifications of the staff assigned to performing the contract

## **Section IV. Procedure**

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

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

Open procedure

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

The procurement is covered by the Government Procurement Agreement: Yes

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

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

Date

5 December 2022

Local time

4:00pm

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

English

#### **IV.2.7) Conditions for opening of tenders**

Date

5 December 2022

Local time

4:15pm

## **Section VI. Complementary information**

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

This is a recurrent procurement: Yes

Estimated timing for further notices to be published: 54 months

### **VI.2) Information about electronic workflows**

Electronic ordering will be used

Electronic payment will be used

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

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

Queen's University Belfast

Belfast

Country

United Kingdom