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Tender

WME W145 Level 5 Coaching & Mentoring

West Midlands Employers

F02: Contract notice

Notice identifier: 2022/S 000-035539

Procurement identifier (OCID): ocds-h6vhtk-038dd9

Published 15 December 2022, 3:09pm

Section I: Contracting authority

I.1) Name and addresses

West Midlands Employers

West Midlands House, Gipsev Lane

Willenhall

WV13 2HA

Contact

Laura Kendall

Email

laura.kendall@staffordshire.gov.uk

Country

United Kingdom

Region code

UKG - West Midlands (England)

Internet address(es)

Main address

www.wmemployers.org.uk

Buyer's address

<https://supplierlive.proactisp2p.com/Account/Login#>

I.3) Communication

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

<https://supplierlive.proactisp2p.com/Account/Login#>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

<https://supplierlive.proactisp2p.com/Account/Login#>

I.4) Type of the contracting authority

Other type

Regional Employers Organisation for Local Government

I.5) Main activity

General public services

Section II: Object

II.1) Scope of the procurement

II.1.1) Title

WME W145 Level 5 Coaching & Mentoring

Reference number

DN1440

II.1.2) Main CPV code

- 80000000 - Education and training services

II.1.3) Type of contract

Services

II.1.4) Short description

WME and the partner organisations in the Pool are looking to ensure the provision of qualified coaches and mentors into the Pool and are seeking providers to work with them. This focuses on delivering certified level 5 development programmes to enable replenishment and growth of coaches and mentors in the WMCMP through:

The delivery of an estimated minimum of 5 Level 5 coaching and mentoring certificate programmes and up to 20 programmes over the period of the contract (based on minimum of 8 and maximum of 16 delegates per programme).

Note: This is a demand led service which may be impacted by access to the Professional coach apprenticeship, therefore the number estimated to be delivered is provided as a guide and not a guarantee.

II.1.5) Estimated total value

Value excluding VAT: £280,000

II.1.6) Information about lots

This contract is divided into lots: No

II.2) Description

II.2.2) Additional CPV code(s)

- 80500000 - Training services
- 80530000 - Vocational training services
- 79998000 - Coaching services
- 80521000 - Training programme services

II.2.3) Place of performance

NUTS codes

- UKG - West Midlands (England)

Main site or place of performance

West Midlands

II.2.4) Description of the procurement

WME and the partner organisations in the Pool are looking to ensure the provision of qualified coaches and mentors into the Pool and are seeking providers to work with them. This focuses on delivering certified level 5 development programmes to enable replenishment and growth of coaches and mentors in the WMCMP through:

The delivery of an estimated minimum of 5 Level 5 coaching and mentoring certificate programmes and up to 20 programmes over the period of the contract (based on minimum of 8 and maximum of 16 delegates per programme).

Note: This is a demand led service which may be impacted by access to the Professional coach apprenticeship, therefore the number estimated to be delivered is provided as a guide and not a guarantee.

We are keen that all coaches are qualified to a suitable standard and have chosen programmes that meet the QCF Level 5 Certificate criteria as our benchmark. We need to clearly understand from providers how their training equips individuals to be effective 1 to 1 coaches and mentors who work in hybrid, often virtual ways. Providers will be scored more highly if they can demonstrate a blended approach to learning to cater for different learning styles.

The successful provider will agree a timetable of programmes with WME and WME will be responsible for securing delegate bookings, arranging venues / online meetings and programme administration, unless otherwise agreed. Any in person workshops may take place anywhere in the West Midlands region; but most likely Birmingham, Stafford,

Coventry and Warwick will be the primary venues.

We anticipate 8-12 delegates per programme, but this may go up to 16 if demand requires it.

In addition to providing services to the Coaching and Mentoring Pool, WME will also seek to offer Level 5 programmes as in-house delivery for organisations in the West Midlands Region who wish to develop internal coaching and mentoring capability and resource. The anticipated quantity of programmes is based on 5 for the Pool and 15 for in-house delivery, however this is not guaranteed.

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: £280,000

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

Start date

1 March 2023

End date

31 March 2028

This contract is subject to renewal

Yes

Description of renewals

1st March 2023 – 31st March 2026, with the option to extend by 2 x 12 months: 1st April 2026 – 31st March 2027 and 1st April 2027 – 31st March 2028.

II.2.10) Information about variants

Variants will be accepted: No

II.2.11) Information about options

Options: Yes

Description of options

1st March 2023 – 31st March 2026, with the option to extend by 2 x 12 months: 1st April 2026 – 31st March 2027 and 1st April 2027 – 31st March 2028.

II.2.13) Information about European Union Funds

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

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

18 January 2023

Local time

12:00pm

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

English

IV.2.6) Minimum time frame during which the tenderer must maintain the tender

Duration in months: 3 (from the date stated for receipt of tender)

IV.2.7) Conditions for opening of tenders

Date

18 January 2023

Local time

1:00pm

Section VI. Complementary information

VI.1) Information about recurrence

This is a recurrent procurement: No

VI.4) Procedures for review

VI.4.1) Review body

West Midlands Employers

Willenhall

Country

United Kingdom