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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](mailto:laura.kendall@staffordshire.gov.uk)

#### **Country**

United Kingdom

#### **Region code**

UKG - West Midlands (England)

**Internet address(es)**

Main address

[www.wmemployers.org.uk](http://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

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## **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

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## **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

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## **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