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Tender

## **L and D Training provision - Project Management Tender**

L and D Training provision- Project Management Training

F02: Contract notice

Notice identifier: 2023/S 000-036219

Procurement identifier (OCID): ocds-h6vhtk-0422c5

Published 8 December 2023, 1:32pm

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

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

L and D Training provision- Project Management Training

The Engine House Fire Fly Avenue

Swindon

SN2 2EH

#### **Contact**

Katherine Cook

#### **Email**

[katherine.cook@historicengland.org.uk](mailto:katherine.cook@historicengland.org.uk)

#### **Country**

United Kingdom

#### **NUTS code**

UK - United Kingdom

**Internet address(es)**

Main address

<https://historicengland.org.uk/>

**I.3) Communication**

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

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

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted electronically via

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

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://in-tendhost.co.uk/historicengland.aspx/Home>

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

Body governed by public law

**I.5) Main activity**

General public services

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## **Section II: Object**

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

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

L and D Training provision - Project Management Tender

Reference number

P/REF 00000248

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

- 80500000 - Training services

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

Services

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

This tender is split into two Lots and providers can submit a proposal for one or more Lots. Lot 1 is for Project Management training at different levels but does not require a recognised industry assessment or qualification. Lot 2 is for recognised industry standard qualification in Project Management. Each Lot will be provided by a single supplier, with services being called off when required, up to the value stated in the contract advertisement over the 3 year period. Suppliers who wish to apply for more than one lot should provide additional information and assurance on how they would ensure quality and consistency of delivery as well as how they would ensure capacity to deliver all requirements. Lot 1 - Project Management Project Management has always been key to delivering Historic England's work. Project Management (PM) skills can be beneficial in many roles outside of official project management roles. The Programmes Team in Historic England have developed guidance and tool

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

Value excluding VAT: £115,000

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

This contract is divided into lots: Yes

Tenders may be submitted for maximum number of lots

2

Maximum number of lots that may be awarded to one tenderer: 2

The contracting authority reserves the right to award contracts combining the following lots or groups of lots:

This tender is split into two Lots and providers can submit a proposal for one or more Lots. Lot 1 is for Project Management training at different levels but does not require a recognised industry assessment or qualification. Lot 2 is for recognised industry standard qualification in Project Management. Each Lot will be provided by a single supplier, with services being called off when required

## **II.2) Description**

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

Lot 1 – Project Management Training

Lot No

1

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

- 80511000 - Staff training services
- 80532000 - Management training services
- 80521000 - Training programme services
- 92312212 - Services related to the preparation of training manuals

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

NUTS codes

- UK - United Kingdom

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

Lot 1 - Project Management Project Management has always been key to delivering Historic England's work. Project Management (PM) skills can be beneficial in many roles outside of official project management roles. The Programmes Team in Historic England have developed guidance and tools for managing small and medium size projects. The guidance is influenced by Prince2 and the APM approach. We expect a supplier to take this guidance into consideration when designing the training. Most of the training is aimed at staff who run projects as part of their role but are not project managers and have no

desire to become project managers. Many of our senior managers who are now SROs have no project management training. We envisage a suite of courses to support staff in different roles and with different needs. The courses can build on each other but need to give people the chance to skip a level if they already have the knowledge. Course 1: Introduction to project management What is it, what is it not, when to deploy it, when not to use it, how to adapt it to projects of different size, scope and risk. Benefits of project management. Understand RAID. We are looking for this course to be a 1 day session and it needs to give people an understanding of what project management is and what it involves. Course 2: Manage a small to medium sized project using the Historic England guidance. Project Design. RACI. RAID. Planning. Monitoring project delivery. Closing a project. Responsibility of a project manager compared to other roles – SRO, project content lead (if available), delivery team, change manager. We are looking for this course to be 2 day session and it needs to give people the knowledge and skills to run small to medium sized projects effectively and confidently as part of their day to day job. Course 3: Be an effective SRO. We are looking for this course to be no longer than 3.5 hours and explore the role of the SRO, responsibilities and the relationship to project manager and project lead as well as change manager. Decision making in a project structure. Chairing project boards effectively. This course needs to give SROs a clear understanding of their responsibilities. Objectives • Enable staff to have a general understanding of the principles of project management (Course 1) • Enable staff from various functions to run small and medium sized projects successfully in line with our project guidance (Course 2) • Ensure SROs understand their role and how they interact with other roles in the project governance (Course 3) • Ensure SROs can run project boards effectively (Course 3) We expect a high demand for Course 2. The SRO training might need to be offered to smaller groups more frequently.

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

Price

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

Start date

1 March 2024

End date

28 February 2027

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

### **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**

Lot 2 – Project Management Training

Lot No

2

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

- 80500000 - Training services
- 80531200 - Technical training services
- 80510000 - Specialist training services
- 92312212 - Services related to the preparation of training manuals

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

NUTS codes

- UK - United Kingdom

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

Lot 2 – Project Management Qualification training  
There are a significant number of staff whose role focuses heavily on project management tools and techniques and some wish to have some formal qualification in project management. Others want to move into project management as a career and require a formal qualification. We are looking to provide those with the opportunity to gain a qualification to industry standard. It would be beneficial that the course is also in-line with APM and Prince 2 principles. Objectives:  
• Enable staff to run small, medium or major projects with a structured and consistent

approach to start, deliver and end of projects • Increase project management skills and competences across the organisation • Delivery of Prince2 or APM qualification • Recognised qualification to industry standard • Formal assessment as part of the qualification

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

Price

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

Start date

1 March 2024

End date

28 February 2027

This contract is subject to renewal

No

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

Variants will be accepted: No

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

Options: No

#### **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

8 January 2024

Local time

5:00pm

#### **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**

Tender must be valid until: 9 February 2024

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

Date

8 January 2024

Local time

5:00pm

## **Section VI. Complementary information**

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

This is a recurrent procurement: No

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

Electronic ordering will be used

Electronic invoicing will be accepted

Electronic payment will be used

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

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

Historic England

Swindon

Email

[Procurement2@english-heritage.org.uk](mailto:Procurement2@english-heritage.org.uk)

Country

United Kingdom

Internet address

<https://historicengland.org.uk/>