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**Bournemouth and Poole College**

**Invitation to tender for**

**Apprenticeships E-Portfolio System**

**1st  January 2027 to 31st December 2030**

**with the option to extend for up to a further 24 months.**

Tender Reference: CA16136

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## **Section 1 Instructions to Tenderers**

## **Introduction**

* 1. The enclosed invitation to tender provides information for consideration with respect to the Bournemouth and Poole College contract for an Apprenticeship E-portfolio System.
  2. Tenderers are required to answer all applicable questions and include all documentation requested. The tender must be completed in English.
  3. Original documents must not be included, as the College does not accept responsibility for returning them.
  4. All information received in connection with this tender application will be treated in the strictest confidence.
  5. Tenders must be submitted in accordance with the following instructions. Any tender not complying fully with any of the instructions in this document may be rejected by the College, whose decision in the matter shall be final.
  6. The College reserves the right to award in whole, in part or not at all. In the event that the contract is split into individual Lots, these Instructions will apply to each Lot individually.
  7. These instructions to tenderers relate to the goods or services advertised on contracts finder which also contains the Tenet Reference stated on the front page of this document.

## **Site Visit Attendees**

2.1 Site Visits are not required for this tender however all clarifications must be addressed via the messaging on the Multiquote portal where they will be collated, answered and uploaded for all suppliers to view.

## **Tender Return & Validity**

* 1. Tenders must be returned via the e-tendering portal [www.multiquote.com](http://www.multiquote.com). NB: If you require any additional assistance, please contact the MultiQuote helpdesk direct on 0151 482 9230. Please ensure you allow sufficient time to upload your Tender Return Documents prior to the deadline.
  2. Tenders must reach us via the e-tendering portal [www.multiquote.com](http://www.multiquote.com) by **12:00hrs on 1st of August 2025** which shall be the date fixed for submission of tenders. Late responses will not be considered.
  3. The tender shall be submitted on the basis that the offer in it shall remain in force for a minimum of six months from the date fixed for the submission of tenders.
  4. In submitting the tender, the tenderer shall undertake that, in the event of the tender being accepted by the College, within fourteen days of being called upon to do so by the College,the tenderer will execute a formal contract consisting of the contract documentation and until such date as the contract is executed this tender, together with the formal written acceptance of it by the Principal or Authorised Officer on behalf of the College, will form a binding agreement between the College and the tenderer.
  5. Failure by the successful tenderer to execute a formal contract within the time specified above will render the contract voidable at the option of the College at any time.

3.6 Tenders shall only be submitted on the basis that they are bona fide competitive tenders. It is therefore agreed that the College shall have the power to cancel the contract and to recover from the tenderer the amount of any loss arising from the cancellation if either the tenderer:

a) shall have offered or given or agreed to give any officer or member of the College staff any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure. The word "tenderer" for these purposes shall be deemed to include any and all persons employed by the tenderer, or who are purporting to act on the tenderer’s behalf whether the tenderer is aware of their acts or not, or

b) shall have communicated to any other person than the College the amount or approximate amount of the proposed tender other than in confidence in order to obtain quotations necessary for the preparation of the tender, or for insurance purposes, or

c) shall have entered into any agreement or arrangement with any person as to the amount of any proposed tender or that person shall refrain from tendering.

3.7 The College will exclude tenderers at any time throughout the tender process should any of the grounds for exclusion pursuant to Regulation 57 of the Public Contracts Regulations 2015 as amended be found to apply.

## **Acceptance of Tender**

* 1. The College shall not be under any obligation to accept any tender.
  2. The College shall not be under any obligation to accept the lowest tender.
  3. The College reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the tenderers.
  4. At no time should the tenderer, prior to submitting or following the bid submission, communicate with any person within the College in the first instance other than Crescent Purchasing Consortium. Failure to abide by this ruling could disqualify the tenderer’s proposal from being considered. All communication should be conducted via the ‘Messages’ tool located on the e-tendering portal [www.multiquote.com](http://www.MultiQuote.com).
  5. The College has no liability to settle any cost incurred by the tenderer as a result of the tendering procedure or a re-tendering procedure.
  6. The tender must be based upon the terms, conditions and specification(s) set out in these documents, otherwise it may be rejected on the basis of being unsuitable and non-compliant. The Form of Tender may not be modified in anyway.
  7. Tenderers will be notified of the outcome of the tender process at the earliest possible time.
  8. No tender will be deemed to have been accepted unless such acceptance has been notified to the tenderer in writing.
  9. In case a tender appears to be abnormally low in relation to the services to be provided, the College will request a clarification in writing and/or explanation concerning its elements. The College reserves the right to exclude a tender, if after a verification process based on the explanations and evidence received it comes to the conclusion that the tender is abnormally low.

## **Pricing**

5.1 Prices shall be submitted in accordance with the Schedule of Prices.

5.2 Unit rates and prices must be quoted in pounds sterling. Tenders should be submitted exclusive of Value Added Tax (VAT).

5.3 If the College suspects that there has been an error in pricing of the tender, the College reserves the right to seek clarification as it considers necessary from that tenderer only.

## **Duration**

6.1 The tenderer shall be prepared to start mobilisation of the contract from the **3rd of November 2025**. With the Go-Live date for the system will be the **4th of January** **2027,** for system users, with all implementation and training to be completed prior to this date. The contract duration will be for an initial period of three (3) years with the option for the College to extend for a further period up to twenty-four (24) months. Full contract length not to exceed 60 months in total.

## **Submission of Tenders**

7.1 In completing the tender documentation, the Tenderer shall prepare and submit its tender giving due consideration to the entire tender package. The requirements for submission of tenders are that the Tenderer shall:

1. Complete, sign and return the FORM OF TENDER (See Appendix A)
2. Complete and return the SCHEDULE OF PRICES (See Appendix B)
3. Complete and return the TENDER RESPONSE FORM (See Appendix C)
4. Complete and return the CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING (See Appendix D)
5. Complete and return the CONFLICT-OF-INTEREST DECLARATION FORM (See Appendix E)
6. Complete and return the DATA PROTECTION SCHEDULE (See Appendix F)
7. Complete and return the COMPANY INFORMATION (See Appendix G)
8. Complete and return the SAFEGUARDING Appendix (See Appendix H)

7.2 Any further supporting information you wish to provide should be provided in separate sections or appendices.

## **Amendments to the Tender Documents**

* 1. The College reserves the right to make changes of a minor drafting nature to the contract documentation.
  2. The College reserves the right to make changes to the award criteria stated in point 17 below. Tenderers will be informed of any changes.

## **Queries Arising**

* 1. Where tenderers have any queries about the tender documentation which may have a bearing on the offer to be made, these **should be raised with Tenet Education Services** via the ‘Messages’ tool located on the e-tendering portal [www.multiquote.com](http://www.multiquote.com), as soon as possible, and in any case not later than the final date for tender clarification questions. Where any such enquiry has been made, Tenet Education Services will circulate to all tenderers a copy of the enquiry and the written reply, although anonymity will be preserved.
  2. Where tenderers have any queries or concerns with any specific condition of the terms and conditions of the contract, these should be raised with Tenet Education Services via the Messages Tool located on the e-tendering portal [www.multiquote.com](http://www.multiquote.com)), as soon as possible, and in any case no later than the final date for tender clarification queries. Please ensure the specific condition(s) and proposed amendment(s) are provided. These will be reviewed by the College on a case-by-case basis, and, *if* accepted, revised terms and conditions will be issued to all tenderers. Failure to accept the terms and conditions of the contract may result in the tender being rejected by the College.

## **Use of Tender Documents**

* 1. Invitations to tender must be treated as private and confidential. Tenderers must not disclose that they have been invited to tender or release details of the tender documents, other than on an “in confidence” basis to those who have a legitimate need to know, or to those professional advisers whom the Tenderer needs to consult for the purposes of preparing the tender.
  2. Any information given to the tenderer by way of guide quantities and any plan, drawing or report in the attached appendices is only given as a guide. The tenderer warrants that it has ascertained for itself the accuracy of the information. No claim against the College shall be allowed whether in contract or in tort or under the Misrepresentation Act 1967 or otherwise on the ground of inaccuracy.
  3. The copyright in this ITT is vested in Crescent Purchasing Consortium. The ITT may not be reproduced copied or stored in any medium without the prior written consent of Tenet, other than for use strictly for the purpose of preparing a response to this ITT.

## **Freedom of Information**

Tenderers are requested to specify with reasons if any information contained in its tender submission is confidential. The College will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act 2000.

## **Safeguarding Young People and Adults**

The College recognises that all children have a right to protection from abuse and takes seriously its responsibility to protect and safeguard the welfare of children, young people and vulnerable adults.

This includes all contracts and/or one-off requirements for the provision of works at the College, where a member of a provider’s personnel may come into contact with children, or vulnerable adults, or sensitive personal information in relation to them, will require those provider’s personnel to hold Enhanced disclosure & Barring service (EDBS) clearance certificate.

In order to offer protection to its children, young people and vulnerable adults. The College expects that relevant provider’s personnel engaged in the provision of these contracts will have the same level of EDBS clearance, monitoring and verification as the College would expect of its directly employed staff.

The procurement instructions require that all tenders and quotes for contracts and any ‘one-off requirements to consider whether the contract requires EDBS provision. The decision as to whether a contract requires EDBS provision will depend on the nature of the works, goods, services or utilities to be provided, and completion of a risk assessment.

## **Health and Safety**

If required, the appointed Contractor shall carry out all work on site in accordance with current Health and Safety legislation pertaining to the work at all times and provide the college with all risk assessments and method statements prior to the contract implementation and for any works thereafter.

1. **Equality and Diversity**

The Contractor shall provide and adhere to their Equality and Diversity Policy. If you do not have an Equality & Diversity Policy, the College expects you to adhere to the College Equality & Diversity Policy. A copy of which can be supplied upon request.

1. **Insurance**

The Contractor shall provide insurance cover to indemnify the Client and issue copies of the policy to the Client. The Contractor shall provide the following levels of insurance cover:

* Employers Liability Insurance £5M limit of indemnity
* Public Liability Insurance £5M limit of indemnity
* Product Liability Insurance £5M limit of indemnity

1. **Data Protection**

16.1 For the purposes of this contract, the Data Controller (“Controller”) means the College, and the Data Processor (“Processor”) shall mean the contracted supplier.

* 1. Instructions on how data should be processed can be found in Appendix F, Data Protection Schedule. Suppliers are required to complete and return this schedule as part of their tender submission.

16.3 The Processor must process personal data only under documented instructions of the Controller.

* 1. The Processor must act on the documented instructions of the Controller, as detailed in Appendix F. If the Processor does not comply with the above instructions for processing data, and chooses how to process the data themselves, the Processor will be considered the Controller.
  2. The Processor is required to implement appropriate technical and organisational measures to ensure full compliance with GDPR requirements for the duration of the contract.
  3. The Processor must:
     1. Make available to the Controller all information necessary to demonstrate compliance with the obligations laid down in Article 28 GDPR and allow for and contribute to audits, including inspections, conducted by the Controller or another auditor mandated by the Controller - and the Processor shall immediately inform the controller if, in its opinion, an instruction infringes GDPR or other EU or member state data protection provisions.
     2. Assist the Controller in carrying out its obligations with regard to requests by data subjects to exercise their rights under GDPR Chapter III, noting different rights may apply depending on the specific legal basis for the processing activity (and should be clarified by the Controller up-front).
     3. Assist the Controller in ensuring compliance with the obligations to implementing a level of security for the personal data appropriate to the risk, taking into account the nature of processing and the information available to the Processor.
     4. Assist the Controller in ensuring compliance with the obligations to carry out Data Protection Impact Assessments, taking into account the nature of processing and the information available.
     5. Notify the Controller without undue delay after becoming aware of a personal data breach.
  4. The Processor must comply with security obligations equivalent to those imposed on the Controller.
  5. Sub-Processors:
     1. The Processor must ensure that individuals authorised to process the personal data have committed themselves to confidentiality or are under an appropriate statutory obligation of confidentiality and only appoint Sub-Processors with the Controller’s prior written authorisation.
     2. Where Sub-Processors are appointed, the Processor must impose the same minimum terms imposed on it on the Sub-Processor; and the original Processor will remain liable to the Controller for the Sub-processor’s compliance.
     3. The Sub-Processor must provide sufficient guarantees to implement appropriate technical and organisational measures to demonstrate compliance.
     4. Processors must inform Controllers of intended changes in their Sub-processor arrangements.

## **Award Criteria and Evaluation Methodology**

The Contract will be awarded to the most economically advantageous tenders applying the award criteria and evaluation methodology detailed below. Tender responses will be evaluated against responses submitted in Appendix C.

17.2 Non-Pricing

Other than in the case of scores for pricing, scores under each Award Criterion will be awarded on the following basis:

|  |  |
| --- | --- |
| **Assessment of Response** | **Score** |
| Excellent: Meets all expectations / Demonstrates complete understanding of all the requirements of this particular specification / No reservations. | 4 |
| Good: Meets most expectations / Demonstrates good understanding of most of the requirements of this particular specification / No reservations. | 3 |
| Satisfactory: Meets some expectations / Response is standardised with no apparent understanding of the requirements of this particular specification / Minor reservations. | 2 |
| Poor: Does not meet expectations / Response is weak & does not adequately address the specification / Significant reservations. | 1 |
| Unacceptable: Response is missing / Response is very weak and does not address the specification / Major reservations. | 0 |

17.3 Pricing

Scores will be awarded for price on the following basis:

The lowest Contract Price submitted in accordance with the Schedule of Prices will be awarded the highest score and all other Tenderers will be awarded pro rata scores on the relative competitiveness of their Contract Price compared to the lowest Contract Price e.g. (Contract Price / Lowest Contract Price \* Award Criteria) = X% score.

17.4 Award Criteria & Weightings

The Tender Response submitted by Tenderers will be evaluated on the following award criteria and weightings:

|  |  |  |
| --- | --- | --- |
| **Award Criteria** | **Requirements** | **Sub-Criteria / Question Weighting (%)** |
| **Technical Quality Requirements (Non-Price)** | | |
|  | Ability to meet Mandatory Requirements – Bidders must self-certify that their proposed solution meets all the mandatory requirements listed | PASS/FAIL |
| Technical Quality Requirements (40%) | Technical Performance:   * Ability to Meet Required Specification * Course Administration * Reporting Tools & Tracking * System Management * Stakeholder Fit * Integration with other Systems | 30% |
| Experience:   * Data Migration * Implementation * Case Studies * Problem Solving | 20% |
| Service and Support:   * Training (initial and support) * Technical Assistance * Account Management * Customer Service | 25% |
| Access and Security:   * Account Management * MFA * Secure Document Storage & Sharing | 25% |
| **Total** | | **100%** |
| **Price** | |  |
| Schedule of Prices (40%) | Schedule of Prices for the 3 years duration including any annual increases | 100% |
| **System Demonstrations** | | |
| Demonstration to College (20%) | Top 3 Shortlisted Suppliers from the combination of above Non-Price and Price Scores  Bidders will be assessed on: System Demonstration, | 100% |
| **Total 100%** |  | |

## **Indicative Timetable for Tender and Award of Contract**

|  |  |
| --- | --- |
| **Activity** | **Date** |
| Invitation to Tender (ITT) Issued | **7th of July 2025** |
| Last Date for Clarification Questions | **1700hrs 24th of July 2025** |
| Last Date for Receipt of Tenders | **1200hrs, 1st of August 2025** |
| Evaluate Tender | **4th – 29th of August 2025** |
| Shortlisted Top 3 Tenderers to Present | **1st of September – 3rd of October 2025** |
| Issue of Contract Award and Start of 10-Day Standstill Period | **20th of October** |
| Completion of Standstill Period | **30th of October 2025** |
| Formal Award of Contract | **3rd of November 2025** |
| Mobilisation Period | **3rd of November 2025 – 30th November 2026** |
| User Training Period | **1st of July – 31st of August 2026** |
| Go-Live Date | **4th of January 2027** |

Please note that dates may be subject to change.

NB: The College reserves the right to only invite the top three bidders to the presentation stage, following the written response evaluation. **Section 2 Background Information**

## **Section Background Information**

Bournemouth & Poole College (BPC) is a further education college offering high-quality technical education and training, covering most areas of the economy. It operates from two main campuses, a separate carpentry and composites centre, and offers online education.

The college caters for over 3,000 16–18-year-olds, over 2,000 apprentices, and several thousand adult learners including around 600 at higher education level, creating a total student population of around 10,000. The college works in tandem with over 1,000 employers, locally and nationally, to provide students with access to training, work experience and real-life projects, boosting their CVs.

The college plays an increasingly important anchor institution role in the BCP (Bournemouth, Christchurch and Poole conurbation), working closely with other key organisations such as the council, the three universities, Dorset Chamber, DWP, schools and many others. These relationships and the college’s reputation within them, are very important.

The college is currently in the middle of £50m of capital investment, creating flagship new learning facilities within its Poole Campus and with a huge project to transform its Bournemouth campus, with a new building and restoration of its Grade II listed Clock Tower Building.

In September 2023 it opened University Centre Poole on its Poole Campus, providing higher-level students with dedicated first-class equipment, including digital suites, an engineering lab, industry-standard nursing training facilities and social learning spaces.

BPC is rated as ‘Good’ overall by Ofsted, with its residential provision rated as ‘Outstanding’ in November 2023. rating from Ofsted and is moving rapidly within an exciting period of growth and development.

The college has recently undergone a full rebranding to communication its course offer and work more clearly; encompassing logo, brand styling and all working documents. The new and updated *‘thecollege.co.uk’* website embodies these styling changes.

Through its growth, development and innovation, the college is also creating services, projects, milestones and events which have the potential to project the college’s stories to a wide audience with significant, attention-grabbing impact, helping our mission. For these specific instances, the Marketing Team do not have the reach or contacts of an established PR Agency to secure the most extensive coverage. The ability to activate forward-planned, ad hoc support for such opportunities is needed.

## **Section 3 Customer Requirements**

Bournemouth and Poole College are seeking to procure a modern, user-focused Apprenticeship E-Portfolio System that will transform and streamline the delivery, management, and monitoring of apprenticeship provision. The aim is to replace current systems with an intuitive, scalable solution that supports end-to-end learner journeys—from initial enquiry through to achievement—while enhancing collaboration between learners, staff, and employers. This procurement is part of our commitment to improving digital infrastructure, ensuring compliance, and delivering high-quality, responsive support to all users.

The below information sets out some information as to the current ways of working and functionality and what the College are potentially looking for in a new system. Bidders must complete and return the embedded statement of requirements, to self-certify their proposal meets this prerequisite.



Innovative solutions are encouraged, such as any features of a potential solution not listed in the attached requirements, you are encouraged to include them in your proposal. Bidders are welcome to propose solutions over and above these requirements, so long as the essential features in each section are met.

The below paragraphs and tables sets out background information and current working practices in two key areas, and anticipated expectations of a new solution.

**System Requirements for Apprenticeships Pre-Onboarding and Onboarding**

1. Background

**Issue:** There are currently multiple sets of data kept on spreadsheets by both the admin team and the assessors and managers for various parts of the apprenticeship onboarding process. It is difficult to access this information and relies on manual data inputting and manual sharing of spreadsheets/emails in order to trigger the next steps. As a result, there is limited information available on vision reports to understand where we are as a college, in each stage of the process.

**Objective:** All apprenticeship onboarding processes need to be handled on a central system. Processes need automated triggers and emails to ensure the entire process is streamlined and feeds into the next part of the process so this can be tracked effectively. Moving forward, there should not be any isolated spreadsheets/emails with localised information.

**Solution:** Below is an example of how this might work with a new system. There may be other solutions that could work in a better way, but the ultimate objective is to make it as easy as possible for the student and the apprenticeship teams to use to ensure buy in.

|  |  |  |
| --- | --- | --- |
| **Category** | **Current Process (Currently handled internally)** | **New Requirements** |
| Vacancy Process (Via Assessor) | Assessors maintain informal company lists and email CVs directly. Admin is only informed when an offer is made. | Assessors to log employer interest as a prospect in an online system (similar to a Business Engagement Record) to track progress and notify Admin. |
|  | Students with offers may still receive "Keep Warm" emails due to lack of communication. | Automate process so status updates to "Offered" and links to apprenticeship standards, notifying Admin. |
| Vacancy Process (Via Vacancy Advert) | Manager manually downloads the FAS applicant list and matches it to ProSolution. | Enable CSV import into a system and automatically match to the vacancy number on FAS. |
|  | Student details in FAS are incomplete, requiring manual follow-ups. | Automate email prompts to applicants requesting additional info via a system |
|  | No automation between FAS applications and ProSolution. | Ensure completed applications land in a system for seamless processing. |
| Vacancy Process (Via College Website - Direct to ProSolution) | No employer = manual "Keep Warm" emails and tracking. | Automate "Keep Warm" emails with prompts for students to find an employer and log details. |
|  | Students must manually complete the "Confirm Apprenticeship Placement" form. | Automate updates in a system when a student finds an employer. |
| Onboarding Process | No automated employer confirmation process. | Automate employer confirmation emails and prompts to update a system. |
|  | Assessor allocation is manual. | Automate allocation of assessors based on the selected apprenticeship standard. Assessor allocation should be agreed by App Manager prior to any automation |
|  | No automation for student GCSE result submission. | Automate GCSE result submission and integrate with ProSolution for accuracy. We would need to see original certs first |
|  | Manual tracking of students who haven't provided results. | Generate reports identifying students who need follow-ups. |
|  | App Admin manually updates costing info per standard. | Automate costing updates in a system via a CSV file from apprenticeship managers. |
|  | Manual "Ready to Enrol" process. | Automate email notifications and pre-enrolment form submissions. |
| Enrolment Process | App Admin manually updates student information in ProSolution. | Automate pre-enrolment form data transfer to ProSolution and enrolment request queue. |
|  | Students remain "Uncommitted" until manually processed. | Automate status change to "Committed" upon pre-enrolment form completion, triggering Signables. |
|  | Manual error identification in enrolment forms. | Automate vision reports to flag missing data. |
|  | Reports require manual filtering. | Pre-filter reports to display only pending apprentices. |
|  | No automated tracking of potential apprenticeship intake. | Generate reports for COO to monitor pipeline students and prevent duplicate applications. |

1. **System Requirements for Apprenticeships e-portfolio**

Background

**Issue:** OneFile is currently underutilised. Additionally, only a limited number of staff are trained to make system changes, as it is managed by the Apprenticeship Team rather than the Development Team. Most staff also require refresher training to ensure they can use the system effectively.

**Objective:** Evaluate alternative systems based on cost and functionality to determine whether they better meet our requirements. Ideally, the chosen system should support both pre-onboarding and onboarding processes within a single, cohesive platform. Additionally, we need to conduct a full review of OneFile’s capabilities to explore ways to maximise its use and add value.

**Solution:** Conduct a comprehensive system review, which may result in adopting a new system or optimising OneFile for better efficiency.

|  |  |
| --- | --- |
| **Manager /Admin requirements** |  |
|  | Ability to add learning aims (e.g., English, Maths, H&S, qualifications, results, gateway evidence) |
|  | Ability to create bespoke reports |
|  | Account Access – Centre Manager to set accounts and permissions for - Assessor/Tutor/Admin Access |
|  | Account Access - Centre Managers to be able to set permission on other accounts |
|  | Account Access - Managers to have access to other learning areas |
|  | Account access – Centre Managers to have access to all accounts |
|  | Account access – Employer/EQA/IQA |
|  | Account Access – student portfolio |
|  | Adding comments which can be seen alongside reports |
|  | Alerts for seat monitoring |
|  | Assessment Plan Templates |
|  | Assessment Templates |
|  | Consistency rules and weightings for accurate progress tracking |
|  | Create and manage courses |
|  | Custom form creation (e.g., surveys, journal entries, learner status, off-the-job training records, student profiles) |
|  | Different user ID’s |
|  | Employer details logging to view – Centre manager to have ability to add employers |
|  | Individual Learning Plans (ILPs) |
|  | Journal entries and categories – be able to add and use who can see access |
|  | Learning support needs tracking (refer to OneFile for variety of reports) |
|  | Off the job calculation |
|  | Off the job evidence recording – to see journal entries |
|  | Pending tasks |
|  | Personal Development courses – the ability to update and add to their centers |
|  | Practice Area – for new staff or practicing staff on new forms before publication |
|  | Quiz creation functionality – courses |
|  | Record breaks in learning |
|  | Reporting functionality - center reports, learner reports – individual reports. Activity Report - Clarity of progress/achievement - Gap analysis – (see OneFile reports section) |
|  | Reviews and ability to write various versions |
|  | Sampling Template |
|  | Special requirements – learning needs |
|  | Standards template for apprenticeships |
|  | Start and end date rules – in frameworks templates and student files |
|  | Tasks – To be able to sign off tasks where required ie APL/RPL |
|  | To be able to see students task list with due dates |
|  | Unit creation |
|  | Unit rules |
|  | Upload virtual lessons |
|  | Weighting rules |
| **Student Requirements** |  |
|  | Assessment plans and assessments |
|  | Gap analysis |
|  | Journal entries and categories |
|  | Messaging functionality |
|  | Off the job calculation |
|  | Off the job evidence recording |
|  | Personal Development courses |
|  | Portfolio download |
|  | Progress report |
|  | Resources area for learning materials |
|  | Review Individual Learning Plans (ILPs) |
|  | Showcase portfolio |
|  | sign off assessment and reviews |
|  | Student App |
|  | Task list with due dates |
|  | Upload lesson work/evidence |
|  |  |
| **Employer Requirements** |  |
|  | Employer Access – To vies student progress and journal entries |
|  | Ability for all parties to sign off assessment and reviews |
|  | Off the job evidence recording |
|  | Employer/EQA/IQA /Assessor/Tutor/Admin Access |
|  |  |
| **Administration & Access (Current OneFile Cons)** | No in-depth training package provided |
|  | Manager responsible for manually deactivating staff accounts |
|  | No Multi-Factor Authentication (MFA) available |
|  | Manager must manually set up all user accounts for employers and staff (Learner accounts automatically set up following enrolment) |
|  | Costs increase with additional functionality |
|  | List of learning aims to be alphabetical order or by course |
|  | Cannot write our own learning aims (OneFile controls this |
| **Missing Functionality** | If a new standard is needed, OneFile must create it (cost implications if not previously written) |
|  | Doesn’t communicate easily with other college systems |
|  | Duplicate record alert |

## **Section 4 Tender Submission Checklist**

Tenderers should ensure that all the requested information is provided as part of their Tender. Failure to provide the requested information may be detrimental to your tender evaluation score and may result in a Tender not being evaluated.

*This checklist is provided for the convenience of Tenderers, there is no requirement to include it with your Tender.*

Each Tender should include:

1. A completed and signed FORM OF TENDER (See Appendix A of the ITT).
   * Has the Form of Tender been signed? Electronic signatures are accepted.
2. A completed SCHEDULE OF PRICES (See Appendix B of the ITT).
   * Have you read the instructions for completing the Schedule of Prices?
   * Have all of the cells/fields of the Schedule of Prices been completed?
   * Has the Schedule of Prices been checked for mathematical accuracy?
   * Note: If possible, please return the completed Schedule of Prices in the same format e.g. excel or word rather than pdf.
3. A completed TENDER RESPONSE FORM (APPENDIX C of the ITT).
   * Has the Tender Response Form provided with the ITT been completed with relevant contact details?
4. A completed and signed CERTIFICATE OF NON-COLLUSION AND NON-CANVASSING (See Appendix D of the ITT).
   * Has the certificate been signed? Electronic signatures are accepted.
5. A completed and signed CONFLICT OF INTEREST DECLARATION FORM (See Appendix E of the ITT).
   * Has the certificate been signed? Electronic signatures are accepted.

6. Complete and return the DATA PROTECTION SCHEDULE (See Appendix F)

* Has the certificate been signed? Electronic signatures are accepted.

7. Complete and return the FREEDOM OF INFORMATION (see Appendix G);

* Has the certificate been signed? Electronic signatures are accepted.

8. Complete and return the SAFEGUARDING (see Appendix H).

* Has the certificate been signed? Electronic signatures are accepted.

9. Copy insurance documentation demonstrating at least £5 million Employers Liability cover, £5 million a Product Liability and £5 million Public Liability cover

10. Completed the “Apprenticeships\_E-Portfolio\_Systems\_Features” document

## **Appendix A Form of Tender**

1 I/We the undersigned acknowledge receipt of the following contract documentation:

a) Invitation to Tender and its enclosures

b) Customer Requirements (Specification)

c) Terms and Conditions of Contract

2. I/We hereby offer to provide the services set out therein and perform, fulfil and keep all the obligations of the contractor in accordance with the provisions of the contract conditions, and the specification, all for the sums properly due under the contract as calculated in accordance with the price schedules submitted.

3. I/We confirm that I/We are fully conversant with all the contract documentation, and that this tender is submitted strictly in accordance with that contract documentation and that the insertion by me/us of any conditions qualifying this Tender or any unauthorised alteration to any of the Tender documents may cause the Tender to be rejected.

4. In the event that this Tender is accepted, I/We undertake to execute a formal contract with the College embodying all of the terms and conditions contained within the contract documentation. Unless and until a formal agreement is executed, this Tender together with the College’s written acceptance shall constitute a binding Contract between us.

5. I/We understand that the College is not bound to accept the lowest or any tender it may receive, and that the College reserves the right to discontinue the award procedure in the event of irregular tenders or in the absence of appropriate tenders.

6. I/We agree to bear all costs incurred by me/us in connection with the preparation and submission of this Tender and to bear any further costs incurred by me/us prior to the award of any contract.

7. I/We confirm that the person whose signature is appended to this Tender is a duly authorised signatory of our Company and has full and legal authority to sign this Tender on behalf of our Company.

**Signed for and on behalf of the Tenderer:**

Signed:

Position/Status:

Company Name:

Address:

Date Signed:

## **Appendix B Schedule of Prices**

**INSTRUCTIONS FOR COMPLETION**

Tenderers are required to complete the Schedule of Prices and return as part of their tender response.

All prices must be quoted in pounds sterling, and exclusive of Value Added Tax (VAT).

Any projected price increases for years 2 and 3 should be clearly stated in your tender.

No separate inflationary price increases will be accepted once the contract is in force.

**Please complete and return Appendix B Pricing Schedule (Excel Document)**



**Inaccurate completion of the pricing schedules will be taken into account when deciding whether such a tender can be accepted by the College.**

## **Appendix C Tender Response Form**

**Contact Details**

Please provide contact details for individuals responsible for this tender submission.

|  |  |
| --- | --- |
| Name |  |
| Position |  |
| Company Name |  |
| Address |  |
| Telephone - Main |  |
| Mobile |  |
| Email |  |
| Website |  |

**Suppliers are required to respond to each of the items below, by inserting their response to the question within the box provided on this Response Form. The College may only score the information provided within the Response Form.**

**Suppliers may attach additional documentation in support of the response provided in the Response Form such as diagrams, certificates or spreadsheets, although this should be clearly referenced.**

**1.** **Contract Price – 40%**

Please complete the Schedule of Prices found in Appendix B which will form part of your tender submission. The Schedule of Prices MUST NOT be altered in any way. Please include any explanatory notes in relation to the contract price below:

**Response:** (please use as many pages as necessary)

|  |
| --- |
|  |

**2.** **Technical Quality Requirements – 40%**

**Technical Performance (30% sub-weighting)**

Tenderers are required to detail the technical performance of their proposed system and demonstrate how it meets the required specification. Highlighting the below areas of interest:

* Course Administration
* Reporting Tools & Tracking
* System Management
* Stakeholder Fit
* Integration with other Systems

**Response:** (please use as many pages as necessary)

|  |
| --- |
|  |

**Experience (20% sub-weighing)**

Tenderers are required to detail their experience with these types of solution, preferably in a FE/He sector. You will need to include implementation plan proposals for this contract in response to the specification. Your response should detail the following minimum requirements:

* + Data Migration
  + Implementation
  + Case Studies
  + Problem Solving

**Response:** (please use as many pages as necessary)

|  |
| --- |
|  |

**Service and Support (25% sub-weighting)**

Tenderers are required to detail their levels of service and support throughout the life of the contract. Detail of the account management structure, escalation procedures and what training support will be provided to the College.

**Response:** (please use as many pages as necessary)

|  |
| --- |
|  |

**Access and Security (25% sub-weighting)**

Tenderers must provide what security measures are in place to provide a secure environment for all users. This should include sensitive data and include GDPR measures. It would be prudent to include SLAs to demonstrate how system uptime will be maintained and procedures to handle any downtime.

**Response:** (please use as many pages as necessary)

|  |
| --- |
|  |

## **Appendix D Certificate of Non-Collusion and Non-Canvassing**

1. We certify that this is a bona fide tender, and that we have not fixed or adjusted the amount of the tender by or under or in accordance with any agreement or arrangement with any other person. We also certify that we have not done, and we undertake that we will not do at any time before the hour and date specified for the return of this tender any of the following acts:

a) Communicate to a person other than the person calling for those tenders the amount or approximate amount of the proposed tender, except where the disclosure, in confidence, of the approximate amount of the tender was necessary to obtain insurance premium quotations required for the preparation of the tender.

b) Enter into any agreement or arrangement with any other person that they shall refrain from tendering or as to the amount of any tender to be submitted.

c) Offer or pay or give or agree to pay or give any sum of money or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to any other tender or proposed tender for the said work any act or thing of the sort described above.

2. We further certify that the principles described in paragraph 1 above have been, or will be, brought to the attention of all sub-contractors, suppliers and associate companies providing services or materials connected with the tender, and any contract entered into with the sub-contractors, suppliers or associated companies will be made on the basis of compliance with the above principles by all parties.

3. We further certify that no attempt has been made directly or indirectly to canvass or solicit any member, officer or employee of the College concerning the award of the contract which is the subject of this Invitation to Tender.

4. In this certificate, the word “person” includes any persons and any body or association, corporate or otherwise; and “any agreement or arrangement” includes any such transaction, formal or informal, and whether legally binding or not.

5. I confirm that I accept any breach of the conditions of this Declaration of Bona Fide Tender will inevitably lead to the termination of the Contract.

Signed:

Position/Status:

Company Name:

Address:

Date Signed:

## **Appendix E Conflict of Interest Declaration**

I/We warrant that:

* 1. There **would be no** conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.

Signed:

Position/Status:

Company Name:

Address:

Date Signed:

I / We warrant that:

* 1. There could be a possible conflict or perceived conflict of interest in relation to the personnel or type of work involved in this contract.

Please explain what the possible conflict or perceived conflict of interest may be and who it relates to and how it could have an adverse effect on this contract.

|  |
| --- |
|  |

Signed:

Position/Status:

Company Name:

Address:

Date Signed:

## **Appendix F Data Protection Schedule**

**Processing, Personal Data and Data Subjects**

This Schedule shall be completed by the Controller, who may take account of the view of the Processors, however the final decision as to the content of this Schedule shall be with the Controller at its absolute discretion.

* + 1. The contact details of the Controller’s Data Protection Officer are:
    2. The Processor shall comply with any further written instructions with respect to processing by the Controller.
    3. Any such further instructions shall be incorporated into this Schedule.

|  |  |
| --- | --- |
| **Description** | **Details** |
| Identity of the Controller and Processor | The Parties acknowledge that for the purposes of the Data Protection Legislation, the Customer is the Controller, and the Contractor is the Processor in accordance with Clause 1.1. |
| Subject matter of the processing | Data processing is needed in order to ensure that the Processor can effectively deliver the contract to provide the agreed services to the College. |
| Duration of the processing | For the duration of the contract, unless otherwise agreed as between the parties. |
| Nature and purposes of the processing | The nature of the processing means any operation such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction of data (whether or not by automated means). The purpose is for the provision of the services to the College. |
| Type of Personal Data being Processed | It is not anticipated that the auditors will require access to any Personal Data as their role is to audit the College’s processes; but in the event that the auditors do, then it will be for the above purpose and duration. |
| Categories of Data Subject | See above |
| Plan for return and destruction of the data once the processing is complete  UNLESS requirement under union or member state law to preserve that type of data | See above. It is anticipated that any working papers will only be retained for the duration of the audit to which they relate and or in accordance with the auditors’ own retention policy, in the event that this is longer. |

## **Appendix G – Safeguarding**

1 I/We the undersigned acknowledge the Safeguarding requirements of the College, to support the College in its legal obligation and social responsibilities in relation to safeguarding children, young people and vulnerable adults. This is in accordance with the following legislation:

* The Children Act 2004;
* Education Act 2002 and Guidance (September 2004);
* Safeguarding Vulnerable Groups Act 2006
* Equality Act 2010
* Mental Capacity Act 2005
* Counterterrorism and Border Security Act 2018, part 5 as applies to Prevent and Channel;
* Working together to Safeguard Children in Education 2018;
* Keeping Children Safe in Education 2019 (KCSIE).

2. The term learner refers to children/young people and any other student enrolled at college and/or engaged in any activity on college premises including distance learning/working from home. Any student under the age of 18 is deemed to be a child in the eyes of the law. The term vulnerable adult refers to any person, over the age of 18, in need of community care or support services because of old age, mental health issues, physical disability, hearing, seeing and/or communication difficulties, learning disabilities or the inability to protect themselves from significant harm or being taken advantage of.

3. The safeguarding of learners also includes protection from harassment which includes sexting, harmful sexual behaviour, criminal exploitation (CE County Lines), modern slavery, trafficking and an awareness of contextual safeguarding. A copy of the Trust’s Safeguarding Policy can be obtained on request.

**Enhanced** **Disclosure & Barring Service Checks**

1. Prior to deployment on site, Contractor staff will have been subject to an Enhanced Disclosure & Barring Service (EDBS) check and at all times the Contractor is obliged to comply with the Trusts Safeguarding Policy. It is a specific requirement of the College that the contractor will provide the following mandatory information related to their on-site staff and that until such time this information is provided these staff are not permitted access to the College site(s):
2. Their full name.
3. Their valid EDBS certificate reference number that has been granted (an application number is unacceptable).
4. The issue date of the EDBS certificate.
5. It is wholly the College’s responsibility to set the policy for managing the safeguarding of both young and vulnerable students, and in this role, it is appropriate that the College reserves the right to validate the EDBS certification by utilising this information. The requirement for providing the employees full name and date of birth is a mandatory requirement and non-negotiable.

6. In the event that this Tender is accepted, I/We undertake to execute the contract with the College embodying all of the Safeguarding requirements of the College.

7. I/We confirm that the person whose signature is appended to this Tender is a duly authorised signatory of our Company and has full and legal authority to sign this College on behalf of our Company.

**Signed for and on behalf of the Tenderer:**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position/Status: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_