



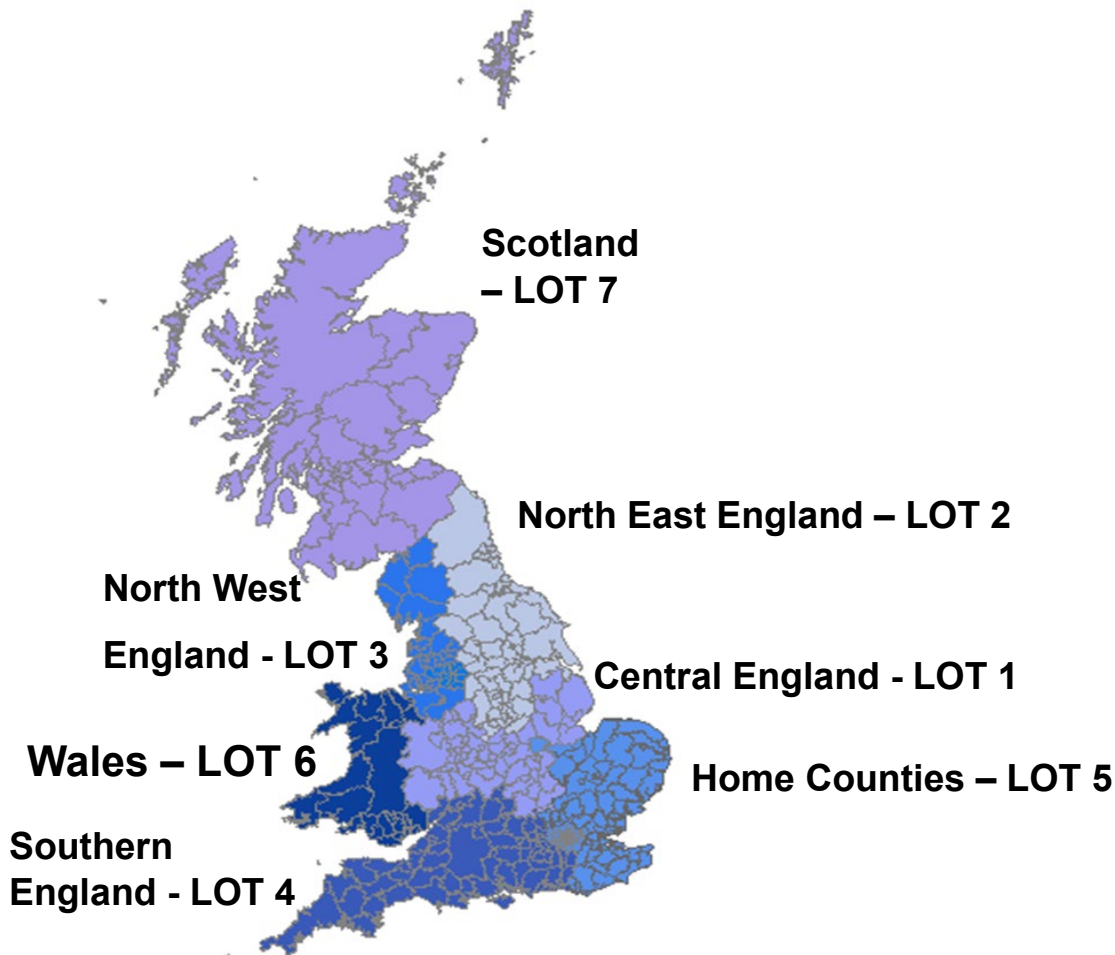
Partnership Opportunity with Steadfast Training

Expression of Interest (EOI)

To support our tender for the DWP's *Commercial Agreement for the provision of Employment and Health Related Services (CAEHRS)*, **Steadfast Training Ltd** is seeking providers with relevant experience and expertise to support the delivery of Employment and Health programmes.

The DWP will use the CAEHRS as a framework to issue future contracting opportunities for the provision of employment and health related support services to people who are unemployed and people with disabilities, those with health conditions or other barriers to work. Only suppliers successful on this framework will be able to tender for these opportunities. The CAEHRS will run for a maximum of 5 years with a value of £7.5bn.

The CAEHRS is expected to be available across eight LOTs:



National – Great Britain (LOT 8) – this will be automatically awarded if an organisation secures more than two LOTs.



Steadfast Training Ltd is an experienced provider of skills and employability programmes across Central and Eastern England, delivering direct contracts with the DWP, the ESFA, the Cambridgeshire and Peterborough Combined Authority (CPCA) and many Local Authorities. We hold Ofsted Grade 2, are Matrix accredited and a member of the Chartered Institute for Further Education. We manage supply chains for our prime ESF/SSW contract to support workforce development and redundancy support in New Anglia and recognise that working in partnership with a diverse range of local and regional specialist organisations generates high-quality customer experiences and strong results for programme users.

Under the CAEHRS, Steadfast Training intends to submit tenders for 2 LOTs –

LOT 1 – Central England

LOT 5 – Home Counties

Therefore, we are keen to hear from providers with a track record of high-quality delivery that can demonstrate strong performance of similar provision, as well as existing links with local employers and effective stakeholder relationships (e.g. Jobcentre Plus, LEPs, Combined Authorities, VCSE sector).

Steadfast Training will carry out a formal assessment and due diligence progress of all responses to this EOI to identify appropriate partner organisations that are able to demonstrate the required capacity, delivery capabilities and geographic coverage. Successful and unsuccessful providers will be notified.

Steadfast Training will also agree the type and scope of activities to be delivered (once Invitations to Tender (ITT) have been published) with each individual organisation prior to entering into any partnership agreement.

Please note that completion of this form does not constitute a contractual agreement between Steadfast Training and your organisation and that we may also be asking for additional information as part of our process on the release of the ITT to meet the needs of specific tender requirements and priorities.

Timetable, Assessment Criteria and Process

DWP’s intended timetable for this procurement is as set out in the table below:

CAEHRS Contract Notice Published	15/06/2020
Invitation to Tender (ITT) issued	29/06/2020
Tender Deadline	03/08/2020 10am
Standstill Period and CAEHRS Award	21/08/2020 – 30/08/2020



All applications received will be assessed against the different sections as per the table below. All scores will be weighted and EOIs that score 0 (zero) on any of the scored sections will automatically be eliminated from the process and not be considered further.

Section	Scores 0-10	Weighting
1. Experience, Track Record & Key Strengths		50%
2. Local Infrastructure, Capability & Capacity		30%
3. Financial & Insurance Information		20%

If interested in working with Steadfast Training on this tender opportunity, please complete this EOI as comprehensively as you can. All completed EOIs should be returned to:

michael.schneider@steadfasttraining.co.uk by **5pm on 3rd July 2020 (at the latest)**.



Applicant Information

Organisation:	
Website Address:	
Main Contact (Name & Job Title):	
Email:	
Telephone/mobile number(s):	
Address:	
Company Registration Number:	
UKPRN (if applicable):	
VAT registration number (if applicable):	
Organisation status (limited company, charity etc.):	
Directors:	
Years of Trading:	

Can you also please complete the following sections of this form and give us an indication of where you are able to deliver in the table below.

Area	Full Coverage	Part-coverage (please specify LEP areas, towns etc.)
LOT 1 – Central England		
LOT 5 – Home Counties		
Other:		



Quality Standards & Accreditation	
Please list any relevant Quality Standards and Accreditations (e.g. MATRIX, Ofsted, ISO) and provide details (i.e. date of inspection visits, grades)	
If your application is accepted, do you agree for Steadfast Training to conduct a site visit at your premises prior to the start of contract delivery?	Yes No

Resources	
Number of staff (including associates) that you would be able to deploy on employment and health related contracts - please confirm that you agree to submit their CVs if requested	
Staff qualifications (teaching, IAG etc)	
Proposed delivery locations in specified LOT areas (please confirm whether these are your own premises or hired venues)	



Delivery Experience

Company description – please tell us about your experience of supporting groups of unemployed individuals, including those with disabilities and health conditions or other barriers to work (BAME groups; older customers; lone parents; ex-offenders etc), as well as those wishing to be self-employed and explain how you supported them into employment/self-employment. Please also explain what specific arrangements you have made to help overcome issues for particular customer groups (maximum 500 words).

Please let us also know how you have provided effective remote support to customers during the COVID-19 pandemic and whether you would be able to continue that support in the future, including engagement activity and progression outcomes (maximum 300 words).

If you have NOT previously delivered any similar provision to support jobseekers, please provide information of any other experience relevant to employability and health programmes (maximum 300 words).



Please list any local networks/links to other services and referral partners that would benefit customers (maximum 250 words)

Please list your organisation's past and present contracts that were/are aimed at supporting individuals to enter/re-enter and progress in employment, education and/or training.

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Contract start + end dates	Contract overview	Achievement rates	Total funding value



Capacity

Please provide us with an indication of the number of customers you would be able to support within a partnership (i.e. maximum capacity) and whether your model relies on partner referrals or if you can provide an end-to-end service.

Please provide information on the type of training you can deliver to customers (i.e. subject area, accredited or non-accredited, level etc). If you do not currently deliver any skills training, please just enter N/A (maximum 250 words)

References

Steadfast Training may ask delivery partners to provide up to 3 client references, who Steadfast Training may contact as part of our assessment process – and prior to entering into any contractual relationship. You do not have to provide the references now, but can you confirm that you will be able to provide these references if required? If not, please explain.



Policies, Insurances and Finance

Policies

Do you have a written Health and Safety at work policy (Yes/No)?

Has your organisation during the last three years been prosecuted or had a notice served for contravention of the Health and Safety at Work act 1974 or associated regulations and/or has your organisation during the last three years been the subject of a formal investigation by the Health and Safety Executive or similar national body charged with improving health and safety standards? If Yes, please give details and explain the impact on the service delivered by your organisation (maximum 250 words)

Do you have a written Safeguarding policy (Yes/No)? The policy should, as a minimum, address the following:

- a) Set out what arrangements are in place to minimise risk
- b) Detail how customer health and safety will be ensured, and
- c) Detail provider security and confidentiality arrangements.

If you do NOT have a policy, please explain why and how you ensure that the safeguarding of customers and employees is maintained at your workplace. (maximum 250 words)

Do you have a written Sustainable Development policy (Yes/No)? If you do not have a policy, please explain what steps your organisation is taking to deliver training in an efficient and environmentally sustainable way - specifically in relation to waste produced, energy efficiency, carbon emissions and sustainable transport. (maximum 250 words)



Is your organisation fully compliant with the requirements of the General Data Protection Regulation (GDPR)? Please state (Yes/No).

Also, do you have a written Data Security policy (again, Yes/No)? If you do NOT have a policy, please explain how you ensure that personal information is protected and that data is stored and/or processed as part of this contract (maximum 250 words)

Does your organisation have a written Equality and Diversity policy (Yes/No)? And is it your policy as an employer to comply with your statutory obligations under current equal opportunities legislation (again, Yes/No)? If you do NOT have a policy, please explain why and how you ensure that your organisation meets statutory requirements? (maximum 250 words)

In the last 3 years, has any finding of unlawful discrimination been made against your organisation by any court, industrial tribunal or Equality Commission and/or (also during the last three years) has your organisation been the subject of a formal investigation by the Equality Commission on grounds of alleged unlawful discrimination? If Yes, please provide details and what steps you took as a consequence of the findings. Maximum 250 words)

Does your organisation have a written Environmental policy in place (Yes/No)? If you do NOT have a policy, please explain why and how you ensure that your organisation meets statutory requirements? (maximum 250 words)

Has your organisation been prosecuted, in the last 3 years, for any environmental offence - or have any case pending? If 'yes' please give details and explain the impact on the service delivered by your organisation (for instance, has your company initiated any processes or actions in relation to improving your environmental performance. If so, please provide the details of the person responsible). (maximum 250 words)



Insurances

Please provide details of your insurances (e.g. Public Liability Insurance, Professional Indemnity Insurance) and the size of cover provided.

Name of insurance	Insurance Number	Amount (£)	Name of provider
Employer's Liability			
Public Liability			
Professional Indemnity			
Other			

Finance

Please provide details of your company's **turnover** and **profit** over the last 3 years. If necessary, Steadfast Training may require further financial information.

Turnover	2019
	2018
	2017
Profit	2019
	2018
	2017

In order to support Steadfast Training's due diligence process, please confirm that you would be prepared, if requested, to provide audited accounts of your organisation for the last three years or other financial statements. If not, please state the reasons for this.



Final checklist

Please let us know if you have the following required information and documents	Included in this EOI or available upon request? If not possible, please comment.
Staffing Matrix	
CVs for delivery staff	
DBS (Disclosure and Barring Service) details for delivery staff	
Awarding Body Accreditation Certificate(s) (if applicable)	
Inspection Report (if applicable)	
Previous success data	
Contact details for up to 3 references	
Employers Liability certificate	
Public Liability certificate	
Quality Standards (existing or evidence of working towards)	
Equality & Diversity Policy	
Health & Safety Policy	
Safeguarding Policy	
3 years of Financial Accounts	

Many thanks