



North West Network

Learning and Skills Council Procurement Round 2009/10

Application Process Briefing **Session 3 –The application process**





Tender form – the technical bit



Location of ITTs

- ESF ITTs can be found at NWN and LSC website:
 - www.nwnetwork.org.uk/lsc-esf-procurement-round-june-2009
- ITTs can be accessed through the BRAVO portal.
- To view the tenders you need to either register on the portal or already have a PQQ
 - <https://lsc.bravosolution.com/web/login.shtml>
- Register at the portal and:
 - Click on ITTs open to all suppliers
 - Choose the heading of the ITT you would like to respond to
 - Click on the ITT (far left hand side)
 - Click on settings, buyer attachments and messages (right hand side)
 - Click on buyer attachments



Location of ITTs

To view a tender click on buyer attachments

- Attachments include:
 - Specifications for each project in the ITT (tenders)
 - » ITT
 - » Questionnaire document
 - » Financial Spreadsheet for each project in the ITT
 - » Volumes Spreadsheet
 - Read me First
 - Bravo revision screenshots
 - LSC General Terms and Conditions
 - NW Briefings



How to respond to a tender

To respond to a tender:

- You can 'reply' or 'reject' the ITT (give reason for rejecting)
- Click on the 'Reply' link to complete your ITT response
- Complete the online questionnaires in the Technical and Commercial Response screens
- In the Technical Response screen, attach a completed questionnaire document and spreadsheets for each project in the ITT that you are tendering for
 - Further instructions are included in the 'Read me first' document in the ITT



Messaging service

To view messages:

- Click on the ITT you wish to respond to
- On the left hand side click on the ‘Settings, Buyer Attachments & Messages’ tab.
- Click on messages.

To send a message (regarding ITT content):

- On the same screen, click in the created message link, underneath the list of messages.

To send a message (regarding BRAVO portal/technical difficulties):

- Email BRAVO solutions directly on Help@BravoSolution.co.uk
- Contact NW LSC Procurement team
procurementnorthwest@lsc.gov.uk



Tender form – the actual form and tendering process



Questionnaires (tender/application forms)

- The questionnaires are not the same for each activity field. There are small variations between them.
- As you complete the forms make sure formatting is not altered as they might get rejected by the system.
- There is a maximum character limit for each section and sub-section. Failure to comply could affect the way in which your tender is marked.



Questionnaires (tender/application forms)

- The questionnaires (word and excel documents) have 7 sections altogether, some with more than one sub-sections.
- Different marks have been allocated between the sections, some have higher mark allocation and minimum thresholds and some are more crucial than the others.
- There is a minimum quality threshold for Section 1 and its sub-sections. Tenders that fail to meet the minimum quality threshold for any of the sub-sections of Section 1 will not continue to be scored by the assessment panel.



Questionnaire Sections

- Section 1 – Activity Arrangements & Delivery Arrangements
- Section 2 – Management Arrangements
- Section 3 – Added Value and Value for Money
- Section 4 – Track Record
- Section 5 - Cross Cutting Themes and Exit Strategy
- Section 6 – Output and Outcome Profile *
- Section 7 – Funding Cost *

*** These sections are found on separate excel spreadsheets**

Questionnaire Sections

Section 1	Scores	
Activity Summary and Delivery Arrangements	min	max
Activity overview	no	no
Meeting Service requirements	8	12
Defining the target groups	4	6
Engaging and meeting target group needs*	4*	6*
Employer needs and understanding of the local economy*	4*	6*
Contribution to local strategies and plans*	4*	6*
Partnership working		8*

*** These sub-sections do not appear in every questionnaire and scores vary too**

Questionnaire Sections

Section 2		Scores	
Management arrangements		min	max
Delivery mechanisms			9
Ensuring quality of provision			5
Timescales and milestones			6
Management and monitoring			6

Section 3		Scores	
Added Value and Value for Money		min	max
Value to activity in geographic location			8
Value for money			6



Questionnaire Sections

Section 4	Scores	
	min	max
Track Record		
Management and delivery record		12
Working in geographic location		6
Working with target groups		12
Working with sectors and employers*		6*

*** These sub-sections vary from questionnaire to questionnaire and scores vary too**

Questionnaire Sections

Section 5	Scores	
	min	max
Cross cutting themes and exit strategy		
Equal opportunities		
range of needs within target group		3
project design and delivery		3
EO policy plan and impact		3
marketing and publicity		3
Sustainable development		4
Exit strategy		4

Questionnaire Sections

Section 6	Scores	
Output and Outcome profile	min	max
Output and Outcome profile		10

- Review ITT for details of outputs and results that LSC wants to deliver
- Complete Part B Output and Outcome Profile with Deliverables
- Identify the volume of each Deliverable to be delivered in each month

Questionnaire Sections

Section 7		Scores	
Funding Cost		min	max
Funding Cost			5

- Provide breakdown of all costs
- Use headings included in tender form
- Costs must be realistic and relate to the delivery of the project
- Identify costs of the project on annual basis
- Balance of funding
 - **Self calculating**
 - **Items marked with asterics used to determine %**

Tendering Process

- Basic Checks – Technical/Commercial Parameters
- Evaluation
- Contract Award Panel
- Regional Management Team Endorsement

Launch ITTs	05-Jun-09
Submission Deadline	20/07/2009 5pm
Evaluation	27-Jul - 21-Aug-09
Contract Clarification	7-25-Aug-09
Contract Award Panels and RMT endorsement	31-Aug - 25 Sep-09
Applicants Notified of Outcome	28-Sep-09
Standstill Period Ends	29-Sep - 12-Oct-09
Projects Commence	Dec-09 onwards



Contact details

- FAQ uploaded at LSC's website and updated on Tuesday and Thursday every week: www.lsc.gov.uk/regions/NorthWest/tendering
- For questions regarding content of tenders: use BRAVO messaging system
- If you require any assistance use the online messaging service, or the BravoSolution help desk is available Mon – Fri (8am – 6pm) on:
email: help@bravosolution.co.uk
Phone: 0800 011 2470 / Fax: 020 7080 0480
- Contact NW LSC Procurement team procurementnorthwest@lsc.gov.uk



Hints and tips



Why do tenders fail?

- First stage checks (submission past deadline, incomplete sections, attachments missing, incorrect forms etc)
- There is not enough money for all tenderers
- The question asked is not the question which is being answered
- Project does not match the specification
- Statements made by the tender writer are not backed/justified by evidence



Appraisers will consider:

- Does the activity proposed by the project fit the tender?
- Is project activity suited to the target group?
- Will the project complement other activities in the same area?
- Does the project represent value for money?
- Is there a better option?
- Does the track record of the organisation reflect this assessment?



Examples from poor tenders

- We will deliver a customised programme that is tailored to the needs of the individual as a result of in-depth initial assessment.
- A wide range of training programmes will be offered.
- Previous courses have been well attended.
- A network of links already exists.
- A variety of organisations will be approached.
- The Steering Group will meet regularly to evaluate the success of the project.
- The project will be closely monitored by the Area Manager.
- This project is closely aligned to the Tender Specification.

Hints and Tips

- Ensure your project matches the specification
- Do not write something you can not deliver
- Do not make assumptions
- Answer the question that is asked, read the tips on the questionnaire form
- Avoid jargon – assume the reader knows nothing
- Read the guidance, the ‘read me first’ document
- Answer all the questions as fully as you can
- Do not waffle – get straight to the point
- Quote your track record relevantly
- Save your work regularly
- Start early & submit early – you can always amend and re-submit!



Welcome to Learning and Skills eTendering Portal

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering activities reducing the time and effort required for both buyers and suppliers.

Opportunities and notices

- [View current opportunities and notices](#)
- [View past opportunities and notices](#)
- [View current pan-government advertised opportunities](#)

Login / Register

Invalid username / password

username

password

[Click here to register](#)
[Forgot your password?](#)

Useful links

- [OGCbuying.solutions](#)
- [OGC](#)
- [SIMAP](#)
- [Tenders Electronic Daily \(TED\)](#)
- [SOPO](#)
- [CIPS](#)
- [Constructionline](#)
- [Supply2.gov.uk](#)

[For Help Click Here](#)





eTendering Service > Supplier Reserved Area

logout >

Thank you for registering on Learning and Skills eTendering Service.

This service provides a secure and efficient means for you to engage in Tender "Projects" with our Buyers.

Pre-Qualification Questionnaires for new EU procurements are available by clicking on "PQQs Open to All Suppliers"

Once you have expressed interest in a PQQ it will move to your "My PQQs" page, where you can download any documentation and submit your response.

Buyers may invite you to participate in Invitations to Tender. The "My ITTs" page allows you to view and respond to any ITT to which you have been invited.

Some Invitations to Tender are open to all suppliers. The "ITTs Open to All Suppliers" page allows you to express interest in these ITTs and move them to your "My ITTs" page.

Supplier Helpcenter

- Online Help Content
- Frequently Asked Questions
- Responding to the ESF 08/09 ITT Stage

User profile

- Manage Your Profile
- Modify Password
- Manage Users

Tender Projects

- **Projects**
- **Pre-Qualification Questionnaires (PQQs)**
 - My PQQs
 - PQQs Open to All Suppliers
- **Invitations To Tender (ITTs)**
 - My ITTs
 - ITTs Open to All Suppliers
- **Auctions**





ITTs Open to All Suppliers

ITTs

Remove Filter Export List to Excel

No ITTs found.

Search / Filter

Search	<input type="text"/>
ITT Status	<input type="text"/>
Additional Information	<input type="text"/>

[Search]

^ Top



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European Union
European Social Fund
Investing in jobs and skills



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My ITTs

Show: 10 elements

ITTs						
Search / Filter	Export List to Excel					
ITT Code	ITT Title	ITT Closing Date/Time	ITT Status	Response Status		
1	itt_28752	ESF (North West) Employer Round 7	20/07/2009 17:00	Running	Response Not Submitted To Buyer [Response]	
2	itt_28751	ESF - (North West) Youth Responsive (ROUND 4)	20/07/2009 17:00	Running	Response Not Submitted To Buyer [Response]	
3	itt_28729	ESF (North West) Adult Round 5	20/07/2009 17:00	Running	Response Not Submitted To Buyer [Response]	
4	itt_28538	ESF - Integrated Employment and Skills.	09/01/2009 12:00	Closed: To Be Evaluated	Response Not Submitted To Buyer	
5	itt_28483	ESF - (North West) Employer Responsive (ROUND 5)	03/12/2008 12:00	Closed: To Be Evaluated	Response Not Submitted To Buyer	
6	itt_28423	ESF - (North West) Adult Responsive (ROUND 4)	26/11/2008 12:00	Closed: To Be Evaluated	Response Not Submitted To Buyer	
7	itt_28479	(ESF) - Yorkshire & Humber - NEET Coordinated Response Manager	27/10/2008 12:00	Closed: To Be Evaluated	Response Not Submitted To Buyer	
8	itt_28437	(ESF) - Yorkshire & Humber - Skills For Jobs Fund Manager	27/10/2008 12:00	Closed: To Be Evaluated	Response Not Submitted To Buyer	
9	itt_28408	NW - Delivering the Compact - Engaging the third sector	01/10/2008 12:00	Closed: To Be Evaluated	Response Submitted To Buyer [Response]	
10	itt_28434	North East ESF Adult Responsive Round 3	24/09/2008 14:00	Closed: To Be Evaluated	Response Not Submitted To Buyer	



Project : tender_16841 - NORTH WEST REGION - LEARNING PROVISION
ITT: itt_28751 - ESF - (North West) Youth Responsive (ROUND 4)

- Details
- Settings**
- Buyer Attachments (20)
- Messages (0)
- User Rights

- Actions
- [Printable View]
- [Reply]
- [Reject]
- [Back To List]

Response status ?

Response status	Response Not Submitted To Buyer
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Overview ?

ITT Code	itt_28751
ITT Title	ESF - (North West) Youth Responsive (ROUND 4)
ITT Description	This youth responsive ITT contains six individual specifications, details of which can be found in the 'Read Me First' document which can be found in the attachments folder. This ITT is for delivery of youth responsive services in the North West only.
Type of Supplier Access	ITT Open to All Suppliers
Contract Duration	24 months
Test ITT	No
Buyer Organisation	Learning and Skills Council
Buyer Name	Reide Greg

Date & Time Information ?

Options for Viewing Responses	Sealed
End Date for Supplier Clarification Messages - Date (dd/mm/yyyy)	15/07/2009
End Date for Supplier Clarification Messages - Time	17:00
Closing - Date (dd/mm/yyyy)	20/07/2009



Project : tender 16841 - NORTH WEST REGION - LEARNING PROVISION
ITT: itt_28751 - ESF - (North West) Youth Responsive (ROUND 4)

- Areas
- Settings
- Buyer Attachments (20)
- Messages (0)
- User Rights

Total Size: 3,495 Kb
Path: Root
[Mass Download]
Show: 10 elements

Folders and Files List					
Search / Filter		Export List to Excel			
	Folder/File Name	Description	Size	Last Modification Date	
1	S24 (4)	Please complete enclosed attachments and attach ...	792 Kb	03/06/2009 08:42:25	[Properties]
2	S25 (2)	Please complete enclosed attachments and attach ...	394 Kb	03/06/2009 08:42:25	[Properties]
3	S26 (2)	Please complete enclosed attachments and attach ...	395 Kb	03/06/2009 08:42:25	[Properties]
4	S27 (3)	Please complete enclosed attachments and attach ...	495 Kb	03/06/2009 08:42:25	[Properties]
5	S28 (3)	Please complete enclosed attachments and attach ...	483 Kb	03/06/2009 08:42:25	[Properties]
6	S29 (2)	Please complete enclosed attachments and attach ...	405 Kb	03/06/2009 08:42:25	[Properties]
7	Bravo Revision Screenshots.pdf	Bravo Revision Screenshots	275 Kb	04/06/2009 09:02:04	[Properties]
8	ESF educationandtraining-generaltermsandconditions.pdf	LSC GENERAL TERMS AND CONDITIONS	129 Kb	03/06/2009 08:42:25	[Properties]
9	NW briefings1.doc	North West Breifing meetings	27 Kb	09/06/2009 09:14:28	[Properties]
10	NW YouthR4_ReadMeFirst.pdf	READ ME FIRST	102 Kb	03/06/2009 10:51:48	[Properties]



Main Page | Logout | Accessibility and Legend Welcome: Hacking John | Time Zone: GMT English Projects

Projects PQQs ITTs Auctions
>> My ITTs | ITTs Open to All Suppliers

Project : tender 16841 - NORTH WEST REGION - LEARNING PROVISION
ITT: itt_28751 - ESF - (North West) Youth Responsive (ROUND 4)

- Areas
- Settings
- Buyer Attachments (20)**
- Messages (0)
- User Rights
- Actions
- [Printable View]
- [Reply]
- [Reject]
- [Back To List]

Total Size: 395 Kb
Path: [Root](#) / S26
[[Mass Download](#)]
Show: 10 elements

Folders and Files List					
Search / Filter		Export List to Excel			
Folder/File Name	Description	Size	Last Modification Date		
..					
1 NW_Y_26 Spec and Questionnaire.doc	Spec & Questionnaire (Part A)	327 Kb	03/06/2009 08:42:25 [Properties]		
2 S26 - Financial Part B.xls	Financial spreadsheet (Part B)	69 Kb	03/06/2009 08:42:25 [Properties]		

Total Folders / Files: 2 Page 1 of 1

[[Mass Download](#)]
[^ Top](#)
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Questions ?



GET IN TOUCH!

PROJECT DEVELOPMENT

TRAINING SEMINARS

HELP TO LOCATE SUPPORTING DOCUMENTATION

TECHNICAL SUPPORT - APPLICATION SOFTWARE

BID IMPROVEMENT SERVICE

TELEPHONE ADVICE LINE - 0161 236 6493

FAX SERVICE - 0161 228 6137

E-MAIL SERVICE - info@nwnetwork.org.uk

WEBSITE - www.nwnetwork.org.uk

BID IMPROVEMENTS - Send us your tender until 15 July