

**APPENDIX A**

**Tender Evaluation Report**

**Tailored Learning – Core Delivery 2024**  
**DN720213**

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## 1. Management Summary

Somerset Council (the Council) has been awarded funding from the Department for Education (DfE) via the Education Skills Funding Agency (ESFA) to deliver a Tailored Learning programme (formerly known as Community Learning) across Somerset.

The Tailored Learning programme will support our adult residents to develop skills, confidence, motivation and resilience in order to:

- progress towards formal learning or employment
- improve their health and well-being, including mental health
- develop stronger communities

The aim of the programme is to widen participation in learning across our communities, especially to those groups of individuals that are hardest to reach. Tailored Learning courses, in the main, are unaccredited and can be undertaken for their own sake or as a step towards other learning. They are normally short episodes lasting a day, or less than a week, although some can last longer.

The incumbent provider is Somerset Skills and Learning CIC. The current grant funding allocated for the delivery of the core programme is £1,990,000.00 and the end date is 31 July 2024.

Following a Non-Key Decision approval dated 30 April 2024, the decision was taken to go out to tender using an Invitation to Tender (ITT).

## 2. Procurement Process

This procurement was conducted in accordance with the authority's Contract Procedure Rules and Standing Orders and Public Contracts Regulations 2015 principles.

Suppliers were invited to submit a response to the Invitation to Tender (ITT) through the e-Tendering System. The Procurement Documents were published on 10 May 2024.

Bid responses were received by the closing date of 28 May 2024 as follows:

- 1 Bidder responded.
- All Bidders submitted a compliant Bid.
- Bids were evaluated in accordance with the criteria set out in the Procurement Documents and set out in section 2.1 below.

The Commercial and Procurement Team conducted the initial compliance checks. Clarifications were requested and resolved as below.

- Procurement Document C, Selection & Award – Questions 4.2 and 4.3 in relation to Modern Slavery were marked as not applicable. The supplier was

asked to clarify their response and they confirmed this was because they are not a relevant commercial organisation.

- Procurement Document D Pricing Declaration – although pricing was confirmed, the declaration was not uploaded with the Bid but was attached following clarification.

## **2.1. Evaluation Methodology**

Bids were evaluated in accordance with the evaluation criteria set out within the Procurement Documents. Weightings and scores are contained within the Confidential Appendix B

## **2.2. Quality**

The quality questions were scored and evaluated in accordance with the published criteria.

The quality element of the Tenders was evaluated by a panel of officers and moderated by staff from the Commercial and Procurement Team at Somerset Council (see Confidential Appendix B for the list of evaluators and moderators). Each evaluation panel member scored each Bid on an individual basis and prior to the moderation meeting.

Moderated scores are available in Confidential Appendix B, including the recommended award decision.

## **2.3. Pricing**

Pricing was assessed based on the total tender price for the Services included by bidders within the Pricing Schedule. The tendered prices are available in Confidential Appendix B, including the proposed award decision.

## **2.4. Social Value**

The qualitative score for social value was evaluated as per section 2.2 and moderated by Commercial and Procurement.

The value score for social value was calculated by the Commercial and Procurement team in accordance with the published criteria.

Moderated scores are available in Confidential Appendix B, including the proposed award decision.

## **3. Contractual Position**

A Services Agreement drafted by SC Legal Services will be entered into by both parties. This agreement covers the key terms and conditions and mutual obligations

of the parties in relation to the services to be delivered. There is a clause within the Contract which allows termination by giving notice in writing to the supplier with immediate effect. For any extension to the Contract, discussions with the Supplier will be conducted sufficiently far in advance of the Contract expiry date to arrive at an agreed position.

As part of the bid response, Bidders were invited to offer specific measurable Social Value commitments in addition to the stated requirements of the specification. Delivery of these commitments will be monitored as part of contract management.

This is subject to approval of a Key Decision to award supported by this evaluation report.

### **3.1. Proposed Term**

The awarded Contract will be for an initial term of 12 Months. The contract will commence on 1 August 2024 and will expire on 31 July 2025. A further potential 36 months contract extension option, in 3 x 1-year increments could take the contract to 31 July 2028, but this will be subject to ongoing funding from Central Government, business need and performance.

### **3.2. Service Levels and Contract Management**

Service levels will be monitored as part of Contract Management and the contract will be managed to ensure that the service meets expectations and to identify further opportunities for cost and service improvement.

## **4. Next Steps**

- Suppliers to be informed of the decision by Commercial and Procurement Team **June 2024**
- Contract Mobilisation/ Implementation **July 2024**
- Contract awarded **1 August 2024**

## **End of Report**