**Request for Proposal** **– Construction Spotlight Project – Construction Infrastructure Programme Mapping**

Coast to Capital is seeking an external agent to undertake research and mapping activities for the Skills 360 Board’s Construction Spotlight Project.

This request for proposal (RFP) for the supply of services is issued by Coast to Capital

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| Coast to Capital Contact | Claire Witz  Skills Manager  [claire.witz@coast2capital.org.uk](mailto:claire.witz@coast2capital.org.uk) |
| Response Deadline | Midday on Monday 29 March 2021 |

**Section 1: Company Information**

To be completed by the external agent

|  |  |
| --- | --- |
| **Company** | [Company name] |
| **RFP Title** | [Name of RFP] |
| **Response Date** | [Enter response date] |
| **Company Description** | [Provide overview of the company] |
| **Contact Details** | [RFP lead name and contact number and email] |

**Section 2: Overview of Project & Submission Instructions**

**Overview of Project**

Skills Advisory Panels (SAPs) are local partnerships, introduced by the Department for Education (DfE), that strengthen the link between public and private sector employers, local authorities, colleges and universities. They operate at a local level through Mayoral Combined Authorities or Local Enterprise Partnerships (LEPs) to ensure local people are trained for jobs that are available.

The [Skills 360 Board](https://www.coast2capital.org.uk/skills-360-board) acts as the SAP for the Coast to Capital area.

SAPs adopt a local leadership role on skills in their area and are expected to identify skills priorities for the area based on analysis, and advise on and help implement funding and investment decisions for local skills provision. More detailed information on the role, remit and governance of SAPs is available online [here](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/762629/Skills_Advisory_Panels-Guidance_on_the_Role_and_Governance.pdf).

By identifying the current and future skills needs in their area, SAPs work to ensure local provision matches local employment opportunities and local employers’ needs. SAPs have developed, and continue to develop their skills evidence bases, so that local skills strategies and action plans align to the specific skills needs of their area.

As part of Coast to Capital LEP’s Skills Strategy and Action Plan we are working with our [Skills 360 Board Construction Champions](https://www.coast2capital.org.uk/skills-360-board) and partners across the area to undertake a focused spotlight project on the construction sector.

**Construction Spotlight Project**

The project will explore how we can make the most of the employment opportunities in the sector now and into the future. The project will also look to raise the profile of the sector and of sector specific initiatives which support economic recovery; highlight career opportunities in the sector and ensure that the relevant training is available for young people and adults to meet project demands, including skills for regeneration and net-zero.

In the medium to longer term the aim of the project is to ensure a high quality and highly skilled talent pipeline for construction in the Coast to Capital area.

**Research and Mapping**

As part of the Construction Spotlight Action Plan we have set out to ‘build and share a picture of the planned infrastructure construction programme in the Coast to Capital area over the next 10 years to understand the type and quantity of skills needed. Particular focus will be given to opportunities for young people, local people, people from disadvantaged groups**.**

Coast to Capital LEP is seeking an external agency to undertake this research and produce a report of the findings. We would also expect the external agency to work with the Coast to Capital Construction Spotlight project team to provide presentation content on the findings for an information sharing webinar aimed to encourage stakeholder collaboration to take any actions forward.

**Objectives of the Brief**

The commissioned organisation will:

* Undertake research and analysis into the planned construction infrastructure programmes in the Coast to Capital area over the next 10 years - to include housing, commercial and industrial, transportation (road, rail and aviation), utilities (water, gas, telecommunications, energy).
* It is expected that the commissioned organisation will engage with local branches of construction sector bodies such as RIBA, RICS, ICE, CITB and with transportation and utilities companies as appropriate.
* Undertake comprehensive mapping of the number and type of jobs (by occupation) that will be created and the level of skills that will be required by the sector over this time period.
* Provide intelligence of the training provision already used by the organisations undertaking infrastructure programmes.
* Produce a report in a format agreed with the client for sign off by the agreed end date to be presented to the Skills 360 Board’s Construction Sector Champions for sign off.
* Work with Coast to Capital’s Construction Spotlight project team to provide a presentation for use at a webinar to share the report findings with stakeholders

The external agency should draw out relevant information from the publications listed below to support the research and report development.

**Expected outputs and deliverables**

The commissioned organisation will produce the following:

* A report in an agreed formation which sets out:
* The detail of the planned infrastructure programme for the area over the next 10 years
* The detail of the number and type of jobs (by occupation) that will be created and the level of skills that will be required by the sector over this time period. This should include the opportunity for apprenticeships and T-Level placements.
* The detail of existing training provision used by organisations.

Following sign off of the report, provide a presentation for use at a virtual webinar to be held with Coast to Capital stakeholders.

**Project timetable**

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| **Milestone** | **Timescale** |
| Inception Meeting | 1 week after appointment |
| First draft | 6 weeks after appointment |
| Review and comment on first draft by client | 1 week after first draft |
| Final draft submitted | 1 week after client comment |
| Stakeholder webinar | 4 weeks after final draft |

**Resources that will be provided**

Local Strategy documents:

* [Coast to Capital Strategic Economic Plan, Gatwick 360](https://www.coast2capital.org.uk/storage/downloads/coast_to_capital_strategic_economic_plan_2018-2030_pdf-1535099447.pdf)
* [Draft LIS Economic Profile](https://www.coast2capital.org.uk/storage/downloads/coast_to_capital_draft_lis_economic_profile-1583932795.pdf)
* [Coast to Capital Build Back Stronger, Smarter and Greener](https://www.coast2capital.org.uk/storage/downloads/build_back_stronger_smarter_and_greener-1600419204.pdf)

Skills 360 Board SAP evidence base, Skills Strategy and Action Plan:

* [Coast to Capital Skills and Labour Market Study baseline report](https://www.coast2capital.org.uk/storage/downloads/coast_to_capital_skills_and_labour_market_study_-_baseline_report-1582282864.pdf)
* [Coast to Capital Skills and Labour Market Study baseline annex](https://www.coast2capital.org.uk/storage/downloads/coast_to_capital_skills_and_labour_market_study_-_baseline_appendix-1582282932.pdf)
* [Coast to Capital Skills Strategy and Action Plan](https://www.coast2capital.org.uk/storage/downloads/coast_to_capital_skills_strategy_and_action_plan_2020-25-1600180368.pdf)

COVID-19 Impact Assessments

* [Coast to Capital Coronavirus Economic Impact Assessment](https://www.coast2capital.org.uk/storage/downloads/coronavirus_covid-19_economic_impact_assessment-1600079375.pdf)
* [Coast to Capital COVID-19 Skills and Labour Market Impact Assessment](https://www.coast2capital.org.uk/storage/downloads/coast_to_capital_covid-19_skills_and_labour_market_impact_assessment-1601642108.pdf)
* [Coastal West Sussex Partnership COVID-19 Impact Assessment](https://coastalwestsussex.org.uk/wp-content/uploads/2020/05/Final-Report-Coastal-West-Sussex-COVID-19-Impact-Assessment-210520.pdf)
* [Greater Brighton Economic Board COVID-19 Impact Assessment](https://present.brighton-hove.gov.uk/documents/s155847/GBEB%20Covid%20Report%20HATCH%20005.pdf)
* [Gatwick Diamond COVID-19 Impact Assessment](http://www.gatwickdiamond.co.uk/media/102420/Report-Gatwick-Diamond-COVID-19-Impact-Assessment.pdf)
* [West Sussex County Council Economy Snapshots](http://www.businesswestsussex.co.uk/covid19snapshot)

**Reporting arrangements**

Upon appointment there will be an inception meeting between the external agency and project team and/or project manager.

The external agent will produce a first draft of the report for review and comment by the project team, ahead of production of the final draft report.

The final draft will be submitted to the Skills 360 Board construction champions and there may be further amends following their feedback to produce the final version. The external agent should include an allowance for this in their costing.

In addition the external agent will provide presentation content on the finding for use a stakeholder webinar.

**Submission Instructions**

External agents will have should submit their written proposal and full quotation for the works using the template in Section 3 below to complete the proposal.

Proposals should be submitted by e-mail to Claire Witz at Coast to Capital LEP (details above) no later than midday on 29 March 2021. Proposals will be reviewed, and the successful agent will be informed within a week.

All proposals received will be assessed based on quality of proposal, capability, experience and track record, cost and timescale as detailed below.

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| --- | --- |
| **Criteria** | **Weighting** |
| Capability | 20% |
| Quality of proposal | 25% |
| Experience and track record | 20% |
| Cost/value for money | 15% |
| Timescale | 15% |

External agents will be notified of the outcome of the assessment by no later than Friday 9 April 2021.

**Section 3: Proposal & Pricing**

To be completed by the external agents.

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| **Description of the service to be delivered**  Please include key tasks, work programme, milestones and outcomes |
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| **Resources Plan**  please detail who will undertake this work and their experience/track record; the timeline for the work and any other resource requirements |
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| **Quality Controls**  Please detail how you will project management this work and ensure quality controls. |
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| **Pricing breakdown and financial details** |
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**To note**

Although Coast to Capital has invited you to submit a quote, Coast to Capital makes no commitment

By providing a quote you accept that no guarantee of volume or value of business will be given by Coast to Capital at any point. The provision of a quotation is made only to compile a list of suitable providers who can offer [enter the name of the service].

Acceptance of your quotation and confirmation, or otherwise of your place on the approved supplier list will be given following a review of the quotes by in line with the Coast to capital procurement policy as contained within the Coast to Capital [Assurance Statement](https://www.coast2capital.org.uk/storage/downloads/assurance_framework_-_2020-1580471994.pdf).

Prices quoted shall be all-inclusive and represent completion of all elements of the due diligence report. This will include time, materials and disbursements. Prices quoted shall be inclusive of VAT.

You should also provide details of your standard payment terms.

**Costs Associated with Preparation of the Vendor’s Response**

Coast to Capital will not be liable for any costs incurred by the respondents in preparing responses to this RFP.

**Price Stability**

The fixed price and cap will be fixed for the period up to 6 months from the date of confirmation of acceptance of your proposal. In no case shall the price exceed the Approved Supplier price cap unless agreed in writing between both parties.

**Compliance with Laws and Regulations**

The Approved Suppliers performance of the work shall comply with all applicable English laws, rules, and regulations

**Liability and Insurance**

The Supplier shall assume the full duty, obligation, and expense of obtaining and maintaining necessary insurance relevant to the provision of the service and / or required by law.

**Cancellation**

In the event provisions of this RFP are violated by the appointed supplier, Coast to Capital may give written notice to the Supplier stating the deficiencies and removing them from the Approved Supplier list.

**Advertising**

The Vendor agrees not to use the results from this RFP a part of any commercial advertising or promotion without prior written approval of Coast to Capital.