

Framework for Learning and Development Provision

Committee Personnel

Date of meeting 9 February 2018

Date of report 22 January 2018

Report by Assistant Chief Executive (Business Support)

1. Object of report

To recommend the Committee approve the renewal of the Learning & Development Framework for SPT and the award of appointments to this framework.

2. Background

SPT's current Learning & Development Framework will terminate on 31st March 2018. This has been in place since 1st April 2014.

The current framework is accessed to readily support a wide range of SPT staff training and development requirements. This approach underpins SPT's drive to continue to improve working practices and adopt new technologies as part of our modernisation agenda across SPT.

Over the last 4 years, 214 external training courses were delivered through the framework resulting in a total of 2,067 days of training to our staff at a cost of £254,143. SPT will continue to invest in skills development for all staff to equip them for the changes ahead across the whole organisation, whether in engineering and maintenance, frontline operational roles or in professional support areas.

In order to facilitate the wide range of requirements, and to ensure that there is a ready supply of good quality training and development solutions that deliver value for money for SPT, it is proposed that a new framework is put in place.

The framework is the preferred procurement route as it provides SPT the ability to call off Learning & Development services, as and when they are required. Flexibility in the call off is provided by having two mechanisms for call off (i) direct award and (ii) mini-competition.

3. Outline of proposals

3.1 Procurement Plan

In order to fulfil the objectives required to deliver the Learning and Development requirements for SPT for the next 4 years, a procurement implementation plan was developed which reviewed the options available, including other Learning and

Development frameworks, however none satisfied the specific requirements of SPT. The best option determined was for SPT to issue a competitive tender through the OJEU, for a framework.

By analysing the previous usage, 9 lots were chosen which would maximise the specialist market providers. During the same analysis it was determined which lots would best serve SPT with a single supplier appointed, or if it would be best to have multiple suppliers in order to ensure that training is aligned with operational plans. The outcome of this needs analysis is summarised below:

Lot	Title	Number of Providers Required
1	IT/Computer skills/On-line Training	2
2	IOSH	1
3	Health & Safety (Specialised Safety Training Working at Height)	1
4	Health & Safety General Trainings (Fork-lift, Manual Handling, Abrasive Wheel)	1
5	Health & Safety Confined Space Training	1
6	Health & Safety (Railway Engineering and Associated Training)	1
7	First Aid	2
8	Personal Development & Soft Skills	3
9	Change and Project Management	1

3.2 Tender Process

An invitation to tender for a 4-year Framework for the supply of Learning and Development activities to SPT was issued electronically via OJEU on the 15th November 2017. The tenders were returned on the 15th December 2017 with SPT receiving 42 bids over the nine lots.

A tender price evaluation model was developed in order to assess the suppliers' submitted prices from their schedule of rates and a total cost was determined from an estimate of usage and requirement for each type of course.

The Quality evaluation detailed criteria covering certification requirements, capacity, training staff qualifications, and method of training.

The tender assessment and award was based on the most economically advantageous tender against a 70:30 price:quality ratio. The tenders were evaluated by representatives across the organisation, including from HR and Health & Safety.

The details of the tender evaluation are detailed in Appendix 1.

The top scoring provider for each Lot was also the lowest cost provider.

All submissions are fully compliant. All submitted rates were compared with the previous costs and all except Lot 4 are acceptable.

Lot 4 rates were substantially higher than previous costs, and it is therefore recommended that Lot 4 shall not be awarded at this time. It is proposed that the current contract is extended for 6 months and then procured separately.

4. Conclusions

For the provision of services for each Lot the suppliers as detailed in attached appendix were assessed to be the most economically advantageous submissions taking into account of both quality and score as outlined in the tender criteria.

The term of the framework will be 4 years. All expenditure will be managed within the annual budget.

Where only one supplier has been appointed to the lot then SPT will approach the supplier directly to arrange training. Where more than one supplier has been appointed to the lot then SPT will tender through mini competition.

5. Recommendations

The Committee is recommended to approve the award of a 4 year framework to the successful providers for the individual Lots as detailed in the tender process.

It is requested that the Committee approve the extension of the current Lot 4 contract for 6 months. The Learning & Development requirements covered by Lot 4 shall then be procured as a separate exercise.

6. Consequences

<i>Policy consequences</i>	<i>SPT can meet its commitment to learning and development.</i>
<i>Legal consequences</i>	<i>This was on OJEU procurement exercise. Standstill letters will be issued and unsuccessful bidders will be advised and offered debriefing meetings. On completion of the Standstill Period the framework will be effected.</i>
<i>Financial consequences</i>	<i>All learning and development expenditure will be contained within the annual approved budget.</i>
<i>Personnel consequences</i>	<i>To have the ability to respond to staff learning and development needs to ensure SPT is ready and capable of delivering improved services</i>
<i>Equalities consequences</i>	<i>None directly.</i>

Risk consequences

All lots within the framework have provision of suitably qualified training providers.

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Title **Assistant Chief Executive
(Business Support)**

Name Gordon Maclennan
Title **Chief Executive**

For further information, please contact Valerie Davidson on 0141 333 3298

Appendix 1

Tender Evaluation Details

Lot 1 IT/Computer skills/On-line Training

Total Number of Tender Bids Received: 8

Total Number of Suppliers proposed: 2

Supplier	Combined Quality & Price Score
Etopia Solutions Ltd	92
QA Limited	58
Indicia Training	49
New College Lanarkshire	43
The Knowledge Academy	41
University of the West of Scotland	38
Cosensa Learning and Development Ltd	37
Elite Training and Consultancy (Scotland) Ltd	29

Lot 2 IOSH

Total Number of Tender Bids Received: 4

Total Number of Suppliers proposed: 1

Supplier	Combined Quality & Price Score
Indicia Training	98
West College Scotland	67
Arco Limited	55
GTG Training	45

Lot 3 Health & Safety (Specialised Safety Training Working at Height)

Total Number of Tender Bids Received: 2

Total Number of Suppliers proposed: 1

Supplier	Combined Quality & Price Score
GTG training ltd	96
Arco Limited	69

Lot 4 Health & Safety General Trainings (Fork-lift, Manual Handling, Abrasive Wheel)

Total Number of Tender Bids Received: 2

Total Number of Suppliers proposed:0 - Unaffordable

Supplier	Combined Quality & Price Score
Arco Limited	100.00
GTG Training	89

Lot 5 Health & Safety Confined Space Training

Total Number of Tender Bids Received: 2

Total Number of Suppliers proposed:1

Supplier	Combined Quality & Price Score
DAMM Environmental	97
Arco Limited	39

Lot 6 Health & Safety (Railway Engineering and Associated Training)

Total Number of Tender Bids Received: 1

Total Number of Suppliers proposed:1

Supplier	Combined Quality & Price Score
T31 Consultancy	100

Lot 7 First Aid

Total Number of Tender Bids Received: 9

Total Number of Suppliers proposed:2

Supplier	Combined Quality & Price Score
Stewart First Aid	100
McSence	75
New College	73
City of Glasgow College	67
First Response Training	60
Henrys Training	50
Green Cross Training	41
GTG Training LTD	32
Arco Limited	22

Lot 8 Personal Development & Soft Skills

Total Number of Tender Bids Received: 11

Total Number of Suppliers proposed:3

Supplier	Combined Quality & Price Score
Connect Three Solutions	100
Catalyst Mediation	78
Elite Training and Consultancy (Scotland) Ltd training	69
Robertson Training	64
Indicia Training	60
QA Limited	54
Positive People Development(Scotland) Ltd	53
GTG Training	53
gofastforward	49
Rewards Training (Scotland) Ltd	44
Cosensa Learning and Development Ltd	44

Lot 9 Change and Project Management

Total Number of Tender Bids Received: 3

Total Number of Suppliers proposed:1

Supplier	Combined Quality & Price Score
Indicia Training	95
QA Limited	90
Elite Training and Consultancy (Scotland) Ltd Training	82