



Framework for Learning and Development Provision – Lot 4 Health & Safety General Training

Committee Personnel

Date of meeting 14 September 2018

Date of report 4 September 2018

Report by Assistant Chief Executive

1. Object of report

To recommend the Committee approve the appointment of MetTech Limited to Lot 4 of SPT's Learning & Development Framework (Health & Safety General Training).

2. Background

SPT's current Learning & Development Framework was approved by the Personnel Committee on 9 February 2018 for a 4 year period (1st April 2018 to 31st March 2022). Unfortunately, submissions for Lot 4 were assessed as unaffordable at this time and the decision was made to extend the existing contract for 6 months to allow a re-tendering exercise to take 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.

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, this lot was chosen in a way which would maximise the specialist market providers. During the same analysis it was determined whether this lot 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 and is summarised below:

Lot	Title	No. of Providers Required
4	Health & Safety General Trainings (Fork-lift, Manual Handling, Abrasive Wheel)	1

3.2 Tender Process

An invitation to tender for a 3-year 6 months Framework for the supply of Learning and Development activities to SPT was issued electronically via OJEU on the 27th June 2018. The tenders were returned on the 27th July 2018 with SPT receiving 2 bids for this lot.

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 Learning and Development, Engineering and Health & Safety.

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

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

All submissions are fully compliant. All submitted rates were compared with the previous costs and also with the rates tendered in the original framework tendering exercise. The rates tendered by the recommended supplier are materially lower than the rates deemed to be unaffordable in February 2018. The estimated annual expenditure on this lot is £15,000 based on previous annual usage and tendered rates.

4. Conclusions

For the provision of services for Lot 4, MetTech Limited, as detailed in the attached appendix, was assessed to be the most economically advantageous submission taking into account both quality and score as outlined in the tender criteria.

The term of the framework lot will be from award to 31 March 2022 to bring it into line with SPT's current Learning & Development Framework which started on 1st April 2018 and will conclude on 31 March 2022. All expenditure will be managed within the annual budget.

The process for calling off from this lot will be that SPT will approach the supplier directly to arrange training in accordance with the internally approved learning and development plan for the organisation.

5. Recommendations

The Committee is recommended to approve the award of a framework lot to MetTech Limited for Lot 4 Health & Safety General Training with a termination date of 31st March 2022.

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 affected.</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>
<i>Risk consequences</i>	<i>This lot has provision of suitably qualified training providers.</i>

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Appendix 1

Tender Evaluation Details

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

Total Number of Tender Bids Received: 2

Total Number of Suppliers proposed: 1

Supplier	Combined Quality & Price Score
MetTECH Limited	100
Sibbald Training	53.3