



DORSET

Local Enterprise Partnership

**Dorset Local Enterprise
Partnership**

INVITATION TO TENDER

**DORSET LOCAL SKILLS AND
LABOUR MARKET ANALYSIS**

JUNE 2019

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1. Background

Dorset Local Enterprise Partnership (LEP) is seeking to appoint an individual(s) or team to undertake a comprehensive local skills and labour market analysis across the Dorset LEP area.

This brief is linked to the development of Skills Advisory Panels across LEP areas in England. The panels aim to bring together local employers and skills providers to pool knowledge on skills and labour market needs, and to work together to understand and address key local challenges. This includes both immediate needs and challenges and looking at what is required to help local areas adapt to future labour market changes and to grasp future opportunities. This will help colleges, universities and other providers deliver the skills required by employers, now and in the future.

Skills Advisory Panels aim to strengthen the capabilities of Local Enterprise Partnerships and Mayoral Combined Authorities¹, or local areas from hereafter, to carry out high quality analysis which will be used to identify their skills and employment needs and priorities, as well as inform their skills agenda, and improve their economic outcomes. This will assist local areas to develop action plans to address skills issues which, in turn can give more people in the local community access to high quality skills provision that leads to good jobs.

To support the work of the newly formed Dorset Skills Advisory Panel, an initial comprehensive research and analysis of the Dorset skills and labour market position is now required.

The analysis produced will also underpin the 'People' element of the emerging Dorset Local Industrial Strategy.

2. Services required

Dorset LEP is seeking a sole trader, single company or consortia to support its executive team and Board across the following activities:¹

At a headline level, the key requirements are:

- **Assess** the labour market and skills system of the Dorset and identify skills and employment priorities. **An initial analysis to be completed by September 2019.**
- **Create an analytical framework** to support analysts within the Dorset LEP team to determine the types of skills and employment priorities needed to improve their economic efficiency. These priorities will differ between local areas, due to the varying economic contexts and structures already in existence.
- **Set out an evaluation framework** to assess the potential impact of any identified actions to deal with skills and employment priorities. Set out a monitoring framework to assess whether the priorities identified and acted upon are effective in assisting sustainable growth and development in economic performance.

More specifically, we wish to respond to the Government's Skills Advisory Panel analytical toolkit in the following ways:

Analysis and definition of the local landscape

- What is the labour market and skills performance of the Dorset local area?
- How does that compare with neighbouring or similar areas, and how does it sit regionally and nationally?
- Is there potential for the Dorset local area to be comparable to various geographical levels (e.g. international, national, and regional)?

¹ These will be subject to change of emphasis as the work develops.

- Objectives:
 - Increasing awareness of the volume and depth of strengths and weaknesses in the Dorset local area
 - Understanding the factors that influence labour demand and supply
 - Increasing awareness of the volume and depth of strengths and weaknesses in Dorset

Analysis of skills demand

- What barriers are preventing businesses from securing the labour to meet their skills needs?
- Objectives:
 - Defining the stock of employment and skills that employers are requesting
 - Building a picture of overall business conditions, whilst also examining specific factors for particular sectors and occupations
 - Identifying the changes and factors that could impact businesses recognising the wide diversity among businesses (e.g. small employers, large employers, and both private sector and public sector).

Analysis of skills supply

- Are there provisions in place to ensure the labour force will have skills for current and future demand?
- What are the reasons that may prevent this?
- Objectives:
 - Determining the characteristics of the current workforce
 - Defining skill stocks
 - Outlining the challenges that restrict the local area from providing the labour force with required skills
 - Defining potential changes to the local area and labour force that will affect the flow of desired skills for businesses

Mapping of supply and demand

- How responsive is the skills system?
- Do the labour force supply the skills to meet current and future demand?
- Where does the skill supply fail to meet the demand at different levels (e.g. sectoral and occupational)?
- Is there significant demand for the current and future supply? Does the demand provide opportunity to fully exploit the supply of skills available now and in the future?
- Objectives:
 - Ascertaining issues that may exist with the offer available from education providers and the effect of underutilisation of skills on businesses
 - Understanding the factors that could increase fragility to labour supply and business demand
 - Identifying barriers that prevent the skills system adjusting to changing business demand

Conclusions

- What are the main skills priorities?
- What current policy levers and initiatives, at both local and national level, can help deliver the priorities?
- Are new policy levers or initiatives required to ensure the skills and employment priorities are achieved?
- Objectives:
 - Understanding current and future skills and employment priorities which will have greater impact on the local area
 - Outlining the actions needed locally and nationally to address skills and employment priorities
 - Understanding how actions will achieve economic efficiency and a reduction in skills mismatches

3. Budget and duration

- The contract is to run from 1st July with the possibility of extension. **An initial analysis is required by September 2019.**
- The total budget allocated for the services outlined in this document is **£45000** It is anticipated that this work will require a commitment of a minimum 9 days per month for up to 9 months.
- Tenders should be submitted clearly setting out, individually for each member of the proposed team, the hourly rate at which they will be charged (exclusive of VAT). Tenders should also show the proposed hourly rates once the total value of work charged exceeds £25,000. Tenders should be valid for six months.
- Subject to agreement, Dorset LEP may extend the contract by up to twelve months, or up to a maximum of £90000.

4. Contract management and monitoring

Day-to-day project management will be provided by Lorna Carver, Dorset LEP Director.

The successful consultant(s) will be expected to work closely with the Dorset Skills Board.

5. Conflicts of interest

Dorset LEP may exclude the Supplier if there is a conflict of interest which cannot be effectively remedied. The concept of a conflict of interest includes any situation where relevant staff members have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure.

Where there is any indication that a conflict of interest exists or may arise then it is the responsibility of the Supplier to inform Dorset LEP, detailing the conflict in the Supplier response to this tender.

6. Timetable for responding to this tender

The key dates for this procurement are as follows. All dates are subject to change.

Activity	By
Invitation to Tender (ITT) released	10-06-2019
Deadline for questions about ITT	21-06-2019
Invitation to Tender (ITT) Submission	24-06-2019
Assessment of proposals received	W/C 24 th June 2019
Interviews with bidders	W/C 24 th June 2019
Bidders notified of contract award	1 st July 2019
Inception meeting	W/C 1 st July 2019
Contract start date	1 st July 2019

Dorset LEP reserves the right to cancel the tender process. No work is guaranteed to be awarded under the tender process and Dorset LEP is not responsible for any costs incurred as part of the bidding process.

7. Assessment

Tenders will be assessed using the following weightings:

Question	Weighting
Understanding of requirement	20
Experience of similar work and credibility with stakeholders	20
Proposed approach to this work	20
Proposed team	20
Pricing	20

Criteria	Score
Failure to respond or irrelevant information provided which fails to meet the requirement.	0
Response is unsatisfactory partially meets the requirement(s)	2
Response is acceptable and meets the minimum requirement(s)	3
Response is good - better than merely acceptable.	4
Response is excellent, exceeds the requirement and gives added value.	5

Each tender will be scored in accordance with the scoring criteria stated above. Clarifications may be sought in writing from the suppliers and scores adjusted accordingly. Full or partial proposals that in the opinion of Dorset LEP are unrealistically low or not reasonable sustainable (in terms of Quality or Price) may be rejected. The weighted scores within each sub-criteria will be added together to arrive at the total score for this piece of work.

Dorset LEP reserves the right not to make any appointment.

8. Proposal Submission

In order to be considered for selection, proposals to this tender must be received by 24th June.

Any individual or organisation responding to this tender must submit its response via email to the following:

Kathryn Hill

Executive Officer to Lorna Carver

Dorset Local Enterprise Partnership Director

Tel: 01202 965868

E-mail: khill@bournemouth.ac.uk

If you require clarification or you have any questions please direct these to: Kathryn Hill (details above)

9. Guidance

- Take the time to read and understand this document. In particular, develop a strong understanding of the services required section.
- In structuring your proposal, consider how it will be evaluated.
- Bidders are advised to allow adequate time for uploading documents and to dispatch the electronic response well in advance of the closing time to avoid any last-minute problems. Failure to submit the tender submission as required may result in the relevant Bidder being excluded from any further participation in this procurement.
- If you require clarification or you have any questions please, direct these to: Kathryn Hill, via email to khill@bournemouth.ac.uk
- Your response should be submitted to: Kathryn Hill, via email to khill@bournemouth.ac.uk Please note that submissions not received via the means identified in the ITT may not be accepted or considered.
- **Submission deadline is 24th June.** Any tender submitted and/or received after the time specified above may not be considered and the Bidder will be advised of this.