



Invitation to Tender FAQs

Oxfordshire Social Contract Programme

Work Area 1: 'NO LIMITS' Programme

Questions raised at the Supplier Briefing, Monday 13th June 2022
10:00am to 11:00am

Via GOTO Webinar (Video can be accessed [here](#)- Suppliers will need to register to access the recording. A link will also be available on the OxLEP website)

Q Is there a preference for suppliers to be based in Oxfordshire?

A It is acceptable for suppliers based outside of Oxfordshire, but we would expect that you have some kind of ability to deliver on the ground, that the key thing is that suppliers need to understand Oxfordshire, understand local groups or communities and actions, but you can absolutely apply from outside of the county.

Q Who is the best point of contact in SOFEA relating to the larder pilot, to inform a resulting bid?

A Please forward all contact details and enquiries to skills@oxfordshirelep.com and we can forward these to SOFEA on your behalf.

Q In terms of any delivery of interventions face to face delivery will be important but where appropriate are you open to virtual sessions/mentoring etc?

A It can be a blended approach. There is a propensity for more face-to-face, given the cohort that we're looking to engage with. Particularly given that we would not want to presume they've got access to the equipment, and the digital know-how. So, potentially a blend. We would not want a virtual only approach, given that beneficiaries will actually benefit from more face-to-face interventions at the moment.

Q What happens if desired output / outcome numbers aren't achieved, in terms of funding clawback?

A We will work with the winning supplier to try and support to achieve outcomes or understand any barriers/challenges and look to adjust or find work arounds, where reasonable, to enable success rather than clawback. We recognise that it can be a challenge with the cohorts we are aiming to support. Commitment to regular minimum monthly reporting and catch-up discussions with OxLEP Skills Hub Deputy Manager to support mitigation so that we don't need to consider clawback.

Q Is there a way to link with any other suppliers wanting to form a consortia? In terms of joining but probably not as the lead bidder.

A There are challenges with sharing interested party details. If you are keen for your details to be shared with other potential bidders, please email skills@oxfordshirelep.com with permissions to share. We will share the details in this FAQs document and via the follow-up email we will send to

Briefing Session attendees. You can also share the opportunity within your own networks and via social media, other communication routes as you wish.

Q Is there a particular weighting/importance to engaging with a particular cohort over and above another, e.g. 50+s is more important?

A All the 4 main focus groups are of equal importance, so there is no weighting towards any particular cohort.

Q Is there any LMI (Labour Market Information) / DWP (Dept for Work and Pensions) data to be accessed to ensure a place-based approach?

A The link to recently refreshed OxLEP Local Skills Report and Plan March 2022 and underpinning evidence in Annex A and B is included in the invitation to Tender in Appendix Three – Useful supporting/underpinning data.

A Or it can be found here: <https://www.oxfordshirelep.com/publications> listed under Local Skills Report and Plan, along with the 2021 publication and a report on our ethnic minority communities.

Q Has the session been recorded?

A Yes, a copy of the video can be accessed here: <https://attendee.gotowebinar.com/recording/1253372211117228035>. Suppliers will need to register to access the recording. A link will also be available on the OxLEP website.

Other useful Q&A

Q What font size is permitted in the proposal?

A Arial font size 11 minimum

Contact Information for interested suppliers who have given their permission to share details because they are interested in being contacted by other interested suppliers to potentially form a consortium proposal (in alphabetical order by organisation):

Causeway Education: Clare Addy (she/her), Head of Partnerships

Email: clare.addy@causeway.education

FEDCAP Employment: Shasta Parveen, Strategic Sector Lead – Stakeholder, South Central Region

Email: shasta.parveen@fedcapemployment.org

Responses to Other Enquiries

Q Please confirm that this bid is suitable for suppliers that are charities

A Yes we are happy for charities *and not-for-profits* to apply.

Q Please confirm that you would like suppliers to detail how they would distribute the bursaries (processes)

A Although we have suggested a proposed distribution, we will consider suggested alternative spend profiles from suppliers if there is clear evidence for the suggested profile.

Q In a consortia situation would you like the lead bidder to be responsible for bursary distribution?

A Not necessarily, the organisation with the most experience, demonstratable knowledge and preparedness for this type of activity would provide stronger confidence in the quality of the bid.

Q Are you interested in this programme, in part, supporting transitions to Higher level qualifications/skills?

A Yes, this can be part of your proposal, as long as it supports the four clients groups outlined in the tender.

Q Is there a preference for the indicative number of organisations you would like in a consortia?

A No

Q Can 3rd parties be engaged to deliver small elements of the programme if required?

A Yes. This should be fully disclosed and included in monthly and draft/final reporting to the Skills Hub Deputy Manager.

Q The charity SOFEA are mentioned in the bid – could they form part of a consortia to deliver this programme or is their involvement already planned to be a ‘partner’ in certain elements of the programme rather than a ‘supplier’?

A Yes, SOFEA could form part of a consortia bid.

Q Is there briefing document sharing in detail the current services that SOFEA offer get to know the organisation?

- A We don't have a briefing document for SOFEA, but there is a lot of useful information on their website: <https://www.sofea.uk.com/>.
- A OxLEP Skills would be happy to forward an enquiry on to them if you wanted to put something in writing to offer them an opportunity to provide information directly or arrange a meeting. Please email your enquiry to skills@oxfordshirelep.com

Q With regards to the 100 (minimum) beneficiaries for the support into EET as well as the 100 (minimum) beneficiaries supported by travel and digital / IT bursaries, could you please confirm whether these beneficiaries can be the same individuals or whether you expect / want them to be 200 (minimum) unique individuals? Furthermore, would you like to see different people benefitting from the travel bursaries and the IT/digital bursaries?

- A The outcomes proposed are our suggestions; however, we are aware that organisations may have evidence, understanding, experience and knowledge to underpin a varied outcome proposal. In your submission, please supply a justification for any proposed outcomes which are different to that suggested in the Invitation to Tender document.