

**TEES  
VALLEY**

# Adult Skills Fund 2026/27

Competitive Flexible Procedure



# Agenda

- The Process and the timeline
- The Specification – what are we trying to achieve
- The Delivery Plan
- Frequently Asked Questions

# For Information

**Bidders – These slides represent an overview of the process.**

Bidders are encouraged to read all of the documentation and the instructions as part of this opportunity:

- Part 1 - Information and Details of Contract
- Part 2 - Specification
- Part 3 - Proposed Contract
- Part 4 - Stage 1 Submission Template
- Part 5a - Stage 2 Submission Template
- Part 5b - Delivery Plan
- Part 5c - Social Value Calculator
- Supplement 1 - Social Value Reporting Template
- Appendix 1 - Strategic Skills Commissioning Plan
- Appendix 2 - TVCA Combined Adult Skills Funding Policies
- Appendix 3 - Essential, Employment and Sector Skills

# The Process



# Timeline

Stage	Date(s) and time(s)
Issue CFP Stage 1 (Participation) – Submission Template (Procurement Specific Questionnaire (PSQ))	20 <sup>th</sup> January 2026
Bidder Information will be available via the TVCA website. Information will include a recorded presentation, slide deck and FAQs <a href="#">Adult Skills Fund - Work</a>	w/c 26 <sup>th</sup> January 2026
Site Visit [if required]	N/A
Deadline for Clarification Questions for CFP Stage 1	Monday 2 <sup>nd</sup> February 2026 (5pm)
Deadline for CFP Stage 1 (Participation) PSQ Submission	Monday 16 <sup>th</sup> Feb 2026 (10am)
CFP Stage 1 Evaluation of PSQ deadline	Friday 6 <sup>th</sup> March 2026
Notification of result of CFP Stage 1 at PSQ stage	Monday 9 <sup>th</sup> March 2026
Issue CFP Stage 2 – Invitation to Submit Initial Tenders sent to bidders who passed CFP Stage 1	Wednesday 11 <sup>th</sup> March 2026
Deadline for Clarification Questions for CFP Stage 2	Friday 20 <sup>th</sup> March 2026 (3pm)
Deadline for CFP Stage 2 Submission – Initial Tenders	Friday 27 <sup>th</sup> March 2026 (3pm)
CFP Stage 2 Evaluation Deadline	Friday 1 <sup>st</sup> May 2026
Notification of result of CFP Stage 2 Submission – Initial Tenders	Wednesday 6 <sup>th</sup> May 2026
CFP Stage 3 – Negotiation (where applicable)	Monday 18 <sup>th</sup> May 2026
CFP Stage 3 – Submission of Final Tender based on Negotiation and Presentation of Final Tenders deadline	Tuesday 2 <sup>nd</sup> June 2026
CFP Stage 3 - Final Tender Evaluation deadline	Tuesday 9 <sup>th</sup> June 2026
Notification of result of evaluation	Wednesday 10 <sup>th</sup> June 2026
Standstill period	Minimum 8 working days – day 1 is when Contract Award notice is published
Expected date of award of Contract(s)	Monday 22 <sup>nd</sup> June 2026
Contract Mobilisation	End June / early July 2026
Expected Contract commencement	01 <sup>st</sup> August 2026

# Stage 1 – Compliance

- As per Table 2 in section 3.9.1, answers to the Condition of Participation questions will be assessed on a **pass, fail or pass with conditions basis**.
- All documents requested have been submitted onto the portal by the stated deadline
- All questions in the Procurement Specific Questionnaire (PSQ) have been answered, and relevant information has been provided via the Central Digital Platform
- The required Conditions of Participation have been achieved.
- Form of Tender, Certificate of Non-Collusion and Non-Canvassing and Conflict of Interest Form has been completed and signed
- Bidders who do not meet the compliance requirements at stage one may be deemed non-compliant and take no further part in the process. Bidders who do meet the compliance requirements will be invited to stage two.

# Stage 2 – Quality Assessment

- This stage will assess detailed tender submissions against the quality criteria set out in this ITT. Bidders **must** achieve an overall minimum quality threshold, as defined in the evaluation criteria and detailed in Section 3.9.1.
- For the Quality/Technical Questions, bidders **must** achieve a minimum score of 3 out of 5 for each question in order for their submission to progress. Bidders that fail to meet the minimum quality requirement of a score of 3 for any Quality/Technical Question will be deemed non-compliant and will take no further part in the procurement process.
- Delivery Plans will also be evaluated, but not scored, alongside the Quality/Technical responses to ensure consistency with the submitted narrative and alignment with the skills investment programmes and priority sectors identified in the specification. The Delivery Plan will also be reviewed to confirm that the proposed costs fall within the stated financial thresholds (£100,000 to £1,000,000).

# Stage 2 – Quality Assessment

- Bidders will be required to submit a Delivery Plan for the academic year **2026-27** along with a Social Value Calculator. Successful bidders will be required to submit a further Delivery Plan for each of the subsequent contract years.
- When completing the Part 5c - Social Value Calculator document, Bidders should base their commitments on every £100,000 (accumulative) contract award value. Social Value Calculations may change in years 2 and 3 to reflect more localised need.
- Following the Stage 2 evaluation, TVCA may enter into negotiations (as described in Stage 3 below) with bidders to revise their Delivery Plan in order to better meet the requirements of this tender.

# Stage 3 – Quality Assessment

- Bidders who progress to Stage 3 and are invited to participate in a negotiation meeting. The purpose of this meeting shall be to review and discuss the content of the submitted delivery plan and to agree any refinements to the proposed scope of delivery and the associated costs.
- Following conclusion of the negotiation meeting, and subject to agreement being reached, Bidders may be required to submit a revised delivery plan incorporating the agreed amendments.
- Bidders achieving the highest overall scores for quality and social value under this tender will be awarded a contract based on the funding allocation available and their level of financial risk based on the financial health check completed in Part 4. The Tees Valley Combined Authority reserves the right to fund all, or part of a Delivery Plan bid that is submitted.

# The Specification



# The Specification

- The Combined Authority intends to procure **approximately** £21 million of Adult Skills provision over a three-year period (circa £7 million per annum) for the academic years 2026/27, 2027/28 and 2028/29. This is subject to confirmation of funding from the Department for Work and Pensions (DWP) and to the outcome of annual provider performance and quality reviews.
- The minimum contract value for any programme of investment awarded under this procurement shall be £100,000 per annum. The maximum contract value that may be awarded to any successful Bidder shall not exceed £1,000,000 per annum.
- All contract values stated within this procurement are indicative only and shall not constitute a guarantee of funding. Any award made shall be subject to the availability of funding and the Authority's approval processes.

# The Specification

## Adult Skills Programmes for Investment :

- i. **Legal Entitlements** (English, Maths & Digital – up to, and including L2, first full Level 2 and 3 qualifications for Tees Valley residents aged 19+)
- ii. Pathways to Employment - This is a universal offer for adults aged 19 and over who are **unemployed and actively seeking work**. The provision is designed to equip individuals with essential skills (English, maths and digital), core essential employment skills, and sector-specific technical skills (see Appendix 3) required to secure and sustain meaningful employment.
- iii. **Employer Led Skills Bootcamps** - Tees Valley Combined Authority (TVCA) is seeking bidders to deliver **collaborative, employer-led Skills Bootcamps**. All Skills Bootcamps must be developed in direct response to TVCA priority sectors and informed by clear, evidenced employer demand, demonstrating identified skills **shortages and/ or skills gaps** within participating businesses.

Bidders can apply for one or more of the above Adult skills Programmes of Investment

# The Delivery Plan

- Please refer to the Guidance Notes tab on the Delivery Plan.
- The Funding Summary tab will automatically populate apart from **Columns I and J – these need to be manually input.**
- The Delivery Plan must reflect each of the Skills Programmes that you are applying for funding, and the relevant tabs must be completed.
- The value of each Bid shall be calculated based on the Bidder's accurate and complete completion of the Delivery Plan, which shall set out the proposed scope of delivery, learner volumes, unit costs, and total funding request in accordance with the Authority's specification.
- **Delivery Plan Skills Tab** – All Blue Coloured Columns should be completed. When a Learning Aim reference is entered into the Delivery Plan, it will automatically generate the Learning Aim Title and Funding associated.
- Where a bidder is proposing a "New" Learning aim this should be clearly stated in the Delivery Plan in Column G (Aim Status) and the title of the aim should be input into Column B (learning aim title) and a proposed cost should be entered into Column F (Funding Rate) for that aim.

# The Delivery Plan

- For all proposed Skills Programmes for **Pathways to Employment and Skills Bootcamps**, the relevant Tab should also be completed.
- Here we want to see what each of the proposed programmes are and the content. The learning aims, existing or new should be reflected in the **Delivery Plan Skills** tab
- Bidders **must** identify any proposed subcontracted provision and who the subcontractor is, and what elements of the proposed skills programmes they will deliver.

# Frequently Asked Questions (FAQ's)

- In line with the published timeline and section 3.2 of the Part 1 ITT document, the Combined Authority will respond to any further questions from potential bidders.
- We will aim to respond to questions within 24 hours, and these will be uploaded to the FAQ document on the Delta Portal.
- Please note that The Combined Authority is unable to respond to any questions outside of this process.

# Thank you

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