

**TENDER SPECIFICATION**

**Project Title** Sector Priorities Fund Pilot – Vehicle Diagnostic Systems

**Location** Wales

**Tender Closing Date** 21st October 2014

**Project Start Date** 17th November 2014

**Project End Date** 31st January 2014

**Tender Instructions** Complete the attached document and provide written quote. All documentation must be sent, by post, to:

The Institute for the Motor Industry

SPFP03 Tender

C/o Valkyrie Support Services Ltd

School House Farm

Beamhurst

Uttoxeter

ST14 5EA

**Project Summary** Since January 2013 the Institute of the Motor Industry has been operating a Sector Priorities Fund Pilot. The Sector Priorities Fund was introduced by the former Welsh Government as a means for Sector Skills Councils to provide funding subsidy to providers offering programmes of study to business which are of economic and environmental benefit. This is the second pilot project which the IMI have run.

The IMI procured two Welsh Colleges and one Private Training Provider to deliver courses in Motor Vehicle Diagnostic Systems into SME businesses throughout but restricted to Wales. The project was targeted to assist 80 businesses and a total of 100 participants. It has been more successful than originally planned and has exceeded all delivery targets.

The project is due to finish on the 31st December 2014. Slightly ahead of this time and immediately following it, the project must be evaluated by a third party who is independent of the delivery and its management. A report must be produced which evaluates and analyses the success and impact of the project.

**Contractor Provision** The successful contractor will provide:

* An evaluation of the pilot including:
  + Analysis of project performance against its targets
  + Analysis of pre-collected participant and employer feedback
  + Telephone calls to approximately 30% of participating businesses and participants to obtain further verbal feedback on the impact of the delivery
  + Visits to the three Learning Providers to establish their views on the project impact and its management. Providers located in Camarthen, Rhyl and Uxbridge (London).
* Analysis of all collected feedback and formulation of an evaluation report to be provided to the Institute of the Motor Industry by 30.01.15

**Tender Specification**

The maximum value of this contract is £5000.00.

The Institute of the Motor Industry are using a short tendering process for this contract.

Tenders will be judged against the following criteria and with the following weightings:

1. Value for Money Weighting 3
2. Geographical Location Weighting 2
3. Experience of similar contracts Weighting 2
4. Motor Industry experience Weighting 2