

Invitation to submit a written quotation for project management and technical support on the refresh of the Greater London Provincial Council job evaluation scheme
(description of the guidance on local conventions as well as updating the training material)

Introduction

London Councils' core purpose is to help London local government successfully to shape London both as a world class capital city and its localities. Specifically, this requires London Councils to be:

- a highly respected and influential lobbyist and advocate for boroughs, promoting their leadership of a broad range of local public services and communities, as well as fighting for them to get the resources, powers and freedoms necessary to play that role;
- a catalyst for effective sharing between boroughs – people, practice, knowledge, information and services – and that London Councils should be instrumental in both challenging and supporting London local government to improve performance and efficiency;
- a provider of a clearly defined range of quality and responsive services to Londoners and London organisations on boroughs' behalf.

Brief

London Councils will shortly be commencing the refresh of the Greater London Provincial Council (GLPC) job evaluation scheme descriptors guidance on local conventions as well as the training material.

The GLPC job evaluation scheme is a product that was developed in the main to support local authorities in carrying out their obligations under the national agreement on Single Status. The job evaluation scheme was the subject of consultation with the Equal Opportunities Commission. The scheme is jointly agreed by the employers and unions as part of the GLPC London Agreement. It was developed by a working party of experienced evaluators and tested jointly at regional and local authority levels. The scheme is accompanied by a code of good practice and a framework procedure to inform local arrangements. The GLPC commend the scheme to London authorities which they are able to apply for free. The scheme is used by nearly all the London boroughs and many other local authorities and voluntary sector bodies. It is sold under licence by the Regional Employers' Organisation (REO London Councils).

We wish to engage with a partner to undertake a project manager role as well as providing expert technical support for the planned refresh of the GLPC job evaluation scheme and are inviting interested parties to provide a written submission if they wish to be considered for this assignment. London Councils is looking for Project Management skills along with expert knowledge and extensive experience of applying the GLPC Job Evaluation. Workshop facilitation and good ICT skills e.g. Word, Excel and web based survey tools. Some administrative support to set up meetings and book rooms etc. will be available

The timetable we are working to is broadly:

Bid deadline – Friday 3 July 2015

Assessment – Monday 13 July 2015

Appointment of Consultant – Tuesday 14 July 2015
Project initiation – by Monday 20 July 2015

Weekly summary of time charged against activities report and plan of agreed activities and chargeable time remaining.

The Quotation Process

A written proposal in response to this brief must include:

- A fixed fee (and applicable VAT) for the delivery of the brief (inclusive of expenses);
- Evidence of an ability to meet tight deadlines;
- Details of the personnel involved, giving relevant skills and experience;
- Equal opportunities policy / approach;
- Examples of relevant work previously undertaken.

Format of Quote

If you wish to apply, two copies of your quote should be sent to London Councils to arrive by **midday, Friday 3rd July 2015**. The envelope should be marked: "Quote for Services" Responses should be sealed, clearly marked **for the attention of Frank Smith, Director of Corporate Resources**, and sent to the following address:

London Councils
59½ Southwark Street
London
SE1 OAL

Quotes may also be sent by e-mail for the attention of Selena Lansley: selena.lansley@londoncouncils.gov.uk however they **MUST** also be received by the above mentioned due date and time. A hard copy **MUST** also be provided by the specified due date and time. E-mailed tenders will not be accepted in isolation.

If you are aware that submission of your quote may give rise to a potential conflict of interest, please inform Selena Lansley: selena.lansley@londoncouncils.gov.uk. A conflict of interest may arise where you are related to a staff member of London Councils or you have privileged information about the organisation that places you at an unfair advantage over other competitors in the quote process.

Please be advised that the information you submit may be subject to a request for information. The provision of any information to external parties by London Councils is determined by statutory conditions provided for in the Freedom of Information Act 2000.

If there are any questions about the brief that you have prior to submitting a bid, please contact Selena Lansley on 020 7934 9963.