TRAINING COURSE DELIVERY.

Introduction

Staffordshire Chambers of Commerce is seeking proposals from experienced and qualified providers to deliver high-quality training courses aimed at businesses of all sizes. The objective is to enhance the skills, knowledge and competitiveness of local businesses and foster economic growth in the Staffordshire region.
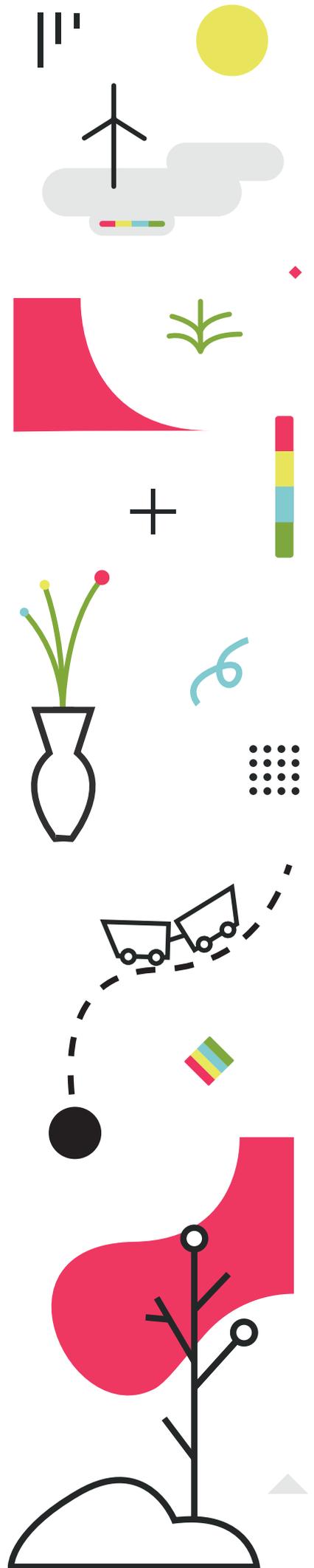
Scope of work

The selected training provider(s) will be responsible for designing and delivering training courses that address a wide range of business topics and skills. Courses should be suitable for participants from various industries and skill levels. The duration of the courses will vary depending on the subject from half-day to a maximum of 3 days.

Course Content

The training courses should cover topics relevant to modern business practices and can be offered as stand-alone topics or incorporated into a full-day course programs including but not limited to:

- Information Technology – Microsoft office products including Excel
- Financial Management – including budget and planning, the basics of business finance and business finance skills.
- Human resources and employee development – including essential HR Skills/Introduction to HR for non-HR managers, Appraisals, and reviews.
- Project Management – including introduction to project management, practical project management and advanced project management.
- Business Management and Leadership – including an introduction to leadership and management, Supervisory skills, advanced management skills.
- Health and Safety/Safety in the Workplace – including health and safety certificate, fire marshal and first aid.
- GDPR and Cyber Security

Trainer providers are not expected to be able to deliver all the courses suggested above, offering one or a select few of the courses listed above is perfectly acceptable, as our focus lies in delivering courses of quality and value.

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Pricing

Staffordshire Chambers of Commerce will pay training providers a flat fee for course delivery:

£350 for a half-day course

£500 for a full-day course

Proposal Requirements

Interested training providers are required to submit a comprehensive proposal that includes the following information:

1. Company Profile: Provide details about your organisation's background, experience, and expertise in delivering training programmes.
2. Course Portfolio: Present a list of potential training courses you can deliver, along with a brief description and outline of the courses available. Providers are also encouraged to include any credible feedback to support their proposal (Any feedback provided may be followed up as part of the evaluation process.)
3. Delivery: Please describe your company approach to course design, delivery, and engagement methods.
4. Trainers' Qualifications: Highlight the qualifications and experience of trainers who will be delivering the courses.
5. Training Materials: Explain the type of training materials, resources, and tools you will provide to participants. Include any certifications or awarding bodies that may be applicable here.
6. Schedule: Propose a tentative schedule for delivery of training courses applicable to your company.

Evaluation Criteria

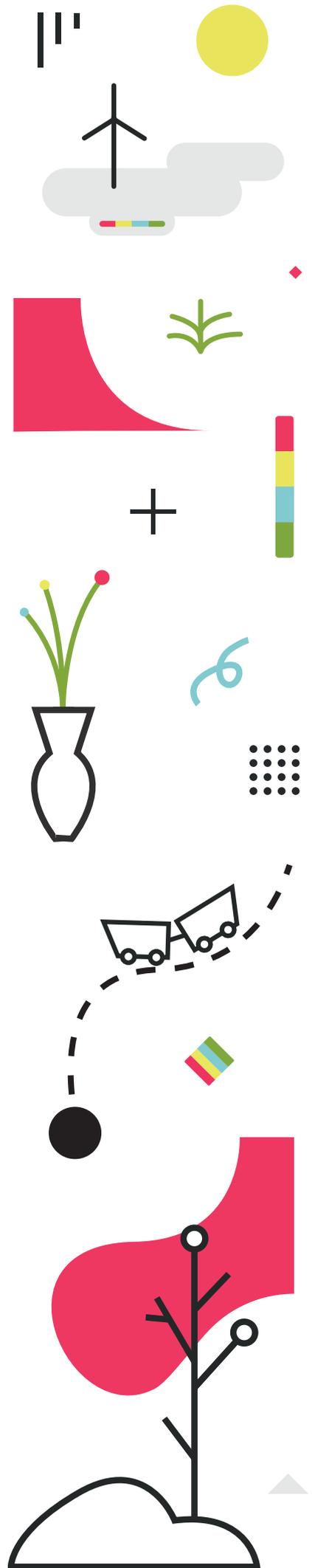Proposals will be evaluated based on the flowing criteria:

Criteria	Weight
Relevance and Quality of Course Offerings	20%
Demonstrated Experience	20%
Expertise of Trainers	30%
Methodology and Approach	15%
Ability to Accommodate Varying Skill Levels and Industries	15%
Total	**100%**

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Submission Deadline

Proposals must be submitted electronically to kelly.edwards@staffordshirechambers.co.uk no later than 13th October. Late submissions will not be considered.

Enquires

For any questions or clarifications related to this tender, please contact kelly.edwards@staffordshirechambers.co.uk or 01782 202222

Confidentiality

All submitted proposals will be treated with strict confidentiality and used solely for the purpose of evaluation.