INVITATION TO QUOTE

JOB EVALUATION REVIEW

EXMOOR NATIONAL PARK AUTHORITY

1. Introduction

1.1. ENPA wishes to appoint independent advisers to undertake a job evaluation review for the organisation.

1.2. Exmoor was designated as a National Park in 1954. Since then, the co-ordination of work to achieve National Park purposes in the area has been undertaken by local government, and since 1997 by a free standing Exmoor National Park Authority.

1.3. The Authority works to achieve the two National Park purposes:

"To conserve and enhance the natural beauty, wildlife and cultural heritage of the National Park" and

"To promote opportunities for the understanding and enjoyment of the special qualities of the National Park by the public"

1.4. In delivering National Park purposes, the Authority has a duty to help to foster the social and economic wellbeing of local communities.

1.5. The Authority employs around 60 (FTE) core staff undertaking a range of functions. In addition, the Authority employs around 20 staff engaged in partnership projects and seasonal work, and offers a small number of paid internships / apprenticeships. The current organisational chart is provided in Appendix 1.

2. Background to the review

2.1. ENPA's job descriptions have evolved over time, and there has been significant organisational change since the cuts in budgets in 2012. More recently there have been a number of changes in staff including a new Chief Executive and several new members of the Leadership Team. There are also a number of long standing members of staff and posts that have not been reviewed for some time. Staff comments suggest that some feel there is inequity in the way posts have been graded. Leadership Team therefore considered that it was an appropriate time to carry out a job evaluation review.

3. Purpose / Aims of the work

3.1. To complete an independent job evaluation review for Exmoor National Park Authority.

3.2. To advise on and implement a review process that is cost effective for the organisation, and is seen to be systematic, fair and consistent.

3.3. To ensure that the job evaluation scheme meets the ongoing requirements of the organisation, and that job descriptions and grading are up to date.

4. Tasks and Outputs

4.1. *Task 1: To review the current approach to job evaluation, and make recommendations for any changes if required*

4.2. The initial task will involve a review of the current approach to job evaluation, to enable any recommendations for changes to be discussed and agreed. This will include reviewing existing policies to ensure that appropriate procedures are in place.

4.3. ENPA currently uses the Hay scheme for senior posts (excluding the Chief Executive), and the GLPC scheme for the remaining posts. The current view of Leadership Team is to continue with these schemes rather than develop a bespoke scheme for the Authority, but the successful contractors are invited to review the current approach and make recommendations for any changes that are thought to be necessary.

4.4. Outputs: Conclusions from the review of the current approach including recommendations for changes to policies and procedures.

4.5. Task 2: To advise on the review process including how to involve staff representatives from across the organisation and unions.

4.6. The contractor will provide support for Leadership Team in running a process involving employee representatives and communicating with employees to ensure that they understand the basis on which jobs are to be evaluated. This will include briefing sessions for staff at the start and at relevant stages of the process and the provision of an information service in response to queries (e.g. through Frequently Asked Questions, named contact or email address to send queries to).

4.7. ENPA intends to establish a staff forum including union representation to work with Leadership Team and the appointed contractors throughout the job evaluation process. The contractors will be required to lead the staff forum meetings. The contractors will also draft correspondence and briefing notes for staff to ensure that the process is clearly explained and communicated.

4.8. It is anticipated that some job descriptions will need to be updated. The contractors will provide advice for line managers and staff to ensure a consistent approach.

4.9. Outputs: Agreed review process that is communicated to staff. Leading staff briefing sessions and staff forum meetings. Drafting written correspondence. Provision of an information service such as FAQs. Advice on updating job descriptions.

4.10. Task 3: To undertake an evaluation of the grading of current posts and identify those where there is discrepancy in the grading

4.11. There are currently around 80 employees (including fixed term contracts and seasonal employees). There are an estimated 60 different job descriptions. Around half of all job descriptions have been reviewed within the last three years. The review will look across all jobs, and advise where they should sit on the grading scale. This will include including identifying those jobs where there are discrepancies and re-grading may be required, for discussion with Leadership Team and the staff forum. It is anticipated that this will be an iterative process.

4.12. Outputs: Conclusions of the job evaluation review including recommendations for the proposed re-grading of the posts identified. Communicating the conclusions and recommendations to staff.

4.13. Task 4: To advise on the implementation of the job evaluation review and its ongoing management.

4.14. The contractors will advise Leadership Team on implementation of the review to ensure that all legal requirements are met. This will include advice on how to deal with re-grading; affordability of the scheme; pay equality; date of implementation; and pay protection.

4.15. The contractors will lead discussions on recommendations for re-grading posts with staff and the staff forum.

4.16. The contractors will also provide advice on an appeals procedure and support for Leadership Team and line managers in handling appeals.

4.17. The contractors will provide recommendations for the ongoing management of the job evaluation scheme.

4.18. Outputs: Advice to Leadership Team regarding compliance with legal requirements. Leading negotiations on re-grading of posts. Proposals for an appeals procedure and advice to Leadership Team and line managers in handling appeals. Recommendations for ongoing implementation and management of the job evaluation scheme.

4.19. All report work to be delivered in MS Word, Excel, or other agreed format.

4.20. The work shall be confidential and the intellectual property of ENPA.

5. Information and support to be provided

5.1. ENPA will provide the successful contractor with relevant information including:

- Organisation chart
- Current job descriptions and grades for all posts
- Pay and grading scale
- Relevant policies and procedures including: Salary Policy; Recruitment and Selection Policy; Equality Policy

5.2. ENPA will organise meetings for staff involvement, to be led by the appointed contractor.

6. Timetable

Invitation to quote sent out	14 Sept
Deadline for Quotations	9 Oct midday
Interviews (if required)	16 Oct pm
Contractors appointed	18 Oct
Inception meeting	25 Oct pm (subject to agreement)
Completion	The intention is to complete the process by the end of March 2019

7. Declaration of Interests

7.1. The contractor must declare any commercial or professional interests or agreements or conflict of interest which may prejudice their undertaking this commission.

8. Quotation & Fee Proposal

8.1. The deadline for submission of your quote information is **midday 9th October 2018.**

8.2. Quotations should include:

- An outline of how you would undertake the commission
- Details of staff involved including a short resume of their experience and CVs
- Breakdown of staff roles in delivering the commission and approximate number of days for each task
- Business/organisational details including examples of undertaking similar work
- Details on insurance including Professional Indemnity Insurance and Employers Liability Insurance and Public Liability Insurance

- Fixed price quote including all fees, travel and expenses (exclusive of VAT) including a breakdown of the costs you would propose to charge for undertaking the work requested
- An hourly rate for any additional work that ENPA may wish the contractors to undertake resulting from this commission. Tasks and hours to be agreed in advance with the contractors.

8.3. Please send your quotation marked CONFIDENTIAL ENPA JOB EVALUATION to tender@exmoor-nationalpark.gov.uk

8.4. Exmoor National Park Authority is not responsible for and will not pay nor reimburse expenses, costs, fees, etc. which have been incurred as part of the preparation or submission of the quote.

9. Lead officer

9.1. Work will be managed by and delivered to Clare Reid, Head of Strategy and Performance, on behalf of the Authority. All matters concerning the scope of the Project, contract matters and other requirements should be directed to creid@exmoor-nationalpark.gov.uk Tel: 01398 322235

9.2. The Contractor team must include a named Project Lead. Other contractor team staff to be involved at the discretion of the contractors.

10. Selection of Contractor

10.1. Selection will be based on the following criteria (which are not listed in order of importance). Each criteria is scored out of 1-5, the weighting that will be applied to each criteria is shown in brackets:

Criteria		**Weighting**
Understanding of the brief	Evidence of a clear understanding of the brief and proposed approach to delivering the commission	(x3)
Capacity & resilience	The ability of you/your organisation to deliver the services requested within the timeframe; including ability to complete work under the contract in the event of the unplanned unavailability of key contractor staff	(x1)
Capability	Skills, knowledge and qualifications of the personnel that will be undertaking the tasks requested	(x2)
Experience	Please give details of your company's / organisation's involvement in similar projects, particularly in undertaking similar roles for local government	(x2)
Fees	A breakdown of the costs you would propose to charge for undertaking the work requested (this will be judged on the fixed price quotation, not the hourly rate for additional work)	(x3)

10.2. The following definitions will be used in scoring submissions:

Definition	Score
Question not answered / response is totally unsatisfactory. Does not meet minimum requirements or provide a solution	1
Only partially satisfies requirement, major deficiencies apparent.	2
Response meets acceptable criteria but is not comprehensive. Is sufficient response but more detailed proposals would score higher.	3
Response satisfies requirement and the details provided support the bid and add a good degree of value and information.	4
Proposals very comprehensive and/or innovative so as to exceed expectations	5

10.3. The Authority:

- Shall not be bound to accept the lowest or any quotation
- May, at its sole discretion, accept the whole or part of any quotation; and
- Will require the preferred supplier to enter into a formal contract in writing based on the terms of this invitation to quote, the written quotation and the Authority's standard conditions of contract

11. Disqualifications

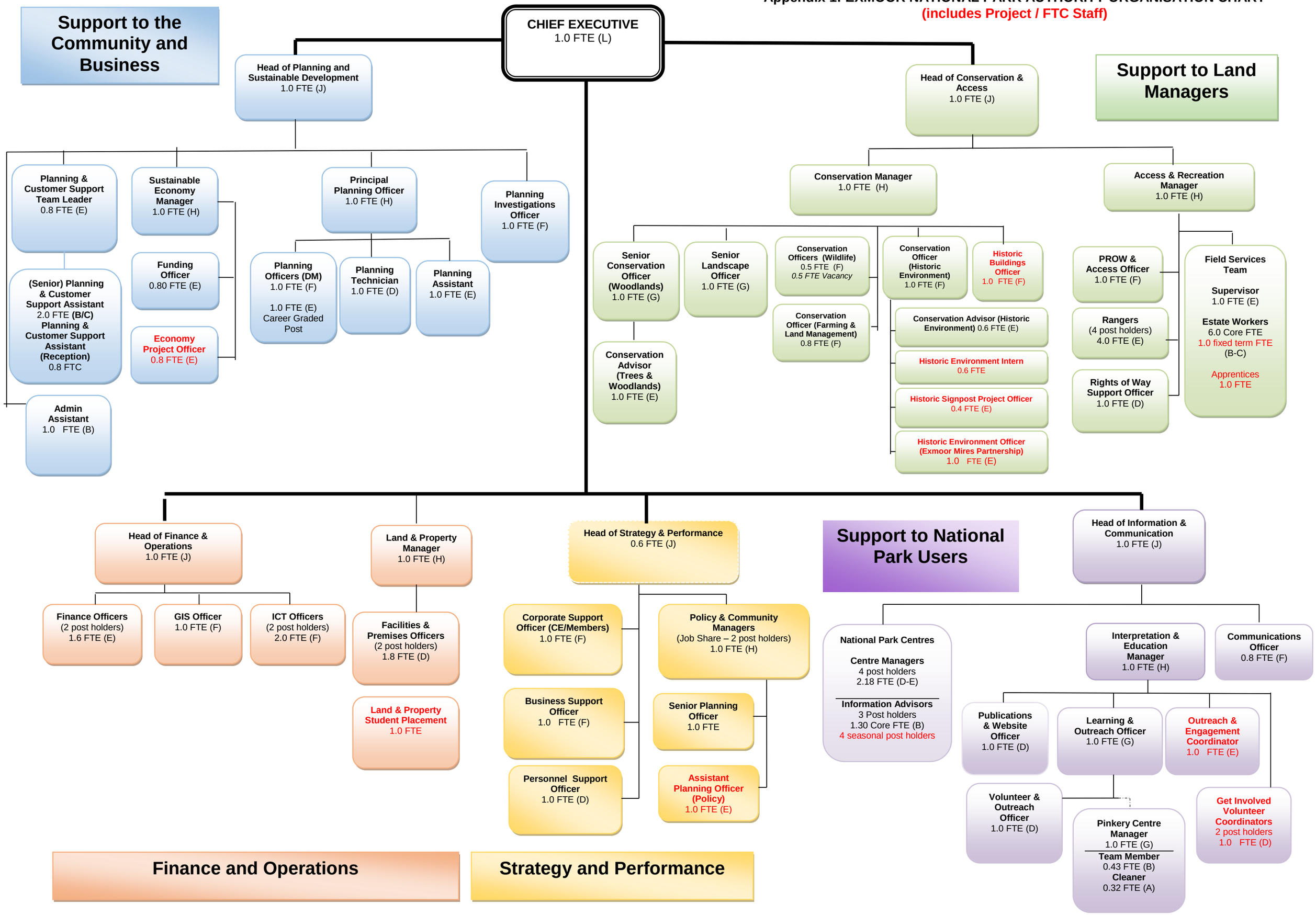
11.1. The Authority will not consider any quote in respect of which the Respondent or any person acting on the Respondent's behalf, or with the consent, approval or knowledge of the Respondent is reasonably believed to have:

- directly or indirectly canvassed or attempted to canvass any Officer or Member of the Authority
- obtained or attempted to obtain information concerning the Invitation to Quote or award of the Contract or any other quotes from any Officer or Member of the Authority or any other person who supplies services to the Authority;
- fixed or adjusted or attempted to fix or adjust the prices shown in the Pricing Schedule by or in accordance with any agreement or arrangement with any other person;
- communicated or attempted to communicate to any person other than the Authority the amount or approximate amount of the prices shown in the Pricing Schedule, except where such disclosure is made in confidence in order to obtain quotations necessary for the preparation of the quote or for the purposes of insurance or financing;
- entered or attempted to enter into any agreement with any other person to the effect that such other person shall refrain from submitting a quote, or shall limit or restrict the prices to be shown or referred to in another quote;

- paid, offered or agreed to pay to any person any sum of money, inducement or valuable consideration, directly or indirectly, for doing or having done or causing or having caused to be done, or forbearing to do in relation to a quote;
- committed an offence under the Prevention of Corruption Acts 1889 to 1916 or given any fee or reward the receipt of which is an offence under Section 117(2) of the Local Government Act 1972 or the Bribery Act 2011.

12. Freedom of Information

12.1. Information relating to any contract or procurement exercise to which the Authority is a party, including information about price and performance, is covered by the Freedom of Information Act 2000 (the Act). The Authority is under a legal obligation to disclose such information if requested unless an exemption under the Act applies.

12.2. Any person submitting a Quotation or entering into a contract with the Authority should, as part of the contract process, inform the Authority of any information which it regards as being confidential and/or eligible for a claim for exemption from disclosure by the Authority under the Act. The final decision as to what information can be disclosed rests with the Authority.

Appendix 1: EXMOOR NATIONAL PARK AUTHORITY ORGANISATION CHART
(includes Project / FTC Staff)