

Leadership & Management Development Training Service(s) Guide

1. Introduction

This guide is for anyone at the University who needs to engage with suppliers in the delivery of **Leadership & Management Development Training Service(s)**.

The tender for these services introduces a framework of related service supplier(s) who should be engaged with where a service requirement exists.

The following suppliers (table 1) were successful with their tendered submissions and were awarded a place on the framework:

Table 1 – Framework Suppliers

Asesoria Group Limited	Berkshire Consultancy Ltd	BTS Spark / BTS in London Ltd	Carter & Corson Partnership Ltd
Cirrus Connect Ltd	Crescente Limited	Elesha Training Ltd	LearningCog Limited
Lisa Hegan t/a HRD Bristol	Progress International Ltd	Tavistock Institute of Human Relations	The Barefoot Thinking Co Ltd
The Change Maker Group Ltd	Verosa Ltd	Wilson Sherriff Ltd	3Pillars Ltd

2. How to use this Framework

This guide outlines the steps you should take when requesting these services – Further information regarding the Framework Rules can be viewed in the Leadership & Management Development Service(s) Framework document - Ref: UoBath/Proc/900

Step 1 – Developing a Specification of Requirements

Any service request(s) for Leadership & Management training provisions should be managed by the specialist(s) within your department, faculty or school.

The specification of what you require and any brief for pricing should be unambiguous and all quality deliverable requirements should be evaluated against a set criterion.

Step 2 – Request for Quotations

All suppliers on the framework should be approached to quote for projects via “mini tenders” with consideration being given to how any responses will be evaluated. This should be always be based on a cost and quality comparison. The best way to capture the output and compare supplier quotes is by completing a Bid Evaluation Document ([BED](#))

However, where appropriate this framework also allows us to “Direct Award” to the most suitable supplier on the framework without the need of extending an invitation to all other suppliers on this framework.

When contacting these companies, you should provide as detailed a brief as available and an estimated budget amount.

Step 3 – Selection of Service Provider / Requisitions

As determined in the Request for Quotation the selection of any supplier(s) should be based on price and quality metrics.

Also, when you review supplier responses, please assess what will have the biggest impact on your training requirements. Examples may include the suppliers understanding of the brief, their project plan, resource availability and any added benefits.

Depending on the value of the engagement this information should be captured and recorded on a Bid Evaluation Document or a Summary Quotation Record. These documents will provide the details required to allow requisitions to be effectively managed and approved.

A purchase order **must** be raised to use these agencies using product code(s)

- **P-RP-00 - Training Courses - Trainers, Training Workshops Supplies and Services**
- **P-RP-01 - Training Courses - Continuing Professional Development**

3. L&M Framework and Supplier Details

All the suppliers below were successful and are suitable in providing these services.

Supplier Details and Contact Details	Supplier Aggesso ID
<p>Asesoria Group Limited*</p> <p>Principle Contact: Melissa Kittermaster, CEO (or Louise Wareham, Project Resourcing and Administration Manager)</p> <p>Contact Details: Melissa Kittermaster: 07866 750049 Melissa.kittermaster@asesoria-group.com or Louise Wareham: 07800 761999 louise.wareham@asesoria-group.com</p> <p>Address Administration and Resourcing Centre: Enterprise House, The Old Sawmill, Kilmington, Warminster, Wiltshire, BA12 6RA</p>	186978
<p>Berkshire Consultancy Ltd</p> <p>Principle Contact: Michael Robinson</p> <p>Contact Details: 0118 979 8043; procurement@berkshire.co.uk</p> <p>Address: The Coach House, Woods Farm, Easthampstead Road, Wokingham, Berkshire, RG40 3AE</p>	179133

BTS Spark / BTS in London Ltd * Principle Contact: Denise Barrows, Contact Details: 02392 989313 mobile: 07799 623067, Denise.barrows@bts.com Address: 1 Queen Caroline Street, London W6 9YN	187059
Carter & Corson Partnership Ltd* Principle Contact: Ginny Hudson Contact Details: 01625 526979 mobile: 07432 477119, ghudson@cartercorson.co.uk Address: 2nd Floor, Barons Court, Manchester Road, Wilmslow SK9 1BQ	187028
Cirrus Connect Ltd* Principle Contact: Ella Petrie Contact Details: 01625 425 460, mobile: 07962 164 957, ella.petrie@cirrus-connect.com Address: Sandfield House, Water Lane, Wilmslow, Cheshire, SK9 5AR	187039
Crescente Limited* Principle Contact: John Chisholm Contact Details: 01225 344981, mobile: 07786 660 002, John.chisholm@crescente.co.uk Address: Suite 8 Bourne Gate, 25 Bourne Valley Road, Poole BH12 1DY	187030
Elesha Training Ltd* Principle Contact: Kevin White Contact Details: 0191 282 2800, mobile: 07828 159778, kevin.white@eliesha.com Address: Eliesha Training, Newcastle House, Albany Court, Newcastle upon Tyne, NE4 7YB	187036
LearningCog Limited* Principle Contact: Ric Hayden Contact Details: 01273 741499, mobile: 07818 046106, Ric.hayden@learningcog.com Address: Gemini House, 136-140 Old Shoreham Road, Hove, BN3 7BD	187031

<p>Lisa Hegan t/a HRD Bristol</p> <p>Principle Contact: Lisa Hegan</p> <p>Contact Details: 01749 831672, mobile: 07989 961193, lisa@hrdbristol.co.uk</p> <p>Address: 16 Downs Park East, Westbury Park, Bristol BS6 7QD</p>	171383
<p>Progress International Ltd</p> <p>Principle Contact: Nicholas Fry</p> <p>Contact Details: 01252 737536, mobile: 07767 872372, Nicholas.Fry@progressint.com</p> <p>Address: Progress International Limited, Peel House, Upper South View, Farnham, Surrey, GU9 7JN</p>	182573
<p>Tavistock Institute of Human Relations</p> <p>Principle Contact: Anne Benson</p> <p>Contact Details: 0207 4170407, mobile: 07984 692528, a.benson@tavinstitute.org</p> <p>Address: Tavistock Institute, 30 Tabernacle Street, London, EC2A4UE</p>	184964
<p>The Barefoot Thinking Co Ltd</p> <p>Principle Contact: Martin Bloxham</p> <p>Contact Details: mobile: 07811 557324, martin@barefoot-thinking.com</p> <p>Address: Middle Roccombe Farm, Stokeinteignhead, Newton Abbot, Devon TQ12 4QL</p>	182510
<p>The Change Maker Group Ltd*</p> <p>Principle Contact: David Walker</p> <p>Contact Details: 07802 416704, davidwalker@thechangemakergroup.com</p> <p>Address: 50 Priory Road, West Moors, Ferndown, Dorset BH22 0AY</p>	187060
<p>Verosa Ltd*</p> <p>Principle Contact: Beth Hood</p> <p>Contact Details: 0203 0267 365, mobile: 07919 405873, beth.hood@verosa.co.uk</p> <p>Address: 10 Rosemary Lane, Rowledge, Farnham, Surrey, GU10 4DB</p>	187061

Wilson Sherriff Ltd Principle Contact: Simon Wilson, Director, Wilson Sherriff Contact Details: mobile: 07768 444616, Simon.wilson@wilsonsherriff.com Address: 52 Tor Rise, Matlock DE4 3DL	182508
3Pillars Ltd* Principle Contact: Mike Crofts Contact Details: mobile: 07835 403936, Mike@3pillars.net Address: CO Ramon Lee Ltd, 93 Tabernacle Street, London. EC2A 4BA	186973

*New Suppliers