



INVITATION TO TENDER

NC-JW-05/2324

Northampton College Adult Education Budget

Address:	Northampton College, Booth Lane, Northampton, NN3 3RF
Contact:	tenders@northamptoncollege.ac.uk
Reference:	NC-JW-05/2324
Expected Contract Commencement Date:	01 March 2024
Contract Expiry Date:	31 st July 2024
Extension Option:	NA

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SECTION 1

Introduction

1.1 Northampton College is a General Further Education College with three campuses based across the County. Two campuses are based in Northampton.

1.2 The College has a turnover of c.£35m with a full time staff complement of c500 FTE. The College provides a wide range of education and training including full-time, part-time, adult and employer provision (including Apprenticeships). The College is committed to meeting the aspirations of the community and needs of the local economy. The College is also committed to helping close skills gaps in the local economy by meeting employer skills and training needs, particularly in relation to regional skills priorities including those in the Health & Care, Digital and 'Green' technology sectors.

1.3 Northampton College is inviting providers to tender to deliver full qualifications at a variety of levels. Partnership tenders should complement our [sub- contracting policy](#) with the aim of adding strategic value to existing college provision, and enhancing the quality, range and geographical coverage of the College's Adult Education Budget provision.

1.4 The College's priority for sub-contracting is to enhance opportunities and access for learners through maintaining distance learning provision for adult students at scale, thus enabling learners who may not otherwise be able to access college or funded provision to do so. This supports the College's strategy to provide education and training which meets the needs of students and employers.

1.5 Within our subcontracting portfolio, the curriculum priority will continue to be Health and Care, which is a national and regional priority already served by the College's existing on-site provision but where many learners wish to enhance their portfolio of skills flexibly through distance learning. In addition, the College will continue to supplement our on-site Digital curriculum offer and is open to the potential to develop an online offer designed to train students in green technologies.

The Tender

1.6 The indicative total tender value for the Lot is an estimated maximum value of £700,000 based on the full income to be earned by the College, which will be reimbursed at 80% - up to £560,000. The College's intention, consistent with our policy and subject to tender evaluation, is to appoint partner(s) who have the scale and experience to deliver our requirements with an appropriate risk profile and under the following general rules:

- All the provision should be delivered in the 2023/24 funding year; there is currently no scope to carry forward any funding to 2024/25.
- All the learning aims and learners must be eligible for Education Skills and Funding Agency (ESFA) Adult Education Budget (AEB) funding in 2023/24. The Subcontractor must provide all evidence to the effect by agreed timescales before the final year end ESFA data return (R14 submission).
- The delivery target group is solely adults who live in non-devolved funding areas of England. The College will not fund through this contract any learners who are aged under 19 and/or live in the Greater London Authority (GLA) or other restricted devolved funding areas.
- Providers wishing to apply for this opportunity must have an active UKPRN and must have both a track record of successful sub-contract delivery of qualifications and financial standing sufficient to meet the ESFA's expected due diligence standards.
- The training must be delivered in full by the contracted training provider, i.e. only one level of sub-contracting is permitted and no second level subcontracting is permitted.
- The Subcontractor, if awarded the contract, will be responsible for the recruitment of all learners, the delivery of training, the premises and resources required to deliver the training, awarding body accreditation and associated fees.
- The quality of provision will be paramount as the College retains responsibility to ESFA and OFSTED for programme quality.
- The management fee retained by the College will not generally exceed 20% as set out in our subcontracting policy.

1.7 All programmes shall:

- be education, aiming to ensure the attainment of the primary learning objective for each listed course for students who successfully complete the programme
- consist of the individual course syllabus and a minimum of the listed guided learning hours for the individual courses and modules

- be delivered solely by appropriately qualified assessors and trainers, agreed in writing with the College prior to the outset of the programme(s)
- be delivered solely on the premises or through the mechanisms agreed between the College and the subcontractor, agreed in writing with the College prior to the outset of the programme
- be eligible for AEB Funding and comply with all relevant funding rules. The College will not pay the provider for ineligible learning aims nor for unfunded learners.

1.8 The College expects that in the event of a contract being awarded, the subcontractor will be able to submit the following documentation whilst delivering the programme(s):

- Accurate and completed enrolment forms and learning agreements for individual students
- Confirmations of the documentation that has been seen and checked to confirm eligibility for funding
- Delivery of appropriate number of guided learning hours
- Register of attendance for each course
- Copy of achievement certificates for individual students
- Complete data showing enrolments, by group
- Complete data showing outcomes and achievement, by group

Value

1.9 The gross contract value is up to £700,000, over the period from contract award to 31 July 2024, funded from the College's non devolved Adult Education Budget. The College reserves the right to decide on the value of any allocations and may not allocate the full amount. The College's preference is to subcontract the whole amount to one applicant, but it reserves the right to split the subcontract amount between two or more applicants and / or to subcontract to a value lower than the full amount advertised.

1.10 In determining whether to award multiple contracts, the College will have regard to matters such as (i) what is proportionate in the circumstances, ensuring that contracts are not awarded for an unduly small value, and (ii) the tenderers' scores as a result of this tender exercise.

1.11 The College will pay the Subcontractor in monthly instalments, which will be calculated from ILR actuals from each month (i.e. including any On Programme and Achievement funding generated and evidenced to date).

Achievement

1.12 All courses must deliver at least 90% achievement rate or the National Average achievement rate, whichever is higher. Failure to meet the agreed achievement rate may result in financial penalties, claw-backs or termination of the contract. Providers must demonstrate their ability to meet these achievement rates within their tender.

Quality

1.13 The Subcontractor must have processes in place to ensure appropriate quality of programme delivery. These may include but are not limited to:

- Lesson observations
- Standardisation meetings
- Process for supporting learners with ALS needs
- Process for learner surveys and for acting on survey outcomes

Other Specification Criteria

1.14 Providers wishing to apply must:

- Have an active UKPRN.
- Have a track record of successful delivery, as a Subcontractor, of the qualifications included in its delivery proposal with the proven capacity to deliver a minimum contract value of £500,000.
- Be financially stable with a proven track record of good financial performance and a history and status which complies with ESFA expectations for subcontracting.
- Have an Ofsted rating of 'Good' or better based on its most recent full Ofsted inspection as a registered provider (i.e. the provider itself must have been the direct subject of the full Ofsted inspection).
- Comply with audit requirements as per the most recently published version of the ESFA's AEB funding guidance.
- Meet the other requirements set out in the procurement documents.

1.15 Northampton College's quality assurance and monitoring approach is set out in the subcontracting policy. The appointed subcontractor(s) will be expected to attend, at an appropriately senior level, regular monitoring and account management meetings. The College will audit the quality of delivery at any time of the College's choosing. Subcontractors will be required to respond to concerns with formal Action Plans in an

agreed and timely manner. The College will have the right to audit course record keeping, existence records, and all associated course and learner materials and other associated data.

Targets

1.15 The College will agree a performance schedule with the successful partner(s). This may be expected to include:

- Profile – Achievement of an agreed profile of starts, funding and completions;
- Qualification Achievement rate (QAR) - Overall and timely QAR rates in the academic year of a minimum of 90% or above the national average rate, whichever is higher.
- Quality Compliance – 100% of College observed Teaching, Learning and Assessment to be graded as good or better
- Learner Progress – 100% of learning plans and reviews completed and submitted on a timely basis
- Audit Compliance – 100% documentation accuracy and timeliness of submission, appropriately assessed to meet learner needs.
- Customer Satisfaction – Learner satisfaction surveys to show a minimum of 90% of learners indicating good or better.

Tender Submission and Other Matters

1.16 These instructions and conditions apply to the tendering process for this agreement to ensure that all tenderers are treated equally and fairly and to provide for compliance with other relevant legal requirements. Failure to comply with these Instructions and conditions may invalidate your tender.

- References to “the College” mean Northampton College.
- The agreement will commence in March 2024 and will expire on 31st July 2024,

unless terminated in accordance with the contract conditions.

- A submitted tender is an irrevocable offer by the tenderer and the tenderer separately undertakes with the College that the tender will remain open for acceptance by the College for a period of two calendar months calculated from the day following the closing date for receipt of tenders.
- The College reserves the right to accept tenders in whole or in part, e.g. for lesser value than requested in the tender
- The College reserves the right to cancel the entire or parts of the tender, without such an action conferring any right to compensation on the Tenderers.
- Where estimated volumes are stated they are for guidance purposes only and do not form a contractual commitment. This document does not obligate the College to purchase any services.
- The submission of false or incorrect information or declaration(s) will invalidate your tender and, if not identified by the College until after the award of the contract, will be considered a fundamental breach of the contract.
- Tenders must be submitted with all the documents listed fully completed. Tenders not complying with these requirements may be rejected.
- Tenders shall only be submitted on the basis that they are bona fide competitive tenders. It is therefore agreed that the College shall have the power to cancel the contract and to recover from the Tenderer the amount of any loss arising from the cancellation if either the Tenderer:
 - shall have offered or given or agreed to give any officer or member of the College staff any gift or consideration of any kind as an inducement or bribe to influence its decision in the tendering procedure. The word 'Tenderer' for these purposes shall be deemed to include any and all persons employed by the Tenderer, or who are purporting to act on the Tenderers behalf whether the Tenderer is aware of their acts or not, or
 - shall have communicated to any other person than the College the amount or approximate amount of the proposed tender other than in confidence in order to obtain quotations for the preparation of the Tenderer, or for insurance purpose, or
 - shall have entered into any agreement or arrangement with any person as to the amount of any proposed tender or that person shall refrain from tendering.
- To enable us to assess your organisation's suitability, we require you to provide all of the information requested. Failure to complete the tender documentation in full or to

provide any of the documents requested may result in your application being rejected. Rather than leaving answer spaces blank, if the question does not apply to you please write 'Not applicable', if you do not have / know the answer please write 'Not known'.

- Where supporting documents are requested, these should be clearly cross referenced to the appropriate section. Except where specifically requested, no additional supporting documentation is required. The College does however reserve the right to call for further evidence or copies of such documents at any stage during the procurement process.
- Tenderers are requested to specify with reasons if any information contained in its tender submission is confidential. The College will use reasonable endeavours to keep such information confidential but does not guarantee to do so if it is obliged to disclose such information pursuant to its duties under the Freedom of Information Act.
- If there is insufficient space to complete your answers please submit them on separate sheets clearly cross referencing to the appropriate section of the ITT. If completing the document electronically you may enlarge the answer boxes to ensure you have sufficient space to respond. However, you must not alter or amend the questionnaire in any other way and under no circumstances should the questions be altered in any way as doing so will result in your application being rejected.
- The College reserves the right to seek clarification, after tenders have been received, from any tenderer, on any aspect of their tender, however tenderers must not rely on this right.
- The College is required to publish details of the successful contractor and the total contract value to the ESFA on a regular basis.
- Should there be any doubt or confusion as to the meaning of any provision contained in the tender documentation or you have any queries or concerns with the tender documentation you should obtain clarification prior to the submission of your tender. All tenderers will be informed of any relevant points of clarification and the College's response. The identity of the tenderer requesting clarification will not be disclosed.
- The College will not be liable for any costs or expenses incurred by applicants in completing and submitting their tender whether or not it is successful.
- The College reserves the right to amend its tender documents in any respect at any time prior to the closing date and time for receipt of tenders. Any such amendment will be notified to all tenderers before the closing date and time.

- The College may at its discretion extend the closing date and time for receipt of tenders by written notice to all tenderers.
- The successful bidder(s) may also be expected to complete further due diligence prior to contract(s) being issued to ensure compliance with ESFA requirements.

Process & Timescales

1.17 To apply, applicants must submit, by 26 January 2024 no later than 12:00 noon, the following:

- The completed Tender Questions (Section 3) and Declarations
- The completed Delivery Plan (Annex 1)
- All other documents requested and / or referred to in the tender questions (section 3)

1.18 The College reserves the right to amend dates in the timetable below.

Date	Action
09 January 2024	Tender Issued
19 January 2024 12:00 noon	Deadline for requests for clarification to be received via email tenders@northamptoncollege.ac.uk . Requests should be titled Confidential: NC-JW-05/2324
26 January 2024 12:00 noon	Deadline for the submission of the bids by email to tenders@northamptoncollege.ac.uk .
16 February 2024	Award Notification letters sent electronically
01 March 2024	Completion of due diligence process and issue of contract.

SECTION 2

Evaluation Approach and Award Criteria

2.1 Evaluation of the Tender submission Document will be undertaken by Senior College Managers with appropriate responsibilities who will evaluate relevant sections. The Tender submission document will be scored from the responses provided as part of tender submissions and scored in accordance with the information below.

2.2 Failure to provide the information requested or to provide a satisfactory response to any of the questions may result in the College not proceeding further with the Tenderer. The information supplied will be checked for completeness and compliance before responses are evaluated.

Tender Award Criteria

2.3 Tenderers' responses to the Tender Application form will be scored on a scale of 1 to 4 basis, against the criteria set out in the scoring matrix below. The Delivery Plan (Annex 1) will also be scored 1 to 4 and this score included in the overall assessment of the Delivery section (Section 4). Section 1, Organisational Information, and Section 2, Finance, will be scored on a pass/fail basis. Any tenderer failing Section 1 or 2 of the application form evaluation will be rejected from the procurement and, for the avoidance of doubt, will not have the remainder of their tender application scored.

2.4 Mandatory questions (designated in the tender questions) must be completed and, where relevant, content scored at least Adequate. Failure against these mandatory questions will also result in the application being rejected and the remainder of the application will not be scored.

2.5 To avoid unproductive work on your part, if your organisation does not meet the threshold for pass / fail and / or mandatory questions you are advised not to submit a tender.

2.6 All scored questions will be scored on the basis set out below:

Score Given	Description
4	Excellent: Response significantly exceeds minimum requirements or expectations with no concerns
3	Good: Response meets the requirements / expectations with no concerns
2	Adequate: Response largely meets requirements / expectations with minor concerns or aspects requiring improvement
1	Poor: Does not meet requirements / expectations and / or significant non-compliance

2.5 Each relevant section of the application form will be scored and an average score to 2 decimal places calculated.

Section	Description	Weighting
1	Organisation Information	Pass/Fail
2	Financial: Financial performance & Risk	Pass/Fail
3	Quality of Provision: Quality of Education and approach to monitoring and continuous improvement	40%
4	Implementation & Delivery: delivery confidence, staffing, resources and audit	40%
5	Policies	20%

2.6 In addition to the Questions in Section 2 (Finance), the College will analyse the financial information provided in your accounts and score this on the following basis:

Test	Method	Requirement
Solvency: Current Ratio	Current Assets / Current Liabilities	≥ 1.2
Sustainability: Profitability	Profit after Tax / Turnover (depreciation & amortization added back)	$\geq 5\%$
Gearing	Total Debt / Shareholders Funds (less intangible assets)	$< 40\%$
Pay Coverage	Year end cash / average monthly payroll costs	Greater than 2
Credit Score	"Creditsafe" Company Check Risk Score	≥ 51
Of these tests, to Pass a bidder must meet at least 4 out of 5, otherwise the application will Fail and other questions not evaluated further.		

SECTION 3

Tender Questions

Tenderer Name: Northampton College Adult Education Budget 23-24

Funding Value £700,000 full income or parts of (80% Earned Funding: £560,000).

All questions to be answered

Please respond below to each question ensuring you fully complete this questionnaire. The answers are restricted to the word count indicated for each section or question. When completing this document however please ensure you keep to the subject matter and answer the questions set.

You may enlarge the answer boxes to ensure you have sufficient space to respond. Please do not use the Grey boxes, which are for College use only.

Responses will be evaluated in accordance with the award criteria and weightings.

1. Organisation Information (Pass / Fail)

Any fail on mandatory questions [Mand] will disqualify the applicant from consideration. Where you do not have a response, please write an explanation of why not or what you use as an alternative. Please do not exceed 100 words for each explanation.

Question Number	Question	Response	Submitted Y/N	P/F
1	Full name of the Relevant Organisation:			
	Office address (NB: This must be the Registered Office address if applicable)			
	Telephone Number:			
	Email Address:			
	Registered website address (if applicable):			
2	Trading status (please highlight)	a) public limited company b) limited company c) limited liability partnership d) other partnership e) sole trader f) third sector g) other		
3	If you selected 'other' for question 2 please specify your trading status here			
4	Company registration number (if applicable)			
5	Charity registration number (if applicable)			
6	Organisation DUNS number (if applicable)			
7	Is your company registered for VAT? If yes: a. Provide VAT Registration number b. Attach VAT registration certificate If no: Provide an explanation / evidence why you are exempt.			
8	Confirmation your company is active on Companies House	Yes / No		

9	Full names of all Company Directors (trustees in the case of a Charity), detail on a separate sheet where necessary			
10	<p>Details of ultimate parent company, where appropriate</p> <ul style="list-style-type: none"> - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Organisation DUNS number (if applicable) - Head office VAT number (if applicable) 			
11	<p>Contract Management</p> <p>Name of the Proposed Contractor's Authorised Representative:</p> <p>Job Title:</p> <p>Postal Address:</p> <p>Telephone Number:</p> <p>Email Address:</p>			
12	Please give details (name, address, phone & email, type of provision, numbers, values and relevant dates) of three relevant contract holders from whom we may take up a reference if required.			
13 [Mand]	Please provide your active UKPRN			

2. Finance

P/F (Pass / Fail) for each document provided / not provided (without reasonable explanation). Any fail on mandatory questions [Mand] will disqualify the applicant from consideration.

Scoring: (1 to 4): For details of the scoring method for this section please refer to the evaluation guidance in the document above.

Where you do not have a response, please write an explanation of why not and / or what you use as an alternative. Please do not exceed 100 words for each explanation unless indicated otherwise e.g. 200 words.

Item	Requirement [All Mandatory]	Response	Submitted Y/N	P/F	Content Score												
1 [Mand]	<p>a. Do you deliver, or have you previously delivered programmes as a subcontractor on behalf of prime providers?</p> <p>b. If yes, please confirm for 2021/22 & 22/23:</p> <ul style="list-style-type: none"> - total of funding received from prime, - total number of learners delivered to - number of primes with whom you had contracts 	<p>Yes / No</p> <p>2021/22</p> <table border="1"> <tr> <td>Funding</td><td>Learners</td><td>No. of colleges</td></tr> <tr> <td></td><td></td><td></td></tr> </table> <p>2022/23</p> <table border="1"> <tr> <td>Funding</td><td>Learners</td><td>No. of colleges</td></tr> <tr> <td></td><td></td><td></td></tr> </table>	Funding	Learners	No. of colleges				Funding	Learners	No. of colleges						
Funding	Learners	No. of colleges															
Funding	Learners	No. of colleges															
2 [Mand]	<p>a. Do you have an ESFA financial health rating (Yes or No)?</p> <p>b. What is your current ESDA financial health rating?</p> <p>c. Is, or was in the past 3 years, your ESFA financial health rated as Inadequate? If yes please</p>																

	provide details and the relevant report.				
3 [Mand]	<p>a. Have you had any contracts terminated for poor performance in the last three years or any contracts where damages have been claimed by the contracting partner?</p> <p>b. If yes please attach further information.</p>				
4 [Mand]	<p>Attach full accounts for the past 2 years</p> <p>Or, if unavailable, a statement of your turnover, profit and loss account and cash flows for the past 2 years of trading</p>				
5. Do any of the following apply to your organisation or any of the directors/partners?					
5a [Mand]	<p>Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, a subject to relevant proceeding?</p> <p>Has your organisation passed a resolution, or is it in the process of passing a resolution in the next 6 months (or the court has made an order) to wind up or liquidate the company, or have administrators been appointed or are in the process to be appointed in the next 6 months?</p>				
5b [Mand]	Has been convicted of a criminal offence related to business or professional conduct?				
5c	Has committed an act of gross				

[Mand]	misconduct in the case of business?				
5d [Mand]	Is guilty of serious misrepresentation in supplying information				
5e [Mand]	Is, or was in the past, on the Disqualified Directors list as reported by the Companies House website? (If yes please specify dates and reason).				
6 [Mand]	Are there, to your knowledge, any circumstances (for example, do you and the College have common directors or ownership) which might lead to an actual or perceived conflict of interest with the College?				
7 [Mand]	Does your organisation have, or has had at any point in the past 3 years, an above-average risk warning from a credit agency?				
8 [Mand]	<p>Does your organisation, or any of its directors, or any other person who has powers of representation, decision or control of you as the applicant, fall into any of the “criteria for rejection of organisations seeking funding, set out in the Public Contracts Regulations 2015”, as specified the ESFA document “Funding higher-risk organisations and subcontractors”?</p> <p>Before answering this question, all applicants are requested to refer to the document / guidance available at the web link.</p>				

3. Quality of Provision

P/F (Pass / Fail) for each document provided / not provided (without reasonable explanation). Any fail on mandatory questions [Mand] will disqualify the applicant from consideration.

Scoring: (1 to 4): For details of the scoring method for this section please refer to the evaluation guidance in the document above.

Where you do not have a response, please write an explanation of why not and / or what you use as an alternative. Please do not exceed 100 words for each explanation unless indicated otherwise e.g. 200 words.

Item	Requirement	Response	Submitted Y/N	P/F	Content Score
1 [Mand]	Attach your latest full Ofsted report as a distinct provider and confirm that your most recent Ofsted grade was at least 'Good'.				
2	Attach: a. Latest Self Assessment Report (SAR) b. Latest Quality Improvement Plan(QIP) c. Unless included in the SAR and QiP, describe how you ensure that you assess your performance against Ofsted's Education Inspection Framework.				
3 [Mand]	Attach your current Matrix certificate <u>and</u> evidence of information and guidance systems (e.g. a Learner Handbook, IAG policy and process or a summary)				

4	<p>a. Do you currently have, or did you have in the past 3 years, a sanction or sanctions imposed on the delivery of any of your programmes by an awarding organisation?</p> <p>b. If yes please provide details</p>				
5	<p>a. Attach your Quality Handbook or provide a website link.</p> <p>b. If not available, provide a description of systems and procedures that you have in place to promote quality and continuous improvements (200 words max.)</p>				
6	Describe your systems for tracking learner progress against Individual Learner Plans and what intervention is undertaken where progress does not meet profile (either a summary of 200 words or attach an existing policy, website link or link to Quality Handbook section).				
7	a. How do you ensure that you manage the quality of delivery specifically as a subcontractor to ensure that the quality of delivery is sufficient to meet the College's requirements, which include a 90% achievement rate for learners? (Please attach either a summary – 200 words max. – or a relevant				

	company policy if available). b. Did you meet achievement targets at or above national average for all of your subcontracted provision in 2022/23? If not, please provide a summary of reasons and remedial action going forward (100 words max.).				
8	Please explain how you gather learner feedback and evidence how this feedback has impacted your delivery (200 words max)				
9	Attach evidence to demonstrate how you ensure and monitor that your staff are suitable qualified to provide publicly funded education and training and that you can maintain continuity of service (e.g. a Staff Recruitment and Development policy, or 200 word summary, etc.)				

4. Delivery Proposal

P/F (Pass / Fail) for each document provided / not provided (without reasonable explanation). Any fail on mandatory questions [Mand] will disqualify the applicant from consideration.

Scoring: (1 to 4): For details of the scoring method for this section please refer to the evaluation guidance in the document above.

Where you do not have a response, please write an explanation of why not and / or what you use as an alternative. Please do not exceed 100 words for each explanation unless indicated otherwise e.g. 200 words.

Item	Requirement	Response	Submitted Y/N**	P/F	Content Score
1 [Mand]	1a. Attach the completed Delivery Plan file (separately scored) 1b. Please explain briefly the rationale behind your proposed qualifications, with reference to the College's priorities. The College's preference is for a single partner. If your plan does not project the full £700,000 funding, please explain why. (200 words) <i>(Please do not amend, delete nor add any headings when completing it).</i>				
2	How will you recruit learners to fulfil the contract? Please describe your marketing and sign up process (200 words max.)				
3	Describe the induction process that you will use if awarded the contract, including how you will inform them about the subcontracting arrangements, about the College's and your				

	roles and responsibilities as Lead and Subcontractor relating to the delivery of the learning for the present proposal (200 words max)				
4	Provide an organisation chart, including the staff who will manage and/or deliver the learning aims in your delivery proposal and their roles.				
5	Provide CVs for staff who will be involved in delivery & evidence of how you confirm that staff are appropriately qualified to deliver the qualifications. It is acceptable to mark TBC if new teachers will be hired if contract awarded.				
6	Attach a description of resources that you will use for the delivery of the qualifications, and how you will ensure that their quality is appropriate for the programme delivery (200 words or an existing policy / document or a website link)				
7	How will you ensure that you enable the College to monitor your delivery as subcontractor, to ensure its compliance with audit and quality requirements that require it to have control over you as subcontractor and monitor the quality of education and training provided by you as subcontractor?				
8	Describe your processes and procedures for collecting,				

	recording and submitting data to the College and awarding bodies, including evidence that the processes and procedures are GDPR-compliant, timely and accurate (200 words max.)				
9	Please detail any added value you can offer, e.g. support our local community delivery, complementary to college offer, progression routes to college provision (200 words max)				
10	Please detail your approach to partnership working with the College, e.g. opportunities for joint working, CPD, etc. (200 words max)				

5. Policies

P/F (Pass / Fail) for each document provided / not provided (without reasonable explanation). Any fail on mandatory questions [Mand] will disqualify the applicant from consideration. All sections must be Pass, otherwise application is disqualified.

Scoring: (1 to 4): For details of the scoring method for this section please refer to the evaluation guidance in the document above.

Where you do not have a response, please write an explanation of why not and / or what you use as an alternative. Please do not exceed 100 words for each explanation unless indicated otherwise e.g. 200 words.

Where, in the last three years, there have been any serious issues relating to the area covered by the policy, please attach an anonymised summary of the issue, and how it was rectified; 100 words maximum for each summary. If no serious issues occurred, please write “none” in the response box.

Item	Requirement (All Mandatory)	Attached	Submitted Y/N	P/F	Content Score
1 [Mand]	a. Health & Safety at Work Policy, including RIDDOR policy b. Serious issues summary				
2 [Mand]	a. Equality, Diversity and Inclusion Policy b. Serious issues summary				
3 [Mand]	a. Prevent policy b. Evidence of Prevent training delivered to your staff c. Serious issues summary				
4 [Mand]	a. Safeguarding Children and Vulnerable Adults Policy b. Serious issues summary				
5 [Mand]	a. Disclosure & Barring Service policy or equivalent policy providing details of how DBS checks are secured and maintained for staff b. Serious issues summary				

6 [Mand]	<p>a. Confirm that all staff planned to work on the contract have up to date enhanced DBS clearance and up to date (annual) safeguarding and prevent training.</p> <p>Further evidence of individual compliance may be sought prior to issuing contracts.</p> <p>Where this is not the case please explain why and remedial action taken.</p>				
7 [Mand]	<p>b. Data Protection Policy</p> <p>c. Serious issues summary, including any actions taken or required by the Information Commissioners Office (ICO)</p>				
8 [Mand]	<p>a. Complaints policy</p> <p>b. Serious issues summary.</p>				
10 [Mand]	<p>a. Modern Slavery Statement (where relevant)</p> <p>b. Serious issues summary</p>				

Annex 1 Delivery Profile Plan - Adult Education Budget [Please complete as a document or spreadsheet]

[illegible]

Note: Additional rows may be added if required.