

ITT: itt_29987 - London 23-011 Careers Clusters (Skills Funding Agency eTendering Portal)

1. Technical Envelope

1.1 IMPORTANT - Guidance Documents - Question Section

Note

Note Details

- 1.1.1 Note Before you begin to complete the required documentation and online questions, please ensure that you have thoroughly read the 'Supplier Help Guides'
- 1.1.2 Note The 'Supplier Help Guides' can be found on the homepages of the eTendering portal
- 1.1.3 Note Download a copy of the Read Me First (RMF) and all other documents attached to this online Questionnaire as they contain Information and definitions to make the completion of this document that much easier

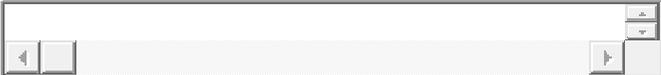
1.2 SUPPLIERS TIPS FOR COMPLETING YOUR RESPONSE - Question Section

Note

Note Details

- 1.2.1 Note: USE THE ONLINE 'HELP' FUNCTION – it provides support for both the screen you are in and for key processes such as attaching documents
- 1.2.2 Note: For security reasons your access to the portal will 'time out' if inactive for c15 minutes, if you do not click save within this time - this is part of strict government requirements to maintain security and tender integrity and cannot be changed.
- 1.2.3 Note: Do not leave your response until the last minutes/hours before the deadline (if you experience connection problems you will miss the deadline and your response may be deemed non-compliant and rejected - always upload and save generic information early to avoid last minute time pressure).
- 1.2.4 Note: Please ensure that you read and digest all the required actions and appropriate deadlines and any subsequent communications.
- 1.2.5 Note: To make your response visible to the SFA you MUST click 'Submit Response' button. The 'submit' link can be found on the left hand side of the screen under the heading Actions.

- 1.2.6 Note: If the SFA makes any changes to the settings or questionnaire area of a live tender, suppliers MUST re-submit their response – this is to ensure that changes are brought to your attention – you will receive a message prompt from the SFA – generally this will not mean re-entering information.
- 1.2.7 Note: Whilst the portal allows for large individual attachment sizes, we recommend that you keep attachments below 5mb to ensure ease & speed of access. Only attach documents that the SFA has requested and make sure that you attach them to this questionnaire
- 1.2.8 Note: Use the ‘Legend’ to understand icons. Note the red asterisk indicates a mandatory field - this must be completed in order to submit your response to the SFA
- 1.2.9 Note: Supplier sub-users can be set up on the portal to allow colleagues to be involved with various stages of the response – see the online help function for details.
- 1.2.10 Note: If you are delegating your response please ensure that your colleagues are aware of this information and are relatively PC literate (MS Office/Explorer).
- 1.2.11 Note: When navigating through this opportunity in the eTendering portal, please avoid using the 'back button' on your browser as any recent changes may be lost. To move between screens please use the online navigation links provided within the eTendering portal.
- 1.2.12 Note: It is recommended that you use the following internet browsers which are supported by BravoAdvantage 16:
 - IE10 and IE 11 (Note that IE9 will function, but is not recommended)
 - Google Chrome
 - Mozilla Firefox (ESR) 31+
 - Safari 8 for MacOS 10.10
- 1.2.13 Note: Please treat your eTendering portal logins securely - if you believe that you have lost your password
 - please log onto the website and click onto Forgotten your password? and follow the instructions.

Question	Description	Response
1.2.14 CONFIRMATION REQUIRED	Please confirm that you have read, understood and agree to follow each of these instructions.	
1.2.15 CONFIRMATION REQUIRED	Name/Date:	
1.2.16 CONFIRMATION REQUIRED	Please enter your organisations Legal name and if different your Trading name	

1.2.17 CONFIRMATION
REQUIRED

Please enter your organisation's UKPRN in the space provided

1.3 Response Documentation - Question Section

Question	Description	Response
1.3.1 Specification questionnaire(s)	Please upload your completed specification questionnaire(s) for the cluster(s) here. If you are submitting a bid for more than 1 cluster, then you will need to winzip them into a file and upload the winzip file	Click to attach file
1.3.2 Deliverable Toolkit(s)	Please upload the deliverable toolkit(s) for the cluster(s) here. If you are submitting deliverable toolkits for more than 1 cluster, then you will need to winzip them into a file and upload the winzip file	Click to attach file

1.4 Conflicts of Interest - Question Section

Note

Note Details

1.4.1 NOTE

The SFA takes the issue of conflict of interest very seriously. For your guidance we consider a conflict of interest to include but not be limited by one of the following:

- * Employed by or engaged by the Local Enterprise Partnership
- * Shareholder in any organisation which forms part of the Local Enterprise Partnership
- * Related to any employees of the Local Enterprise Partnership
- * Personally associated with any employees of the Local Enterprise Partnership
- * Benefits either materially or financially from any arrangement with the Local Enterprise Partnership
- * Any employee of your organisation directly or indirectly involved in the preparation of the Specification or Requirements documents used in the procurement process

Question	Description	Response
1.4.2 Conflicts of Interest (1)	<p>Please select from the two options offered, the one that confirms your organisation's position with regard to a Conflict of Interest</p> <p>Option A) Having read the note above I/We can confirm that we do not know of any existing Conflict of Interest</p> <p>Option B) Having read the note above I/We can confirm that we do know of a Conflict of Interest</p>	
1.4.3 Conflicts of Interest (2)	<p>If you have selected Option B as your answer to the above question please use the text box provided to explain exactly what the Conflict of Interest is.</p>	 <p>Characters available 2000</p>

1.5 Declarations - Question Section

Question	Description	Response
1.5.1DECLARATION	<p>I/We certify that the information supplied within this questionnaire is accurate to the best of my/our knowledge, and that I/We accept the conditions and undertakings requested in this questionnaire. I/We understand that false information could result in my/our exclusion from this and future exercises.</p>	

1.5.2DECLARATION I/We understand that if the organisation or its employees does anything which could constitute an offence under s1 of s7 of the Bribery Act 2010 the Agency reserves the right to exclude the organisation from this tendering exercise

1.5.3DECLARATION I/We confirm we have read , understood and accept in full the Terms and Conditions of Contract included with this ITT

1.5.4DECLARATION I/We declare that we are aware of our organisations responsibilities under the Safeguarding Vulnerable Groups Act 2006 [and its succeeding legislation]. I/We are also aware of customer organisations responsibilities under the Safeguarding Vulnerable Groups Act 2006 [and its succeeding legislation] and will take all necessary steps to comply with this legislation.

1.5.5CONFIRMATION
REQUIRED Please enter the name and job title together with the contact number of the authorised person within the organisation confirming the above declarations, and the date of the confirmation.

Characters available 2000