 

**CROYDON COLLEGE**

**Subcontract Requirement**

**for the delivery of**

**Adult Education Budget in Non Devolved Areas**

**Distance Learning**

**22 October 2021 – 31 July 2022**

**TENDER APPLICATION FORM**

**Tender Ref: CC-AEB-2021-22-01**

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**About this form**

This form should be used to apply for the contract for the delivery of Subcontracted Distance Learning AEB-funded provision on behalf of Croydon College, to adult learners residing in non-devolved areas of England preferably within 50 miles of the College’s postcode CR9 1DX.

This form must be read in conjunction with the Tender Specification document, the Achievement and Planning spreadsheet and any Response to Clarification Requests documents published by the College on the Government’s procurement platform as document attachments under the present Tender Notice. The general link to the Government’s procurement platform is <https://www.gov.uk/contracts-finder>

Your full application must reach the College’s dedicated email account by **Friday 13 August 2021, 17:00.**

You must submit your applicationsby emailto [tenders@croydon.ac.uk](mailto:tenders@croydon.ac.uk) with the subject line: **Tender Submission – Subcontracting – CC-AEB-2021-22-01** Detailed submission timescales, requirements and format are outlined in the Tender Specification document, specifically (but not limited to) Sections 2 and 7.

The full application must include the Tender Application form, the Achievement and Planning Spreadsheet and any supporting documents requested by the Tender Application form.

**APPLICATION FORM CONTENTS**

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| 1 | Contact Information | Requires some basic contact information so we can get in touch with you about your application | 5 |
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**All questions** must be answered for your application to be assessed.

Where you do not have the document or do not know the answer please write “Not available” or “Not known”. Do not leave any fields blank as doing so may result in your application being rejected as incomplete.

Please **do not** exceed the word count limit where specified, whether writing a response in the response box or whether submitting it as a separate document. If you exceed the word count limit, the text above the word count limit will be ignored and will not be included in consideration.

The grey “office use” sections in this form are included to indicate the scoring process. The actual question and section scores and the calculations will be recorded in a spreadsheet, not directly in this form.

References to “you” throughout this application form are meant as references to “your organisation”, not to any specific person. Any evidence required (such as a website registration, financial standing and similar) must be for the organisation that is applying for the Tender, not for individuals, unless specifically stated in the application form.

**SECTION 1 – CONTACT INFORMATION**

Responses to this section are not included in the scoring of your application but please provide accurate data to ensure that we can get in touch with you. The responses are not scored but if they are not provided, the College may not be able to contact the Tenderer and this may therefore result in disqualifying the Tenderer from consideration.

**Scoring method: Not Scored**

|  |  |  |
| --- | --- | --- |
| **Item** | **Requirement** | **Response** |
| 1 | Organisation name |  |
| 2 | Organisation postal address |  |
| 3 | Organisation website address |  |
| 4 | Contact name |  |
| 5 | Contact job role |  |
| 6 | Contact e-mail |  |
| 7 | Contact telephone number |  |

“**Contact**” in this section means the staff member in your organisation whom you wish us to contact with regard to your application, such as confirmation of receipt, requests for additional information during the tender consideration stage, and the tender outcome.

When determining the Contact for your organisation for the purposes of this Section 1, please consider that this staff member should have the ability to respond to us promptly because our communications are likely to contain response deadlines.

IMPORTANT: **Please note that the certificates in Section 8 of this form must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer** – i.e. this may not be the Contact specified in this Section 1, unless they do have such authority.

**SECTION 2 – MANDATORY REQUIREMENTS**

**2.1 Scoring**

**2.1.a P/F (Pass / Fail)**

* **All questions in this section are scored P/F (Pass / Fail)** for each response provided / not provided.
* Any F (fail) of any mandatory requirement will disqualify the Tenderer from consideration.

The remaining aspects of the submitted tender will not be reviewed.

* Q7a, 8a and 9a will have a merged P/F outcome, i.e. one P gained from either Q7a, 8a and 9a is sufficient for the tenderer to remain in the consideration process provided that adequate details are provided in the relevant “b” question. To qualify for P, the response must be “Yes” to at least one of these three questions, and supported by a response in the relevant “b” part of the question.

**2.1.b Content scoring (0 to 4)**

This is additional scoring of selected questions, in addition to P/F scoring. For content scoring criteria see Tender Specification document, Section 8.

**Q1 to Q6:**  Not content-scored.

**Q7b, 8b, 9b and Q10 to Q13c:** Content scored 0 – 4.

Q7b, 8b and 9b will have a merged content score as follows:

Content will be scored 0 to 4 for each “b” question that had a “Yes” in the “a” part of the question.

The scored content will be adjusted as follows: 7b – full mark; 8b and/or 9b – full mark less 1. This is to reflect the College’s preference for Tenderers with the specific experience of being a Subcontractor to FE colleges.

The highest mark will then be used as the merged content score for any “b” questions that has a “Yes” in the corresponding “a” questions. For “b” questions that had a “No” in the “a” part, the content is not scored and is not included in the scoring calculation.

*Example:*

* *The tenderer’s responses to “a” part are: 7a – No, 8a – Yes, 9a – Yes. In terms of P/F scoring, this is 7a – F, 8a – P, 9a – P. Because they have achieved at least one Pass, the tenderer has Passed these three questions and remains in the tender consideration process.*
* *The tenderer will have provided no response to 7b as they have no experience of that type of delivery; the lack of information is not scored 0 but discounted. The tenderer’s response to 8b is scored 4 and their response to 9b is scored 2; both these scores are then adjusted by the “less than 1” formula, so the adjusted marks are, respectively, 3 for 8b and 1 for 9b. The highest mark is 3, and this mark is therefore used as the merged score for these questions.*

**2.1.c Calculation of section score:**

* Section weighting of 5% will be applied to the average content score calculated from content score of questions Q8b to Q14b.
* The resulting weighted section score will be rounded to 2 decimal points.

**2.2 Please note:**

2.2.a All evidence must be clearly attributable to your company and to a date if required; e.g., screenshots must clearly show your company name; certificates must clearly show your company name and date issued, etc.

2.2.b When providing a single item of evidence to respond to more than one question please flag this up in the Response box (e.g. a combined insurance certificate).

2.2.c Where you do not have a response, please write an explanation of what you use as an alternative. Please do not exceed 100 words for each explanation.

**2.3 Questions**

*Grey boxes are for office use only; applicants are kindly asked not to write in them.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Q. No.** | **Requirement** | **Response\*** | **P/F** | **Content Score** |
| 1 | Write your UKPRN number in the Response box. |  |  | n/a |
| 2 | Attach evidence of your registration as a Supplier on the Government procurement platform  <https://www.gov.uk/contracts-finder>  e.g. a screenshot of your registration page. |  |  | n/a |
| 3a | Attach your centre registration certificate for the awarding body (or alternative evidence) that clearly shows your organisation’s Direct Claim status. |  |  | n/a |
| 3b | Attach Direct Claim status evidence for the specific qualifications included in your delivery proposal – or, if unavailable, provided alternative evidence and/or explanation demonstrating that you have Direct Claim status for these qualifications. |  |  | n/a |
| 4a | Attach your current Employers Liability insurance certificate |  |  | n/a |
| 4b | Attach your current Public Liability insurance certificate |  |  | n/a |
| 5 | Attach your current Matrix certificate that is in date.  If you hold a Matrix certificate but it has expired, you must provide both the certificate and robust evidence that the reaccreditation process is in train, and that any delays to the re-accreditation process beyond the expiry date were due to a third party and not due to (in)action on your organisation’s part. The College will consider such evidence on a case by case basis.  “Working towards” is not an acceptable alternative.  Tenderers who are unable to provide evidence of holding a Matrix standard by the tender application deadline will be excluded from consideration. |  |  | n/a |
| 6 | Attach your Company’s Companies House Registration Certificate.  OR provide evidence of a valid exemption, and, if available, evidence of alternative registration.  *Acceptable evidence of registration is an incorporation certificate or a screenshot of a web page showing your company registration information. The following are examples of general web pages of a relevant registration source, but your evidence must clearly show the specific details of your company. A general web page link is not sufficient.*  [*https://www.gov.uk/government/organisations/companies-house*](https://www.gov.uk/government/organisations/companies-house)  [*https://www.gov.uk/find-charity-information*](https://www.gov.uk/find-charity-information)  *The College will check that you are recorded as ‘Active’.* |  |  | n/a |
| 7a | Do you deliver, of have you previously delivered AEB-funded Distance Learning programmes as a subcontractor on behalf of Further Education colleges? Respond “Yes” or “No” in the Response box. |  |  |  |
| 7b | If you responded Yes to 7a, complete the tables in the Response box to confirm the volume of your AEB-funded Distance Learning delivery in 2019/20 & 2020/21 as a subcontractor to FE colleges. | AEB-funded Distance Learning – subcontracts with FE Colleges  2019/20   |  |  |  | | --- | --- | --- | | Total funding | No. of learners | No. of colleges subcontracts held with | |  |  |  |   2020/21   |  |  |  | | --- | --- | --- | | Total funding | No. learners | No. of colleges subcontracts held with | |  |  |  | |  |  |
| 8a | Do you deliver, of have you previously delivered AEB-funded Distance Learning programmes as a subcontractor on behalf of other types of organisations (i.e. not Further Education colleges)? Respond “Yes” or “No” in the Response box. |  |  |  |
| 8b | If you responded Yes to 8a, complete the tables in the Response box to confirm the volume of your AEB-funded Distance Learning delivery in 2019/20 & 2020/21 as a subcontractor to other organisations than FE colleges. | AEB-funded Distance Learning – subcontracts with other organisations  Name the organisations: ……….  2019/20   |  |  |  | | --- | --- | --- | | Total funding | No. of learners | No. of organisations subcontracts held with | |  |  |  |   2020/21   |  |  |  | | --- | --- | --- | | Total funding | No. learners | No. of organisations subcontracts held with | |  |  |  | |  |  |
| 9a | Do you deliver, of have you previously delivered AEB-funded Distance Learning programmes as a direct contractor on behalf of funding bodies such as ESFA or a devolved authority, and/or other organisations? Respond “Yes” or “No” in the Response box. |  |  |  |
| 9b | If you responded Yes to 9a, complete the tables in the Response box to confirm the volume of your AEB-funded Distance Learning delivery in 2019/20 & 2020/21 as a direct contractor to funding bodies and/or other organisations. | AEB-funded Distance Learning – direct contracts held by your organisation  Name the funding bodies /organisations that you hold, or held in 2019/20, a direct contract with: ……….  2019/20   |  |  |  | | --- | --- | --- | | Total funding | No. of learners | No. of organisations contracts held with | |  |  |  |   2020/21   |  |  |  | | --- | --- | --- | | Total funding | No. learners | No. of organisations contracts held with | |  |  |  | |  |  |
| 10 | Attach references from **two** organisations on whose behalf you delivered AEB-funded Distance Learning provision (preferably, subcontracted) in the last three years (each reference max. 1 page of A4).  Each reference should cover the following:   1. academic year in which the contract was delivered 2. number of 19+ students enrolled for the contract (rounded to the next 100) 3. contract value 4. curriculum areas covered 5. the organisation’s commentary on your company’s performance against the contracted targets 6. the organisation’s name and the contact details of the person providing the reference   *The main purpose of this question is to obtain references as to your capacity to deliver successfully, preferably as a Subcontractor to an FE College, the volume of Distance Learning provision comparable with the value of the present tender.*  *Therefore, if available, please provide references from such organisations who could confirm this. References from companies for which you delivered a significantly lower contract value, or that are not an FE College, will be accepted but may affect scoring.*  *References for 2020/21 delivery are preferable; references for 2019/20 and 2018/19 delivery are accepted but may affect scoring. References for delivery before 2018/19 are not accepted.* |  |  |  |
| 11 | Attach the completed Achievement and Planning Spreadsheet. *(Please do not amend, delete nor add any headings when completing it).*  Ensure that your proposed 2021/22 delivery value is for 100% of the tender value. Proposals for less than 100% will disqualify the Tenderer from further consideration.  Ensure that you provide final 19/20 achievement data, and up-to-date 20/21\* achievement data, for all qualifications that you have included in the 21/22 proposal.  \*For 20/21 please provide current achievement rates available at the time of your application, not year-end projections.  Qualifications without 20/21 achievement data may be eliminated from consideration; if such an elimination takes the value of your proposal below the tender value, your application may be disqualified from consideration. | *For any learning aims for which you are unable to provide identical aims in Part A and Part B of the spreadsheet (e.g. learning aim was discontinued and replaced by a more recent alternative, or you are delivering the same programme but have changed the awarding body), write the reason for the change here:* |  |  |
| 12a | Attach evidence of Prevent training delivered to your staff.  The evidence of training should demonstrate that the contents of the training ensure that “staff have training that gives them the knowledge and confidence to identify children at risk of being drawn into terrorism, and to challenge extremist ideas which can be used to legitimise terrorism and are shared by terrorist groups. They should know where and how to refer children and young people for further help”. (Source: <https://www.gov.uk/government/publications/prevent-duty-guidance/revised-prevent-duty-guidance-for-england-and-wales>  The evidence could include, for example, presentation slides – whether internal or external - or, if the training was delivered by an external agency and presentation slides are not available due to copyright, a link to the website of the organisation that delivered the training.  The College would also expect to see some information on how the training is delivered to ensure that new staff are trained on a timely basis. This could either be shown in the evidence, or in the policy (required under Section 3, Question 3a.)  <https://preventforfeandtraining.org.uk/frequently-asked-questions/> |  |  |  |
| 12b | Attach evidence of procedures that you have in place to ensure that the funding you receive for the delivery of training does not lead to the inadvertent funding of extremist organisations |  |  |  |
| 13a | Attach evidence of your organisation complying with the requirements under Cabinet Office Procurement Policy Note 09/14 – Use of Cyber Essentials Scheme certification, or any subsequent updated document.  *At the tendering stage, a working policy to demonstrate compliance with 13a, 13b and 13c is acceptable to meet these mandatory questions, provided that it specifically covers the points specified in these questions. However, successful Tenderers are likely to be requested to provide relevant certificates prior to any contracts being awarded.* |  |  |  |
| 13b | Attach evidence of your organisation having in place and maintaining physical security, in line with those outlined in ISO/IEC 27002 including, but not limited to, entry control mechanisms (e.g. door access) to premises and sensitive areas |  |  |  |
| 13c | Attach evidence that you use secure transfer methods for physical and electronic transfer of data, systems for physical or electronic encryption, certified to FIPS 140-2 standard or a similar method approved for ESFA data |  |  |  |

|  |  |
| --- | --- |
| **Section 2 Result** | |
| **Total Pass / Fail result** |  |
| **Average section score (0 to 4) for scored questions** |  |
| **Weighted section score for scored questions, rounded to 2 decimal points (section weighting 5%)** |  |

**SECTION 3 – POLICIES**

**3.1 Scoring**

**3.1.a Content scoring (0 to 4)**

For content scoring criteria see Tender Specification document, Section 8.

**Part “a” of each question:** Content scored 0 to 4.

**Part “b” of each question:** If marked “None”, not scored. If the box is left blank, scored “0”; if submitted, scored 0 to 4. Where part b is scored, the scores from part a and b of the question contributes 50% each to the overall scoring of the question.

**3.1.b Calculation of section score:**

* Section weighting of 5% will be applied to the average content score calculated from content score of all scored questions.
* The resulting weighted section score will be rounded to 2 decimal points.

**3.2 Please note:**

3.2.a Where you do not have a policy, please write an explanation in the Response box as to what you use as an alternative to the policy. Please do not exceed 100 words for each explanation.

3.2.b If any policies are contained within a larger document - such as Staff Handbook or Policies and Procedures - it is acceptable to submit these as one document provided that they are clearly cross-referenced in the application form to the relevant passage of such a document.

3.2.c Where “Serious issues summary” is requested, please also attach an anonymised summary of any serious issues relating to the area covered by the policy that occurred in the past 3 years, and how these were rectified; 100 words maximum for each summary.

Please do not exceed the word count limit, whether writing a response in the response box or whether submitting it as a separate document. If you exceed the word count limit, the text above the word count limit will be ignored and will not be included in consideration.

**If no serious issues occurred please write “none” in the response box. Do not leave any box blank as it will attract a score of 0.**

**3.3 Questions**

*Grey boxes are for office use only; applicants are kindly asked not to write in them.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Q. No.** | **Requirement** | **Attached\*** | **Content**  **Score** |
| 1a | Health & Safety at Work Policy, including RIDDOR policy |  |  |
| 1b | Serious issues summary |  |  |
| 2a | Equality and Diversity Policy |  |  |
| 2b | Serious issues summary |  |  |
| 3a | Prevent policy  The policy should also include evidence that new staff receive Prevent training on a timely basis, unless this is already covered by your response to Section 2, Question 14a. |  |  |
| 3b | Serious issues summary |  |  |
| 4a | Safeguarding Children and Vulnerable Adults Policy |  |  |
| 4b | Serious issues summary |  |  |
| 5a | DBS policy |  |  |
| 5b | Serious issues summary |  |  |
| 6a | Information Security and Data Protection Policy  Ensure that it covers all GDPR aspects and software, hardware devices, physical parameters, human resource, information/data, access control, standards for combatting cyber attacks, etc., within its scope. |  |  |
| 6b | Serious issues summary |  |  |
| 7a | ALS Policy |  |  |
| 7b | Serious issues summary |  |  |
| 8a | Complaints policy |  |  |
| 8b | Serious issues summary  Please also include serious complaints or allegations by your learners, employees or other relevant parties, against your organisation lodged with or with an external third party. |  |  |
| 9a | Environmental and sustainability policy |  |  |
| 9b | Serious issues summary |  |  |

|  |  |
| --- | --- |
| **Section 3 Result** | |
| **Average section score (0 to 4) for scored questions** |  |
| **Weighted section score for scored questions, rounded to 2 decimal points (section weighting 5%)** |  |

**SECTION 4 – FINANCIAL AND COMPANY STANDING**

**4.1 Scoring**

**4.1.a Content scoring (0 to 4)**

For content scoring criteria see Tender Specification document, Section 8.

**Question-specific scoring approach:**

**Q1a, Q2a**

* Each response of “No” attracts contents score 4 and a response to the “b” part of the question is not required / not scored.
* Each response of “Yes” is not scored and instead, a response to Q1b, Q2b and/or Q6o is required as relevant and scored 0 to 4 as per Section 8 of the Tender Specification document.

**Q3a** and **Q4a**

* Each response of “Yes” attracts contents score 4 and a response to “b” part of the question is not required / not scored.
* Each response of “No” is not scored and instead, a response to “b” part of the question is required and scored 0 to 4 as per Section 8 of the Tender Specification document.

**Q6a to Q6n**

* If responses to all questions are “No”, the question attracts one overall contents score 4 and a response to the other part of the question (“o”) is not required / not scored.
* If the response is “Yes” to one or more of the questions, the response to “a” to “n” is not scored and instead, a response “o” part of the question is required and scored 0 to 4 as per Section 8 of the Tender Specification document.

**Q5, Q7 to Q10** and **Q11** (if used)

* Content scored 0 to 4 as per Section 8 of the Tender Specification document.

**4.1.b Calculation of section score:**

* Section weighting of 10% will be applied to the average content score calculated from content score of all scored questions.
* The resulting weighted section score will be rounded to 2 decimal points.

**4.2 Please note:**

4.2.a In addition to checking the information and documents submitted for this section, once Tenderers have been shortlisted for contract consideration, the College will run an external credit check of the shortlisted Tenderers and the outcome will be taken into consideration when deciding between shortlisted Tenderers on contract award. A favourable ESFA financial health assessment, if held by the Tenderer, is a basic expectation and does not replace the College’s independent checks.

4.2.b Where you do not have a response, please write an explanation of what you use as an alternative.

4.2.c The word count limit for each response is 100 words – whether the response relates to further information in “b” parts of the question or to providing an explanation why a standard response is not available. Please do not exceed the word count limit, whether writing a response in the response box or whether submitting it as a separate document. If you exceed the word count limit, the text above the word count limit will be ignored and will not be included in consideration.

**4.3 Questions**

*Grey boxes are for office use only; applicants are kindly asked not to write in them.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Q.No.** | **Requirement** | **Response** | **Content**  **Score** |
| 1a | 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?  (This relates to any contracts that you may have had, not just Distance Learning). |  |  |
| 1b | If yes please attach further information. |  |  |
| 2a | Have you, in the past 3 years, received funds for training that you subsequently did not deliver?  (This relates to any contracts that you may have had, not just Distance Learning). |  |  |
| 2b | If yes please attach further information. |  |  |
| 3a | Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year? |  |  |
| 3b | If no please attach further information. |  |  |
| 4a | Has your organisation met all its obligations to pay its creditors and staff during the past year? |  |  |
| 4b | If no please attach further information. |  |  |
| 5 | Attach your accounts for the past 2 years  Your accounts should be audited. If your accounts are not audited please confirm why – e.g. if your annual turnover is below the requirement to have audited accounts.  Or, if your accounts are unavailable, attach a statement of your turnover, profit and loss account and cash flows for the past 2 years of trading. |  |  |
| 6 Do any of the following apply to your organisation or any of the directors/partners? | | | |
| 6a | a. Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, a subject to relevant proceeding?  b. 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?  *Please note that the College must not award a subcontract to any organisation that meets this criteria.* |  |  |
| 6b | Has been convicted of a criminal offence related to business or professional conduct? |  |  |
| 6c | Has committed an act of gross misconduct in the case of business? |  |  |
| 6d | Has not fulfilled obligations related to pay of social security obligations |  |  |
| 6e | Has not fulfilled obligations related to payment of taxes |  |  |
| 6f | Is guilty of serious misrepresentation in supplying information |  |  |
| 6g | Is not in possession of relevant licences or membership of an appropriate organisation where required in law |  |  |
| 6h | 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). |  |  |
| 6i | 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? |  |  |
| 6j | Does your organisation have, or has had at any point in the past 3 years, an above-average risk warning from a credit agency?  *Please note that the College must not award a subcontract to any organisation that has an above-average risk warning from a credit agency.* |  |  |
| 6k | Are your latest statutory accounts overdue, or were your statutory accounts overdue at any point in the past 3 years?  *Please note that the College must not award a subcontract to any organisation whose statutory accounts are overdue.* |  |  |
| 6l | Has, in the past 3 years, an allegation of fraud been made against your organisation? |  |  |
| 6m | 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 in Section 6 to 16 of the SFA document “Funding higher-risk organisations and subcontractors”?  Before answering this question, all applicants are requested to refer to the document above, available on web link:  <https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/599126/Funding_Higher_Risk_Organisations_and_Subcontractors_March_2017.pdf> |  |  |
| 6n | Is, or was in the past 3 years, your financial health rated as Inadequate? |  |  |
| 6o | If the answer is yes to any of the above Question 6 subsections, please give brief details including actions undertaken to remedy the situation. |  |  |
| 7 | What is your current financial health? |  |  |
| 8 | Attach your latest external financial audit report.  If unavailable attach an explanation why unavailable, and attach your latest internal financial audit report. |  |  |
| 9 | Attach your latest external funding audit report (student existence and eligibility).  *If unavailable attach an explanation why unavailable, and attach your latest internal report on student existence and eligibility audit, carried out by your internal auditors (I.e. either a third party that you employ to carry out the internal audit roles, or your internal audit team).*  *If you do not have such an internal audit function and are therefore unable to provide the above, please submit alternative evidence that demonstrates**the following:*   1. *How do you ensure and check that learners enrolled on your provision exist?* 2. *How to you ensure and check that students meet funding eligibility criteria for enrolment on your courses in terms of residency and fee waivers?*   *Such alternative evidence should demonstrate that checks are being carried out, i.e. it should not be limited to enrolment procedures and data reports but should include also evidence how you actually check that such procedures have been adhered to.*  *The absence of an external audit report will not disqualify you from further consideration but may affect scoring.* |  |  |
| 10 | Attach your Strategic / Annual Business Plan |  |  |
| 11 | Attach your Contingency Plan.  This must include planning for learners in the event that you need to withdraw from the subcontract arrangements or go into liquidation or administration. |  |  |
| 12 | If required, would you be able to provide additional evidence to demonstrate that your organisation has the financial ability to deliver the requirements of the subcontract, in accordance with ESFA criteria provided but not limited to on: <https://www.gov.uk/government/publications/esfa-financial-health-assessment/financial-health-guidance-for-organisations-contracting-with-or-applying-to-esfa>  *Please note that the College must not award a subcontract to any organisation that does not meet this criteria.* |  |  |

|  |  |
| --- | --- |
| **Section 4 Result** | |
| **Average section score (0 to 4) for scored questions** |  |
| **Weighted section score for scored questions, rounded to 2 decimal points (section weighting 10%)** |  |

**SECTION 5 – QUALITY OF DELIVERY**

**5.1 Scoring**

**5.1.a Content scoring (0 to 4)**

**Q1a, Q2a, Q3a**

* Each response of “No” attracts contents score 4 and a response to the “b” part of the question is not required / not scored.
* Each response of “Yes” is not scored and instead, a response to “b” part of the question is required and scored 0 to 4 as per Section 8 of the Tender Specification document.

**Q4 to Q12**

* Content scored 0 to 4 as per Section 8 of the Tender Specification document.

**5.1.b Calculation of section score**

* Section weighting of 20% will be applied to the average content score calculated from content score of all scored questions.
* The resulting weighted section score will be rounded to 2 decimal points.

**5.2 Please note**

5.2.a The word count limit for the response to each question is 100 words. Please do not exceed the word count limit, whether writing a response in the response box or whether submitting it as a separate document. If you exceed the word count limit, the text above the word count limit will be ignored and will not be included in consideration.

**5.3 Questions**

*Grey boxes are for office use only; applicants are kindly asked not to write in them.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Item** | **Requirement** | **Response** | **Content**  **Score** |
| 1a | 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? |  |  |
| 1b | If yes please provide details |  |  |
| 2a | In the last 5 years, has any part of provision delivered by your organisation been granted, or contributed towards, an inadequate Ofsted grade awarded to your organisation or a lead partner on whose behalf you deliver subcontracted provision? (This relates to any type of provision, not just Distance Learning). |  |  |
| 2b | If yes please provide details. |  |  |
| 3a | Have you failed to meet any achievement targets for any of your subcontracted provision in 2020/21? (This relates to any type of provision, not just Distance Learning). |  |  |
| 3b | If yes, please provide a summary of reasons and remedial action in going forward. |  |  |
| 4 | Attach certificate(s) for any recognised quality management certification or awards e.g. IIP, ISO9001, TEF, TQS, a TES FE award etc. |  |  |
| 5 | Attach:   1. 2019/20 SAR 2. 2020/21 QiP 3. 2020/21 draft SAR or end of year evaluation report 4. 2021/22 latest QiP 5. Unless included in the SAR and QiP, describe how you ensure that you assess your performance against Ofsted’s inspection framework. |  |  |
| 6 | a. Attach your latest Ofsted report.  b. If unavailable, attach any other latest report by an external body that refers to your provision; e.g. an Ofsted report for one of your Lead providers, or a self assessment report by one of your Leads, that refers to the quality of provision delivered by you on the Lead’s behalf.  c. If neither is available, please provide a summary statement as to what external organisation, if any, monitors the quality of your provision and provide the outcome of the latest monitoring activity. |  |  |
| 7 | Attach latest EV reports for all qualifications included in the delivery proposal. |  |  |
| 8 | Attach your IV policy / process for AEB-funded Distance Learning provision or provide a website link or link to relevant Quality Handbook section. |  |  |
| 9 | Attach evidence of information and guidance systems that you have in place for learners on AEB-funded Distance Learning provision (e.g. a Learner Handbook, IAG policy and process - or a summary of 100 words). |  |  |
| 10 | Describe your systems for tracking learner progress against ILPs on AEB-funded Distance Learning courses and what intervention is undertaken where progress does not meet profile (either a summary of 100 words or attach an existing policy, website link or link to Quality Handbook section). |  |  |
| 11 | Attach three examples (100 words maximum in total) on how you acted on learner feedback in 2020/21, preferably in relation to AEB-funded Distance Learning; if unavailable you can provide examples of acting on learner feedback relating to other types of courses but this may affect scoring. |  |  |
| 12 | How do you ensure that you manage the quality of AEB-funded Distance Learning delivery specifically as a subcontractor to ensure that the quality of delivery is sufficient to meet your Lead partner’s requirements? (Please attach either a summary – 100 words max. – or a relevant company policy if available). |  |  |

|  |  |
| --- | --- |
| **Section 5 Result** | |
| **Average section score (0 to 4) for scored questions** |  |
| **Weighted section score for scored questions, rounded to 2 decimal points (section weighting 20%)** |  |

**SECTION 6 – DELIVERY PROPOSAL**

**6.1 Scoring**

**6.1.a Content scoring (0 to 4)**

All questions are Content scored 0 to 4 as per Section 8 of the Tender Specification document.

**Q1a and Q1b**

* If the delivery proposal does not include any delivery to learners with home postcodes outside the 50-mile radius within the College postcode CR9 1DX (as the crow flies), 1a is content scored 0 to 4 and 1b is not required / not scored.
* If the delivery proposal includes any delivery outside the 50-mile radius, 1b is required and both 1a and 1b are content scored 0 to 4, with each score contributing 50% to Q1 overall score.

**6.1.b Calculation of section score**

* Section weighting of 30% will be applied to the average content score calculated from content score of all scored questions.
* The resulting weighted section score will be rounded to 2 decimal points.

**6.2 Please note**

6.2.a The word count limit for the response to each question is 100 words. Please do not exceed the word count limit, whether writing a response in the response box or whether submitting it as a separate document. If you exceed the word count limit, the text above the word count limit will be ignored and will not be included in consideration.

**6.3 Questions**

*Grey boxes are for office use only; applicants are kindly asked not to write in them.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Q. No.** | **Requirement** | **Response** | **Content**  **Score** |
| **A. Key terms**   * The College expects proposals to be submitted for the full £200,000 of AEB-funded Distance Learning delivery, i.e. learners must be aged 19+ and on distance learning courses only, i.e. no classroom learning and no apprenticeships. * Proposals for lower amounts will not be accepted and will exclude the Tenderer from further consideration. * Any qualifications included in the 2021/22 delivery proposal for which 2020/21 achievement data has not been provided may be excluded from consideration. If such an exclusion takes the proposal below the contract value the applicant may be excluded from consideration. * The College reserves the right to subcontract the whole amount to one applicant or to split the subcontract among two or more applicants and / or to subcontract to a value lower than the full amount advertised. * The College reserves the right to increase the subcontract in-year above the value advertised, approve new learning aims for delivery, and/or renew or extend the contract for following academic year(s). For details please read the Tender Specification document, in particular but not limited to sections 5.1, 5.2.1, 5.3.3, 5.3.4, 6.2.2, 6.2.3, 6.2.4 and 8. * Successful Tenderer(s) will be required to provide staff CVs for all staff involved in the contract delivery prior to the formal issue of the contract. | | | |
| **Q. No.** | **Requirement** | **Response** | **Content**  **Score** |
| 1a | Attach a delivery plan that includes:   * Monthly recruitment profile * A list of target home post code areas of the learners that you anticipate delivering to (to enable us to check that these are not in devolved grant areas and within a 50-mile radius off CR9 1DX). * Target group specifics (Employed, Unemployed, working in particular industrial sector, etc. * Marketing and sign up process (100 words max.).   Format: Word or Excel, max. one A4 page |  |  |
| 1b | If you intend to deliver to any learners with home postcodes beyond the 50-mile radius, provide a risk management plan that:  - explains why you are unable to recruit from the 50-mile radius  - shows the proportion (in %) of out-of-area learners out of intended total number of learners, and  - specifies how you will support the College to ensure continuity of learning in the unlikely event that the contract or your operations were terminated.  If the risk management plan provides a robust reasoning along these lines, the out-of-area radius will not affect scoring; if the plan does not convincingly address the continuity of learning issue, the inclusion in the proposal of delivery to any learners who live in non-devolved areas outside the 50-mile radius will affect the scoring of Section 6 and, because of the section weighting, such proposals are therefore likely to score significantly lower than proposals that strictly meet the tender specification criteria including the 50-mile radius. |  |  |
| 2 | Describe the induction process that you will use for the delivery if awarded the contract.  This is to include but is not limited to:  a. Information provided to learners, 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  b. Induction delivery mode (online, telephone, etc.)  c. Estimated proportion of learners for each induction delivery mode  d. How you will inform the College as your Lead provider in advance of planned inductions, to enable the College to plan and deliver observations – please cover every induction delivery mode |  |  |
| 3 | Provide an organisation chart, including all staff groups that will be involved in the delivery – tutors, inductors, managers, enrolment and admin teams etc. |  |  |
| 4 | Confirm the nature of employment of the staff who will be delivering the contract, i.e. will they be employed by your organisation, self employed etc. |  |  |
| 5 | Attach a summary list with key information for all staff who will be involved in both the management and teaching to deliver the learning aims in your delivery proposal. The headings in the list should be:   1. Staff name 2. Staff role in the delivery of the contract with Croydon College 3. Relevant qualifications (i.e. relevant for the staff member’s role in the delivery of the contract with Croydon College if awarded) 4. Evidence of a DBS check (a date of most recent DBS check will suffice at this stage) 5. Evidence of Prevent training (a dates when most recent Prevent training has been completed will suffice at this stage) 6. [For teachers / assessors] Learning aim(s) that the staff member would deliver under the contract with Croydon College (if awarded). |  |  |
| 6 | When allocating staff to the delivery of the intended contract with Croydon College, how will you ensure that they will have appropriate skills, qualifications and experience to manage and deliver the education and training to learners for the learning aims included in the contract?  E.g. attach your staff recruitment policy or a description of process. |  |  |
| 7 | Describe the process for collecting and acting on learner feedback that you would have in place for this contract. |  |  |
| 8 | Attach a description of resources that you will use for the delivery of the qualifications for this contract for AEB-funded Distance Learning provision, and how you will ensure that their type and quality is appropriate for the programme delivery (100 words summary or an existing policy / document or a website link) |  |  |
| 9 | What performance measures would you put into place for this contract and why? This should include but is not limited to monitoring:   1. learner progress 2. tutor performance e.g. marking turnaround timescales 3. partnership office responsiveness to the College |  |  |
| 10 | By what means, and how frequently, will you report learner, course and contract progress information back to the College to enable it exercise its audit, quality and safeguarding monitoring duties in compliance with ESFA regulations? |  |  |
| 11 | 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? |  |  |
| 1. **Ability to Deliver the Specific Goods or Services Required**   The College is looking for evidence that in the event of a contract being awarded, your organisation will be able to submit the following documentation whilst delivering the programme(s) as required:   * 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 * Evidence of learning activity on distance learning provision (e.g. online learner log) * Copy of achievement certificate for individual students * Invoice to claim fees, monthly * Completed pro forma showing examination results, by group   To satisfy this requirement, please provide explanations and / or submit examples demonstrating that your documents and processes relating to the items above are compliant with the relevant funding, audit and MIS requirements.  If examples are provided, please ensure that they are redacted to exclude any personal or sensitive information | | | |
| **Q. No.** | **Requirement** | **Response** | **Content**  **Score** |
| 12 | Provide information on processes and procedures for collecting, recording, checking and submitting data to the College and awarding bodies, including evidence that the processes and procedures are GDPR-compliant, the data is accurate and the submissions are timely.  (100 words max. plus 4 examples of templates max.) |  |  |

|  |  |
| --- | --- |
| **Section 6 Result** | |
| **Average section score (0 to 4) for scored questions** |  |
| **Weighted section score for scored questions, rounded to 2 decimal points (section weighting 30%)** |  |

**SECTION 7 – KNOWLEDGE TRANSFER PROPOSAL**

**7.1 Scoring**

**7.1.a Content scoring (0 to 4)**

All questions in this section: Content scored 0 to 4 as per Section 8 of the Tender Specification document.

**7.1.b Calculation of section score**

* Section weighting of 30% will be applied to the average content score calculated from content score of all scored questions.
* The resulting weighted section score will be rounded to 2 decimal points.

**7.2 Please note**

The word count limit for the response to each question is 100 words. Please do not exceed the word count limit, whether writing a response in the response box or whether submitting it as a separate document. If you exceed the word count limit, the text above the word count limit will be ignored and will not be included in consideration.

**7.3 Questions**

*Grey boxes are for office use only; applicants are kindly asked not to write in them.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Q.No.** | **Requirement** | **Response** | **Content**  **Score** |
| **Key terms**   * The College wishes to develop its Distance Learning offer, to expand its successful delivery portfolio that currently consists mostly of courses that have traditionally been delivered face to face. * Tenderers, if awarded the contract, will therefore be expected, in addition to the delivery of provision, to deliver a knowledge transfer project and share their know how with the College to enable a gradual transition of the College’s Distance Learning provision from subcontracted to direct delivery by the College, to support the College’s response to the ESFA’s expectations of FE colleges to reduce their levels of subcontracting. * This is **not** to address the Covid-19 – driven temporary need for remote teaching and learning of courses that have traditionally been delivered via classroom learning. This is about building a Distance Learning team to deliver a suite of courses that have traditionally been delivered via Distance Learning method. * This section of the Tender Application form assesses the Tenderer’s capability for sharing the know-how of Distance Learning delivery. | | | |
| **Standard (i.e. must be answered fully but a poor or missing response will not automatically disqualify the applicant from consideration)** | | | |
| **Q.No.** | **Requirement** | **Response** | **Content**  **Score** |
| 1 | How would you support the College’s marketing department in maximising its marketing strategy to improve recruitment? |  |  |
| 2 | How would you support the College’s management team in running an efficient department |  |  |
| 3 | How would you support the College’s teachers / assessors in delivering good to outstanding provision |  |  |
| 4 | How would you support the College’s quality team in ensuring compliance with awarding body expectations |  |  |
| 5 | Any other information / ideas that you would suggest that would support the College in enhancing its own ability to develop its own distance learning delivery. Your response may include examples where you helped other organisations to develop their Distance Learning provision. |  |  |

|  |  |
| --- | --- |
| **Section 7 Result** | |
| **Average section score (0 to 4) for scored questions** |  |
| **Weighted section score for scored questions, rounded to 2 decimal points (section weighting 30%)** |  |

**SECTION 8 – DECLARATION AND CERTIFICATES**

**8a. DECLARATION OF ACCURACY AND COMPLETENESS**

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Electronic or scanned signatures are acceptable but it is not acceptable just to type in a name in the signature box. If any document in Section 8 is not signed and/or dated this will automatically disqualify the Tenderer from further consideration.

Tender for the supply of:

Adult Education Budget in Non Devolved Areas (Distance Learning)

22nd October 2021 – 31st July 2022

Croydon College

College Road

CROYDON

CR9 1DX

**Declaration:**

I/We certify that the information supplied in this application is complete and accurate to the best of my/our knowledge and belief.

I/We understand that it is a criminal offence punishable by fine or imprisonment, to give or offer any gift or consideration whatsoever as an inducement or reward to any servant of a public body. Any such action would empower the College to cancel any contract in force.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |

# 8b. COLLUSIVE TENDERING CERTIFICATE

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Electronic or scanned signatures are acceptable but it is not acceptable just to type in a name in the signature box. If any document in Section 8 is not signed and/or dated this will automatically disqualify the Tenderer from further consideration.

Tender for the supply of:

Adult Education Budget in Non Devolved Areas (Distance Learning)

22nd October 2021 – 31st July 2022

Croydon College

College Road

CROYDON

CR9 1DX

The essence of selective tendering is that the Croydon College shall receive bona fide competitive tenders from all persons tendering. In recognition of this principle:

I/We certify that this is a bona fide tender, intended to be competitive and that I/we have not fixed or adjusted the amount of the tender or the rates and prices quoted by or under or in accordance with any agreement or arrangement with any other person.

I/We also certify that:

(a) I/We have not entered into, nor know of, any agreement or arrangement with any other person that is intended to, or will have the effect of, preventing, restricting, or distorting the competitiveness of this tender process; and

(b) I/We am/are not aware of any investigations or pending investigations by the Office of Fair Trading, or other relevant body, into suspected anti-competitive behaviour affecting this tender process or my/our business in general.

I/We also certify that I/we have not done and undertake that I/we will not do at any time any of the following acts:

(a) communicating to a person other than Croydon College the amount or approximate amount of my/our proposed tender (other than in confidence in order to obtain quotations necessary for the preparation of the tender for insurance); or

(b) entering into any agreement or arrangement with any other person that he shall refrain from tendering or as to the amount of any tender to be submitted; or

(c) offering or agreeing to pay or to give or paying any sum of money, inducement or valuable consideration directly or indirectly to any person for doing or having done or causing or having caused to be done in relation to any other tender or proposed tender for the services any act or omission.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |

# 8c. CANVASSING CERTIFICATE

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Electronic or scanned signatures are acceptable but it is not acceptable just to type in a name in the signature box. If any document in Section 8 is not signed and/or dated this will automatically disqualify the Tenderer from further consideration.

Tender for the supply of:

Adult Education Budget in Non Devolved Areas (Distance Learning)

22nd October 2021 – 31st July 2022

Croydon College

College Road

CROYDON

CR9 1DX

I/We hereby certify that I/we have not canvassed or solicited any Member, officer or employee of Croydon College in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf has done any such act.

I/We further hereby undertake that I/we will not in future canvass or solicit any member, officer or employee of Croydon College in connection with the award of this tender or any other tender or proposed tender for the services and that no person employed by me/us or acting on my/our behalf will do any such act.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |

# 8d. USE OF ESFA FUNDING CERTIFICATE

This document must be signed by a person with the authority to sign on behalf of your organisation as the Tenderer, and returned with your completed questionnaire.

Electronic or scanned signatures are acceptable but it is not acceptable just to type in a name in the signature box. If any document in Section 8 is not signed and/or dated this will automatically disqualify the Tenderer from further consideration.

Tender for the supply of:

Adult Education Budget in Non Devolved Areas (Distance Learning)

22nd October 2021 – 31st July 2022

Croydon College

College Road

CROYDON

CR9 1DX

I/We hereby certify that I/we will not use ESFA funding, if awarded to us by the College through the present contract, to make bids for, or claims from, any European funding on our own behalf or on the College’s behalf, and that I/we will not use payments made by the College under this contract as match funding to finance ESF co-financing projects.

|  |  |
| --- | --- |
| Signed |  |
| Name (print) |  |
| Position |  |
| For and on behalf of (company name) |  |
| Date |  |

**For office use only (to be recorded in a spreadsheet for all tenderers)**

|  |  |  |  |
| --- | --- | --- | --- |
| Section | Weighting | **Section Score (average of content-scored questions, rounder to 4 decimal points)** | **Weighted score rounded to 2 decimal points** |
| 1 Contact Information | Not scored | N/A | N/A |
| 2 Mandatory requirements | Not scored, only P/F |  |  |
| 2 Mandatory requirements | 5% |  |  |
| 3 Policies | 5% |  |  |
| 4 Financial and company standing | 10% |  |  |
| 5 Quality of Delivery | 20% |  |  |
| 6 Delivery proposal | 30% |  |  |
| 7 Knowledge transfer proposal | 30% |  |  |
| 8 Declaration and certificates | Not scored but P/F if not signed / not dated |  | N/A |
|  |  | **Total weighted score rounded to 2 decimal points\*** |  |
|  |  | **Offer Y/N** |  |

\* A minimum total weighted score of 2.50 is required for the Tenderer to pass from the initial stage and be shortlisted for the contract consideration stage.