



Responses to Clarification Requests

Tender Ref: CC-WEX-IP-2021/22-01

Issued by: Croydon College

Tender Description: Requirement for the delivery of Work Experience and Industry Placement Referrals

This document responds to clarification requests received by the published clarification request deadline of Friday 10th September 2021.

Clarification requests received after the deadline will not be responded to.

This document is to be read in conjunction with the other tender documents (tender specification, application form, delivery proposal spreadsheet and standard contract) published under the tender notice below.

The direct link to the tender notice and all the relevant documents on the Contracts Finder is below. The documents published on that link include the present document.

<https://www.contractsfinder.service.gov.uk/Notice/31f73bd8-a44d-43ab-8257-b9047920a5cc>

The text of queries has been abridged and redacted to ensure anonymity of the enquiring organisation.

If your email contained multiple queries, these have been divided into individual queries and responses.

1. **Query:** Will Croydon College accept weekly invoices for the workers, paid within 30 day terms, as we will not be able to offer a paid up front service for labour costs?

Response: No. The invoicing will be administered on a monthly basis. As stated in the Tender Specification, section 6.6.2, “the College will pay the Supplier on a monthly basis in arrears, for Active placements delivered in the previous month. The amount due will be calculated after the month end, using a reconciliation of the Supplier and the College’s data against the contracted profile. The invoice payment term is 30 days from the receipt of the invoice.”

2. **Query:** Can Croydon College extend the IP’s over two years as it seems highly likely that there is no longer enough time to get the 45 days in unless the students go out on the dates we have mapped, this depends on us finding the placements in a very tight time frame as we are running 12 weeks late on this project. There needs to be a back-up plan.

Response: Yes in principle, but this is in negotiation with the WEX manager, the student and the employer. As per the Tender Specification, Section 6.7.2, “the delivery profile for each type of placement, with a specific monthly breakdown per placement type and per curriculum area, will be agreed with the successful Tenderer and specified in the contract.”

3. **Query:** We would suggest serious consideration be given to VWEX for the A-Level students from Coulsdon College as effort will be stretched on IP as due to the lost cost of the payment plan, we are unable to allocated as much resource to this project as we would wish. If we were to deliver VWEX for some of the 5 day placements, this would enable a better guarantee of success and could be started as soon as the students were available in cohort batches.

Response: At this stage VWEX is not approved but regular monitoring reviews will provide the opportunity to discuss challenges and how to resolve them.

Tenderers are asked to note that the requirement “to provide suitable employers to deliver the Virtual Work Experience (VWEX) [...] would be required if the coronavirus-related governmental restrictions do not allow for face to face placements [...]” - as stated in the Tender Specification, Section 3.1.1.b.

Tenderers are also asked to note that the present tender is for providing referrals for suitable employers (either for WEX and IP or for VWEX depending on the coronavirus situation), not for delivering any part of the

WEX, IP or VWEX programme - as stated in (but not limited to) Sections 1.3, 3.1 and 6.2.2 of the Tender Specification.

4. **Query:** Are we able to plan for holidays for students for IP, our experience is that students do not want to go out in holidays and this is not mandatory.

Response: Yes.

5. **Query:** Are we able to have more than two days a week for IP – this is very tight and in some cases may need more days.

Response: Yes, as long as it works around the student timetable and as long as the Employer is committed to this.

6. **Query:** Are the internal Croydon Teams working on this already so there is a handover for the supplier when they start in November.

Response: To maximise its access to high quality employers who can provide its students with suitable work placement, the College is seeking to outsource approximately 50% of its work placement referral load to an experienced organisation. The Supplier will be expected to provide referrals for suitable employers and to interact effectively with the College's WEX team to ensure an aligned approach to all referrals of suitable employers for work placements but there will not be a handover of the College's internal team's share of the load as such.

7. **Query:** Who makes the decision on what the split of placements is across two suppliers – as they suggest 50/50 split is potential.

Response: This will be decided after the assessment of tender applications at the contract award stage. As per Section 6.7.5 of the Tender Specification, the College reserves the right (at its sole discretion) to:

- a) Contract the whole amount to one Tenderer, or to split the contract amount two or more Tenderers; or**
- b) Contract for a value lower than the full amount advertised."**

8. **Query:** What blocks of time are Croydon willing to give the supplier to block out IP placements where it is impossible to place them within desired timeframe – February is the last month that any IP's can be booked and only then if they take up placements outside of term time.

Response: The delivery profile for each type of placements, with a specific monthly breakdown per placement type and per curriculum area, will be agreed with the successful Tenderer and specified in the contract. Tenderers are asked to note that the profile may be frontloaded to the autumn term.

9. **Query:** Why would the supplier be penalised if the student did not stay in the placement or did not like it? We would deem this out of our control?

Response: The supplier will not be penalised if students did not stay in the placement, as long as the students have started the placement. If a student does not take up the placement for whatever reason, this is deemed as not an Active placement and therefore would not count.

10. **Query:** Can we have a copy of the college September 2021 recruitment profile that is referenced in 5.3 (1.c)

Response: The College's specific recruitment profile will be shared with the successful Tenderer upon awarding the contract.

In terms of responding to Question 5.3 (1c) of the Tender Application Form, Tenderers are required to describe how, if successful, they would adjust their Delivery Proposal Spreadsheet (which they are required to complete and submit as part of the tender application and complete in accordance with guidance provided in the spreadsheet) to ensure that it fits the College's specific recruitment profile, once provided to the successful Tenderer.

11. **Query:** Will you require full time onsite presence on both Croydon and Coulsdon Campuses from the chosen supplier?

Response: No. This is for the supplier to decide. Space and desks will be provided if needed.

12. **Query:** Will full training on Navigate be supplied to the chosen supplier?

Response: Yes and at no cost to the supplier.

13. **Query:** Question 5.3 mentions an example of a report on how we will evaluate performance relational to active participation and WEX & IP duration and completion per curriculum area and overall college performance – are you talking about the students overall college performance and what data would be supplied to the supplier for this purpose?

Response: Question 5.3 (4a) of the Tender Application form refers to a summary of how the supplier performed to the contract expectations.