



Responses to Clarification Requests

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

Issued by: Croydon College

Tender Description: Subcontract Requirement for the delivery of Adult Education Budget in Non Devolved Areas (Distance Learning)

This document responds to clarification requests received by the published clarification request deadline of Wednesday 21st July 2021, 17:00.

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 and achievement and planning spreadsheet) 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/fe6d7338-8440-4196-af3e-60a3710902d4>

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. Consideration of a particular curriculum area / subject

Query: *Our organisation has a RDP or Remote Delivery Plan in place for Beauty Therapy. This is supported with on line support classes, which include instruction step by step on line programmes, face to face on line delivery, documentation and we have approval with our awarding organisation to provide on line invigilated IP's or Independent Papers.*

Is our area of vocational skills training in Beauty Therapy a subject that would be considered for the remote delivery tender?

Response:

- The College is unable to confirm in advance whether a particular subject or a curriculum area would be acceptable or not, as this will be assessed in the context of a Tenderer's full application.
- The general criteria of what provision and what provider(s) we are looking for are outlined in (but not limited to) section 1.2.4 to 1.2.10, Section 3 and Section 5 of the Tender Specification document, and in the Tender Application Form. The scoring criteria are outlined in Section 8 of the Tender Specification document.
- The only applications that will be excluded from further consideration will be from Tenderers who fail to meet any of the mandatory requirements specified in Section 5.1 of the Tender Specification document and in Section 2 of the Tender Application form.

2. Word limit in Section 6 of the application form

Query: *In Section 6 of the tender application document it specifies a 100-word limit per question. Can you confirm if questions under section 6 where there are multiple requirements to answer (example: section 6, question 2 – a, b, c, d) we can answer 100 words per requirement?*

Response:

- In Section 6, the first sentence in paragraph 6.2.a should read "The word count limit for the response to each question is 100 words where the requirement is to provide a written response (as opposed to providing an attached standard document such as a plan or policy). [...]"
- With regard to Section 6, Question 2 (Describe the induction process), please treat each subsection a, b, c, d as a separate question, i.e. there is a word limit of 100 for a, b, c, d each. Please do not "offset" the word limit of any shorter responses, i.e. when your responses to a, b, c were 50 words each, the word limit for d remains 100 and does not increase to 250. The same approach is for Section 6, Question 9, i.e. a, b, c has a limit of 100 words each.

3. Word limit in supporting documents

Query: *If supporting documents are attached to supplement word limit question will the supporting document be included in word count?*

Response:

- In the application form, the first sentence in paragraph 5.2.a, 6.2.a etc. should read “The word count limit for the response to each question is 100 words where the requirement is to provide a written **response** (as opposed to attaching standard document such as a plan or policy). [...]”
- Please only attach supporting documents where this is specifically stated as a requirement or as an alternative option:
 - Where there is a requirement to attach standard documents, these are not subject to the 100 word limit (examples: any existing company policies required in Section 3, SAR and QiP required in Section 5 Question 5, an organisation chart required in Section 6 Question 3 etc.)
 - Where there is an alternative to provide either a 100-word summary or an existing policy, please provide only one of the two. An existing policy will not be subject to the 100-word limit; if you do not have a policy and are providing a summary instead, this will be subject to the 100-word limit (example: Section 5 Question 9, Section 6 Question 8).
 - Where the questions ask for a response but do not ask for a specific standard document, the word limit is 100 words, whether you write the response in the box or provide it as a separate attached document (example: Section 6, questions 4, 7, 10 etc.)

4. Ofsted report in train but not available before tender application deadline

Query: *We recently went through a full Ofsted inspection and at this present time we are unable to share our grade. This is something we would like to share within our application to support our bid. If our Ofsted report is released post deadline can I email it to you directly to be reviewed and included within our application?*

Response:

- No additional documents will be accepted for consideration once the Tender application deadline has closed. If you do not have the Ofsted report at the point of submitting your application please provide an alternative described in Section 5 Question 6 of the Application Form.

5. Where do I obtain the tender documents?

Query: *I have downloaded the above PDF Document. I can't seem to find any Tender Application Forms, Achievement and Planning Spreadsheet and support document details.*

Response:

- Access the tender notice on the link below and scroll down to the end of the notice text: <https://www.contractsfinder.service.gov.uk/Notice/fe6d7338-8440-4196-af3e-60a3710902d4> There Tender Specification, Tender Application Form and the Achievement and Planning Spreadsheet are included there as downloadable documents, as is the present “Responses to Clarification Requests” document. If you have previously downloaded a pdf of the notice, you may be also able to open the links to each specific document from the pdf.
- There are no other supporting documents on the link above because these will be the various standard documents that Tenderers are required to submit alongside their application. Any such documents are mentioned in the relevant questions in the Application Form (for example, insurance certificates, accounts, policies, SAR and QiP and similar).

6. My organisation does not meet mandatory requirements

Query: *I have just read through the mandatory requirements and realised that we don't meet all the points listed. As a new training provider would you suggest for us to still apply?*

Response:

- Applications from Tenderers who fail to meet any of the mandatory requirements specified in Section 5.1 of the Tender Specification document and in Section 2 of the Tender Application form, will be excluded from consideration.