

## **INSTRUCTIONS FOR COMPLETING THE DELIVERABLES TOOLKIT**

**Please ensure that you have read the ESF Funding Rates and Formula and the Read Me First documents before completing information on the spreadsheets**

**The purpose of the toolkit is to provide candidates with a tool which will calculate the contract value for which you are bidding. It may also be used for performance management purposes should your bid be successful. Candidates are required to insert information into cells highlighted in gold on the Overview tab:**

- **Candidates must complete all fields highlighted in gold**
- **Organisation Name: self explanatory**
- **UKPRN: self explanatory**
- **Give the cluster for which you are bidding a name. Please ensure that it is consistent with the name that you use on the specification questionnaire**
- **When inserting monthly profiles, please ensure that you only use whole numbers or the total contract value will be incorrect**
- **Candidates should complete the monthly profile according to when and the volume they anticipate claiming**
- **Total contract value – this will be the total value of the contract for which you are bidding and should not exceed the amount of funding available in the specification**