CLARIFICATIONS

Issue Date: 10 April 2019

To be read in conjunction with:
TENDER PACK / Subcontract Requirement for Adult Education Budget in Non Devolved Areas / 9 May 2019 –31 July 2020, issued by Croydon College in April 2019 (version 2).

Item 1: How to respond to the following list included in "Goods or Services Required" on Page 8 of the Tender Pack

1.1 This clarification specifies additional documents to be submitted as part of the tender response, and does not replace any requirements for documents or information already specified elsewhere in the Tender Pack.

1.2 The 2nd paragraph on p.8 of the tender pack includes the following list:

- *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*
- *Register of attendance for each course*
- *Copy of achievement certificate for individual students*
- *Invoice to claim fees, monthly.*
- *Completed pro forma showing examination entries, by group*
- *Completed pro forma showing examination results, by group"*

1.3 The College expects the following tender response to the section above:

Please submit examples demonstrating that your documents and processes relating to the items above are compliant with the relevant funding, audit and MIS requirements. This includes but is not limited to:

1.3.1   Processes and procedures for collecting and recording data
1.3.2   Processes and procedures for checking data to ensure that it is correct and accurate
1.3.3   Processes and procedures for ensuring timeliness of data processing and returns
1.3.4   Examples of documents and proformas; please ensure that they are redacted to exclude any personal or sensitive information

Item 2: How to submit the documents for the tender response

The College has no dedicated drop box for the tender but you can submit the documents in the following ways:

2.1. Either as email attachments.

Our email has a 100MB capacity for attachments, which should cope with most attachments when you email them to the tender mailbox. Please remember to password-protect any attachments that have personal data and email the password to the tender mailbox in a separate email.

2.2 Or via a drop box link set up at your end, to which you would give the College access.

In that case, you must:
2.2.1   email the drop box link to our tender mailbox before the tender submission deadline.
2.2.2   set the drop box link expiry date to the end of April.
2.2.3   make sure that it is evident from the document properties in the drop box that they were uploaded in your drop box prior to the submission deadline.