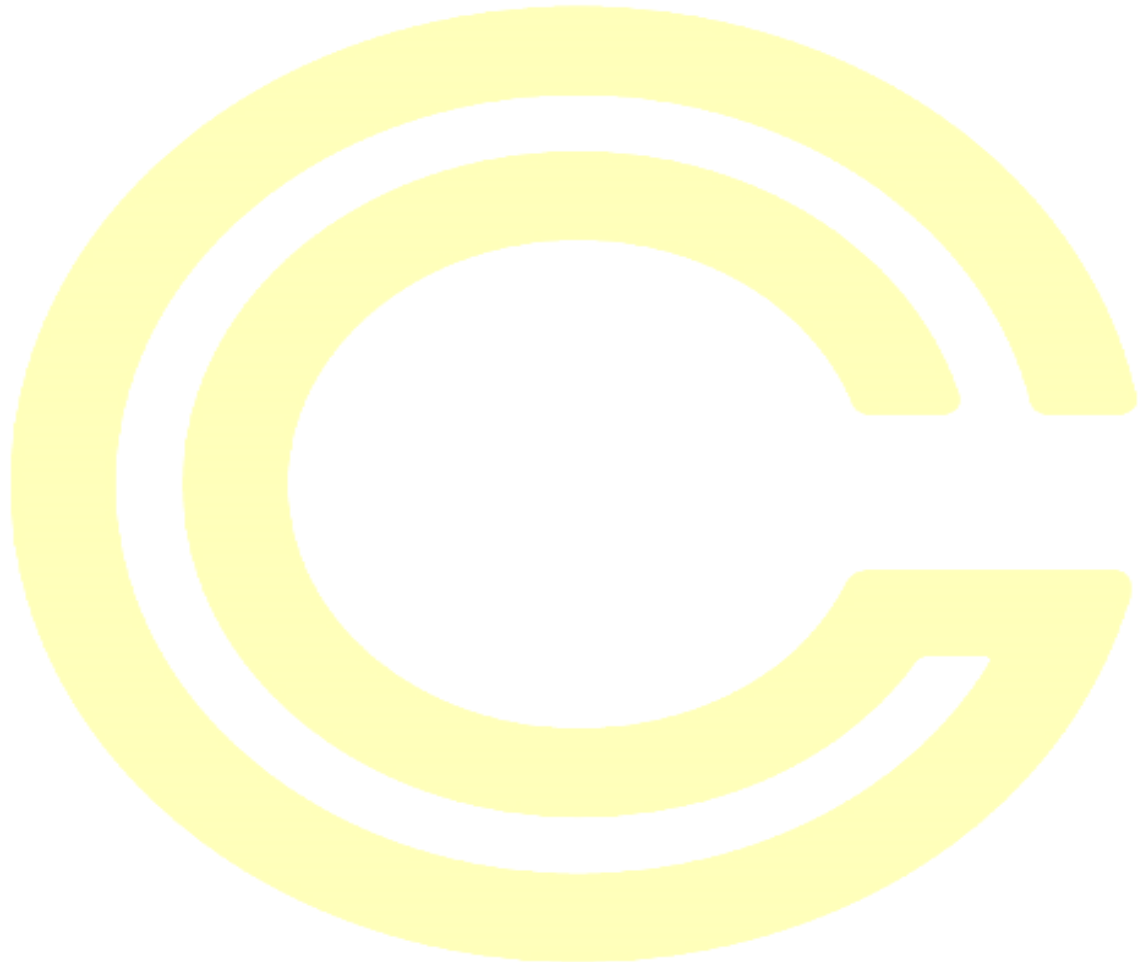




Croydon
College



COULSDON
SIXTH FORM COLLEGE



TENDER PACK

Subcontract Requirement for

Adult Education Budget in Non Devolved Areas

9 May 2019 –31 July 2020

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Instructions to Tenderers and Conditions of Tender Submission

1. These Instructions and Conditions apply to the tendering process for this Framework Agreement to ensure that all tenderers are treated equally and fairly and to provide for compliance with other relevant legal requirements. Failure to comply with these Instructions and Conditions may invalidate your tender.
2. References to “the College” mean Croydon College.
3. **Only organisations who are registered on the ESFA’s Register of Training Providers (ROTP) are invited to apply.**
4. The agreement and subsequent contract will be subject to the College’s general conditions of contract and also to any special conditions of contract which may be included within the tender document, which will reflect the requirements of the ESFA guidance on subcontracting. Where the standard conditions are inconsistent with the special conditions, the special conditions will prevail.
5. The agreement together with any other documents expressed to be incorporated therein, constitutes the entire understanding between the college and the tenderer relating to the subject matter of this tender and supersedes all prior writings, negotiations or understandings with respect thereto.
6. A submitted tender is an irrevocable offer by the tenderer and the tenderer separately undertakes with the College that the tender will remain open for acceptance by the College for a period of 3 calendar months calculated from the day following the closing date for receipt of tenders.
7. The College does not bind itself to accept the lowest or any offer, and reserves the right to accept tenders in whole or in part.
8. Only the information contained within this Invitation To Tender document, or otherwise communicated in writing to tenderers with direct reference to this tender should be considered by tenderers when making their offer.
9. Where estimated volumes are stated they are for guidance purposes only and do not form a contractual commitment.
10. The submission of false or incorrect information or declaration(s) will invalidate your tender and, if not identified by the College until after the award of the contract, will be considered a fundamental breach of the contract. Such a submission may also be taken into account when future tenders are considered.
11. Tenderers are advised that where there is any discrepancy between the hard copy tenders and any electronic copies submitted, the contents of the hard copy will take precedence over the electronic copy and will prevail in the event of any dispute
12. Tenders must be submitted with the official Form of Tender provided with the tender documents. The Form of Tender must be completed in all material respects. Tenders not complying with these requirements may be rejected.
13. To enable us to assess your organisation's suitability, we require you to provide all of the information requested. Failure to complete the form in full or to provide any of the documents requested may result in your application being rejected. Rather than leaving answer spaces blank, if the question does not apply to you please write ‘Not applicable’ or ‘N/A’. If you do not have / know the answer please write ‘Not known’ or ‘N/K’.

14. If there is insufficient space to complete your answers please submit them on separate sheets clearly cross referencing to the appropriate section of the ITT. If completing the document electronically you may enlarge the answer boxes to ensure you have sufficient space to respond. However, you must not alter or amend the questionnaire in any other way and under no circumstances should the questions be altered in any way as doing so will result in your application being rejected.
15. Where supporting documents are requested, these should be clearly cross referenced to the appropriate section of the ITT. Except where specifically requested, no additional supporting documents are required. The College does however reserve the right to ask for further evidence or copies of such documents at any stage during the procurement process.
16. The College reserves the right to seek clarification, after tenders have been received, from any tenderer, on any aspect of their tender.
17. Written acceptance by the College of this tender, (or part of this tender), shall create or constitute an agreement between the College and the tenderer, expressly incorporating the Form of Tender, the Conditions of Contract, any Special Conditions of Contract, the Specification, the Proposal (where applicable) and any Contract Drawings or similar.
18. The College is required to publish details of the successful contractor and the total contract value to the Education Skills and Funding Agency on a regular basis.
19. Should there be any doubt or confusion as to the meaning of any provision contained in the tender documentation, you should obtain clarification prior to the submission of your tender. All tenderers will be informed of any points of clarification and the College's response. The identity of the tenderer requesting clarification will not be disclosed.

All requests for clarification should be made via e mail only to: -

Helena Clarkova, Registry and Partnership Manager
Email: CLARKH@croydon.ac.uk

Requests for clarification will be accepted until **12:00 Noon 10 April 2019** after this point no clarification requests will be responded to.

20. Where reference is made within this tender to any UK standard or legislation and you are not currently subject to UK standards or legislation, you are required to provide details of any equivalent standards or legislation that apply to your organisation. It is the tenderers responsibility to demonstrate that any alternative standards are equivalent to the standards specified
21. The College will not be liable for any costs or expenses incurred by applicants in completing and submitting their tender whether or not it is successful.
22. The Tenderer agrees to notify the College and provide additional information if at any stage after submitting the Pre Qualification Questionnaire any information contained in it becomes no longer true or accurate
23. The College reserves the right to retain all and any of the information supplied to it by the Tenderer(s) for a period of 6 months after the closing date and for the duration of the contract if successful.

24. The Tenderer must ensure that the people processing that data are subject to a duty of confidence, and must take appropriate measures to ensure the security of the data. Any sub-processors must only be engaged with prior written consent of the College. The College must be notified of any personal data breaches and be provided with subsequent impact assessments. The Tenderer must delete or return all personal data to the College as requested at the end of the contract.
25. The College reserves the right to amend its tender documents in any respect at any time prior to the closing date and time for receipt of tenders. Any such amendment will be notified to all tenderers before the closing date and time. You must confirm in writing when you submit your tender that it provides for compliance with all amendments so notified.
26. The College may at its discretion extend the closing date and time for receipt of tenders by written notice to all tenderers.

27. Tender Timescales

Date	Action
5 April 2019	Tender Issued
12:00 Noon 10 April 2019	Deadline for requests for clarification to be received by Helena Clarkova via email at: CLARKH@croydon.ac.uk
16.00 17 April 2019	Completed tender documents to be received by tenders@croydon.ac.uk
18-25 April 2019	Supplier Interviews where applicable
2 May 2019	Contract Proposal to Finance and General Purposes Committee
9 May 2019	Contract Live

28. When considering tenders the following criteria will be applied

The PQQ must be completed in full and with satisfactory answers to progress to the tender award stage. An acceptable answer must be given to mandatory requirements or the tenderer may be excluded from the process. Mandatory Requirements are marked *. All other questions will be scored as highlighted below. A minimum score of 70% is required to pass the initial supplier selection and be considered for the framework.

Score Given	Description
5	Significantly exceeds the minimum requirements
4	Meets the requirements
3	Meets the requirements except minor aspects
2	Does not meet requirements but may be adaptable
1	Major non-compliance with the requirements

Tender Award Stage Weighting

No.	Headline	Weighting
1	Ability to establish and deliver an effective service in accordance with the specification, including data management..	20
3	Pricing – Percentage of state funding available, required for the delivery of the programme.	30
4	Evidence of outcomes at 95% or more	30
5	Financial stability	20
	Total	100%

Tenderers should note that in the event that the College considers a bid to be fundamentally unacceptable on a key issue, regardless of its other merits, that bid may be rejected.

Where two tenders score the same, supplier interviews will be held for clarification, where no other difference is identified the contract will be awarded to the supplier deemed to have the best cultural fit with the college.

The College reserves the right to award contracts to more than one supplier to ensure optimal delivery of this requirement. Awarded volumes and values will be contained within each supplier contract.

- 29.** The tender should be submitted electronically to Helena Clarkova, Registry and Partnerships Manager via email **tenders@croydon.ac.uk**

The email should be entitled: **Tender Submission – Subcontractor AEB – deadline 17 April 2019**

- 30.** The College reserve the right to ask clarification questions of the suppliers at the tender award stage in order to better understand the answers given and explore the validity of them. The answers to these questions will be used in assessing the bid in line with the scores and weightings listed above. These questions will enhance the answers given and be used to justify scores, any questioning will not be scored in isolation.

Tender Specification

Context:

Croydon College is a medium sized general Further Education college with campuses located in Croydon and Coulsdon, following the February 2019 merger with Coulsdon College. Both Colleges were confirmed as 'Good' by Ofsted in 2018. The College offers Higher Education, full-time courses, part-time courses and apprenticeships, training local students to gain the qualifications they need to further their career prospects.

The College has a recent history of engagement with subcontractors to deliver Adult Education Budget and wishes to continue to issue a flexible contract or contracts of up to £200,000 from 9 May 2019 to 31 July 2020 with suitable training providers to deliver qualifications and/or programmes eligible for funding under the college adult education budget funding contracts on its behalf. It is expected that up to £80,000 of provision will be required in the 2018/19 funding year and the balance in the 2019/20 funding year, although the College may flex this. **The contract specifically requires delivery to adults who live in non devolved funding areas.** The College cannot fund any learners who are in the GLA or other devolved funding areas. The sub-contractors should have a track record of the successful sub-contract delivery of qualifications.

Please note only 1 level of sub-contracting is permitted so the qualification must be delivered in full by the contracted training provider.

The Subcontractor will be responsible for the recruitment of all learners, the delivery of training, the premises and resources required to deliver the training, awarding body accreditation and associated fees.

All qualifications funded within this contract must be eligible for Adult Education Budget funding. These can be viewed via this link:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721238/2018-19_AEB_funding_pm_rules_V2.pdf

A list of eligible funded courses can be found at

<https://hub.fasst.org.uk/Learning%20Aims/Pages/default.aspx>

Quality of provision will be paramount as the college will retain responsibility to the Education and Skills Funding Agency and OFSTED for programme quality.

The prospective subcontractor will be required to quote the minimum funding level it requires to deliver the provision. The College is willing to negotiate the funding it will retain, subject to volume and quality of provision.

Goods or Services Required

The **only** provision fundable under this agreement will be those qualifications/programmes eligible for funding under the college funding contracts for Adult Education Budget to **adults living in non devolved areas** and compatible with the College's curriculum strategy.

The college requires documentation as specified in Appendix B to be submitted along with the PQQ and Tender Response.

- 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

All programmes shall

- be education having the primary learning objective of the attainment of each listed course for those students who successfully complete the Programme.
- consist of the individual course syllabus and a minimum of the listed guided learning hours for the individual courses and modules inclusive.
- be delivered solely by an agreed list of assessors and trainers, agreed in writing with the college prior to the outset of the programme.
- be delivered solely on the premises agreed between the college and the collaborator, agreed in writing with the college prior to the outset of the programme.
- be eligible for AEB Funding
- comply with the learning agreement.

Quantity

The gross contract value is £200,000, split over the period from 9 May 2019 to 31 July 2020 of the College's non devolved Adult Education Budget. The contract may be awarded to a number of suppliers.

Outcomes

All courses must reach at least 95% or the National Average achievement rate, whichever is higher.

Failure to meet the agreed achievement rate will result in financial penalties, claw-backs or termination of the contract.

Other Specification Criteria

The supply of staff to deliver this Contract must be consistent; changes in delivery staff will have a negative effect on students.

Regular steering group meetings will be held. Attendance at these is compulsory for a senior representative of the tendering Tenderer.

College will audit the quality of delivery at any time of the College's choosing. Contractors will be required to respond to Action Plans in an agreed and timely manner. College have the right to audit course record keeping, existence records, and all associated course and learner materials.

The learner must be resident in non devolved areas of England.

Appendix A

Summary Tender Response:

Project Title					
Organisation					
Project Manager					
Aims of the Project					
Start Date		End Date			
Outcomes/Volumes					
Course title	Awarding body	Student numbers	Rate £/student	Total income £	Historic success rate
				£200,000	
Method of Funding (eg – inputs based, output/achievement based, match funding, etc)		Non devolved Adult Education Budget			
Project/Delivery staff details					
Partner Minimum Funding Level requirement %					

Appendix B

Partner Pre-Qualification Documentation

A. Partner Organisation

1. Mission/Vision Statements
2. Strategic / Annual Business Plan (to support PQQ 12.2)
3. Company Legal Status & registration document(s), e.g. Companies House (PQQ1.6-1.10)
4. Organisational Structure (PQQ11.1)
5. Staff CV's for Management & Delivery Staff (PQQ11)
6. Trainer Profile, including qualifications, evidence of DBS checks and of PREVENT training (PQQ11)
7. Internal Verification process / policy (PQQ8.4)
8. Certificate of Insurance (PQQ5)
9. Health and Safety at Work Policy, including RIDDOR policy (PQQ6)
10. Equality and Diversity Policy (PQQ7)
11. Marketing Policy
12. Marketing Materials
13. PREVENT Policy & evidence of PREVENT training delivered to partner staff (SCQ1.4c)
14. DBS policy (PQQ11.2)
15. Modern Slavery Statement
16. Data Protection Policy

B. Finance

1. Accounts for the part 2 years (PQQ2)
Or, if unavailable, a statement of your turnover, profit and loss account and cash flows for the past 2 years of trading

C. Quality

1. Self assessment reports and action plans (PQQ8.7)
2. Certificates of awarding body approvals (PQQ8.5)
3. Ofsted Report and latest annual monitoring report (either for your organisation or for your lead partner if their Ofsted inspection / AMR included provision subcontracted to your organisation) (PQQ8.7)
4. Plans for curriculum delivery – samples
5. Schemes of Work (Apprenticeships only) N/A
6. Teaching and Learning Observation - samples
7. Internal Verifier Reports (PQQ8.4)
8. External Verifier/Moderator Reports (PQQ8.4)
9. Premises Information and Map (PQQ8.12)
10. Achievement Rate Data - Outcome data for the past 3 years. (PQQ8.10) This must include
 - End date of year
 - Duration
 - No of starts
 - No. and % Achievement
 - No. and % Retention of starts
 - No. and % Pass rates

Outcomes by qualification or learning aim. This must include

- Learning Aim title
- End date of year
- Duration
- No of starts
- No. and % Achievement
- No. and % Retention of starts
- No. and % Pass rates for completers

11. Complaints policy (PQQ8.4, 8.18)

12. Summary report on most recent complaint themes and actions taken for the past 3 years (PQQ8.18)
13. Process for collecting learner feedback (PQQ8.4)
14. Summary of most recent learner feedback evidence and actions taken
15. Quality Management certificates (PQQ8.1 & 8.13)

Appendix C

**Pre-Qualification Questionnaire
(SCQ2.11)**

1. Organisational Information		
1.1	Name of organisation in whose name contract will be held.	
1.2	Date Organisation was established:	
1.3	Contact Name:	
1.4	Contact Position (Job Title):	
1.5	Address: Postcode: Telephone Number: Fax Number: Email: Website Address:	
1.6	Company Registration Number on the Companies' House database (where applicable). (BA3)	
1.7	Date of Registration:	
1.8	Registered Address if different from above Postcode:	
1.9	VAT Registration Number:	
1.10	Is your organisation: (delete as appropriate)	A Public Limited Company A Limited company A Partnership A Sole Trader Other
1.11	Name of Parent Company (if applicable):	

1.12	Companies House Registration Number of this Parent Company (if applicable)	
1.13	UKPRN	
1.14a (SCQ2.4, SCQ2.5.)	Is your organisation registered on the Register of Training Providers (ROTP) If yes please provide details e.g. a web link to the most recent document.*	
1.14b (SCQ 2.8a)	Is your organisation registered on the publisher register of apprenticeship training providers and have applied by the main or supporting application routes? If yes please provide details e.g. a web link to the most recent document.*	n/a
1.14c (SCQ2.4, SCQ2.5.)	Is your organisation registered on any other public register or database? If yes please provide details e.g. a web link.*	
* Croydon College expects any prospective subcontractor to be registered on the ESFA's Register of Training Providers, regardless of the intended value of the contract with the College.		
2. Financial Information		
2.1	What was your turnover in the last two years? (BB1)	
2.2	Has your organisation met the terms of its banking facilities and loan agreements (if any) during the past year?	
2.3a	Has your organisation met all its obligations to pay its creditors and staff during the past year?	
2.3b	If no please provide further information	
2.6	What is the name and branch address of your bankers (and contact name/job title for provision of bank reference)	
2.7a	Please detail funding received to support activities in the last 3 years (delete as appropriate) a) ESFA 16-18 b) ESFA Adult education budget c) ESF	

	d) JCP e) Local Authority f) OfS / HEFCE g) Other	
2.7b (SCQ3.9g)	Has your organisation, in the past 3 years, received funds for training that you subsequently did not deliver?	
2.7c	If yes please provide details.	
3. Business Activities		
3.1	What are the main business activities of your organisation?	
3.2	How many staff does your organisation employ?	
4. References		
Please provide details of three contracts (if available) that are relevant to the College's requirement. Where possible, one should be from a public sector training provider. If you are unable to provide three, please explain in the space provided		
4.1	Contract 1	
	Organisation Name and Address	
	Contact Name and telephone number & email	
	Date Contract Awarded	
	Contract Reference and brief description	
	Contract Value:	
	Date Contract completed (or indicate if activity is still ongoing)	
4.1.1	Contract 2	
	Organisation Name and Address	
	Contact Name and telephone number & email	

	Date Contract Awarded		
	Contract Reference and brief description		
	Contract Value:		
	Date Contract completed (or indicate if activity is still ongoing)		
4.1.2	Contract 3		
	Organisation Name and Address		
	Contact Name and telephone number & email		
	Date Contract Awarded		
	Contract Reference and brief description		
	Contract Value:		
	Date Contract completed (or indicate if activity is still ongoing)		
4.2	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?		
4.3	If yes please give details		
5. Insurance (BA8) Please provide details of your current insurance cover and copies of relevant certificates:-			
		Company Policy Number	Value
5.1	Employers Liability		
5.2	Public Liability		
5.3	Professional Indemnity/Directors		

5.4	Other		
6. Health and Safety (BA9)			
6.1a	Has your organisation had a serious Health & Safety issue in the past 3 years?		
6.1b	If yes, please explain why		
7. Equality and Diversity (BA10)			
7.1a	Has your organisation had a serious Equality and Diversity Issue in the past 3 years?		
7.1b	If yes please provide details.		
7.2	How do you monitor equality and diversity implications of decisions taken for staff, learners and clients?		
8. Quality Assurance & Monitoring			
8.1	Does your organisation have any recognised quality management certification or awards e.g. BS/EN/ISO 9000, IIP, TQS, TEF, Beacon College status? (BC14)		
8.2	Does your organisation have an established quality assurance system?		
8.3 or 8.4	Does your organisation have a quality hand book? Please describe the format and either provide a copy or a web link or :		
8.4	Please describe your quality assurance systems and how these are monitored (internal and external)		
8.5a	Does your organisation have a Direct Claim status from the awarding body/bodies for all qualifications delivered? (BC2)		
8.5b	If not please provide details.		
8.6a (SCQ3.9g)	Does your organisation currently have, or did it have in the past 3 years, a sanction or sanctions		

	imposed on the delivery of any of your programmes by an awarding organisation?	
8.6b	If yes please provide details.	
8.7a	Has your activity been inspected under the Ofsted framework (whether in your own right or as part of a lead partner provision) or have you undertaken any form of self assessment? (BC1& 3)	
8.8a (SCQ3.9g)	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?	
8.8b	If yes please provide details.	
8.9	Has your activity been inspected within any other quality framework?	
8.10	Please provide retention, attendance, pass and achievement rate data for preceding three years across activity relevant for the provision to be delivered under the intended contract with Croydon College). (BC10)	
8.11	If this is not possible, please explain why	
8.12	Please provide access and describe the following resources:- a) Quality and accessibility of delivery location	
	b) Quality of learning resources or other delivery resources	
8.13	Please describe your information advice and guidance systems and any relevant accreditation (e.g. Matrix)	

	(BC14)	
8.14	Please describe your initial assessment procedures and evidence additional support	
8.15	Please describe your induction systems	
8.16	Please provide evidence of planning for learning.s	
8.17	Please describe how you track learner progress against ILPs and evidence how intervention is undertaken where progress does not meet profile	
8.18a (SCQ3.9g)	Has your organisation had serious complaints or allegations by your learners, employees or other relevant parties, lodged with you or with an external third party? (BC11 & 12)	
8.18b	If yes please provide details.	
9. Professional and Business Standing Do any of the following apply to your organisation or any of the directors/partners?		
9.1 (SCQ3.2b)	Is in a state of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, a subject to relevant proceeding? Has your organisation passed a resolution, or is it in the process of passing a resolution in the next 6 months (or the course 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?	
9.2	Has been convicted of a criminal offence related to business or professional conduct?	
9.3	Has committed an act of gross misconduct in the case of business?	
9.4	Has not fulfilled obligations related to pay of social security obligations	
9.5	Has not fulfilled obligations related to payment of taxes	
9.6	Is guilty of serious misrepresentation in supplying information	
9.7	Is not in possession of relevant licences or membership of an appropriate organisation where required in law	
*9.8	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).	
9.9 (SCQ2.2a)	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?	
9.10 (SCQ3.2a)	Does your organisation have, or has had at any point in the past 3 years, an above-average risk warning from a credit agency?	
9.11 (SCQ3.2c)	Are your latest statutory accounts overdue, or were your statutory accounts overdue at any point in the past 3 years?	
9.12 (SCQ3.9g)	Has, in the past 3 years, an allegation of fraud been made against your organisation?	

9.13	If the answer is yes to any of the above please give brief details including actions undertaken	
10. Partner Organisations and/or Sub Contractors		
Please list below any organisations on whose behalf you currently deliver subcontracted provision, or who you subcontract provision to. Note that any contracts with Croydon College for the delivery of subcontracted provision will only be with your organisation and no part of the provision may be subcontracted to a second level subcontractor. (SCQ5.1-5.3)		
10.1a	Name of Partner(s)	Website Address(es)
10.1b	Please confirm which organisation is your lead partner for year-end data reconciliation purposes.	
11. Staff		
11.1	Please 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.?	
11.2	Does your organisation carry out appropriate DBS checks for staff that are in contact with vulnerable adults and people under the age of 18?	
11.3a (SCQ1.4c)	Has your organisation identified a PREVENT issue in the past 3 years?	
11.3b	If yes please provide details (anonymised).	
11.4	Do your organisations rates of pay for teaching/training and delivery fall within expected professional rates?	
11.5a (SCQ3.9e)	How do you ensure and monitor that your staff are suitably qualified to provide publicly funded education and training?	
11.5b (SCQ3.9e)	When allocating staff to the delivery of the intended contract with Croydon College, how will you ensure that they will be suitably qualified to provide the education and training for the learning aims included in the contract?	
12. Planned Partnership Activity		

Please detail activity that is planned within the contract
An attachment in an alternative format is acceptable provided it provides the information required.

	Programme	GLH if applicable	No of Learners/Clients
12.2	How does this activity fit within your organisational strategic/annual business plan?		
12.3	<p>Markets and target learner client group</p> <p>Please describe the following:-</p> <p>a) Target sectors and segments within sectors (e.g. construction, dry lining, SME employers) where applicable</p>		
	<p>b) Target learners/client groups e.g. 19+/16-18/Adult/Unemployed</p>		

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.

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

Signed.....

Name (Print).....

Position.....

Date.....

Annex D Tender Application form

Adult Education Budget to residents in non devolved areas

- 1. Ability to establish and deliver an effective service in accordance with the specification.**

1.1 Describe your approach to the running of an accredited programme including your organisations curriculum planning. Please include details of the courses you could offer under this contract. *Max 2 sides A4*

1.2 How will you report learner and course information back to the college? How frequently? *Max 1 side A4*

1.3 What actions would you take to ensure that the service is always staffed by persons with the appropriate skills, qualifications and experience? *Max 1 side A4*

1.4 Provide a list of the assessors and tutors who you intend will deliver this qualification. Then provide details of the qualifications, competencies and experience of these staff. Additional page(s) may be submitted if required.

1.5

- a) How will you recruit learners to fulfil the contract?
- b) Where will you deliver the training? **Please list the postcodes of the learners that you anticipate delivering to** (to enable confirmation that these are not in devolved grant areas).

Approach to quality of provision and continuous improvement.

2.1 Which awarding bodies are you accredited with?
Please list with dates.

Award(s)	Awarding Organisation	Date

2.2 Do you have systems and procedures that promote quality and continuous improvements?

Yes	
No	

If so please detail these below
Max 1 side A4

--

2.3

A quality audit will be undertaken before any contract can be awarded. Please provide details of the person in your organisation responsible for quality so they can be contacted for clarification on the above if required, and to arrange a quality audit visit.

--

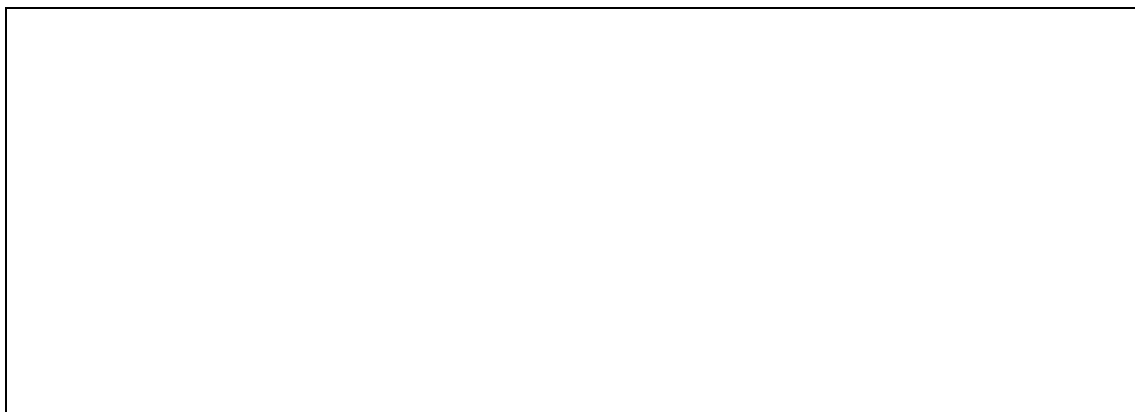


2.4 What performance measures would you put into place for this contract and why?
Max 1 side A4



3. Pricing – Percentage of state funding available, required for the delivery of the programme.

3.1 Please state what payment percentage you wish retain of the funded value. Please also detail any incentive discounts you are able to offer.



4 Outcomes

4.1 What achievement rate do you anticipate achieving for each of the courses you are proposing to deliver? Please specify by course.

--

4.2 What evidence is this based on? Please provide 3 years data, including progression data.

--

Tender for the supply of:

Adult Education Budget in non devolved areas

9th May 2019 – 31st July 2020

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.

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

Signed.....

Name (Print).....

Position.....

Date.....

Annex E

COLLUSIVE TENDERING CERTIFICATE

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		Status	
For and on behalf of			
Date			

Annex F

CANVASSING CERTIFICATE

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		Status	
For and on behalf of			
Date			