



Sub Contractor Invitation to Tender Application

Existing Sub-contractors (Minimum of 12 months relationship with ELATT)

Please complete fully and return to anthony@elatt.org.uk.

Section A. Organisation Details

1.1 Organisation Details	
Organisation Name:	
Trading name (if different from above):	
Has your organisation delivered contracts under a different trading name? If yes, please provide details:	
UKPRN number (required)	
Are you included on the Skills Funding Agency Register of Training Organisations?	
Address:	
Postcode	
Is your company a subsidiary of another company? If yes please name the holding or parent company or the ultimate parent company if applicable.	
Are your statutory accounts overdue?	
Main contact and Job Title:	
Main Contact Telephone Number:	
Main Contact Email Address:	
Are you a Skills Funding Agency /Jobcentre Plus/DWP Accredited provider? (please specify)	
Please provide number of and location(s) of proposed delivery premises:	
Has there been any unsatisfied county court judgements against the organisation within the last 12 months; If Yes, please provide details	
16) Does the organisation have any intention to subcontract any part of the provision. If yes, please provide details	

1.2 Proposed Delivery Offer							
Apprenticeship / QCF Delivery	Framework or Learning Aim Title and LARA Ref No.	Learner Age Groups (16-18, 19-23, 24+)	Employment Status (employed/ Unemployed)	Proposed Learner Volumes	Start Date	End Date	Direct Claims Status (Y/N)
<i>Apprenticeship</i>	<i>Business Administration – 102</i>	<i>19-23, 24+</i>	<i>Employed</i>	<i>50</i>	<i>Oct 2012</i>	<i>Oct 2013</i>	<i>Y</i>

Section B. Organisational, Delivery and Financial Supporting Evidence

Please confirm evidence available to support your responses in this document. Please note that failure to provide key information may result in the rejection of your application.

B1. Organisational Requirements Please submit required evidence as attachments alongside your Invitation to Tender form. Please identify each attachment using reference numbers below.			Evidence provided with ITT submission ? (Y/N)	If No, please provide reasons for unavailability	For CIC Use Only Copy of Evidence Received?
Management	M1	Organisational Delivery Chart including details of management, admin and operational staff to be involved with the sub contract			
Staff	S1	CVs and supporting certificates of staff to be involved in the delivery or quality assurance of training for the college. Further staff details are requested in section B5.			
	S2	Enhanced CRB certificate/numbers for staff involved in delivery or quality assurance (please add to B4)			
Policies and Guidance (provide new copies if amended since last submission to ELATT)	P1	Copy of Equality and Diversity Policy			
	P2	Copy of Health and Safety Policy			
	P3	Copy of Bullying and Harassment Policy			
	P4	Copy of Safeguarding Policy			
	P5	Copy of Complaints Procedure (for learners, employers)			
	P6	Copy of Learner Appeals Procedure			
	P7	Copy of Learner Handbook			
	P8	Copy of Employer Handbook			
	P9	Copy of Information, Advice and Guidance Policy			
	P10	Copy of Internal Verification Policy			
	P11	Copy of Assessment Malpractice Policy			
	P12	Copy of Learner Enrolment and Withdrawal Policy			
	P13	Copy of Data Protection Policy			
	P14	Copy of Environmental/Sustainability Policy			
	P15	Copy of Anti-Bribery/Whistleblowing Policy			
	P16	Copy of Anti-Fraud Policy			

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Key Quality Standards / Accreditation	Q1	Copy of latest Self-Assessment Report			
	Q2	Copy of Latest Ofsted Report (If applicable. Please additionally attach any Ofsted reports where you are mentioned as a subcontractor.)			
	Q3	Copy of Matrix Standard Certificate			
	Q4	Copy of Investors in People Certificate			
	Q5	Copy of ISO Certificate			
	Q6	Other relevant quality standard Certificates (please specify in supporting information box)			
Centre Approvals	C1	Evidence of Awarding body Centre approval for delivery of proposed learning aims			
	C2	Evidence of Direct Claims Status (if applicable)			
	C3	Copy of your last three EV report(s) relevant to proposed delivery			
Finance	F1	Copy of last three years signed audited financial statements/accounts including profit and loss, balance sheet and cash flow.			
	F2	Statement of your cash flow forecast for the current year and/or a bank letter outlining current cash and credit position			
	F3	Copy of Public Liability Insurance certificate			
	F4	Copy of Employer Liability Insurance certificate			
Health and Safety	H1	Copy of H&S Risk Assessment for delivery centre(s) (including assessment of proposed learning venues)			
	H2	Copies of First Aider Certificates			

B.2. Details of potential 2013/14 contracts to be held with other providers / funding bodies

Organisation/Funding Body (SFA, DWP, Lead Provider Name)	Please indicate if you will be Lead Contractor or Subcontractor	Programmes to be Delivered (Apprenticeships/NVQ/BTEC/ Short Course)	Contract Value	Planned Contract Start Date	Planned Contract End Date

Providers with an aggregate contract value of £100,000 are required to be included on the Skills Funding Agency Register of Training Organisations. Failure to be included on this register may result in contract termination.

B2.1 Track Record

Please provide details of your track record relating to delivery for programmes you propose to deliver on behalf of the College.

Non Apprenticeship Programmes						
Year	Type (NVQ, Diploma, etc.)	Learning Aim Title	Level	Number of Learners	Average length of stay	Overall Success rate %
Apprenticeship Programmes						
Year	Framework	Level	Average length of stay	Number of Learners	Overall Success rate %	Timely Success rate %
Has your organisation had any contracts terminated in the last 3 years? If yes, please detail why. Please provide details of any instances where your organisation was operating under a different trading name.						

B3. Key Contacts for ELATT in relation to the sub contracted delivery – Please note that these individuals must be able to meet with the college at various times during the contract duration.

<i>Position</i>	<i>Name</i>
Organisation Director	
Senior Manager (Executive Level)	
Operational Manager	
Quality Manager	
Administrative Officer /Manager	

B4 - Proposed Delivery Staffing Profile

Please provide details of all staff who will be involved in proposed delivery. Evidence of CV's/Approval will be requested prior to delivery. Please include details of contract administration staff.

Name	Role	Employment Status (Full Time, Part Time, Consultant)	Enhanced CRB Number	Length of service	Qualifications	Learning aims staff will train / assess in (if applicable)	IFL registration Number (if applicable)

Section C – Equality and Diversity, Safeguarding, Law, regulations and Systems

1) Have all proposed delivery staff undertaken Enhanced CRB checks? Please include relevant numbers in section B4.	
2) Please provide details of any Safeguarding training provided to delivery staff over the last two years. Please include course title, frequency of delivery and whether it is mandatory	
3) In the last three years, has any finding of unlawful racial discrimination in ANY field been made against your organisation by the Employment Tribunal, the Employment Appeal Tribunal or any court or in comparable proceedings in any other jurisdictions or has your organisation been the subject of formal investigation (which had a negative finding) by the Commission for Racial Equality or comparable body on the grounds of alleged unlawful discrimination on the grounds of Race?	

<p>4) In the last three years, has any finding of unlawful discrimination in ANY field been made against your organisation by the Employment Tribunal, the Employment Appeal Tribunal or any court or in comparable proceedings in any other jurisdictions on the grounds of alleged unlawful discrimination on the grounds of Disability, Sex, Sexual Orientation, Religion or Belief?</p>	
<p>5) In the last three years, has the organisation been taken to an industrial tribunal or been involved in a court case concerning discrimination or bullying & harassment?</p>	
<p>6) In the last three years, has any contract with your organisation been terminated on grounds of your failure to comply with either or both of:</p> <ul style="list-style-type: none"> i) Legislation prohibiting discrimination?; or ii) Contract conditions relating to equal opportunities in the provision of goods, facilities or services? 	
<p>7) Has your business been convicted in the last 3 years of breaching any other areas of UK legislation or undertaken activities in another country that could place you in breach of UK law?</p>	
<p>8) Has your assessment centre been subject to any Sanctions from awarding bodies? if yes please outline Details, reasons and confirmation whether they have been lifted.</p>	
<p>9) If your answer was YES to any of questions C3 to C8, please provide details of each occasion and state what corrective organisation change action you have taken as a consequence of each occurrence: Please state date of finding or breach, areas covered & actual finding / contract termination reasons etc as applicable corrective action taken</p>	

Section D - Health & Safety and Environmental Sustainability

1) Do you maintain a Health and Safety Policy and associated systems that meet legal requirements?	
2) Do you have a suitably qualified H&S Manager and arrangements in place to put the policy into practice?	
3) Please detail relevant H&S Qualifications held by your H&S Manager.	
4) Please provide names of certificated first aiders	
5) Are appropriate procedures in place to deal with any accidents or emergencies that may occur?	
6) Please provide details of any Health and Safety training provided to delivery staff over the last two years. Please include course title, frequency of delivery and whether it is mandatory	
7) Do you carry out regular risk assessments on all aspects of delivery?	
8) Does the organisation have employer's liability insurance? Please provide level of cover	
9) Does the organisation have public liability insurance? Please provide level of cover	
10) Does the organisation have professional indemnity insurance? Please attach a copy to your submission	
11) Please provide details of how you work with Institutions to maintain environmental considerations and reduce the environmental impact of your products and/or operations.	
12) Please attach details of any convictions for offences under Environmental legislation or Environmental enforcement or prohibition notices served during the last 3 calendar years	

Section E - Financial Information

<p>1) Can you provide audited financial accounts for the last 3 years? If No please provide reasons and detail any relevant financial information</p>	
<p>2) Has a receiving or administrative order or winding up order been made against the organisation or an individual or any petition presented for sequestration or has a winding up order been passed or a receiver, manager, administrator equivalent been appointed?</p>	
<p>3) Have any of the directors / officers / trustees / partners / sole trader or senior managers of your organisation been found guilty of Fraud in the last 5 years or been involved in wrongful or fraudulent trading action or insolvency of any company or involved in any company which has had a winding up order or receiver or administrator appointed or personal bankruptcy or has been disqualified from being a director?</p>	
<p>4) Have any of the directors / officers / trustees / partners / sole trader or senior managers been convicted of any offence in any court in the UK or elsewhere (other than a motoring offence not resulting in disqualification)?</p>	
<p>5) Are there any legal proceedings, including bankruptcy or winding up petitions, in progress that might affect the performance of contract obligations and has the organisation been prosecuted under EU or national law in the last three years?</p>	
<p>6) If you have answered yes to any of questions E2 – E5 please provide full details of the reasons for this and subsequent actions taken:</p>	

Section H – References

Please provide reference contact details for three major recent training contracts you have been awarded for the provision of services similar to those required by CIC. References can be provided by relevant lead contract personnel for subcontracted provision or a funding body partnership/relationship manager

Organisation Name	Address	Contact Name/Position	Telephone Number	Email Address	Date contract Held

NB: CIC will contact all of the given organisations for a reference. Please provide only organisations where you are comfortable for us to do so. Please do not provide details of organisations where you have objections to us contacting them or organisations who do not wish to provide a reference for you.

Section I - Declaration

I confirm on behalf of my organisation that I am authorised to agree this declaration and to my knowledge all of the answers detailed in completed section of this application form are true and accurate.

Name:

Job Title:

Date:

Thank you for completing this form. If you are successful you will be invited to discuss your proposed delivery plan. Please note that any false information provided may result in termination of any contracts awarded following submission of this document.