



**Subcontract Requirement
for the delivery of
Adult Education Budget in Non-Devolved Areas
6th September 2021 – 31 July 2022**

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

Clarifying questions

Questions - Could the AEB funding be used to support employed adults aged 24 plus to gain a first Level 3 through the National Skills Fund flexibilities

Answer - the bid does not include National Skills fund funding stream

Question - Would we be able to deliver in any non-devolved area or there is an expectation that delivery will be within X miles of Stevenage / Hitchin

Answer - we have not set a mile expectation but expect a clear rationale of how it would support the college strategic aims

Question - I just wanted to enquire as to whether there are any specific sectors or qualifications that North Hertfordshire College is aiming to procure through your subcontracted AEB for 2021/22?

Answer - We will consider all curriculum plans that we feel supports our strategic aims, our 5 year strategic plan can be found on our website www.nhc.ac.uk

Question - Could it be confirmed if there is any particular portal that the tender is submitted to or just the email address provided and, secondly, the number of attachments is likely to require several emails – is there a particular format you would like these submitted as?

Answer - please refer to point 29 in the specification document

Question - I have a question regarding question 2.12 in the application, requesting an external financial audit. Our accounts are produced by an external accountant who conducts unaudited checks, would this be sufficient

Answer - As per instruction in the question, if you are unable to provide an external audit you should explain why and include your latest internal financial audit report

Question - We have extensive experience of sub-contracting with FE colleges delivering study programmes to 16-18 year olds and extensive experience of sub-contracting with local authorities AEB provision delivering the specific qualifications we would propose in our bid. Is this an absolute no go for the college as in the specification point 5.B) (Have a track record of successful delivery, as a Subcontractor to an FE college, of the specific qualifications included in its delivery proposal - The College will not consider any applicants that do not meet the criteria above)

Answer – There needs to be evidence of a strong working relationship with a FE college and historic track record of the AEB funded qualifications you wish to deliver as part of the contract. The evidence submitted for both aspects would be assessed against the criteria in the application form.

Question - we want to be considered as a subcontractor for the college but is not on ROTO (not through choice, as the register has been closed for the last 3 years). This put's us at a distinct disadvantage as we could feasibly have delivered successfully against AEB contracts as a subcontractor where being on ROTO has not been an issue. Is there any way around this since ROTO is going to be scrapped and replaced imminently?

Answer - Given that ROTO is being decommissioned this month, we would accept application for those not on ROTO, they would need to like all others prove they are a legal entity and be recorded as 'active' on the Companies House database. They must also register on the UK Register of Learning Providers (UKRLP) and hold a valid UK Provider Reference Number (UKPRN) to be eligible to receive funding from us, either directly or through a subcontracting arrangement. We will also for all applications check the subcontractor's declaration list to ascertain current levels of subcontracting and need to review track records levels of experience, quality and expertise.

Question – we are expecting an Ofsted grade and report shortly after the submission deadline, can we submit this after the deadline

Answer - section 7 point 24 reads. The Tenderer agrees to notify the College and provide additional information if at any stage after submitting the Tender Application Form and other documents requested for the tender submission any information contained in it becomes no longer true or accurate. Therefore should your Ofsted grade position change post submission before outcomes we would expect to be informed

Question - Could you send me a link or a copy of the College Strategic Plan please?

Answer - <https://indd.adobe.com/view/1abdb386-3b6f-47f9-a26d-1a009273f7be>

Question - Can I include attachments as Appendices rather than embed them within the Tender Application Form

Answer - Yes see points 29 on the tender specification

Question - Question 20 – can I include the response to this question as an Appendix

Answer - Yes see points 29 on the tender specification

Question - Financial and Legal Information Question 1 a / b – does this just refer to AEB funded programmes or all funding i.e. ESF SSW, ESF SSU and AEB?

Answer - include all government funded programmes

Question - Delivery Proposal Question 3 is the word count 200 in totality or 200 per question

Answer - 200 per question

Question - Declarations – do these need to be wet signatures? If so, can these be attached as Appendices?

Answer - yes and yes

Question - "Providers wishing to apply for this opportunity must – Have a track record of successful delivery, as a Subcontractor to an FE college, of the specific qualifications included in its delivery proposal." We are a provider with extensive experience in delivering AEB for ESFA and as sub-contractor to other independent training providers. However, we have not held a sub-contract for a college in recent years. As a Grade 1 Ofsted provider, would you consider a tender without this direct subcontracting experience?

Answer – as per the tender specification we are looking to contract with organisations that have a track record in subcontracting with an FE College

Question - Requirement ' Have a track record of successful delivery, as a Subcontractor to an FE college, of the specific qualifications included in its delivery proposal - The College will not consider any applicants that do not meet the criteria above'. We have a strong local presence through working with the local authority to deliver AEB with excellent recruitment, retention and achievement. We have subcontracted with an FE college, in the past, but not recently. Could we be considered?

Answer – the tender specification makes no reference to how recent the track record of delivery with a FE college is but does indicate it must be successful delivery.

Question - Please can you confirm if it is a mandatory requirement to have been a subcontractor in 2019/20 or 2020/21 or could an example be used from a previous year. If a provider has not subcontracted in the last couple of years but has had a direct ESFA contract, would they be eligible to apply or would this be deemed to not meet your eligibility criteria.

Answer - As per the tender specification document 5 b) *Have a track record of successful delivery, as a Subcontractor to an FE college, of the specific qualifications included in its delivery proposal.* While there is no timeframe on the statement, we would expect evidence to be reasonably current and in the qualifications proposed in the delivery template.

Question - Please could you clarify the following questions for us:

5	a. Have you, in the past 3 years, received funds for training that you subsequently did not deliver? b. If yes please attach further information
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Could you confirm if this applies to AEB only or all other contracts and if so is this referring to direct contracts or as a subcontractor or both?

Answer – 1. Yes any funding contracts received for training apply regardless of funding stream or whether they were as a prime or subcontractor

Question -

13	Attach your latest external funding audit report (student existence and eligibility). (If unavailable attach an explanation why and attach latest internal funding audit report).
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Could you confirm if this is for AEB funding direct contracts (or other direct funding contracts). As a subcontractor for AEB funding, we do not receive formal external funding reports.

Answer - As per the question if you do not receive external audits explain why and include any internal funding audit reports