



Working together

Supplier Response – Part B Minimum Requirements

Invitation to Tender

for

Community Learning Project & Partnership
Approved List
Ref: **DN350865**

for

Borough of Poole

Minimum Requirements Sections

Suppliers who self-certify that they meet the requirements for these additional modules will be required to provide evidence of this if they are successful at contract award stage. Please indicate your answer by selecting 'Yes or No' in the relevant boxes.

A	Minimum Requirements	Is this minimum requirement met? Please indicate your response below.
1.	You must confirm that you will not subcontract any part of the provision of this contract (this excludes working with government funded organisations providing Information, Advice & Guidance).	YES/NO
2.	You must confirm that, if bidding will result in your having total ESFA funding (including tenders/bids/agreements with other organisations) of £100,000 or more, you have been successfully approved on the ESFA Register of Training Organisations. You must include any further subcontracting agreements that you may have in place with other providers within the 2018/19 funding year.	YES/NO
3.	You must confirm that you have the necessary systems in place to track & monitor the progress of learners and their destination or progression from their learning for at least 6 months after the end of their learning.	YES/NO
4.	You must confirm that you have the ability to both recruit and deliver to priority learners within Dorset including Bournemouth and Poole.	YES/NO
5.	You must confirm that all staff delivering learning have achieved at least 'The Introduction to Trainer Skills' qualification and will progress on to the Level 3 Award in Education and Training	YES/NO

6.	<p>You must confirm that all staff delivering learning have a level 2 English and maths qualification.</p> <p>You must confirm that all teaching staff on Literacy, Numeracy, ESOL or FLLN courses have the relevant Level 5 subject qualification or equivalent, e.g. CELTA for ESOL tutors.</p> <p>Teaching staff on other courses need to be qualified to at least one level higher than that they are teaching or have significant occupational/ vocational expertise at that level.</p>	YES/NO
7.	<p>You must confirm that all learners will receive advice and guidance from an IAG qualified member of staff (or, if not qualified, with significant and successful experience in providing IAG) or from a government funded IAG contractor resulting in the production of an appropriate action plan. You must provide evidence to Skills and Learning of IAG delivered to each learner at the end of their engagement with your project.</p> <p>You must confirm that learners/employers supported through a subcontracting arrangement know about your and our responsibilities in providing the learning.</p>	YES/NO
8.	<p>You must confirm that you have procedures to ensure the monitoring and improving of learner health, safety & welfare and that you have a regularly reviewed Health & Safety Policy in place.</p>	YES/NO
9.	<p>Do your health and safety procedures make explicit allowance, where appropriate, for learners with learning difficulties and/or disabilities and learners with language difficulties, and how are they supported?</p>	YES/NO
10.	<p>You must confirm that you will adhere to current Safeguarding legislation and the current version of the statutory guidance, Keeping Children Safe in Education, and have the necessary controls, procedures & policies in place. This will include demonstrating up to date safeguarding training of all front line staff.</p> <p>You must confirm that you will commit to work with Skills & Learning in implementing elements of the government's counter-terrorism strategy (Prevent) relating to educational/community groups. This will include demonstrating Prevent training for all front line staff.</p> <p>https://www.gov.uk/government/policies/protecting-the-uk-against-terrorism/supporting-pages/prevent</p>	YES/NO

11.	<p>You must confirm that:</p> <p>Key staff will familiarise themselves with & act in accordance with the ESFA Funding rules & regulations</p> <p>Learner documentation will be forwarded in a timely manner</p> <p>Monitoring returns will be submitted timely & in accord with guidance set out in the subcontracting agreement.</p>	YES/NO
12.	<p>You must be registered with the UK Register of Learning Providers https://www.ukrlp.co.uk/</p>	YES/NO Please detail your UKPRN Reference number here
13.	<p>You must confirm that all tutors coming into regular contact with adults at risk or young people aged 18 and below have a valid DBS check in place, and that you have a Safeguarding Policy in place.</p>	YES/NO

B Compliance with Equality Legislation		
For organisations working outside of the UK please refer to equivalent legislation in the country that you are located.		
1.	In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	YES/NO
2.	<p>In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?</p> <p>If you have answered “yes” to one or both of the questions in this module, please provide, as a separate Appendix, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.</p> <p>If the investigation upheld the complaint against your organisation, please use the Appendix to explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.</p> <p>You may be excluded if you are unable to demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p>	YES/NO
3.	If you use sub-contractors, do you have processes in place to check	YES/NO

	whether any of the above circumstances apply to these other organisations?	
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C Environmental Management		
1.	<p>Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?</p> <p>If your answer to this question is “Yes”, please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served.</p> <p>The authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches.</p>	YES/NO
2.	<p>If you use sub-contractors, do you have processes in place to check whether any of these organisations have been convicted or had a notice served upon them for infringement of environmental legislation?</p>	YES/NO

D Health and Safety		
1.	<p>Please self-certify that your organisation has a Health and Safety Policy that complies with current legislative requirements.</p>	YES/NO
2.	<p>Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?</p> <p>If your answer to this question was “Yes”, please provide details in a separate Appendix of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result.</p> <p>The authority will exclude bidder(s) that have been in receipt of enforcement/remedial action orders unless the bidder(s) can demonstrate to the authority’s satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches.</p>	YES/NO
3.	<p>If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations?</p>	YES/NO

E Electronic Ordering and Invoicing		
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1.	<p>Your company will be required to work with the Council by receiving electronic purchase orders and submitting invoices electronically to the Council.</p> <p>The successful supplier will be expected to join the Council's electronic P2P system called Oracle Fusion. The successful supplier will be required to register their company details on the site but there is no cost to joining. The successful supplier will be able to receive electronic purchase orders (PO's) from the Council by e-mail and will be expected to submit electronic invoices and credits through the online system.</p> <p>Suppliers will be required to follow the Council's 'Good Invoicing Practice Guide' when submitting invoices and credit notes to the Council. This guide can be found on the Council's website and explains what the Council expects to see on any invoice that is submitted from your company.</p> <p>Where relevant the successful supplier will be expected to provide data on goods or services to the Council so that a catalogue can be built. Where it is also deemed appropriate, the Council may also want to integrate with your transactional website through our P2P system.</p>	
	Please can you confirm that you are willing to work with the Council including as a minimum receiving electronic Purchase Orders and invoicing the Council electronically:	YES/NO

Section F - Economic and Financial Standing - Information

F Economic and Financial Standing		
1.	Annual Turnover – to assist with the financial checking process please provide the latest published annual turnover figure of your organisation below:	
	Financial Accounting Year:	
	Turnover Value:	
2.	<p>You should be aware that the Council uses a credit reference and financial status records agency. It is Council policy to check the financial status and stability of Suppliers prior to contract inception, where appropriate. You should be aware that the Council may take up financial checks just before award of contract. The Council may choose to exclude Suppliers from the procurement process if a Supplier's credit reference score and financial status represent a risk to the Council.</p> <p>In addition to this financial check, further tests may be conducted which may include a review of current assets against liabilities, profitability over the previous four years, size of any long term liabilities (particularly where these are financed by external bank loans), the structure of the company and whether it is or could be supported by a Parent Company, the value of current reserves, whether the Supplier is long-established, plus consideration of the size of the contract against the organisation's turnover.</p>	
	Please confirm that you have read and understood the above text:	YES/NO