

**South Hampshire College Group
Delivery of Adult Education Budget (non-devolved) provision**

Clarifications

This document will be updated with questions and responses up until the closing date of 27th November at 10.00am.

Updated	Question	SHCG Response
07/11/23	Will you consider any delivery (non-online) outside of Hampshire & The Isle of Wight and your neighbouring counties?	We will only consider in-person delivery for eligible provision that is delivered at sites within Hampshire, the Isle of Wight, Dorset, Wiltshire, Berkshire, Surrey, and Sussex. Any delivery in further afield counties will need to be delivered entirely online.
07/11/23	Do we need to complete the five downloadable forms from the site https://www.shcg.ac.uk/adult-education-budget-subcontractor-procurement/ and submit to the subcontracting@shcg.ac.uk address? Or are there other tender documents or procurement websites I need to use?	You will need to download and complete all five forms and submit them alongside your due diligence documents to the subcontracting@shcg.ac.uk address. These documents serve as your tender submission.
07/11/23	Could a successful provider use the funding to deliver to employed learners aged 19+, working in the construction industry who earn above the NMW or are you looking for a provider to deliver to unemployed learners?	A successful provider can only use funding for learners confirmed as eligible by the Adult Education Budget funding and performance management rules 2023 to 2024. Adult education budget (AEB) funding rules 2023 to 2024 - GOV.UK (www.gov.uk)
07/11/23	Please could you guide me to the portal for this opportunity.	Tender documents can be downloaded from the https://www.shcg.ac.uk/adult-education-budget-subcontractor-procurement/ link given in the Find a Tender notice by clicking on the 'Forms' CTA button. Once fully completed, please submit them to the subcontracting@shcg.ac.uk address.
08/11/23	As a training provider currently not in scope for Ofsted, are we able to tender for this opportunity? Or will we be assessed negatively for not having a direct Ofsted grade?	To confirm, as per the wording of the contract notice, the College will consider training providers with no standing Ofsted grade. As such you would be able to tender for this opportunity.

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		Providers whose most recent full inspection outcome is either 'good' or 'outstanding' will score highly, while those with monitoring visit judgements of 'reasonable' and 'significant' progress will also score positively. Providers whose most recent full inspection outcome is 'inadequate' or whose most recent monitoring visit report includes one or more 'insufficient progress' judgements will be excluded from the procurement.
09/11/23	Will you accept electronic signatures on the due diligence documents e.g., conflict of interest declaration, or do you want it signed and scanned?	We will accept scans of original signatures on all documents. We are unable to accept any digital signatures for the Significant Control Declaration. Digital signatures may be used for any other document but must be an actual signature and not typed.
09/11/23	<p>Within the tender document you are asking bidders to submit details of other contracts.</p> <p>Are you happy for us to include details of other direct contracts which we hold with the DfE (Bootcamps) and Mayoral Combined Authorities?</p>	While we ask for details of other ESFA contracts, you may also include reference to contracts funded through the Department for Education or any devolved authority in support of your submission.
09/11/23	I have noticed in the "advert" on Contract Finder you reference Berkshire as a "priority area" but in the tender documents you haven't identified this as a priority area.	<p>As per our contract notice, delivery in our neighbouring counties will be considered. This includes Berkshire.</p> <p>If this is a county you would intend to deliver in, please reference this in the non-priority region box so we are aware.</p>
10/11/23	<p>There is a section for Learner to staff ratios.</p> <ol style="list-style-type: none"> 1) Is that based on the numbers we are dealing with at present or a projection looking forwards 2) Are the ratios relating to the number of learners that we would have in at one time or for total amounts over the course of a year? 	<p>For the section covering 'Learner to staff ratios':</p> <ul style="list-style-type: none"> • Numbers should reflect your forecast if awarded funds. • Ratios should reflect the balance of learners to staff on an average day.

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10/11/23	When completing the staff list, it is asking for phone numbers and dates of birth for staff. A lot of our staff do not have company phone numbers, and we would not want to give out personal information such as personal phone numbers and dates of birth in a tender application stage. Can we leave these columns blank and if we are successful in the application provide these details to you as part of our contract.	We are unable to accept staff lists where cells have been left blank against staff. Please use NA in cells where: <ul style="list-style-type: none"> • Direct Contact Numbers are unavailable/not used and there is no general office phone number (such as for those working from home with no redirect function). • Dates of birth are to be supplied if awarded a contract.
13/11/23	Is it possible to schedule a call with somebody to check our eligibility and alignment with your objectives?	Details of our requirements are available within our contracts notice and tender documents. Should your offer align with those requirements you would be eligible to submit a tender.
14/11/23	We would like to ask a couple of clarification questions please: <ul style="list-style-type: none"> • Qualifications you would be looking to deliver under this subcontract – would it be acceptable for us to include our full curriculum offering as a separate attachment for this response? • Outline all other ESFA funding contracts (direct or subcontracted) you hold for both this and the previous academic year. Include details of lead providers, funding streams and values, numbers of learners and outcomes. Add additional rows by copying and pasting as necessary. – would it be acceptable for us to supply our partnership list as we have over 30 current partners? 	In both instances it would be acceptable to include separate attachments. Please reference each attachment in the relevant section of the Expression of Interest (PQQ) Template and ensure all information we have requested is included.
15/11/23	- Can a company based outside the UK with its manpower and team in the UK apply?	The Education and Skills Funding Agency (ESFA) guidance requires any potential subcontractor to be a registered entity on

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		Companies House, with an active status and your statutory accounts submitted to them and not overdue. Any potential subcontractor must also be registered with the UK Register of Learning Providers (UKRLP) and hold a valid UK Provider Reference Number (UKPRN) to be eligible to receive funds.
16/11/23	We are filling in the Staff List document for the current Expression of Interest but it includes sensitive confidential information including DOB etc. Do we need a data sharing agreement in place for this?	<p>Personal data such as dates of birth, direct contact numbers (where an office number is not available) can be substituted with NA for an organisations tender submission. We are unable to accept staff lists where cells have been left blank against staff.</p> <p>A fully completed staff list would then be required before the signing of any contract if successfully awarded.</p>
20/11/23	We expect to be in a position to complete our submission tomorrow. Can you just confirm how we submit – is it via email to this address?	Submissions should be sent to us via the subcontracting@shcg.ac.uk email address.
21/11/23	<p>I was hoping to get some help and clarification regarding the 2023-24 SHCG staff list template.</p> <p>The guidance on the form states:</p> <p>Please list all staff who may deliver on any potential South Hampshire College Group contract including management, delivery staff and support staff. PLEASE DO NOT INCLUDE ANY STAFF THAT WOULD NOT WORK ON ANY POTENTIAL SOUTH HAMPSHIRE COLLEGE GROUP CONTRACT. DBS details are only required for staff working directly with learners. Do not leave any blank cells against staff - use NA for any that are not applicable. YOUR SUBMISSION WILL FAIL IF YOU DO NOT COMPLETE ALL SECTIONS FOR EACH MEMBER OF STAFF.</p>	<p>The purpose of the staff list is to identify delivery staff, including where there is crossover of functionality in their role (such as management or support staff).</p> <p>If a member of staff would not be delivering on the contract because their role is management or support staff <u>only</u>, they do not need to be listed on the staff list. Where a member of management or support staff also serves in a delivery capacity, you can note this distinction within column D alongside their job title.</p>

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	<p>However, when I try to put management or support staff and try and add N/A as they do not fit any of those categories to Column F it will not allow me to do so.</p> <p>Please could you kindly advise on how to proceed.</p>	
21/11/23	<p>Prior to completing your required forms, we would welcome a brief conversation to understand your priority sectors and your appetite for face-to-face v online delivery.</p>	<p>As per our advert, our priority sectors are:</p> <ul style="list-style-type: none"> • Construction and building services • Engineering • Business, customer services, administration, human resources, finance and law • Health, science, care and public services • Education, training and careers • Digital skills, IT, creative media and gaming • English, English as a second language or maths only where this provision is offered as a secondary qualification alongside any of the provision listed above or as part of a traineeship <p>We will consider both face to face and online delivery. However, as per our advert we will not consider provision delivered within Hampshire and the Isle of Wight that duplicates our own campus based and online provision. Delivery within our neighbouring counties (Dorset, Wiltshire, Berkshire, Surrey and Sussex) can be either face to face or online and duplicate our own provision. We will only consider online provision if delivery is beyond our neighbouring counties.</p>



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