**2023/24 Expression of Interest / Pre-Qualification Questionnaire (PQQ)**

*Adult Education Budget Funding Only (non-devolved)*

**Please answer all questions as thoroughly and accurately as possible and ensure all due diligence documents are submitted. Your application will fail if your submission is incomplete. Any document that is received after the submission deadline will not be accepted. All decisions made by the College will be final and not subject to an appeals process.**

South Hampshire College Group is a further education institution and is looking to appoint high quality training providers to deliver Adult Education Budget funded provision (including traineeships) in its local region under a subcontracted arrangement. Successful applicants will be aligned with the South Hampshire College Group subcontracting policy and deliver provision within the regions identified in this document.

Scoring

Scoring will be applied by one of three methodology’s:

**‘Pass’ or ‘Fail’**: identifies questions/documents where a ‘Pass’ does not exclude the organisation from the procurement, but a ‘Fail’ will mean the organisation is excluded from further progression in the procurement.

**‘Yes’ or ‘No’**: identifies questions/documents where a ‘Yes’ or ‘No’ outcome is required. A ‘Yes’ answer will score 5 points, while a ‘No’ answer will score 0, but not exclude the organisation from the procurement.

**Tiered**: identifies questions/documents that will be scored on a tiered scale dependent on robustness and completeness.

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| ***0*** | *Question is either unanswered or fails to address all the points.* |
| ***2*** | *Poor. Answers are too brief and lacking in substance. Information given does not robustly answer the question and raises significant concerns regarding the organisation’s suitability.* |
| ***4*** | *Acceptable. While a reasonable amount of information is given, many points in the question are not robustly answered.* |
| ***6*** | *Good. The majority of the points in the question are robustly answered. However, in answering the question areas for significant improvement have been identified.* |
| ***8*** | *Above Average. Answers are fully robust, with elements of best practice. However, in answering the question areas for minor improvement have been identified.* |
| ***10*** | *Best practice. Full and clear answers given to all points within the question and responses evidencing broad best practice with no areas of concern identified.* |
| ***N/A*** | *This question is for information only and not to be scored.* |

Please note that while you may add additional rows to relevant sections, any deletion, amending of text or other manipulation of this document will lead to your organisation’s exclusion from the procurement.

Please ensure all answers are specific to the questions asked. Repetition through the copying and pasting of answers will negatively impact your scoring.

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| **Organisation Details** | | **Scoring** |
| Company Legal Name |  | N/A |
| Previous Legal Name (*if applicable*) |  | N/A |
| Trading Name (*if different*) |  | N/A |
| Registered Office Address including postcode |  | N/A |
| Main Office Address including postcode (*if different*) |  | N/A |
| Contact address where delivery would take place *(if different)* |  | N/A |
| Contact Name |  | N/A |
| Contact Email Address |  | N/A |
| Contact Phone Number |  | N/A |
| Company / Charity Number | *Your application will fail if you cannot supply a valid Company or Charity number.* | Pass / Fail |
| Company Type (Ltd, Ltd by guarantee etc.) |  | N/A |
| UKPRN | *Your application will fail if you cannot supply a valid UKPRN.* | Pass / Fail |
| Does your organisation have an ‘Active’ status on Companies House? | Yes / No  *Your application will fail if your response is ‘No’ unless* | Pass / Fail |
| Organisation Website address |  | N/A |

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| **Organisation Ownership** | | **Scoring** |
| Name of ultimate parent organisation *(if applicable)* |  | N/A |
| Previous ultimate parent organisation *(if applicable)* |  | N/A |
| Ultimate parent organisation Trading Name *(if different)* |  | N/A |
| Ultimate parent organisation registered office address |  | N/A |
| Ultimate parent organisation main office address *(if different)* |  | N/A |
| Identify all directors, shadow directors, governors, senior employees, trustees, members of the administrative, management or supervisory body of your organisation, person with power or representation, decision, influence, management or control of your organisation including through a blind trust, a partner organisation or a parent organisation or shareholder of/in your organisation. |  | N/A |

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| **What are the principal activities of your organisation, both at present and historically? Include context around your organisation’s ownership, or any changes to its ownership since it was incorporated.** | **Scoring** |
|  | N/A |

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| **Grounds for Exclusion** | | |
| *The detailed ground for mandatory exclusion of an organisation are those set out in Regulations 57(1) and (2) of the Public Contracts Regulations 2015, which should be referred to before completing these questions.*  [*http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi\_20150102\_en.pdf*](http://www.legislation.gov.uk/uksi/2015/102/pdfs/uksi_20150102_en.pdf)  *An organisation will be deemed to ‘pass’ Sections 1 or 2 where they answer ‘no’ to all the questions in these sections. Where an organisation answers ‘yes’ in respect of any questions in Sections 1 or 2 the College may permit the organisation to proceed to the next stage of procurement where the organisation has provided sufficient evidence that provides a summary of the circumstances and any remedial action that has taken place subsequently and effectively “self-cleans” the situation referred to in that question. The organisation has to demonstrate it has taken such remedial action, to the satisfaction of the College in each case.*  *If such evidence is considered by the College (whose decision will be final) as sufficient, the organisation concerned shall be allowed to continue in the procurement.* | | |
| **Section 1 – Mandatory exclusion under Public Contracts Regulations 2015** | | |
| **Question** | **Answer Yes / No** | **Details** |
| Please indicate if, within the past five years your organisation has been convicted anywhere in the world of any of the offences within the summary below and listed in full at Regulation 57 (1), (2) and (3) in the link below:  http://www.legislation.gov.uk?uksi 2015/102/pdfs/uksi\_20150102\_en.pdf |  |  |
| * Conspiracy which relates to participation in a criminal organisation? |  |  |
| * Corruption? |  |  |
| * Bribery? |  |  |
| * Fraud, where the fraud affects the financial interests of any of the following:   + The offence of cheating HM revenue and Customs?   + The offence of conspiracy to defraud?   + Fraud or theft under the Theft Act 1968 and the Theft Act 1978?   + Fraudulent trading under the Companies Act 1985?   + Defrauding HM Revenue and Customs?   + An offence in connection with taxation in the European Community?   + Destroying, defacing or concealing documents or procuring the execution of a valuable security within the meaning of section 20 of the Theft Act 1968? |  |  |
| * Any offence listed in section 41 of the Counter Terrorism Act 2008, or in schedule 2 to that Act, where the court has determined that there is a terrorist connection? |  |  |
| * Money laundering or terrorist financing? |  |  |
| * An offence in connection with the proceeds of criminal conduct within the meaning of sections 93A, 93B or 93C of the Criminal Justice Act 1988? |  |  |
| * An offence under section 4 of the Asylum and Immigration (Treatment of Claimants, etc.) Act 2004? |  |  |
| * An offence under section 59A of the Sexual Offences Act 2003? |  |  |
| * An offence under section 71 of the Coroners and Justice Act 2009? |  |  |
| * An offence in connection with the proceeds of drug trafficking within the meaning of sections 49, 50 or 51 of the Drug Trafficking Act 1994? |  |  |
| * Any other offence within the meaning of Article 57(1) of the Public Sector Directive 2015? |  |  |
| If you have answered Yes to any of the points above have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-cleaning) |  |  |
| **Section 2 - Discretionary exclusion under Public Contracts Regulations 2015** | | |
| **Question** | **Answer Yes / No** | **Details** |
| Please confirm if your organisation, any directors, shadow director, trustees, members of the administrative, management or supervisory body of your organisation, person with power of representation, decision, influence, management or control of the organisation including through a blind trust, a partner organisation or a parent organisation been in any of the following situations within the summary below and listed in full at Regulation 57(8) in the link below:  http://www.legislation.gov.uk?uksi 2015/102/pdfs/uksi\_20150102\_en.pdf |  |  |
| * Is bankrupt or the subject of insolvency or winding-up proceedings, where its assets are being administered by a liquidator or by the court or where it is in an arrangement with creditors? |  |  |
| * Has been served with a Public Interest Winding Up petition under section 124A of the Insolvency Act 1986; |  |  |
| * Are subject to a director disqualification order under the Company Directors Disqualification Act 1986 or are subject to a Bankruptcy Restriction order; |  |  |
| * Are guilty of grave professional misconduct, which renders its integrity questionable has not fulfilled his obligations relating to the payment of social security or taxes? |  |  |
| * Entered into agreements with other economic operators aimed at distorting competition? |  |  |
| * Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions? |  |  |
| * Guilty of serious misrepresentation in providing any information to the contracting authority in relation to a prospective bid? |  |  |
| * If relevant, not properly licenced to provide services in the state in which the bidder is established? |  |  |
| * Not registered on the appropriate trade register in the member state in which it is established (a UK or Irish bidder would be deemed to be registered on the professional or trade register if it is established in the UK and certified as incorporated by the Registrar of Companies)? |  |  |
| **Section 3 - ESFA grounds for mandatory exclusion (including High Risk Providers)** | | |
| A “yes” answer to any of the questions in this Section 3 will result in the Provider being disqualified and their application rejected from the tender process.  The ESFA can refuse to fund or prevent subcontracting with any organisation which has a director, governor, senior employee or shareholder in another organisation where one or more of the criteria below apply.  Have any directors, shadow directors, trustees, members of the administrative, management or supervisory body of your organisation, person with power of representation, decision, influence, management or control of your organisation including through a blind trust, a partner organisation or a parent organisation, been convicted of one or more of the offences specified below unless the conviction is regarded as spent with the meaning of the Rehabilitation of Offenders Act 1974 (and subsequent amendments) of: | | |
| Has:   * Your organisation; or * Any director, shadow director, governor, senior employee, trustee, member of the administrative, management or supervisory body of your organisation, person with power of representation, decision, influence, management or control of your organisation including through a blind trust, a partner organisation or a parent organisation or shareholder of/in your organisation; or * Any director, shadow director, governor, senior employee, trustee or shareholder of/in your organisation ever held such a post or position in another organisation which has ever: | Answer Yes / No | Details |
| * Had previous activities that have resulted in significant repayment of ESFA or government funding within the last two years (£100,000 or 5% of contract value, whichever is the higher)? This also includes funding paid to a subcontractor to deliver education and training services funded by the ESFA. |  |  |
| * Failed to repay funding due to the ESFA or other government body in excess of £50,000? |  |  |
| * Failed to repay funding due under a subcontract to deliver education and training services funded by the ESFA in excess of £50,000? |  |  |
| * Received information from awarding bodies identifying significant irregularities in the award of qualifications within the last three years? |  |  |
| * Had two or more instances where the ESFA or its agents have audited the provision of a lead provider and identified issues of non-compliance. This is non-compliance with conditions of funding within the last two years. |  |  |
| * Experienced ongoing investigation relating to suspicion of fraud or irregularity, or possible failure to comply with conditions of funding under an existing funding agreement or subcontract? |  |  |
| * Experienced early termination of a funding agreement or a subcontract to deliver education and training services funded by the ESFA within the last three years? |  |  |
| * Had withdrawal of funding following the failure to comply with a Notice of Withdrawal of Funding, or failed to remedy a serious breach of contract within the last three years? |  |  |
| * Has a director, governor or senior employee been dismissed for gross misconduct? These criteria are extended to include those who resigned whilst suspended from employment and subject to a disciplinary investigation concerning allegations of gross misconduct. For organisations with shareholders, this is applicable if the shareholder was previously one of its employees or employed by a predecessor body, or other government body. |  |  |
| *Misrepresentation:* | | |
| * An offence under section 6A of the Insolvency Act 1986? |  |  |
| * An offence under sections 206 to 211 of the Insolvency Act 1986? |  |  |
| * An offence under section 251 of the Insolvency Act 1986? |  |  |
| * An offence under sections 353 to 360 of the Insolvency Act 1986? |  |  |
| *Duty to keep accounting records:* | | |
| * An offence under sections 386 to 389 of the Companies Act 2006? |  |  |
| * An offence under section 993 of the Companies Act 2006? |  |  |
| *Illegal working:* | | |
| * An offence under section 15 of the Immigration and Asylum Act 2006? |  |  |
| * An offence under sections 21 to 22 of the Immigration and Asylum Act 2006? |  |  |
| * An offence under sections 34 to 38 of the Immigration Act 2016? |  |  |
| *Health & Safety:* | | |
| * A criminal offence under the Health & Safety at Work Act 1974? |  |  |

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| **Financial Health** | | |
| Should your Expression of Interest be successfully shortlisted, the College will undertake a financial health check on your organisation in line with ESFA’s published guidance and:  [Financial health guidance for organisations contracting with or applying to ESFA - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/esfa-financial-health-assessment/financial-health-guidance-for-organisations-contracting-with-or-applying-to-esfa)  Credit agency ratings will also be reviewed as part of this process. Any organisation with an above average credit agency risk rating may be excluded from this procurement. | | |
| **Financial Health** | | **Scoring** |
| Are your statutory accounts up to date on Companies House? | Yes / No  *Your application will fail if your response is ‘No’.* | Pass / Fail |
| Has your organisation had a County Court judgement made against it during the last three years and that has not been Satisfied? | Yes / No  *Your application will fail if your response is ‘Yes’.* | Pass / Fail |

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| **Ofsted** | |  |
| Have you had a direct Ofsted inspection in the last 3 years? (*not as part of a consortium or subcontracting arrangement*)? | Yes / No  *Your application will score more highly if you have had an inspection.* | Yes / No |
| What was the date of the inspection / visit? |  | N/A |
| Was it a full inspection or monitoring visit? |  | N/A |
| Did you receive an ‘inadequate’ grade or ‘Insufficient progress’ for any judgements? | Yes / No  *Your application will fail if your response is ‘Yes’* | Pass / Fail |
| Did you score ‘reasonable progress’, ‘significant progress’ or ‘good’? |  | Yes / No |
| Did you score ‘outstanding?’ |  | Yes / No |
| **Matrix Standard Accreditation** | |  |
| Do you currently hold the Matrix Standard accreditation? | Yes / No  *Your application will fail if your response is ‘No.* | Pass / Fail |
| On what date does your current Matrix accreditation expire? If expiry is on or before December 18th 2023 has a reaccreditation visit been confirmed by Matrix? Please confirm this date. | *Your application will fail if your accreditation is due to expire on or before December 18th 2023 and you haven’t confirmed a date for reaccreditation.* | Pass / Fail |

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| **Our priority regions for delivery are as below. Please can you identify the regions where you can deliver. Delivery within Hampshire & The Isle of Wight, Dorset, Wiltshire, Surrey and Sussex will score more favourably that provision delivered outside of these regions.** | | **Scoring** |
| Region | Yes / No | Tiered |
| * Hampshire & The Isle of Wight |  |
| * Dorset |  |
| * Wiltshire |  |
| * Surrey |  |
| * Sussex |  |
| * Please identity any non-priority regions in which you wish to deliver |  |
| **Outline your own organisations strategy for delivering in these regions. Include any investment your organisation will make to move delivery from other regions?** | |
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| **Which of the priority sector specialisms are you able to deliver? Those that can deliver a broad range, or a niche specialism will score more favourably.** | | **Scoring** |
| Specialism | Yes / No | Tiered |
| * Construction and building services |  |
| * Engineering |  |
| * Health, science, care and public services |  |
| * Business, customer service, administration, human resources, finance and law |  |
| * Education, training and careers |  |
| * Digital Skills, IT, Creative Media & Gaming |  |
| * English, English as a second language and maths (only where this is a secondary qualification alongside other AEB funded provision including traineeships) |  |

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| **Qualifications you would be looking to deliver under this subcontract:** | | | **Scoring** |
| **Qualification Title** | **QCF Learning Aim Reference Number** | **Awarding Body** | Tiered |
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| **Are you proposing Whole Programme Delivery, or are there any delivery expectations required of the College? Please outline what those delivery expectations are in the box below.** | **Scoring** |
|  | N/A |

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| **Learner to staff ratios** | | **Scoring** |
| Qualified & practicing internal verifiers (V1): |  | Tiered |
| Qualified & practicing assessors (A1 or A2): |  |
| Staff working towards verifier or assessor qualifications: |  |
| Functional Skills Trainers: |  |
| Qualified teaching/training staff: |  |
| Ratio of learners to staff based on current contracts held: |  |
| Are any of your staff self-employed and not directly employed by your organisation? |  | Pass / Fail |
| If the answer to the above is yes, please provide details  (including the nature of the contract and whether you are paying an individual or a company). | *Second level subcontracting is not allowed under ESFA funding guidance. Your application will fail if the College considers any second level subcontracting to be taking place.* |

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| **Please confirm and detail what robust systems are in place to track and monitor learner progress?** | **Scoring** |
|  | Tiered |

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| **Please confirm and detail what appropriate learner support arrangements are in place?** |  |
|  | Tiered |

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| **As concisely as possible outline your organisations goals and objectives.**  **How does a subcontracting arrangement with South Hampshire College Group compliment and support these?** | **Scoring** |
|  | Tiered |

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| **Do you have any professional or commercial affiliations that would complement any potential subcontract with the College? Please give details (excluding awarding organisation accreditation).** | **Scoring** |
|  | Yes / No |

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| **Other Contracts (current and historic)** | |  |
| **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.** | |  |
| **Contract One:** | | **Scoring** |
| Please detail all other ESFA funded contracts (where direct or subcontracted) below: | | N/A |
| Lead Provider Name |  |
| Funding Streams Delivered & Contract Values (£) |  |
| Main Qualifications Delivered |  |
| Learner Numbers |  |
| Start Date of Contract |  |
| End Date of Contract |  |
| Length of subcontracting relationship (since first subcontracted) |  |
| Success Rates |  |
| **Contract Two:** | |
| Please detail all other ESFA funded contracts (where direct or subcontracted) below: |  |
| Lead Provider Name |  |
| Funding Streams Delivered & Contract Values (£) |  |
| Main Qualifications Delivered |  |
| Learner Numbers |  |
| Start Date of Contract |  |
| End Date of Contract |  |
| Length of subcontracting relationship (since first subcontracted) |  |
| Success Rates |  |
| **Contract Three:** | |
| Please detail all other ESFA funded contracts (where direct or subcontracted) below: |  |
| Lead Provider Name |  |
| Funding Streams Delivered & Contract Values (£) |  |
| Main Qualifications Delivered |  |
| Learner Numbers |  |
| Start Date of Contract |  |
| End Date of Contract |  |
| Length of subcontracting relationship (since first subcontracted) |  |
| Success Rates |  |
| **Contract Four:** | |
| Please detail all other ESFA funded contracts (where direct or subcontracted) below: |  |
| Lead Provider Name |  |
| Funding Streams Delivered & Contract Values (£) |  |
| Main Qualifications Delivered |  |
| Learner Numbers |  |
| Start Date of Contract |  |
| End Date of Contract |  |
| Length of subcontracting relationship (since first subcontracted) |  |
| Success Rates |  |
| **Contract Five:** | |
| Please detail all other ESFA funded contracts (where direct or subcontracted) below: |  |
| Lead Provider Name |  |
| Funding Streams Delivered & Contract Values (£) |  |
| Main Qualifications Delivered |  |
| Learner Numbers |  |
| Start Date of Contract |  |
| End Date of Contract |  |
| Length of subcontracting relationship (since first subcontracted) |  |
| Success Rates |  |

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| **Due Diligence Documents** | | |
| The due diligence process will establish whether all the necessary registrations, accreditations and policies and procedures are in place and will seek assurance that there are no financial or legal concerns. This form will also test whether there is any reason to reject the provider seeking public funding under any criteria set out in the Public Contracts Regulations 2015, or any of the additional criteria for rejection set out by the Education & Skills Funding Agency, for funding sub-contractors.  All documents must be submitted in full as described. We must receive the full suite of due diligence documents outlined below or your submission will not progress any further in the procurement.  Once the full suite has been received each individual document will be scored via the method indicated in the ‘Scoring’ column. | | |
| **Document** | **Any additional Details** | **Scoring** |
| Employers Liability Insurance | *Minimum sum insured £10 million. Document must show organisations name, sum insured value, dates policy is valid and the type of insurance.* | Pass / Fail |
| Public Liability Insurance | *Minimum sum insured £2 million dependent on the size and nature of the business. Larger organisations may require a greater sum insured. Document must show organisations name, sum insured value, dates policy is valid and the type of insurance.* | Pass / Fail |
| Professional Indemnity Insurance | *Minimum sum insured £1 million. Document must show organisations name, sum insured value, dates policy is valid and the type of insurance.* | Pass / Fail |
| Organisation Chart | *This must include all job titles, staff names, directors and senior management that would work on the potential subcontract.* | Tiered |
| Staff List | *To be completed on the South Hampshire College Group template provided on our website. This must include all staff who would work directly on a potential contract. All sections must be completed in full. DBS details are only required for staff working directly with learners. Where DBS details are not required please mark cells as N/A. Do not leave any blank cells.* | Tiered |
| Matrix Standard | *You must submit a valid and current Matrix Standard accreditation certificate or your application will fail.* | Pass / Fail |
| Email from Matrix confirming any reaccreditation date  (***only in the specific circumstances identified***) | *Any email communication from your Matrix point of contact confirming the date of your upcoming reaccreditation visit* ***ONLY*** *if your current accreditation is set to expire on or before 18th December 2023. Your organisation will fail if you cannot adequately evidence this reaccreditation date.* | Pass / Fail |
| Awarding Organisation Accreditation | *This could be an in-date certificate or confirmation email from each awarding organisation.* | Pass / Fail |
| External Verification Reports | *The last two reports you hold for each qualification you wish to deliver.* | Tiered |
| Internal Verification Policy |  | Tiered |
| Assessment Policy |  | Tiered |
| Safeguarding Policy | *Should include out of hours safeguarding and/or lone worker processes for staff if your delivery model includes such hours of work.* | Tiered |
| Prevent Duty Policy / Anti Radicalisation Policy |  | Tiered |
| Business Continuity Plan / Disaster Recovery Plan |  | Tiered |
| Health & Safety Policy |  | Tiered |
| Risk Assessment Policy |  | Tiered |
| Risk Assessments for all potential delivery venues or remote delivery |  | Tiered |
| Equal Opportunities / Equality & Diversity Policy |  | Tiered |
| Data Protection Policy (including GDPR) |  | Tiered |
| Staff Behaviour Policy / Staff Code of Conduct Policy |  | Tiered |
| Sustainability & Environmental Policy |  | Tiered |
| Modern Slavery Policy | *This requirement only applies to organisations who meet the annual turnover threshold of £36million. If your organisations annual turnover falls below this threshold, you are exempt from this requirement.* | Pass/Fail |
| Latest Self Assessment review including an improvement plan |  | Tiered |
| Schemes of learning for all proposed provision |  | Tiered |
| IV plans for proposed qualification delivery |  | Tiered |
| Lesson observation schedule or policy |  | Tiered |
| Latest Fully Audited company accounts *(including profit and loss, consistent with those submitted to Companies house. Fileted accounts will not be accepted.)* | *Accounts will be subject to a further review where they will be scored against the published ESFA financial health criteria.*  *If accounts are not submitted we will be unable to complete this process and your organisation will be scored as ‘Fail’.* | Pass / Fail |
| Management accounts covering any period between now and the period covered by your last fully audited accounts. | *Accounts will be subject to a further review where they will be scored against the published ESFA financial health criteria.*  *If accounts are not submitted we will be unable to complete this process and your organisation will be scored as ‘Fail’.* | Pass / Fail |
| Safeguarding Audit Tool | *To be completed on the South Hampshire College Group template provided on our website.* | Tiered |
| Health & Safety Questionnaire (HSQ1) | *To be completed on the South Hampshire College Group template provided on our website.* | Pass / Fail |
| Conflict of Interest Declaration | *To be completed on the South Hampshire College Group template provided on our website.* | Pass / Fail |

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| **References** | |  |
| Please provide reference details for the three largest contracts (whether direct or subcontracted) that you currently hold, or have held within the last twelve months, for the delivery of training/education services which are most relevant to this opportunity. Please list them in order of financial value beginning with the largest.  The College will request references from these organisations regarding whether the relevant contract is being satisfactorily delivered. References will only be requested for those organisations progressing to the interview panel stage.  References will be scored via the tiered methodology, with the score being based upon the aggregate details taken from all references received and the assurances they provide. The reference details given below will be scored via the Pass / Fail methodology. If no reference details are given your submission will fail. | |  |
| **Reference** **One** | | **Scoring** |
| Organisation: |  | Tiered |
| Postal Address: |  |
| Referee Name: |  |
| Referee position in organisation: |  |
| Referee contact number: |  |
| Referee email address: |  |
| Please outline what you are delivering under their contract: |  |
| Contract Value: |  |
| Start Date: |  |
| End Date: |  |
| Contract value delivered to date: |  |
| Any relevant additional information: |  |
| **Reference** **Two** | |
| Organisation: |  |
| Postal Address: |  |
| Referee Name: |  |
| Referee position in organisation: |  |
| Referee contact number: |  |
| Referee email address: |  |
| Please outline what you are delivering under their contract: |  |
| Contract Value: |  |
| Start Date: |  |
| End Date: |  |
| Contract value delivered to date: |  |
| Any relevant additional information: |  |
| **Reference** **Three** | |
| Organisation: |  |
| Postal Address: |  |
| Referee Name: |  |
| Referee position in organisation: |  |
| Referee contact number: |  |
| Referee email address: |  |
| Please outline what you are delivering under their contract: |  |
| Contract Value: |  |
| Start Date: |  |
| End Date: |  |
| Contract value delivered to date: |  |
| Any relevant additional information: |  |

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| **Declaration to be signed by the individual completing this form.** | |
| ***I certify that all responses given as part of this Expression of Interest are true and correct*. *I understand that should any of my answers subsequently be proven to be untrue or deliberately misleading that South Hampshire College Group can withdraw any contract awarded to my organisation.*** | |
| *Signature:* | *Name:* |
| *Position within organisation:* | *Date:* |

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| **Procurement Declaration** | |
| Please note this Expression of Interest cannot be accepted without the following confirmations:   1. I confirm that my organisation wishes to be considered as a South Hampshire College Group subcontractor. 2. I confirm that the information contained in this document and all supporting documents is correct to the best of my knowledge and that no answers are in any way misleading or false. 3. I acknowledge that this is only a contract application and reserve the right to withdraw my organisation from this process at any stage up to the signing of a formal sub-contract agreement with South Hampshire College Group. 4. I acknowledge that submission of this document does not infer a contract agreement with South Hampshire College Group, nor does it guarantee that any contract will be offered in the future. 5. I acknowledge that successful appointment as a subcontractor of South Hampshire College Group does not guarantee a funding contract or obligate South Hampshire College Group to make available any funding. 6. I acknowledge and accept that South Hampshire College Group will decide which organisations are to be awarded a subcontract at its sole discretion and that, notwithstanding any dispute processes required of it by law, the College’s decision will be final. | |
| **Applicant Signature:**  *(this should be a director or senior manager)* |  |
| **Print Name:** |  |
| **Position within organisation:** |  |
| **Date:** |  |

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| **Significant Control Declaration** | | |
| Please copy and paste the below onto company headed paper and submit a copy as per the instructions.  Your application cannot be accepted without the following confirmation. You must advise the College if there will be a delay in obtaining any of the signatures and give a clear rationale as to why. The College shall not be obligated to extend or delay any deadlines in relation to a delayed signature and may decline your incomplete application at its own discretion.  Significant Control Statement  We hereby confirm that all parties with shares in (**INSERT COMPANY NAME**) have signed below and are all in agreement with regards to the content of this Expression of Interest including support documents and wish to proceed with this process. | | |
| **Name (Shareholder 1)** | **Position in Organisation** | **Signature** |
|  |  |  |
| **Name (Shareholder 2)** | **Position in Organisation** | **Signature** |
|  |  |  |
| **Name (Shareholder 3)** | **Position in Organisation** | **Signature** |
|  |  |  |
| **Name (Shareholder 4)** | **Position in Organisation** | **Signature** |
|  |  |  |
| ***All signatures must be original, and we will accept clear scans of this declaration where it is obviously an original signature. We are unable to accept any digital signatures for the Significant Control declaration.***  ***All current directors named on Companies House must sign this document.***  ***This document must be completed on company headed paper.*** | | |