

READ ME FIRST – JULY 2015

Introduction

Petroc (the College) is a General Further Education College, with campuses in Barnstaple, North Devon and Tiverton, Mid Devon. We are a direct contract holder for Education Funding Agency (EFA) and Skills Funding Agency (SFA) provision, and an experienced and successful lead provider for a wide range of externally funded project activity, including large contracts supporting the low skilled, unemployed, and young people not in education, employment or training (NEETs) across the South West.

Over many years, we have developed in depth expertise in managing such contracts, and wish to ensure this expertise continues to be utilised to best effect for the benefit of disadvantaged and vulnerable young people and adults in the Heart of the South West (HotSW) Local Enterprise Partnership (LEP) area and beyond.

In line with our Subcontracting Supply Chain Management and Fees and Charges Policy, and in order to ensure we are in a position to respond effectively to relevant opportunities arising from the new European Structural and Investment Funds (ESIF) programme, as well as mainstream funding and other appropriate opportunities, we are establishing Petroc's Subcontractor Framework (PSF).

PSF

PSF is a new process designed to simplify and improve the College's partnership working and subcontracting processes. All organizations wishing to secure subcontracting agreements for the delivery of education, training and development provision, regardless of previous involvement with the College, must complete the stage one Due Diligence Questionnaire (DDQ) in order to be listed on PSF.

Organizations must be listed on PSF prior to opportunities becoming available in order to be invited to stage two to tender for specific subcontracting opportunities. Organizations are, therefore, strongly encouraged to complete the stage one DDQ at the earliest opportunity in order to ensure they are eligible to be invited to stage two as and when opportunities arise.

There will be an initial DDQ deadline of 14/08/15 for organizations wishing to be considered for partnership opportunities arising from SFA ESF invitations to tender during 2015, and a second DDQ deadline of 31/08/15 for organizations wishing to be considered for partnership opportunities arising from the Big Lottery Building Better Opportunities ESF programme. Please note, organizations are not required to complete the DDQ more than once in order to be considered for both SFA and Big Lottery ESF opportunities. Subsequent deadlines may be set as and when new opportunities arise. Such deadlines will be publicized via the procurement page of the College's website: <https://www.petroc.ac.uk/college-information/about-the-college/procurement>

Following these two initial deadlines, PSF will remain open to new applicants, although organizations applying to be on PSF after these deadlines are unlikely to be able to participate in any contracts that are secured prior to their entry to PSF, unless a specific unmet need is identified. Other relevant opportunities may arise prior to these deadlines, and organizations are, therefore, strongly encouraged to apply as early as possible, and before these deadlines if possible.

Organizations listed on PSF will be required to refresh their data annually in order to remain on PSF, and must inform the College of any changes to their data at the earliest

possible opportunity, or risk being removed from PSF and/or having subcontracting agreements withdrawn.

The refresh process will be designed to be as simple and efficient as possible for all parties, whilst providing the necessary reassurance to Petroc that all subcontractors have the required capacity and capability to provide high quality services.

Securing a place on PSF does not guarantee an organization will subsequently be engaged as a subcontractor to Petroc. The purpose of PSF is to ensure appropriate due diligence checks are undertaken in a timely manner; to enable the College to respond effectively to opportunities as they arise; to facilitate engagement with potential partners in order to inform strategic direction; and to enable interested parties to engage in relevant development work to progress towards readiness for delivery.

The DDQ and subsequent refresh process will test an organization's compliance with minimum standards common to a variety of subcontracting situations. Individual funding bodies and/or specific opportunities may present additional requirements and/or require higher minimum operating standards. In such situations, further due diligence checks may be undertaken through stage two of the process (see below) and/or limitations placed on the range of organizations 'eligible' to be invited to participate in stage two.

Skills Funding Agency (SFA) Register of Training Organizations (RoTO)

In certain circumstances, in order for the College to subcontract skills-related activity to another organization, the organization concerned may need to be listed on the SFA's RoTO. In order to ensure this requirement does not hinder the development of appropriate subcontracting arrangements, therefore, organizations are encouraged to apply to be listed on RoTO.

Petroc is unable to provide direct support to individual organizations regarding the completion of the RoTO application process but may, at the College's discretion, provide advice on developing high quality services to meet requirements.

Stage Two Invitations to Tender (ITTs)

As and when specific opportunities arise, the College will issue stage two ITTs to organizations listed on PSF. In certain circumstances, information provided through the stage one DDQ may be used to shortlist organizations to be invited to stage two to meet specific criteria for the opportunity in question; being listed on PSF may not guarantee an organization will be invited to tender for all opportunities, although the College will not unnecessarily exclude organizations from tendering processes. The ITTs will provide organizations with the opportunity to provide more detailed information on their capacity and capability in relation to the specific opportunity. Petroc will subsequently use the information in the responses received in order to form partnerships of organizations able to provide effective propositions for identified opportunities.

ITTs issued by the College will contain clear guidance on requirements, processes and criteria. Submitting a response to an ITT will not guarantee an organization will receive a subcontracting agreement, as the process may be competitive. No organization will, however, be eligible to receive a subcontracting agreement unless they have successfully completed a DDQ to secure a place on PSF **AND** submitted a fully completed response to an ITT.

The College reserves the right not to award any contracts through this process.

Instructions for completing the DDQ

All responses to this tender must be returned by email to psf@petroc.ac.uk . It is the responsibility of the applicant organization to ensure they provide all documentation required and answer all questions fully.

Petroc reserves the right to withdraw or amend this process at any time. In the event of an amendment to the process which requires further action from those organizations listed on PSF or in the process of applying to be listed on PSF, the College will give reasonable notice and may amend relevant deadlines as appropriate.

The DDQ must be completed in full using the template provided. All requested information and documentation must be supplied in order for a DDQ to be assessed. If any information or documentation is missing, the DDQ will not be assessed and the applicant organization will be informed that the DDQ has been unsuccessful. Unsuccessful applicants may reapply to be on PSF and feedback will be provided by the College to assist unsuccessful applicants. Any information or documentation provided by the applicant which has not been requested by the College will not be taken into consideration when assessing DDQs.

The College may undertake reasonable checks to verify information provided. If information is provided which is subsequently found to be false, any contracts awarded on the basis of that information may be withdrawn, and any monies paid to the organization in question may be clawed back.

Criteria

Reference	Section	Response	Score Criteria
1.1.1	Declaration	Yes No	Pass Fail
2.1.1	Organization Details	Text Box	For Information Only
2.1.2		Text Box	For Information Only
2.1.3		Text Box	For Information Only
2.1.4		Text Box	For Information Only
2.1.5		Text Box	For Information Only
2.1.6		Text Box	For Information Only
2.1.7		Text Box	For Information Only
2.1.8		Text Box	For Information Only
2.1.9		Select Option	For Information Only
2.1.10		Text Box	For Information Only
2.1.11		Select Option	For Information Only
2.1.12		Text Box	For Information Only
2.1.13		Select Option	For Information Only
2.1.14		Text Box	For Information Only
2.1.15		Text Box	For Information Only
2.1.16		Text Box	For Information Only
2.1.17		Text Box	For Information Only
2.1.18		Text Box	For Information Only
3.1.1	Grounds for Mandatory Exclusion	N/A	N/A
3.1.2		Yes No	Fail Pass
3.1.3		Text Box	For Information Only
3.1.4		Yes No	Fail Pass
3.1.5		Text Box	For Information Only
4.1.1		N/A	N/A

4.1.2	Grounds for Discretionary Exclusion	Yes No	Petroc Discretion
4.1.3		Text Box	Petroc Discretion
4.1.4		Yes No	Petroc Discretion
4.1.5		Yes No	Petroc Discretion
4.1.6		Text Box	Petroc Discretion
5.1.1	Financial Health Assessment	Select Option	Petroc Discretion
5.1.2		Select Option	Petroc Discretion
6.1.1	Technical & Professional Ability (Compliance)	Yes No	Petroc Discretion
6.1.2		Yes No	Petroc Discretion
6.1.3		Text Box	Petroc Discretion
6.1.4		Yes No	Fail Pass
6.1.5		Text Box	Petroc Discretion
6.1.6		Yes No	Petroc Discretion
6.1.7		Text Box	Petroc Discretion
6.1.8		Yes No	Petroc Discretion
6.1.9		Text Box	Petroc Discretion
6.1.10		Text Box	Petroc Discretion
6.1.11		Text Box	Petroc Discretion
6.1.12		Yes No	Petroc Discretion
6.1.13		Text Box	Petroc Discretion
6.1.14		Yes No	Petroc Discretion
6.1.15		Text Box	Petroc Discretion
6.1.16		Text Box	Petroc Discretion
6.1.17		Text Box	Petroc Discretion
6.1.18		Yes No	Petroc Discretion
6.1.19		Text Box	Petroc Discretion
6.1.20		Yes No Not Applicable	Pass Fail Not Applicable
7.1.1	Technical & Professional Ability (Delivery)	Yes No Not Applicable	Pass Fail Not Applicable
7.1.2		Text Box	For Information Only
7.1.3		Yes No Not Applicable	Pass Petroc Discretion Not Applicable
7.1.3.1		Select Option	For Information Only
7.1.3.2		Select Option	For Information Only
7.1.3.3		Select Option	For Information Only
7.1.3.4		Select Option	For Information Only
7.1.3.5		Select Option	For Information Only
7.1.4		Yes No	Petroc Discretion Pass
7.1.5		Text Box	Petroc Discretion

7.1.6		Yes No	Petroc Discretion Pass
7.1.7		Text Box	Petroc Discretion
7.1.8		Yes No	Petroc Discretion Pass
7.1.9		Text Box	Petroc Discretion
8.1.1	Capacity & Capability - Generic	Text Box	For Information
8.1.2		Text Box	Petroc Discretion
8.1.3		Text Box	Petroc Discretion
8.1.4		Yes No	Pass Fail
8.1.5		Yes No	Pass Fail
8.1.6		Yes No	Pass Fail
8.1.7		Select Option	For Information Only
8.1.8		Yes No	Petroc Discretion
8.1.9		Yes No Not Applicable	Pass Fail Not Applicable
8.1.10		Text Box	For Information Only
9.1.1	Quality	Select Option	For Information Only
9.1.2		Text Box	For Information Only
9.1.3		Select Option	Petroc Discretion
9.1.4		Select Option	Petroc Discretion
9.1.5		Select Option	Petroc Discretion
10.1.1	Information Technology	N/A	N/A
10.1.2		Select Option	For Information Only
10.1.3		N/A	N/A
10.1.4		Text Box	For Information Only
11.1.1	Delivery of Services	Text Box	For Information Only
11.1.2		Text Box	For Information Only
11.1.3		Yes No Not Applicable	Pass Fail Not Applicable
11.1.4		Yes No	Pass Fail
12.1.1	Declarations	Yes No	Pass Fail
12.1.3		Yes No	Pass Fail
12.1.3		Yes No	Pass Fail
12.1.4		Yes No	Pass Fail
12.1.5		Yes No	Pass Fail
13.1.1	Authorisation of Submission	Text Box	For Information Only
13.1.2		Text Box	For Information Only