

Petroc's Subcontractor Framework

STAGE ONE: PRE-QUALIFIED QUESTIONNAIRE (PQQ)

DUE DILIGENCE

Notes for completing your PQQ

Before you begin completing this PQQ, please ensure you have thoroughly read the Subcontracting Fees and Charges Policy. Please ensure you read any subsequent communications, including, but not limited to, amendments to the process.

Do not leave your response to the last minutes/hours before any stated deadlines. If you experience problems and are unable to submit your response by the stated deadline, your response will not be considered in respect of any Invitations to Tender (ITTs) relating to the deadline, and you may not be invited to tender.

Petroc will only subcontract to a legal entity. Please ensure that at all times, all information provided relates to the entire legal entity that is responding to this PQQ.

The PQQ process includes verifying your organizational details. Please take care when entering your organizational details and ensure that all information is reflective of the entity that is applying. If we are unable to verify your details, there is a risk that your application will not be evaluated.

When responding to a question, please ensure that your answer only includes the information requested. Additional information is not reviewed. If any questions are not applicable, please type or select 'NA' in the box provided.

Where the duration of the provision could cover multiple years this is specified in the Request for Quotation information, where multiple years occur there might not be a requirement for the subcontractor to provide a Pre-Qualified Questionnaire annually. Where the contract still exists with the subcontractor, previous versions of the Pre-Qualified Questionnaire will be retained, data will also be retained in line with the Data Retention and Disposal policy.

Any questions relating to this PQQ should be sent to Graham Greatorex via graham.greatorex@petroc.ac.uk

Do not contact any individual member of Petroc staff about this PQQ by telephone or email.

Frequently asked questions may be published on the Procurement page of our website:
<https://www.petroc.ac.uk/college-information/about-the-college/procurement>

Reference	Declaration	Response
1.1.1	I/We confirm that we have read, understood and accept all of the above requirements and notes	Choose an item.

Reference	Organization Details	Response
2.1.1	Full legal name of the entity completing the PQQ	
2.1.2	Please state your trading name if applicable	
2.1.3	Please provide your UK Provider Reference Number (UKPRN) supplied by UK Register of Learning Providers (UKRLP). Please do not enter any other reference number or the UKPRN of your lead provider if you are a	

	subcontractor. If you do not have a UKPRN, please type 'NA'.	
2.1.4	Registered Company Number	
2.1.5	Registered Charity Number	
2.1.6	Registered VAT Number	
2.1.7	If your organization is not incorporated in the UK, BUT is incorporated or registered overseas, then please give the country in which it is incorporated or registered and the registration number	
2.1.8	If your organization is part of a group of companies incorporated or registered outside the UK, please state: The registered name of your parent company; The organization with which it is registered; The country in which it is registered and the registration number.	
2.1.9	Please select the relevant option to indicate your trading status: a) a public limited company; b) a limited company; c) a limited liability partnership; d) other partnership; e) sole trader; f) Community Interest Company (CIC); g) Statutory Corporation eg Further Education College; h) Charitable Incorporated Organization (CIO); i) Other (please specify)	Choose an item.
2.1.10	If you have selected 'other', please specify here:	
2.1.11	Please indicate your organization type from the list below: a) General Further Education (GFE) College; b) Training organization (excluding those that are either an ATA or a GTA); c) Local Authority; d) Sixth Form College; e) University funded by OFS; f) A GTA or an ATA g) An Academy; h) Other.	Choose an item.
2.1.12	If you have selected 'other' please specify here:	
2.1.13	Please select the relevant boxes to indicate whether any of the following classifications apply to your organization: a) Voluntary, Community and Social Enterprise (VCSE) or third sector organization; b) Small or Medium-sized Enterprise (SME); c) Sheltered Workshop; d) Public Service Mutual; e) None of the above; Definition of SME: BEIS small and medium enterprises (SMEs) action plan: 2022 to 2025 (accessible webpage) - GOV.UK (www.gov.uk)	Choose an item.
2.1.14	Please give the name of the individual who has responsibility for the overall executive management of your organization and details of positions this individual holds with other organizations	
2.1.15	Please name all company directors of the organization making this application along with their individual shareholding in the organization (if any). Your response must include the following for each director: First Name;	

	Last Name; Date of Birth (DD/MM/YYYY); The percentage of shares the director holds within the organization (numerical value between 0 and 100). If your organization does not have company directors, please type 'NA'.	
2.1.16	Please give the details of any other shares or assets these individual(s) hold in other organizations. You should include: First Name and Last Name; Percentage of shares the individual holds within other organization(s); The name of the company/ies; The Companies House number(s).	
2.1.17	Please list the first name, last name and job title of senior management personnel in your organization.	
2.1.18	Is your organization a direct contract holder, or subcontractor to an organization that receives funding from, the Education Skills Funding Agency (ESFA), Department for Work and Pensions (DWP) or Office for Students (OFS) Please list all applicable options: a) ESFA – Prime Contractor; b) ESFA – Subcontractor; c) DWP – Prime Contractor; d) DWP – Subcontractor; e) OFS – Prime Contractor; f) OFS – Subcontractor; g) Other government department; h) Not applicable as my organization does not directly or indirectly receive funding from the departments listed above.	

Reference	Grounds for Mandatory Exclusion	Response
3.1.1	You will be excluded from the procurement process if there is evidence of convictions relating to specific criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud, money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except where this is disproportionate eg only minor amounts involved)	
3.1.2	Within the past five years, has your organization, Directors or partner or any other person who has powers of representation, decision or control been convicted of any of the following offences: a) Conspiracy within the meaning of section 1 or 1A of the Criminal Law Act 1977 or article 9 or 9A of the Criminal Attempts and Conspiracy (Northern Ireland) Order 1983 where that conspiracy relates to participation in a criminal organization as defined in Article 2 of Council Framework Decision 2008/841/JHA on the fight against organized crime; b) Corruption within the meaning of section 1(2) of the Public Bodies Corrupt Practices Act 1889 or	Choose an item.

	<p>section 1 of the Prevention of Corruption Act 1906;</p> <p>c) The common law offence of bribery;</p> <p>d) Bribery within the meaning of sections 1, 2 or 6 of the Bribery Act 2010; or section 113 of the Representation of the People Act 1983;</p> <p>e) Any of the following offences, where the offence relates to Fraud Act 2006</p> <p>f) Any offence listed in the Counter Terrorism and Security Act 2015</p> <p>g) Money laundering within the meaning of sections 340(11) and 415 of the Proceeds of Crime Act 2002;</p> <p>h) An offence in connection with the Criminal Justice Act 2003</p> <p>i) An offence under section 4 of the Asylum and Immigration (Treatment of Claimants etc) Act 2004;</p> <p>j) An offence under section 59A of the Sexual Offences Act 2003;</p> <p>k) An offence under section 71 of the Coroners and Justice Act 2009;</p> <p>l) An offence in connection with the proceeds of drug trafficking within the meaning of section 49,50 or 51 of the Drug Trafficking Act 1994</p>	
3.1.3	<p>If you have answered yes to any of the above, please provide supplementary information which should include:</p> <ul style="list-style-type: none"> • Dates; • A brief Summary; • Any outstanding judgements or legal proceedings. 	
3.1.4	<p>Has it been established by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which your organization is established (if outside the UK), that your organization is in breach of obligations related to the payment of tax or social security contributions?</p>	Choose an item.
3.1.5	<p>If you have answered Yes to question 3.1.4, please confirm whether you have paid, or have entered into a binding arrangement with a view to paying, including, where applicable, any accrued interest and/or fines?</p>	

Reference	Grounds for Discretionary Exclusion	Response
4.1.1	<p>Petroc may exclude organizations who answer 'Yes' in any of the following situations set out below:</p>	
4.1.2	<p>Within the past three years, please indicate if any of the following situations have applied, or currently apply, to your organization:</p> <p>a) Your organization has violated applicable obligations referred to in regulation 56 (2) of the Public Contracts Regulations 2015 in the fields of environmental, social and labour law established by EU law, national law, collective agreements or by the international environmental, social and labour law provisions listed in Annex X to the Public Contracts Directive as amended from time to time;</p> <p>b) Your organization is bankrupt or is the subject of insolvency or winding-up proceedings, where your</p>	Choose an item.

	<p>assets are being administered by a liquidator or by the court, where it is an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State;</p> <ul style="list-style-type: none"> c) Your organization is guilty of grave professional misconduct, which renders its integrity questionable; d) Your organization has entered into agreements with other economic operators aimed at distorting competition; e) Your organization has a conflict of interest within the meaning of regulation 24 of the Public Contracts Regulations 2015 that cannot be effectively remedied by other, less intrusive measures; f) The prior involvement of your organization in the preparation of the procurement procedure has resulted in a distortion of competition, as referred to in regulation 41, that cannot be remedied by other, less intrusive measures; g) Your organization has 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; h) Your organization: <ul style="list-style-type: none"> i. Has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria; or ii. Has withheld such information or is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015; or i) Your organization has undertaken to <ul style="list-style-type: none"> i. Unduly influence the decision-making process of the contracting authority; or ii. Obtain confidential information that may confer upon your organization undue advantages in the procurement procedure; iii. Your organization has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award. 	
4.1.3	<p>Petroc reserves the right to use its discretion to exclude an organization where it can demonstrate the organization's non-payment of taxes/social security contributions where no binding legal decision has been taken. Please provide details of any occasion of Tax Non-Compliance, or type 'NA' if not applicable.</p> <p>"Occasion of Tax Non-Compliance" means:</p>	

	<p>Any tax return of the organization submitted to a Relevant Tax Authority on or after 1 October 2012 is found to be incorrect as a result of:</p> <ol style="list-style-type: none"> 1. Relevant Tax Authority successfully challenging the organization under the General Anti-Abuse Rule or the Halifax Abuse Principle or under any tax rules or legislation that have an effect equivalent or similar to the General Anti-Abuse Rule or the Halifax Abuse Principle; 2. The failure of an avoidance scheme which the organization was involved in, and which was, or should have been, notified to a Relevant Tax Authority under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime; and/or 3. The organization's tax affairs give rise on or after 1 April 2013 to a criminal conviction in any jurisdiction for tax related offences which is not spent at the Effective Date or to a penalty for civil fraud or evasion. 	
4.1.4	From 1 April 2013 onwards, have any of your organization's tax returns submitted on or after 1 October 2012 given rise to a criminal conviction for tax related offences which is unspent, or to a civil penalty for fraud or evasion?	Choose an item.
4.1.5	<p>From 1 April 2013 onwards, have any of your organization's tax returns submitted on or after 1 October 2012 been found to be incorrect as a result of:</p> <ul style="list-style-type: none"> - HMRC successfully challenging it under the General Anti-Abuse Rule (GAAR) or the "Halifax" abuse principle; or - A Tax Authority in a jurisdiction in which the legal entity is established successfully challenging it under any tax rules or legislation that have an effect equivalent or similar to the GAAR of the "Halifax" abuse principle; or - The failure of an avoidance scheme which the organization was involved in and which was, or should have been, notified under the Disclosure of Tax Avoidance Scheme (DOTAS) or any equivalent or similar regime jurisdiction in which the organization is established. 	Choose an item.
4.1.6	<p>If you have answered "Yes" to either 4.1.4 or 4.1.5 above, please provide details of any mitigating factors that you consider relevant. This could include for example:</p> <ul style="list-style-type: none"> • Corrective action undertaken to date; • Planned corrective action to be taken; • Changes in personnel or ownership since the Occasion of Non-Compliance (OONC); • Changes in financial, accounting, audit or management procedures since the OONC; • A brief description of the occasion, the tax to which it applied, and the type of "non-compliance" eg whether HMRC of the foreign Tax Authority has challenged pursuant to GAAR, the "Halifax" abuse principles etc; • Where the OONC relates to a DOTAS, the number of the relevant scheme; 	

	<ul style="list-style-type: none"> The date of the original “non-compliance” and the date of any judgement against the organization, or the date when the return was amended; The level of any penalty or criminal conviction applied. 	
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Reference	Financial Health Assessment	Response
5.1.1	Please provide a copy of the final (audited, if applicable) accounts for your organization for the last 3 years	Choose an item.
5.1.2	Please provide a copy of the current management accounts for your organization	Choose an item.

Reference	Technical & Professional Ability (Compliance)	Response
6.1.1	In the last three years, has any finding of unlawful discrimination been made against your organization by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)?	Choose an item.
6.1.2	In the last three years, has your organization had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessor (or a comparable body in any jurisdiction other than the UK), on grounds of alleged unlawful discrimination?	Choose an item.
6.1.3	<p>If you have answered “yes” to either 6.1.1 or 6.1.2, please provide 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 organization, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring. You may be excluded if you are unable to demonstrate to Petroc’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring.</p> <p>If you did not answer “yes” to either 6.1.1 or 6.1.2, please type “NA”.</p>	
6.1.4	Is your organization in a state of insolvency, voluntary administration, company voluntary arrangement, compulsory winding up, receivership, composition with creditors or subject to equivalent proceedings?	Choose an item.
6.1.5	<p>If you have selected “yes” to 6.1.4, please provide further details, including the type of proceedings and the dates, and if repaying debts, how you are repaying the debt as well as the date the debt will be cleared.</p> <p>If you did not answer “yes” to 6.1.4, please type “NA”.</p>	
6.1.6	Has any member or trustee of your organization been investigated or removed by the Charities Commission or appear on the Register of Removed Trustees?	Choose an item.
6.1.7	<p>If you have selected “yes” to 6.1.6, please provide details together with the name(s) of those involved and the dates.</p> <p>If you did not answer “yes” to 6.1.6, please type “NA”.</p>	
6.1.8	Are any of the individual directors of your organization or any other person who has powers of representation, decision or control of the organization in a state of un-	Choose an item.

	discharged bankruptcy or composition with creditors, or subject to any such proceedings, or in any form of dispute?	
6.1.9	<p>If you have selected "yes" to 6.1.8, please provide supplementary information, which should include:</p> <ul style="list-style-type: none"> - Dates; - A brief summary; - Any outstanding judgements or legal proceedings. <p>If you did not answer "yes" to 6.1.8, please type "NA".</p>	
6.1.10	<p>Please identify from the list below what applies to your organization, any of its directors or any other person who is a shareholder, senior employee or has powers of representation, decision or control of your organization:</p> <ul style="list-style-type: none"> a) Previous activities have resulted in repayment of £100,000 or 5 per cent of contract value, whichever is the higher, to a public body, this includes funding paid to a subcontractor for the delivery of services; b) Failure to repay funding due to a public body; c) Failure to repay funding due under a subcontract to deliver services funded by a public body; d) Two or more instances where a public body's staff have audited provision of the provider and identified issues of non-compliance with conditions of funding; e) 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; f) Termination of a funding agreement or a subcontract to deliver services funded by a public body; g) Withdrawal of funding following the failure to comply with a Notice of Withdrawal of Funding or failure to remedy a serious breach of contract; h) None of these. 	
6.1.11	<p>If you have selected any option other than H as your response to question 6.1.10, you will need to provide supplementary information to support your selection.</p> <p>Please type "NA" if this does not apply to your organization.</p>	
6.1.12	Has your organization had any contract from a public body withdrawn in the last three financial years?	Choose an item.
6.1.13	<p>If you have selected "yes" to question 6.1.12, please provide brief details including:</p> <ul style="list-style-type: none"> - The public body involved; - The contract type; - The date(s) the contract(s) was/were withdrawn; - The value(s) of the contract(s); - The reason(s) the contract(s) was/were withdrawn. <p>If you did not answer "yes" to 6.1.12, please type "NA".</p>	
6.1.14	Have you withdrawn early from a contract within the last three years?	Choose an item.
6.1.15	<p>If you have selected "yes" to question 6.1.14, please provide brief details, including:</p> <ul style="list-style-type: none"> - The name of the organization from whose contract you have withdrawn; - The contract type; - The date you withdrew; 	

	<ul style="list-style-type: none"> - The value(s) of the contract(s); - The reason you withdrew. <p>If you did not answer "yes" to 6.1.14, please type "NA".</p>	
6.1.16	<p>If you have had to repay public money, can you confirm you have repaid or have an agreement to repay that funding:</p> <ul style="list-style-type: none"> (a) I can confirm we have repaid any outstanding public money; (b) I can confirm we have an agreement to repay outstanding public money and are currently making payments; (c) We have outstanding public money which we have not yet repaid; (d) This question is not applicable to my organization as there is no public money to be repaid. 	
6.1.17	<p>If you have selected (a) or (b) to question 6.1.16, please state the amount you have repaid/are repaying, the reason for repayment, the date of repayment, and whether or not the debt has been cleared.</p> <p>If you have answered (c) to question 6.1.16, please state the amount to be repaid, the reason for repayment and whether or not the debt will be cleared.</p> <p>If you have answered (d) to question 6.1.16, please type "NA".</p>	
6.1.18	Does your organization have any outstanding or ongoing legal disputes that could prevent you from delivering a contract for us?	Choose an item.
6.1.19	<p>If you have answered "yes" to question 6.1.18, please provide brief details including dates.</p> <p>If you did not answer "yes" to 6.1.18, please type "NA".</p>	
6.1.20	It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £10 million as a minimum. Please note this requirement is not applicable to Sole Traders. Do you hold Employer's (Compulsory) Liability Insurance of £10 million as a minimum?	Choose an item.

Reference	Technical & Professional Ability (Delivery)	Response
7.1.1	<p>It is a funding requirement that your organization is registered with the Information Commissioner's Office (ico.org.uk) for the processing of personal data for delivering education and training. Do you hold this registration?</p> <ul style="list-style-type: none"> (a) Yes – we hold this registration; (b) No – we do not hold this registration; (c) Not applicable – my organization does not deliver education and training and will not do so in the future. 	Choose an item.
7.1.2	<p>If you have selected "a" to question 7.1.1, please provide your ICO registration number.</p> <p>Please type "NA" if this does not apply to your organization.</p>	

7.1.3	<p>It is a requirement that all the provision we subcontract takes place in safe, healthy and supportive environments, which fully meet the needs of participants, including those participants who require additional support. Where subcontracted activity takes place in an environment outside our direct control, we are required to ensure the health and safety of participants. Can you confirm you have suitable policies and procedures in place? As a minimum, this should include the following, policies compliant with current legislative requirements as applicable: Health & Safety Policy; Safeguarding Policy; Equal Opportunities Policy; Quality Assurance Policy; Environmental Sustainability Policy.</p> <p>(a) Yes (b) No (c) Not applicable – my organization does not deliver provision to participants and will not do so in the future.</p>	Choose an item.
7.1.3.1	Please provide a copy of your Health & Safety Policy.	Choose an item.
7.1.3.2	Please provide a copy of your Safeguarding & Prevent Policy.	Choose an item.
7.1.3.3	Please provide a copy of your Equal Opportunities Policy.	Choose an item.
7.1.3.4	Please provide a copy of your Quality Assurance Policy.	Choose an item.
7.1.3.5	Please provide a copy of your Environmental Sustainability Policy.	Choose an item.
7.1.4	<p>Is your organization currently under any sanctions from an awarding organization?</p> <p>(a) Yes (b) No</p>	Choose an item.
7.1.5	<p>If you have answered “yes” to question 7.1.4, please provide the following information:</p> <ul style="list-style-type: none"> - The name of the awarding organization; - The qualification, level and skills affected; - Information on the sanction, including the reason for sanction; - If the sanction has been lifted, please provide the date it was lifted; - If your organization remains under sanction, please include the date the sanction was applied and how it impacts your ability to deliver a contract for education and training; <p>If there is more than one sanction, you need to provide the above information for each sanction.</p>	

	If you did not answer "yes" to question 7.1.4, please type "NA".	
7.1.6	<p>Has an awarding body identified significant irregularities resulting in action in the last 3 academic years in the award of a qualification?</p> <p>(a) Yes (b) No</p>	Choose an item.
7.1.7	<p>If you have answered "yes" to question 7.1.6, please provide the following information:</p> <ul style="list-style-type: none"> - The name of the awarding organization; - The qualification, level and skills affected; - Information on the irregularities identified including an explanation; - If this resulted in a sanction and it was lifted, please provide the date it was lifted; - If this resulted in a sanction and it is outstanding, please include the date the sanction was applied and how it impacts your ability to deliver a contract for education and training; <p>If there is more than one irregularity, you need to provide the above information for each sanction.</p> <p>If you did not answer "yes" to question 7.1.6, please type "NA".</p>	
7.1.8	<p>Has your organization's awarding organization(s) approval(s) status been suspended or withdrawn within the last 3 academic years?</p> <p>(a) Yes (b) No</p>	Choose an item.
7.1.9	<p>If you have answered "yes" to question 7.1.8, please provide the following information:</p> <ul style="list-style-type: none"> - The name of the awarding organization; - The qualification, level and skills affected; - Information on the suspension or withdrawal including an explanation; - If this resulted in a sanction and it was lifted, please provide the date it was lifted; - If this resulted in a sanction and it is outstanding, please include the date the sanction was applied and how it impacts your ability to deliver a contract for education and training; <p>If there is more than one irregularity, you need to provide the above information for each sanction.</p> <p>If you did not answer "yes" to question 7.1.8, please type "NA".</p>	

Reference	Capacity & Capability - Generic	Response
8.1.1	Describe how you would performance manage your contract to ensure that you successfully deliver a contract with	

	<p>Petroc. If you do not have a performance management framework, describe the steps you would take to implement one, and how it would work.</p> <p>Your response must address/include the points below as a minimum:</p> <ul style="list-style-type: none"> - Describe the key indicators that you use to manage performance, how these would be applied and at what intervals; - How you address underperformance; - How you identify and mitigate against any risks that may affect the delivery of a contract. <p>(Max 2,000 characters)</p>	
8.1.2	<p>Please identify from the list below the statement(s) that best describe how your quality assurance systems and processes are used to inform and underpin improvement in the delivery and management of your services OR the services you offer:</p> <p>A – The quality assurance systems and processes used by the organization inform any decision made regarding our performance of programme management and delivery;</p> <p>B – The quality assurance systems and processes used by the organization to measure the programme management and delivery performance are those recognised by the awarding of an appropriate British Standard (or equivalent);</p> <p>C – The quality assurance systems and processes for the management and delivery of a funded programme are embedded into the organizations own quality systems;</p> <p>D – Although the organization seeks to measure its programme management and delivery performance with the intention of improving as required, it does so outside of the rigour of formal quality assurance systems and processes;</p> <p>E – The organization is in the process of adopting formal quality assurance and processes in order to measure where and how and, indeed, if its programme management and delivery performance require improvement;</p> <p>F – The organization does not currently have nor intends to have formal quality assurance systems and processes in place in the foreseeable future.</p>	
8.1.3	<p>Please identify from the list below the statement(s) that best describe how your quality assurance systems and processes are used to inform and underpin improvement in the delivery and management of your services OR the services you offer – from a user perspective:</p> <p>A – Our quality assurance systems and processes require us to meet regularly with user forums as well as individuals in order to seek out when, where and how our performance from a programme management and delivery perspective can be improved;</p> <p>B – Under the remit of the British Standard (or equivalent) Quality assurance systems we have adopted we are required to regularly carry out internal audits on all aspects of programme management and delivery and take appropriate corrective action which arises as a result;</p> <p>C – Using our embedded continuous improvement process we are always seeking to challenge the methodology used and outcomes derived from our programme management</p>	

	<p>and delivery performance particularly from a user's perspective with a view to taking required steps to improve;</p> <p>D – We regularly assess user's performance and outcomes and any that fall below our accepted benchmarks are investigated to see if it is due to our programme management and delivery performance and any corrective action necessary is taken at the earliest convenient opportunity;</p> <p>E – Although we do not currently have a formal quality assurance process in place, nevertheless, we have quarterly meetings to assess delivery performance and programme management with a view to introducing any required changes at the earliest opportunity;</p> <p>F – Should we be successful in securing a subcontract, we will then introduce the requisite quality assurance system to ensure that from a user's perspective, we can measure where, when and how improvements are required;</p> <p>G – We do not feel it is necessary to have formal quality assurance systems in place, as we put the user's needs first.</p>	
8.1.4	I/We understand that it is a condition of any contract that we ensure equality of opportunity is built into all aspects of our services, business planning processes and self-assessment processes.	Choose an item.
8.1.5	I/We understand that it is a condition of any contract that we monitor equality and diversity data and review this information to inform future planning within our organization.	Choose an item.
8.1.6	In order to receive funding from us, it is a funding requirement that your organization has all appropriate insurances. Please indicate you fully understand this.	Choose an item.
8.1.7	<p>Does your organization currently have Matrix Standard accreditation?</p> <p>A – Yes</p> <p>B – No, but we will take the necessary steps to obtain Matrix Standard accreditation within the first six months of receiving a contract if one of the main objectives is to deliver information and advice. If the information and advice is embedded as part of the delivery of provision, we will take the necessary steps to obtain Matrix Standard accreditation with the first twelve months of receiving contract;</p> <p>C – No, we do not have intentions of achieving Matrix Standard accreditation.</p> <p>Please refer to the following link for further information: https://www.gov.uk/government/publications/sfa-the-matrix-standard</p>	Choose an item.
8.1.8	<p>Do you have a Business Continuity Plan? (We may ask for this document at a later stage of the procurement process)</p> <p>A – we have a Business Continuity Plan and regularly review and test this;</p> <p>B – We are in the process of developing a Business Continuity Plan which will be reviewed and tested;</p> <p>C – We do not have a Business Continuity Plan and will not be developing one.</p>	Choose an item.

8.1.9	<p>I/We declare that we are aware of our organization's responsibilities under the Safeguarding Vulnerable Groups Act 2006 [and its succeeding legislation]. I/We are also aware of customer organizations' responsibilities under the Safeguarding Vulnerable Groups Act 2006 [and its succeeding legislation] and will take all necessary steps to comply with this legislation.</p> <p>A – Yes; B – No; C – Not applicable – I/We do not wish to deliver to the groups/individuals provided for under the Safeguarding Vulnerable Groups Act 2006 [and its succeeding legislation].</p>	Choose an item.
8.1.10	Please describe the geographical areas in which you are interested in delivering a contract.	

Reference	Quality	Response
9.1.1	<p>Has your organization had a full inspection or re-inspection by Ofsted?</p> <p>The Inspection must relate specifically to your organization; it does not include delivering as a subcontractor to an organization that has had an Ofsted Inspection and using their grade.</p> <p>A – Yes, and I am currently a direct contract holder to the Education and Skills Funding Agency (ESFA), B – Yes, but I am not currently a direct contract holder to either the ESFA; C – No.</p>	Choose an item.
9.1.2	<p>If you have answered "A" or "B" to question 9.1.1, you must provide a link to your Ofsted inspection report, which will be listed on the Ofsted website:</p> <p>http://reports.ofsted.gov.uk/</p> <p>Please type "NA" if this question is not applicable.</p>	
9.1.3	<p>Please indicate the grade that was awarded for 'Quality of teaching, learning and assessment' at your last full inspection or re-inspection. If you do not have a grade under this category but were assessed prior to September 2012 and have a grade for 'Quality of Provision', please use this:</p> <p>A) Grade 1 – Outstanding B) Grade 2 – Good C) Grade 3 – Requires Improvement (previously Satisfactory) D) Grade 4 – Inadequate E) Have not been inspected by Ofsted or not applicable</p>	Choose an item.
9.1.4	<p>Please indicate the grade that was awarded for 'Overall Effectiveness' at your last full inspection or re-inspection:</p> <p>A) Grade 1 – Outstanding B) Grade 2 – Good C) Grade 3 – Requires Improvement (previously Satisfactory) D) Grade 4 – Inadequate</p>	Choose an item.

	<p>E) Have not been inspected by Ofsted or not applicable</p> <p>NB If you have been awarded a Grade 4 for Overall Effectiveness, your organization may be placed on PSF (subject to satisfactory completion of all other sections of the PQQ), but is unlikely to be invited to tender at stage two until a minimum of Grade 3 has been achieved.</p>	
9.1.5	<p>Please indicate the grade that was awarded for 'Leadership & Management' at your last full inspection or re-inspection:</p> <p>A) Grade 1 – Outstanding B) Grade 2 – Good C) Grade 3 – Requires Improvement (previously Satisfactory) D) Grade 4 – Inadequate E) Have not been inspected by Ofsted or not applicable</p>	Choose an item.

Reference	Information Technology	Response
10.1.1	The question below is for organizations interested in the delivery of education and training as well as the delivery of information, advice and guidance:	
10.1.2	<p>Please select the option that best describes your organization's readiness to meet the Skills Funding Agency's data and information requirements.</p> <p>A – Fully meet – ILR compliant MI system; B – Fully meet – ILR Learner Entry Tool (please note this is only supported for up to 500 learners); C – New to Agency-funded activity – will purchase ILR compliant MI system; D – New to Agency-funded activity – will use ILR Learner Entry Tool (please note this is only supported for up to 500 learners) E – Not applicable.</p>	Choose an item.
10.1.3	<p>An ILR Learner Entry tool is available for download which supports returns for up to 500 learners. This software is supplied free of charge to organizations who will submit ILR data to the Education Skills Funding Agency in the relevant funding year but who do not have access to a data management system.</p> <p>You can download the ILR Learner Entry tool via the following site: Submit learner data (submit-learner-data.service.gov.uk)</p>	
10.1.4	<p>If you have selected A, B or C for question 10.1.2, please state the name of your MI system.</p> <p>If this question is not applicable to your organization, please type "NA".</p>	

Reference	Delivery of Services	Response
11.1.1	<p>Please identify from the list provided all of the areas of activity in which you are interested in being considered for delivery:</p> <p>(a) 16-18 Apprenticeships (b) 19+ Apprenticeships</p>	

	(c) 16-19 Funding (d) Adult Skills Funding (e) Community Learning (f) ESOL (g) 24+ Advanced Learning Loans (h) Other; (i) None of the above.	
11.1.2	If you have answered "Other" to question 11.1.1 above, please provide brief details here:	
11.1.3	In order to receive Education Skills Funding Agency funding from Petroc for the delivery of education and training services, it is a funding requirement that an organization has the required awarding organization (AO) status to deliver the qualifications they are contracted to deliver. Please confirm that you understand that if your status changes and/or you are subject to any AO sanctions in the future you must inform us.	Choose an item.
11.1.4	<p>We will only contract with those organizations that have suitably qualified staff to deliver the services we have procured; this includes compliance to the relevant awarding organization and other authority requirements. Can you confirm that you understand and accept this & provide an organizational chart including professional/commercial affiliations?</p> <p>Please also provide supporting information regarding experience and track record including subcontracting approach past and present.</p>	Choose an item.

Reference	Declarations	Response
12.1.1	I/We certify that the information within this questionnaire is accurate to the best of my knowledge and accept the conditions and undertakings requested in this questionnaire	Choose an item.
12.1.2	I/We understand that Petroc may reject our submission if there is a failure to answer all relevant questions fully or if I/we provide false/misleading information. It is understood that false information may result in exclusion from future exercises, may result in the withdrawal of any existing subcontracting agreement(s), and result in civil or criminal proceedings.	Choose an item.
12.1.3	I/We understand that information cannot be amended or submitted in support of my application after any relevant deadlines. I/We also accept that Petroc may at its sole discretion use information it already holds, obtains from Government Bodies or which is already in the public domain to validate part or all of any answer we have given in this submission.	Choose an item.
12.1.4	I/We understand that any organization that directly or indirectly attempts to influence any member of staff or governor of Petroc may be disqualified from the procurement process and result in civil or criminal proceedings. This also includes the influence of financial or legal advisors concerning the award of a contract to which this PQQ relates, or who engage in a corrupt practice involving a member of staff or governor of Petroc or their advisors.	Choose an item.
12.1.5	I/We also understand that it is a criminal offence, punishable by imprisonment to give or offer any gift or	Choose an item.

	consideration whatsoever as an inducement or reward to any servant of a public body, and that any such action will empower Petroc to cancel any contract currently in force and will result in my/our exclusion from this tendering exercise.	
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Reference	Authorisation of Submission	Response
13.1.1	Please include the name and job title of the person named as authoriser. This must be the Chief Executive, your Principal or the person who is authorised by your organization to sign the declarations on your behalf.	
13.1.2	Due Diligence Questionnaire completed by: Name; Role in Organization; Date.	