

PRE QUALIFICATION QUESTIONNAIRE (PQQ)

Subcontracted Adult Skills Fund (ASF) Provision – DFE

Contracting Authority: *Barnet and Southgate College*

ITT Reference: *BSC-ASF-2026-01*

Issue Date: *1st June 2026*

Expression of Interest Return Deadline: *Midday (12.00) 15th June 2026*

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1. Introduction & Background

Barnet and Southgate College invites tenders from suitably qualified organisations to deliver **high-quality adult education and training provision** funded through the **(DFE) Adult Skills Fund (ASF)**.

Provision must support adult learners (19+) and align with DFE priorities, including:

- Learners who are **unemployed, economically inactive or low paid**
- Learners with **low skills or qualifications**
- Learners requiring **retraining or upskilling**
- Learners from **disadvantaged or underrepresented groups**
- Learners who benefit from **community-based, vocational and employability-focused provision**
- Learners who are based in **Essex and Kent**
- Established relationships with flexible, family friendly employers and organisations who are actively seeking to recruit this talent pool.

All delivery must comply with:

- DFE Adult Skills Fund (ASF) funding rules
- Safeguarding and Prevent requirements
- Audit and assurance requirements
- Barnet and Southgate College quality processes

Indicative Contract Value (MCV): £80,000

Delivery Model: Subcontracted Adult Provision

Barnet and Southgate College will apply a **management fee (typically up to 20%)**, deducted from contract value.

Mandatory Requirement:

All organisations must complete an **Expression of Interest (EOI)** before being invited to tender.

2. Procurement Timetable (Indicative)

- **Advert Issued:** 1st June 2026
 - **Expression of Interest Deadline:** Midday (12.00) 15th June 2026
 - **Evaluation of EOIs:** 17th June – 20th June 2026
 - **Invitation to Tender Issued:** 22th June 2026
 - **ITT Stage (Due Diligence & Submission):** 22nd June- 17th July 2026
 - **Notification of Outcome:** 20th July 2026
 - **Contract Award & Mobilisation:** August 2026
 - **Delivery Start:** September 2026 (or agreed start)
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3. Tender Instructions (ITT Stage)

3.1 Submission Requirements

Tender submissions must include:

1. **ITT Tender Application – Stage 1**
2. **Due Diligence & Policy Checklist**
3. Supporting evidence including:
 - Safeguarding policies
 - Financial accounts
 - Insurance
 - Quality documents

Submissions must be uploaded electronically via the College submission portal.

3.2 Clarifications

Clarification questions must be submitted via email.

Responses may be shared with all bidders on an anonymised basis.

3.3 Conditions

- The College is not bound to accept any tender
 - Costs of submission are the responsibility of the applicant
 - Incomplete submissions may be rejected
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4. Scope of Provision

4.1 Programme Requirements

Tenderers must propose adult provision aligned to DFE ASF priorities, including:

- **Vocational and employability-focused learning**
 - Accredited and/or non-accredited provision
 - **Sector-based training linked to employment outcomes**
 - **English, maths and digital skills integration (where appropriate)**
 - Personal development and progression support
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4.2 Inclusion & Learner Support

Proposals must demonstrate:

- Strong delivery for **disadvantaged adult learners**
- Experience supporting **unemployed and low-skilled adults**
- Ability to remove barriers to participation
- Engagement with **community partners, employers and stakeholders**

- Effective support for learners with additional needs
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4.3 Delivery Model

Tenderers must outline:

- Delivery locations (London-based)
 - Community or employer-based delivery
 - Online or blended provision (if applicable)
 - Programme structure and duration
 - Safeguarding and learner support arrangements
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4.4 Staffing Expectations

Staff must:

- Be appropriately qualified and experienced in adult provision
 - Hold enhanced DBS (where required)
 - Be trained in safeguarding and Prevent
 - Be subject to safer recruitment practices
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5. Quality, Compliance & Performance

5.1 Funding Compliance

Providers must:

- Ensure full compliance with **DFE ASF funding rules**
 - Maintain complete learner records and audit trails
 - Ensure accurate eligibility and enrolment processes
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5.2 Quality Assurance

The provider must participate fully in the College's quality assurance cycle:

- Teaching observations
 - Learner voice
 - Self-assessment report (SAR)
 - Quality improvement plan (QIP)
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5.3 KPIs

Minimum monitored KPIs include:

- Recruitment and enrolment performance
 - Retention and attendance
 - Achievement rates
 - Learner progression (employment or further learning)
 - Learner satisfaction
 - Safeguarding compliance
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5.4 Reporting

- Monthly performance reporting required
 - Termly quality review meetings
 - Immediate reporting of safeguarding or serious incidents
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5.5 Data Protection

Providers must comply with **UK GDPR** and adhere to data sharing agreements with the College.

6. Pricing & Value for Money

The Pricing Schedule must clearly outline:

- Per-learner delivery cost
- Programme costs and delivery model

- Any additional learner support costs
- Proposed margin (where applicable)
- Total contract value

Pricing must demonstrate:

- Value for money
- Sustainability
- Alignment with DFE priorities

7. Evaluation Criteria (Indicative)

Criterion	Weighting
Compliance with ITT Stage 1	60%
Quality, inclusion & delivery model	20%
Social value & DFE priorities	10%
Value for money	10%

The College may invite shortlisted bidders to:

- Presentations
- Site visits
- Interview panels

Contracts will be awarded based on the **Most Advantageous Tender**.