

PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

Subcontracted Adult Skills Fund (ASF) Provision – GLA (ESOL Priority Delivery)

Contracting Authority: Barnet and Southgate College

ITT Reference: BSC-GLA-ASF-ESOL-2026-02

Issue Date: 3rd June 2026

Expression of Interest Deadline: 17th June 2026 (Midday)

Contract Value (MCV): £1,900,000 (inclusive of 20% management fee)

Delivery Start Date: 1st August 2026

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1. Introduction & Strategic Context

Barnet and Southgate College invites expressions of interest from suitably qualified organisations to deliver **high-quality ESOL provision** funded through the **Greater London Authority (GLA) Adult Skills Fund (ASF)**.

This procurement is **targeted at delivering impactful ESOL provision for priority communities**, specifically:

- **Deprived areas and disadvantaged communities**
- **Hard-to-reach learners**
- **Black, Asian and Minority Ethnic (BAME) communities**
- Residents in **Hayes, Tottenham, and surrounding boroughs**

Provision must align with **GLA priorities**, including:

- Supporting learners with **low levels of English proficiency**
- Tackling social isolation and improving **community integration**
- Enabling progression into **employment, further learning, or vocational training**
- Supporting **economic inclusion and social mobility across London**

Delivery models must prioritise:

- **Community-based provision** (e.g. community hubs, grassroots organisations)
- Flexible, accessible provision for **non-traditional learners**
- Strong links to **local employers, community networks, and public services**

All delivery must comply with:

- GLA ASF Funding Rules
- ESFA Subcontracting and Audit Requirements
- Ofsted Education Inspection Framework
- Safeguarding and Prevent Duty
- Barnet and Southgate College Quality Framework

Management Fee: A **20% management fee** will be applied across all delivery.

2. Procurement Timetable

Stage	Date
PQQ Issued	3rd June 2026
Clarification Period	3rd–16th June 2026
Expression of Interest Deadline	17th June 2026 (Midday)
PQQ Evaluation Period	18th–19th June 2026
Invitation to Tender Issued	22nd June 2026
ITT Stage (Submission & Due Diligence)	23rd June – 9th July 2026
Contract Award Notification	10th July 2026
Mobilisation Period	July 2026
Delivery Commencement	1st August 2026

3. Mandatory Requirement – Expression of Interest (EOI)

All organisations **must submit an Expression of Interest (EOI)** to be considered.

Only organisations successfully passing the PQQ stage will be invited to the ITT stage.

4. Scope of Provision

4.1 Programme Requirements (ESOL Focus)

Tenderers must deliver ESOL provision that includes:

- **Pre-entry to Level 2 ESOL (accredited and non-accredited)**
 - English for:
 - Everyday life and community integration
 - Employability and workplace readiness
 - Embedded:
 - Digital skills
 - Employability and progression pathways
 - Clear progression routes into:
 - Employment
 - Further training or vocational provision
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4.2 Target Learners & Inclusion

Proposals must demonstrate strong capability to engage:

- **BAME communities**
- **Refugees, asylum seekers, and migrant learners**
- Adults in **deprived or isolated communities**
- Learners with additional barriers:
 - Low confidence
 - No prior formal education
 - Mental health or wellbeing needs

PQQ responses must evidence:

- Proven track record attracting **hard-to-reach learners**
- Partnerships with:
 - Community organisations
 - Local authorities
 - Voluntary sector

4.3 Geographic Priority Areas

Delivery must primarily focus on:

- **Hayes (West London)**
- **Tottenham (North London)**
- Surrounding boroughs with **high ESOL demand and deprivation indicators**

Providers must detail:

- Specific delivery venues
 - Access arrangements
 - Community engagement strategies
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4.4 Delivery Model

Tenderers must outline:

- Community-based and outreach delivery approaches
 - Flexible timetable (evenings/weekends where needed)
 - Blended or face-to-face approaches
 - Learner support model (including pastoral support)
 - Safeguarding, PREVENT and inclusion practices
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4.5 Staffing Requirements

Staff must:

- Hold relevant **ESOL teaching qualifications**
 - Have experience delivering to **diverse and vulnerable adults**
 - Hold **enhanced DBS** where required
 - Be trained in safeguarding and Prevent
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5. Quality, Compliance & Performance

5.1 GLA ASF Compliance

Providers must:

- Fully comply with **GLA funding rules**
 - Maintain robust **ILR and audit evidence**
 - Ensure accurate learner eligibility and funding claims
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5.2 Quality Assurance

All subcontractors must participate in:

- Lesson observations
 - Learning walks
 - Self-Assessment Reports (SAR)
 - Quality Improvement Plans (QIP)
 - Learner voice activities
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5.3 Key Performance Indicators (KPIs)

Minimum KPIs include:

- Recruitment against profile
 - Attendance and retention
 - Achievement rates
 - Progression into employment or further learning
 - Learner satisfaction
 - Engagement of priority groups
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5.4 Reporting Requirements

- Monthly performance reporting
 - Termly quality review meetings
 - Immediate safeguarding incident reporting
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5.5 Data Protection

Providers must comply with:

- UK GDPR
 - Data sharing agreements with the College
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6. Pricing & Value for Money

Providers must submit indicative:

- Delivery model and cost breakdown
- Per learner cost
- Resource allocation
- Explanation of value for money

All pricing must reflect:

- **Total contract value: £1.9m (inclusive of 20% management fee)**
 - Sustainability of delivery
 - Alignment with GLA priorities
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7. Evaluation Criteria (PQQ Stage)

Criterion	Weighting
Compliance & organisational capacity	40%
ESOL delivery model & Destination tracking	30%
Track record with target communities	20%
Social value & community impact	10%

8. Next Stage (ITT)

Shortlisted organisations will be invited to ITT, which will include:

- Full tender submission
- Due diligence checks
- Financial assessment

- Quality evaluation
- Potential presentations/interviews

Contracts will be awarded on the basis of the **Most Advantageous Tender (MAT)**.