

PRE-QUALIFICATION QUESTIONNAIRE (PQQ)

Subcontracted Adult Skills Fund (ASF) Provision – Level 3 Digital & IT

Contracting Authority: *Barnet and Southgate College*

ITT Reference: *BSC-ASF-L3-Digital-2026-03*

Issue Date: *3rd June 2026*

Expression of Interest Return Deadline: *Midday (12.00) 17th June 2026*

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1. Introduction & Background

Barnet and Southgate College invites tenders from suitably qualified organisations to deliver **high-quality Level 3 Digital and IT provision** funded through the **Adult Skills Fund (ASF)**.

Provision must support adult learners (19+) and align with national and regional priority skills needs, including:

- Learners who are **unemployed, economically inactive or in low-paid work**
- Learners requiring **reskilling or upskilling into digital careers**
- Learners from **disadvantaged or underrepresented communities**
- Learners in **priority geographic areas with low skills attainment**
- Learners who would benefit from **career progression into high-demand digital roles**

Provision must specifically support delivery in **priority areas with skills gaps**, focusing on widening participation and addressing digital exclusion.

All delivery must comply with:

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

Indicative Contract Value (MCV): £250,000

Delivery Model: Subcontracted Adult Provision

Barnet and Southgate College will apply a **management fee of 20%**, deducted from the contract value.

Mandatory Requirement:

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

2. Procurement Timetable (Indicative)

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

Tenderers must propose **Level 3 Digital and IT provision**, including:

- Accredited Level 3 qualifications (or equivalent)

- Digital pathways such as:
 - IT Support / Infrastructure
 - Software Development / Coding
 - Cyber Security
 - Data and Digital Business Skills
- Embedded employability and career readiness
- Clear routes into:
 - Employment
 - Apprenticeships
 - Higher-level study

Provision must align to **local labour market demand** and skills shortages, and learner destination tracking is compulsory.

4.2 Inclusion & Learner Support

Proposals must demonstrate:

- Strong delivery for **disadvantaged adult learners**
 - Experience supporting learners with **low prior attainment progressing to Level 3**
 - Strategies to **reduce digital exclusion**
 - Engagement with **employers, community organisations and stakeholders**
 - Effective support for learners with additional needs
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4.3 Delivery Model

Tenderers must outline:

- Delivery locations (London-based priority areas)
- Centre-based, community-based or employer-based delivery
- Blended or flexible digital delivery models

- Programme structure and duration
 - Safeguarding and learner support arrangements
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4.4 Staffing Expectations

Staff must:

- Be qualified and experienced in **Digital and IT delivery at Level 3**
 - Hold relevant teaching qualifications
 - 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 **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 ASF priorities
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7. Evaluation Criteria (PQQ Stage)

Criterion	Weighting
Compliance & organisational capacity	40%
L3 delivery model & destination tracking	30%
Track record with target communities	20%
Social value & community impact	10%

8. Additional Assessment

The College may invite shortlisted bidders to:

- Presentations
- Site visits
- Interview panels

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