Barnet & Southgate College of Further Education conducts an open bidding process for any sub-contractors who wish to work with the college. The college will ask all sub-contractors to submit full due diligence, as per DFE/GLA guidelines.

Any prospective sub-contractors should contact **Christian Nicolaides**, Director of Employer Partnerships via email: Christian.nicolaides@barnetsouthgate.ac.uk in the first instance.

Procurement Strategy 2026-2027

The purpose of this document is to define the process and procedure for selecting subcontractors. The Procurement Strategy will encompass the Pre-Qualification Stage (PQQ) and the Tender Stage (ITT) processes. This process will comply with Public Contracts Regulations 2015 in the interests of fair and transparent selection without discrimination to ensure potential subcontractors have sufficient capacity, quality and business standing to deliver the provision that is being subcontracted. Barnet and Southgate College reserve the right to procure contracts via the Light Touch model relevant to Section 9 of the Procurement Act 2023.

Rational for Subcontracting

The Colleges main purpose for subcontracting will be to diversify and extend its offer and capacity to its learners. The College will issue any subcontracting opportunities on its website should it wish to tender any provision.

Subcontracting Selection Policy (PQQ and ITT – Stage 1)

1 – Barnet and Southgate College will provide a notice on its website detailing any potential subcontracting opportunities with a deadline for applications.

2 – Potential subcontractors will submit to the college an initial expression of interest form.

3 – Expression of Interest Forms will be assessed and shortlisted by a panel group led by the Director of Employer Partnerships. Shortlisted subcontractors will be contacted and asked to submit a formal tender (ITT) Stage 1.

4 – Applicants will complete the ITT Stage 1 forms and submit supporting evidence and due diligence information requested by the set deadline.

5 – ITT applications Stage 1 will be formally scored and assessed by a panel group led by the Director of Employer Partnerships. The successful submission will be agreed by the Executive Leadership Team.

5 – Applicants will be notified of outcome. Unfortunately, feedback cannot be supplied to unsuccessful applicants due to number of applications.

ITT – Stage 2

6 – Those applicants successful with their application in ITT Stage 1 will progress to Stage 2 onwards of the due diligence process and subject to satisfactory completion a contract will be issued.

Retained Management Fee

The College uses a standardised management fee of 20% of the maximum contract value. The College will provide the following support mechanisms for this fee:

Contract Compliance Administration Support:

- Contract preparation
- Completion and upkeep of due diligence information
- Dedicated Contract Compliance Officer/s allocated to individual subcontractors to support with the administration processes (eligibility, ILR data, data anomalies)
- Minimum monthly contract meetings reporting on KPIs
- Announced and unannounced learner verification visits to planned training and initial assessment provision and report on findings.
- Updates on funding guidance changes and process changes.
- Updates on key sector specific (industry) training and updates.
- Assistance with profiling delivery and production of regular financial reports and learner data analysis.
- The college will undertake Health & Safety checks at all provider premises and provide support where necessary
- Monitoring, process and administering invoice payment and ILR reports

Quality Assurance Support:

- The college will allocate a Quality Assurance Officer to monitor, track and support subcontractors through a robust quality assurance cycle
- The College will undertake Teaching Observations and provide feedback and support to providers in order to improve quality and develop innovative training techniques
- The college will support development of teaching and learning through access to college CPD development platform (Evolve)
- The college will support subcontractor delivery staff by ensuring college safeguarding training is provided
- The College will provide access to all subcontractor learners to college facilities and services
- The Quality Assurance Officer will support the subcontractor in producing their annual Self Assessment Report to feed into the college Self Assessment Report.
- The Quality Assurance Officer will support the subcontractor in developing Quality Improvement Plans if required

- The Quality Assurance Officer will disseminate good practice and training opportunities to align to high quality OFSTED and EIF requirements
- Quality Assurance visits and/or learner sampling

Payment Terms

Subcontractors will be asked to complete a delivery profile which will form part of the contract of engagement. Dependent on profile income the College will define set payment periods based on ILR submission dates. All invoices will be paid on 30 days terms.

Policy Adopted: July 2023
Policy Reviewed: July 2026
Policy Review Due: July 2027