



How can the VCS tap into FE College funding opportunities?

June Gomes: ERDF & EMFAN Project Officer
Jayne Quantrill: Closer Links Development Officer
Glenn Powell: Project and Data Co-ordinator
Stef Stubbs: Bid Writer/Project Manager

What is the EMFAN project about?



- One East Midlands' East Midlands Funding Advice Network (EMFAN) is funded by the Big Lottery under the Basis programme.
- It exists to ensure voluntary and community groups get the best possible funding advice, and to encourage investment in civil society in the East Midlands.
- The project supports and up-skills funding advisers across the region, to ensure they have all the information, training and contacts they need to do an excellent job.
- The network has over 300 members, working in a wide range of organisations, all delivering funding information and advice as part of their role.

www.oneeastmidlands.org.uk/emfan

Closer Links project

Funded through the Learning and Skills Improvement Service (LSIS) The Regional Response fund was designed to:

“support activities that allow organisations to deal collectively with the business, funding and planning implications of the changes to funding allocations as a result of current government policy”

Against a backdrop of new funding arrangements - particularly minimum contract values, minimum levels of performance and supply chain management and development .

emerging challenges include:

- An Increase in subcontracting and new providers entering the market
- Restrictions to learning entitlements
- Increases in tuition fees and the introduction of 24+ Advanced learning loans
- Greater emphasis on job outcomes and payment by results
- Raising the participation age and
- reconciling different approaches to pre and post 19 learning in organisations with a broad post 16 offer

Procurement approaches

Framework	Sub-contracting	Bidding
<p>Potential subcontractors successfully pass generic PQQ requirements of Prime.</p> <p>Only subcontractors that pass the generic PQQ will be invited to compete for future tenders.</p> <p>Subject to OJEU</p>	<p>Sub-contractor(s) can be named or not within original tender. Where not specified - opportunity for supplier(s) published [by college] and identified via competitive process</p> <p>Can be lengthier procurement process than Framework. May be Subject to OJEU</p>	<p>Direct relationship with Prime [college] for a specific funding application/opportunity (or grant etc.).</p> <p>Provider/partner named within the original bid submission and agreed with the funder as part of the bidding process.</p> <p>May be Subject to OJEU</p>

All funders are looking for providers who have demonstrated the capacity to deliver innovative, quality provision to high standards and are able to bring fresh approaches

Compliance: Skills Funding Agency, Education Funding Agency and European Social Fund Contracts

To receive funding as a Sub-contractor from the Prime [SFA, EFA or ESF] all providers must:

Successfully complete the Due Diligence Assurance Gateway and enter the Register of Training Organisations (the Register) Prime and if subcontractors total funding is £100,000 and above

Register on the UK Register of Learning Providers (UKRLP) and hold a valid UKPRN – input via College ILR to provide visibility of activity to EFA/SFA

Not have an above average credit agency risk warning and not have passed a resolution to wind up or liquidate and be marked as “active” at Companies House and be up to date with the submission of their statutory accounts

Have evidence of their track record of delivering provision to the required quality and standard – minimum performance levels

Prove that they are financially robust and able to share some of the financial risk at all levels e.g. linked directly to outcome payments

Have robust quality assurance and self assessment procedures in place and are able to meet due diligence requirements

How can the VCS prepare for these opportunities?

- Track record of delivering similar type of services e.g. Managing other contract, grants
- Robust policies and financial systems – e.g. Health & safety policy, equality and diversity, financial recording and reporting
- Organisational capacity to deliver contract – e.g. Enough staff resources
- Skills, qualifications, experiences – e.g. Qualified staff, volunteers with right experiences
- Knowing what to expect from PQQ and Tender documents and understanding process
- Allowing time and having the right staff to complete tender bids
- Registering to receive tender alerts

Structure of PQQ/Due Diligence Questionnaire

- Information about your organisation
- Finance & Insurance
- Your organisation's activities
- Experience and References
- Quality procedures & contract management
- Environmental Management
- Health & Safety
- Business Continuity
- Equalities
- Compliance with contract regulations

Structure of Tender

A typical Invitation to Tender contains the following sections:

- Service specification
- Method statements
- Pricing pro-forma
- Draft contract
- Qualification of offer
- Tendering certificates

Common mistakes

- Failure to follow the instructions
- Incomplete or missing answers/sections
- Supporting documentation incomplete e.g. Policies not signed & dated, accounts not submitted
- Repeating answers or referring to 'see above' (questions are rarely repeated)
- Recycling old answers: Beware cutting & pasting'!
- Generic responses
- Failure to meet deadlines
- Failure to clarify/ask questions within the given period of time to ask for clarification
- Lack of understanding and skill in using e-tendering portals

Tips for Sub-contractors

If you are successful, before signing the contract, check that you understand:

- Payment terms – in arrears, payment by results etc
- Length of contract – automatic renewal/termination/extension
- Level of monitoring and reporting – clarity on your responsibilities, clear milestones

Where to find tender opportunities

- **Current tendering opportunities** can sometimes be found on a college's own websites. This will be on www.oneeastmidlands.org.uk/tendersandcontracts in the next few weeks.
- **e-tendering websites.** In-tend provides access to e-Procurement for both the public and private sector. <http://www.in-tend.com/> also offer a Tender notification service <http://www.tendernotificationservice.co.uk/>
- There is also a link site specifically for e-tendering for colleges and is hosted by the Association of Colleges (AoC).
<https://in-tendhost.co.uk/fe.aspx/Home>
- **Locally based tendering opportunities** – Some colleges advertise on the **Source** websites which provide information about public sector contract opportunities across the East Midlands. **Source East Midlands** is the gateway to the region's network of Source websites. www.sourceeastmidlands.co.uk
- **OJEU** (Official Journal of the European Union)- sign up to receive weekly reports for the UK and/or elsewhere in the EU. www.ojeu.com

Current “Live” Opportunities

AoC’s Further Education Colleges electronic tendering site. From this web site you can. View a list of tenders/contracts/quotations.

<https://in-tendhost.co.uk/fe/asp/Home>

- **Chesterfield College** - for the Supply of 16-18 Apprenticeships, 19-24 Apprenticeships, Programmes for the Unemployed and ESF Skills Support for the Workforce (SSW).
Date documents can be requested until: 3rd July 2013
- **New College Stamford** - Education Delivery and Support Services: invitation of expressions of interest to join the colleges Pre-Qualified Providers list
Date documents can be requested until: 31st January 2016
- **North Nottinghamshire College** - Training Providers requirement: invitation of expressions of interest to submit a PQQ to join the colleges register of Pre-Qualified Training Providers.
Date documents can be requested until: 31st August 2014
- **Stephenson College:** Sub-contracted training provision PQQ: invitation of expressions of interest to join the colleges Pre-Qualified Providers List.
Date documents can be requested until: 31st March 2015

Additional Resources:

- List of - Downloadable **Commissioning and Procurement** Resources written for Third Sector in your pack (Cream Sheet)
- links to these documents will be available on the One East Midlands website. <http://www.oneeastmidlands.org.uk/closerlinks>

Other useful resources:

- The Skills Funding Agency: **The Register of Training Organisations - Due Diligence Assurance Gateway**. Read me first – Guidance for Completion.
[http://readingroom.lsc.gov.uk/sfa/Read Me First - Register Jan 2013.pdf](http://readingroom.lsc.gov.uk/sfa/Read%20Me%20First%20-%20Register%20Jan%202013.pdf)
- The Skills Funding Agency: **Subcontracting Register - Frequently asked Questions** (2012/ 2013)
[http://readingroom.lsc.gov.uk/SFA/Frequently Asked Questions Subcontracting Register.pdf](http://readingroom.lsc.gov.uk/SFA/Frequently%20Asked%20Questions%20Subcontracting%20Register.pdf)

also

- LSIS excellence gateway: **Toolkit 5 - Sub-contracting**
<http://www.excellencegateway.org.uk/node/2945>

Where to get Support:

- Infrastructure finder – list of VCS support agencies

www.oneeastmidlands.org.uk/infrastructure-finder

- Fanoogle – directory of funding advisers in your area

www.fanoogle.org.uk

Contact Details:

- **June Gomes** - Project officer ERDF & EMFAN

Tel: 0115 934 8471

Email: jgomes@one-em.org.uk

EMFAN webpage: <http://www.oneeastmidlands.org.uk/emfan>

- **Jayne Quantrill** - Closer Links Development Officer

Tel: 0115 934 8471

Email: jaynequantrill@one-em.org.uk

Closer Links webpage: <http://www.oneeastmidlands.org.uk/closerlinks>

- **Stefanie Stubbs** - Bid Writer/Project Manager, New College Stamford

Email: Stefanie.Stubbs@stamford.ac.uk