

Subcontractor checklist



In deciding whether to enter a sub-contracting arrangement, both parties should consider the use of a checklist, possibly with a scoring system, to support the decision. A checklist for the sub-contractor, such as the one below, can also form part of any due diligence process for the lead provider. A scoring system, which could be weighted for particular questions, may help make the most well informed decision.

	SUBCONTRACTOR CHECKLIST QUESTION	SCORES (1 TO 5)	ACTIONS/COMMENTS
1.	Does the sub-contracted provision compete or complement with provision delivered by the lead provider?		
2.	Is the lead partner offering more than a one year contract?		
3.	What percentage (or how much) of the funding does the lead partner require as a management fee?		
4.	Is the lead partner offering any additional services (such as providing learners with access to their learning centres)?		
5.	Is the lead partner financially strong with an established reputation for delivering high quality provision?		

6.	Does the lead provider have successful experience of working with sub-contractors?		
7.	Are there likely to be additional and future sub-contracting and/or partnership opportunities?		
8.	Is the communication and management structure of the lead provider both clear and supportive?		

Source: adapted from The Subcontracting Toolkit for the Learning and Skills Sector (2010), Nick Linford, www.lsect.com