**Standguide Limited GM AEB Expression of Interest**

Standguide Limited intend to tender for delivery of the Devolved Greater Manchester Adult Education Budget and as such are seeking expressions of interest from potential supply chain partner organisations. Standguide Limited have been delivering skills and employability across Greater Manchester since 1990. We are especially interested in applications from providers already delivering across Greater Manchester, particularly those with qualification offers and employer relationships relevant to the GM priority sectors.

If you are interested in joining our supply chain, please complete this EOI and return to subcontracting@standguide.co.uk

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| **Organisation Details:** |
| Name of Organisation |  |
| **Address** |  |
| **Contact Name** |  |
| **Job Title** |  |
| **Telephone Number** |  |
| **Mobile** |  |
| **Email Address** |  |
| **Website** |  |
| **Registered Address** |  |
| **Company/Charity Registration Number** |  |
| **Head Office Duns Number**  |  |
| **VAT Registration Number**  |  |
| **ROTO Number** |  |

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| **GMCA Require all providers to deliver at least 80% of each qualifications’ Guided Learning Hours. Please confirm your organisation understanding**  |
| **I confirm that our organisation will deliver at least 80% of each qualification’s GLH.**  | [ ]  |

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| **Please tick to confirm that your organisation’s last Ofsted grade was not a Grade 4:** |
| **I confirm that our organisation’s last Ofsted grade was not a Grade 4.**  | [ ]  |
| **Please paste a link to your organisation’s most recent Ofsted report below. If your organisation does not have an Ofsted report, please provide and explanation below:** |
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| **Organisation’s Trading/Legal Status (tick all that apply):**  |
| **Private Limited Company** | [ ]  | **Registered Charity/Third Sector** | [ ]  |
| **Public Limited Company** | [ ]  | **Public Sector** | [ ]  |
| **SME**  | [ ]  | **Microbusiness or sole trader** | [ ]  |
| **Other (Please specify)** |
| **Please embed a copy of your organisation’s most recent auditable accounts in the space below** |
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| **Please give details of 2 relevant skills provisions your organisation has successfully delivered:** |
| **Provision Type (AEB, SSU etc.)** |  | **Provision Type (AEB, SSU etc.)** |  |
| **Local Authority Area** |  | **Local Authority Area** |  |
| **Name of Prime Contractor** |  | **Name of Prime Contractor** |  |
| **Contract Start Date** |  | **Contract Start Date** |  |
| **Contract End Date** |  | **Contract End Date** |  |
| **Contract Value** |  | **Contract Value** |  |
| **Contract Value Spent** |  | **Contract Value Spent** |  |
| **Qualification Rate** |  | **Qualification Rate** |  |
| **Timely Achievement Rate** |  | **Timely Achievement Rate** |  |
| **Progression Rate into Employment (%)** |  | **Progression Rate into Employment (%)** |  |
| **Progression Rate into Further Learning (%)** |  | **Progression Rate into Further Learning (%)** |  |
| **Progression Rate into Apprenticeships (%)** |  | **Progression Rate into Apprenticeships (%)** |  |

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| **Please outline which GM Priority Sector your organisation supports:** |
| **Sector:** | **Regulated Learning? (Y/N)** | **Non-regulated Learning (Y/N)** | **Number of employer partners in this sector (employer details will be required at a later stage if accepted onto Standguide’s supply chain)** | **Number of learners placed into work in this sector in past 12 months**  |
| **Advanced Manufacturing**  |  |  |  |  |
| **Construction**  |  |  |  |  |
| **Education** |  |  |  |  |
| **Finance and Professional**  |  |  |  |  |
| **Health & Social Care** |  |  |  |  |
| **Hospitality and Tourism** |  |  |  |  |
| **Logistics** |  |  |  |  |
| **Retail**  |  |  |  |  |
| **Digital & Creative**  |  |  |  |  |
| **Other**  |  |  |  |  |

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| **Please describe one key employer relationship your organisation has, giving details of how this relationship has driven refinement of your delivery and job outcomes for learners (maximum 250 words).** |
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|  | **Please indicate your current delivery presence across the area, as well as the maximum contract value your organisation could deliver:** |
| **Area:** | **We wish to deliver in this area (Y/N)** | **We currently deliver provision in this area (YN?)** | **We have previously delivered provision in this area (Y/N)** | **We have identified / current premises in this area (Y/N)** | **Minimum Contract Value we could deliver in this area (£):** | **Maximum Contract Value we could deliver in this area (£):** |
| **Manchester** |  |  |  |  |  |  |
| **Bury** |  |  |  |  |  |  |
| **Bolton** |  |  |  |  |  |  |
| **Oldham** |  |  |  |  |  |  |
| **Rochdale** |  |  |  |  |  |  |
| **Salford** |  |  |  |  |  |  |
| **Stockport** |  |  |  |  |  |  |
| **Tameside** |  |  |  |  |  |  |
| **Trafford** |  |  |  |  |  |  |
| **Wigan** |  |  |  |  |  |  |

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| **Please describe one key stakeholder relationship your organisation has in one of the local authority areas above, giving details of how this relationship has driven refinement of your delivery, referrals and/or progression (maximum 250 words):** |
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| **Please detail the qualifications your organisation offers, as well as which GM LEP priority sectors your qualifications support (where relevant). Please add additional rows as necessary.** |
| **Qualification Number on FASST/Hub** | **Title** | **Level** | **GLH** | **Price Per Learner (£)** | **Direct Claims Status (Y/N)?** | **Maximum number of learners you could deliver to:** | **Links to which LEP Priority Sector/s:** |
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| **Please indicate any experience you have of working with the following Priority Groups** |
| **Priority Group** | **Y/N** | **Please describe the provision, type of support and any outcome data specific to this Priority Group (maximum: 100 words per group)** |
| **Looked After Children and Care Leavers** |  |  |
| **Homeless People, particularly young homeless**  |  |  |
| **Learners with Special Educational Needs (SEND / LDD)** |  |  |
| **Ex-offenders** |  |  |
| **NEET and ‘hidden NEET’ young people**  |  |  |
| **Learners from BAME backgrounds** |  |  |
| **Residents aged over 50** |  |  |
| **Residents impacted by sudden changes in the employment / business landscape** |  |  |

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| **Grounds for mandatory exclusion:**The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation been convicted of any of the offences within the summary below and listed on the [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf). |
| **Participation in a criminal organisation (Y/N)?** |  |
| **Corruption (Y/N)?** |  |
| **Fraud (Y/N)?** |  |
| **Terrorist offences or offences linked to terrorist activities (Y/N)?** |  |
| **Money laundering or terrorist financing (Y/N)?** |  |
| **Child labour and other forms of trafficking in human beings (Y/N)?** |  |
| **If you have answered yes to any of the questions above, please provide details below: Date of conviction, specify which of the grounds listed the conviction was for, the reasons for conviction, and identity of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, and precise reference of the documents** |
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| **If you have answered Yes to any of the points above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self Cleaning) (Y/N)?** |  |
| **Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions (Y/N)?** |  |
| **If you have answered Yes to the question above, please provide further details****Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including where applicable any accrued interest and/or fines** |
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| **Grounds for mandatory exclusion:**The detailed grounds for mandatory exclusion of an organisation are set out on this [webpage](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf), which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation |
| **Breach of environmental obligations (Y/N)?** |  |
| **Breach of social obligations (Y/N)?** |  |
| **Breach of labour law obligations (Y/N)?** |  |
| **Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any State (Y/N)?** |  |
| **Guilty of grave professional misconduct (Y/N)?** |  |
| **Entered into agreements with other economic operators aimed at distorting competition (Y/N)?** |  |
| **Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure (Y/N)?** |  |
| **Been involved in the preparation of the procurement procedure (Y/N)?** |  |
| **Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions (Y/N)?** |  |
| **If you have answered Yes to any of the questions above, please provide details below: Date of conviction, specify which of the grounds listed the conviction was for, the reasons for conviction, and identity of who has been convicted. If the relevant documentation is available electronically please provide the web address, issuing authority, and precise reference of the documents.** |
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| **Exclusion grounds:**Please answer the questions below in full |
| **The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria (Y/N)?** |  |
| **The organisation has withheld such information (Y/N)?** |  |
| **The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 (Y/N)?** |  |
| **The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award (Y/N)?** |  |
| **If you have answered Yes to any of the above, explain what measures have been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion (Self Cleaning) (Y/N)?** |
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| **Financial Information** |
| **Are you able to provide a copy of your audited accounts for the last two years, if requested (Y/N)?** |  |
| **If no, can you provide either:** |
| **A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for your organisation (Y/N)?** |  |
| **A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position (Y/N)?** |  |
| **Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts, or an alternative means of demonstrating financial status) (Y/N)?** |  |
| **Where the Combined Authority has specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, you are required to self-certify that you meet the requirements set out below by answering ‘Yes’ or ‘No’:**1. **The filing of accounts at Companies House must not be overdue.**
2. **The organisation must be making a profit before tax.**
3. **Any unsatisfied County Court Judgements may be taken into account depending on their value against the organisation’s annual turnover.**

**The organisation should obtain a credit report** **via Mint UK Credit and submit this report with the SAQ.** **Where the rating is 39 or below then GMCA will undertake further Financial Checks and Analysis.****You must be able to have a positive response to all the above to self-certify as ‘Yes’.** |  |

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| **Matrix Standard**One of the main objectives will be to embed information and advice as part of the delivery of services to ensure good quality initial assessment of learners’ needs and goals, and organisations either must have matrix standard accreditation, or working towards to have in place by 1st August 2019. |
| **Please indicate if you have current Matrix Standard Accreditation (Y/N)** | **If you have answered Yes, please provide the expiry date of the accreditation** | **If you have answered ‘No’, please indicate that your organisation is committed to achieving accreditation by 1 August 2019.** |
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| **Modern Slavery** |
| **Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act") (Y/N)?** |  |
| **If you have answered Yes to the question above, are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015****If Yes, please provide the relevant URL****If No please provide an explanation in the box instead of the URL.** |  |

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| **Safeguarding** |
| **Please embed your organisations’ Safeguarding Vulnerable Adults and Children’s Policy in the space below:** |
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| **Health & Safety** |
| **Please embed your organisations’ Health & Safety Policy in the space below:** |
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| **Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below (Y/N)?****Employer’s (Compulsory) Liability Insurance = £10 Million****Public Liability Insurance = £10 Million****Professional Indemnity Insurance = £5million** |  |
| **Has your organisation within the last twelve months successfully met the assessment requirements of a registered member of the Safety Schemes in Procurement (SSIP) forum? If ‘Yes’, please provide details and evidence of accreditation. (Y/N)?** |  |
| **Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years (Y/N)?** If your answer to this question is Yes, in a separate appendix, please provide details of any enforcement / remedial orders served and give details of any remedial action or changes to procedures you have made as a result |  |
| **Does your organisation have a written Health and Safety Policy that complies with current legislative requirements (Y/N)?**Note: If you employ less than five people you are not legally required to have a written health and safety policy. However in order to satisfy the Combined Authority that you have arrangements in place to manage health and safety you should either have a written health and safety policy or complete the HSE’s Health and Safety Policy Template which can be found in INDG449 (Health and Safety Made Simple) <http://www.hse.gov.uk/pubns/indg449.pdf>  |  |
| **Do you have access to competent health and safety advice as required by the Management of Health and Safety at Work Regulations (Y/N)?** |  |
| **Do you have arrangements in place for accident reporting and investigation, including RIDDOR reportable incidents (Y/N)?** |  |
| **Please provide the total number of accidents, including RIDDOR reportable, within the last 3 years?**

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| **Financial Year** | **Non-RIDDOR reportable** | **RIDDOR reportable** |
| **Year 1 (current financial year)** |  |  |
| **Year 2** |  |  |
| **Year 3** |  |  |

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| **Do you have arrangements in place for carrying out risk assessments leading to a safe system of work relevant to the service or work for which you are applying (Y/N)?** |  |
| **Do you have a programme of health and safety training for your workforce to ensure they are competent to carry out their duties, including refresher training Y(/N)?** |  |
| **Do you have arrangements in place for monitoring and reviewing your health and safety performance (Y/N)?** |  |
| **If you use sub-contractors, do you have arrangements in place for appointing competent sub-contractors and for monitoring their health and safety performance (Y/N)?**  |  |
| **Do you have management arrangements in place to ensure that you comply with all areas of health and safety legislation and best practice relevant to your business (Y/N)?** |  |

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| **Please embed your organisations’ Safeguarding Vulnerable Adults and Children’s Policy in the space below:** |
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| **Does your organisation ensure all checks with the Disclosure Barring Service (DBS) are undertaken on all staff (both those working directly with vulnerable people and those who do not work directly with vulnerable people such as office staff) prior to working for your organisation (Y/N)?**  |  |
| **How often are DBS (Disclosure and Barring Service) checks undertaken on individual staff members?** |  |
| **Please confirm whether your organisation undertakes enhanced DBS checks on individual staff members (Y/N)?** |  |
| **Do all your staff have up to date knowledge of Safeguarding Procedures and know how to raise safeguarding alerts (Y/N)?** |  |
| **In the last three years, has any finding of unlawful acts been made against any individual employed within your organisation or working voluntarily for your organisation (Y/N)?** |  |
| **If you have answered Yes to the question above, please provide details:** |
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| **In the last three years, has your organisation been the subject of formal investigation under the Criminal Justice and Court Services Act (Y/N)?** |  |
| **If you have answered Yes to the question above, please provide details:** |
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| **Information Governance** |
| **Please confirm that your organisation holds policies covering the areas below:** | **Policy head (Y/N)** | **Please embed the relevant policy:** |
| **Information risk management regime** |  |  |
| **Privacy notice** |  |  |
| **Secure system configuration and network security**  |  |  |
| **System assurance and monitoring**  |  |  |
| **Pre-employment screening checks/vetting**  |  |  |
| **Verifying user identity and user access privileges**  |  |  |
| **User induction** |  |  |
| **Education and awareness and frequency** |  |  |
| **Rules governing acceptable use of information assets**  |  |  |
| **Retention** |  |  |
| **Storage and destruction** |  |  |
| **Secure transmission of personal data on paper or electronically**  |  |  |
| **Removable media controls**  |  |  |
| **Home and mobile working**  |  |  |
| **Protocols governing the protection and disclosure of personal information**  |  |  |
| **Incident management**  |  |  |
| **Malware prevention**  |  |  |
| **Business continuity management process.** |  |  |

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| **GMCA will require providers with whom it contracts to hold Cyber Essentials Plus accreditation as a minimum level of assurance around Information Governance controls and compliance.** <https://www.cyberessentials.ncsc.gov.uk/> |
| **Does your organisation (and/or ICT host/supplier) hold Cyber Essentials Plus accreditation (Y/N)?** |  |
| **If you have answered ‘No’, please indicate that your organisation is committed to achieving accreditation prior to 1 August 2019 (Y/N)?** |  |

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| **Information Governance** |
| **Please confirm that your organisation holds policies covering the areas below:** | **Policy head (Y/N)** | **Please embed the relevant policy:** |
| **A policy which covers equality and diversity for learners, customers and employees** |  |  |
| **A policy to prevent people from being drawn into terrorism** |  |  |
| **A policy which covers how the organisation ensures its actions are in the best interest of the environment, social cohesion and economic prosperity** |  |  |
| **A procedure which details how a member of staff should deal with a complaint from an external source** |  |  |
| **A procedure which details the process to be followed in the event of whistle blowing being required** |  |  |
| **A policy which covers the importance of clients’ interests, wishes and rights** |  |  |
| **A policy and relevant procedures detailing when and how disciplinary action will be carried out against a member of staff** |  |  |
| **A policy and relevant procedures of how grievances should be logged and dealt with** |  |  |
| **A policy which covers how the organisation mitigates the risk of bribery and fraud** |  |  |

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| **Please use this space to explain any additional service your organisation could deliver as Social Value / services in kind: (maximum 500 words):** |
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| **Please use this space to explain any unique selling points, innovation and added value that your organisation can bring to Standguide’s supply chain (maximum 500 words):** |
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| **Declaration: I declare that the information entered into this expression is, to the best of my knowledge, complete and accurate, and understand that any misinformation may invalidate any offer made to my organisation by Standguide Limited.**  |
| **Signed (electronic signature is acceptable):** |  |
| **Name:** |  |
| **Job title:** |  |
| **On behalf of (organisation):** |  |