**Barnardo’s Employment Training & Skills.**

**DfE 16-19 Study Programme sub-contractors 2022/2023 academic year.**

Barnardo’s Employment, Training & Skills is seeking expressions of interest from organisations who wish to enter into a sub-contracting relationship to deliver the DfE 16-19 Study Programme to young people aged 16-19 years (or 19-25 with an Education and Health Care Plan) This will include the most vulnerable and those at risk of becoming or disengaged from education, employment, and training.

We welcome applications from those providers who deliver in Sunderland, South Tyneside and North Tyneside, particularly in areas of high deprivation and in sector priorities where there are gaps in provision. Providers will have a proven track record of engaging and working with learners, including the most vulnerable, delivering qualifications including maths and English to GCSE level, in order to secure excellent outcomes including qualification success and progression to positive destinations. Any suitable provider will be able to demonstrate enhanced opportunities for learners, fill gaps in niche provision, or provide access to high quality provision. Providers will also have good links with local employers and have access to work experience placements.

* Funding guidance for young people 2022 to 2023

<https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1066914/16_to_19_funding_guidance_Regulations_2022_to_2023-Version_1.pdf>

## General Instructions

1. Providers are responsible solely for any and all costs and/or expenses incurred in connection with the preparation and submission of their Provider Suitability Questionnaire (PSQ) and Expression of Interest (EOI) response.
2. An answer of “Yes” to any question in section 3.7 will result in mandatory exclusion. Where an explanation given in 3.14 is considered unsatisfactory you may be required to provide further explanation.
3. Note that Barnardo’s considers that all Providers should comply with the provisions of the Modern Slavery Act irrespective of turnover.
4. Section 2 is marked on an overall Pass or Fail. The answers will be checked and where there is any inaccuracy found, (e.g. Company Registration Number is incorrect) then the whole Questionnaire will be marked Fail and your Expression of Interest will not be considered.
5. In Section 3 Yes/No questions are marked on the basis of 4 for Pass and 1 for Fail. Section 3.1 is marked on an overall Pass or Fail; if the section is marked Fail the Questionnaire will be excluded and your Expression of Interest will not be considered. Other than for Section 3.7, you may provide further information in the space at 3.14 to explain a Fail, which, if satisfactory, may result in a change of the mark to 2, a moderated pass.
6. Scoring will be on the following basis.

|  |  |  |
| --- | --- | --- |
| **Score** | **Description** | **Definition** |
| **0** | Failure | Failed to provide a response to the question. |
| **1** | Unacceptable | Fail for a Pass/Fail question or an unacceptable response with poor evidence of the knowledge, skill or experience sought; a high risk that relevant knowledge, skill or experience will not be available. |
| **2** | Acceptable | Moderated Pass for a Pass/Fail question or the response and information presented by the Provider provides evidence that they have the required level of knowledge, skill or experience sought, or a Moderated Pass from a previous Fail due to the explanation given. |
| **3** | Good | The response demonstrates real understanding of the requirement and evidence of ability to meet it. Good knowledge, skill or experience of the specific provision required or relevant knowledge, skill or experience of comparable service or supply provision is shown. |
| **4** | Excellent | Pass for a Pass/Fail question or an excellent response which provides real confidence based on knowledge, skill or experience of the service or supply provision required. Response indicates that the Provider will add real value to the organisation with excellent skills and a deep knowledge and experience of the service or supply requested. |

1. If Barnardo’s finds any of the answers to this questionnaire unsatisfactory, it reserves the absolute right not to accept your quotation.
2. Evidence supporting your answers, where required, e.g. accounts, insurance certificates, ISO/EN/BS audit certificates, etc. must be provided with your response.
3. The completed PSQ and accompanying EOI response must be in the English language. All financial values within any of the submitted documentation must be provided in or converted into pounds sterling. Where official documents include financial data in a foreign currency, a sterling equivalent must be provided.
4. In this questionnaire use of the word company shall include a partnership, sole Provider, an unincorporated firm, a charity, a private limited company, a Public Limited Company, Community Interest Company (CIC), etc. as the interpretation so requires.
5. All personal information supplied is subject to the Data Protection Act 2018 and will be treated as confidential.

1. Completed PSQs and attachments, if any, must be converted to PDF and returned with the EOI response.

2.0 Business or Individual Details

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| --- | --- | --- |
| 2.1 | Name of Provider (and parent company, if applicable) or an individual: |  |
| 2.2 | Primary contact details:(Provider contact name, job title, postal address, telephone and mobile number) |  |
| 2.3 | Primary contact’s e-mail address, website address |  |
| 2.4 | Registered address, if different from the above: |  |
| 2.5 | Your business’ country of tax residency: |  |
| 2.6 | VAT registration number (if applicable): |  |
| 2.7 | Please indicate your business structure: |
|  | [ ]  Self-employed Individual[ ]  Private Company (Ltd.)[ ]  Public Limited Company (PLC)[ ]  Partnership (LLP or informal)  | [ ]  Personal Services Company (PSC)[ ]  Social Enterprise or Voluntary Sector Business[ ]  Charity[ ]  Other (please give details at 2.7a) |
| 2.7a | Company/LLP/Charity Registration number (and other information, if any): |
| 2.7b  | UK RLP number |  |
| 2.8 | Name of immediate parent company and Company and/or Charity Registration No. |  |
| 2.9 | Name of ultimate parent company |  |
| 2.10 | Alternative Contact Details*Please provide the details of an alternative contact about this application if we are unable to reach your primary contact.* |  |
| 2.11 | Please give an overview of your organisation (brief history, company overview) and explain how you think this is relevant to our organisation and the services we deliver. [Max 100 words] |
|  |
| 2.12 | Do you plan to use any other entities or individuals other than your own employees to perform the services? If yes, identify their name and address, their relationship to you and the activities they will perform. [Max 100 words] |
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3.0 Finance and Business Information

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| 3.1 | Financial and Economic Standing |  |
| 3.1a | Please provide a copy of your accounts for the last three years. Tick the box to indicate whether these are attached. | [ ]  Yes[ ]  No |
| 3.1b | If you are unable to provide accounts for question 3.1a, please provide 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 this organisation | [ ]  Yes[ ]  No[ ]  Attached |
| 3.1c | What is the value of your current unrestricted reserves (including designated funds)? |  |
| 3.1d | Do you currently have unrestricted reserves of more than 6 months running costs? |  |
| 3.1e | Please tell us briefly what steps your organisation has taken to address the financial risks [Max 100 words] |
|  |
| 3.1f | Have you /your business met the payment terms of your banking facilities, loan agreements (if any), creditors and employees’ salaries during the past year?  | [ ]  Yes[ ]  No |
| 3.1g | Is Barnardo’s the source of 25% or more of your current trading income? | [ ]  Yes[ ]  No |
| 3.2 | Insurances |  |
| 3.2a | Please outline your current business insurance levels for the following: * Public and Product Liability
* Employer’s Liability
* Professional Indemnity Insurance
* Cyber and Data Insurance

We reserve the rights to request an increase in the above insurance levels when deemed necessary for the programme. |  |
| 3.3 | Health and Safety |  |
| 3.3a | Does your company comply with the Health and Safety at Work, etc., Act 1974? | [ ]  Yes[ ]  No |
| 3.3b | Has your company been served with any improvement or prohibition notices by an enforcing authority or been prosecuted for breaches of any health and safety legislation in the last 3 years? | [ ]  Yes[ ]  No |
| 3.4 | Equalities and Inclusion |  |
| 3.4a | Do you comply with the Equality Act 2010? | [ ]  Yes[ ]  No |
| 3.4b | In the last three years has your organisation been the subject of formal investigation by the Equality and Human Rights Commission on grounds of alleged unlawful discrimination or has any finding of unlawful discrimination been made against your organisation by any court or tribunal? | [ ]  Yes[ ]  No |
| 3.5 | Privacy and Data Protection |  |
| 3.5a | Do you comply with the Data Protection Act 2018? | [ ]  Yes[ ]  No |
| 3.5b | In the last three years has your organisation been the subject of formal investigation by the Information Commissioner’s Office (ICO) or has any finding of unlawfulness or action (enforcement notice, undertaking, prosecutions, fines, audits, advisory visits or an overview report, etc.) been made or taken against your organisation by the ICO? | [ ]  Yes[ ]  No |
| 3.6 | Quality Assurance |  |
| 3.6a | Does your organisation or that part of your organisation which will be delivering this contract hold ISO 9001 or have an equivalent Quality Assurance System? (Please attach the certificate or a description of the equivalent system). | [ ]  Yes[ ]  No[ ]  Attached |
| 3.7 | Business Practices – Mandatory ExclusionAnswer the following questions in relation to your business or to (any of) the director(s) / partners / proprietor(s): |
| 3.7a | Are you in a state of administration, bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, subject to sequestration proceedings, in Scotland granted a trust deed, or subject to relevant proceedings? | [ ]  Yes[ ]  No |
| 3.7b | In the past 7 years, have you been convicted of a criminal offence related to business or professional conduct? | [ ]  Yes[ ]  No |
| 3.7c | In the past 5 years, have you been convicted anywhere in the world of: participation or conspiracy in a criminal organisation corruption, bribery, terrorist offences, fraud, child labour or human trafficking, drug trafficking, or sexual offences? | [ ]  Yes[ ]  No |
| 3.8 – 3.10 Business Practices – Discretionary Exclusion |
| 3.8 | Have you fulfilled your obligations related to payment of taxes and/or social security contributions and will you provide copies of any payment certificate documentation that is required? | [ ]  Yes[ ]  No |
|  |
| 3.9 | Do you have the relevant licences or membership of an appropriate organisation to carry out your business where required by law? | [ ]  Yes[ ]  No |
|  |
| 3.10 | Does your business comply with the Immigration, Asylum and Nationality Act 2006) and only employ staff who are legally eligible to work in the UK?  | [ ]  Yes[ ]  No |
| 3.11 | Modern Slavery Act 2015 |  |
| 3.11a | Is your turnover in excess of £36m? | [ ]  Yes[ ]  No |
| 3.11b | Do you comply with the provisions of the Modern Slavery Act 2015? | [ ]  Yes[ ]  No |
| 3.11c | Do you take steps to ensure that your national and international supply chain complies with the Modern Slavery Act provisions?  | [ ]  Yes[ ]  No |
| 3.12 | Conflict of Interest Issues |  |
| 3.12a | Does any member of Barnardo’s or any of its subsidiaries’ Board of Trustees (a “Trustee”) serve as an officer or director of your company?  | [ ]  Yes[ ]  No |
| 3.12b | Does any immediate family member (spouse or dependent child) of a Trustee have an ownership interest in your company?  | [ ]  Yes[ ]  No |
| 3.12c | Does any Barnardo’s employee or their immediate family member serve as an officer, director, partner or sole proprietor of your company?  | [ ]  Yes[ ]  No |
| 3.12d | Are you aware of any other circumstances that could constitute a conflict of interest with Barnardo’s including any of its subsidiaries? | [ ]  Yes[ ]  No |
|  |  |  |
| 3.13 | If any of your business details or circumstances change during this procurement, will you immediately provide updated information to Barnardo’s? | [ ]  Yes[ ]  No |
|  |
| 3.14 | If further information is required to explain one or more of your answers please write in the space below, providing enough information or explanation that will allow Barnardo’s to consider changing your Fail score to a Moderated Pass. Ensure you indicate to which question your explanation relates. |
| Insert your answer in this box |

**4.0 Policies and Procedures**

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| 4.1 | Please identify where your company has written and current policies and procedures in place, for the areas listed below |  |
| 4.1a | Equality and diversity | [ ]  Yes[ ]  No |
| 4.1b | Safeguarding vulnerable groups | [ ]  Yes[ ]  No |
| 4.1c | Prevent Duty | [ ]  Yes[ ]  No |
| 4.1d | DBS Checks for Staff | [ ]  Yes[ ]  No |
| 4.1e | Complaints  | [ ]  Yes[ ]  No |
| 4.1f | Health and Safety | [ ]  Yes[ ]  No |
| 4.1g | Data Protection Policies and Procedures (GDPR) | [ ]  Yes[ ]  No |
|  | *Please note that by submitting this application, you agree to provide written copies of these policies on request.* |  |

**5.0 Relevant Experience**

**References**

Please provide details for two contracts from the last five years that are relevant to the requirements of this service.

These will be used as part of an assessment of your technical and professional ability to provide the services/products required**.**

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| **Reference 1** |
| **i** | Business or organisation (name): |  |
| **ii** | Contract start date: |  |
| **iii** | Contract completion date: |  |
| **iv** | Total contract value: |  |
| **v** | Brief description of the contract and performance as evidence as to your capability in this market. [Max 150 words] |
|  |
| **Reference 2** |
| **i** | Business or organisation (name): |  |
| **ii** | Contract start date: |  |
| **iii** | Contract completion date: |  |
| **iv** | Total contract value: |  |
| **v** | Brief description of the contract and performance as evidence as to your capability in this market. [Max 150 words] |
|  |

C. Providers’ Past Performance

Where your firm has worked for Barnardo’s in the last 5 years providing a similar requirement an internal reference will be obtained, marked and substituted for the lowest scored contract named in A.

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| --- | --- | --- |
|  | Have you worked for Barnardo’s or any of its subsidiaries in the last five years? | [ ]  Yes[ ]  No |
|  | If yes, please supply the name of the contract, a brief description of what was provided, place of delivery, the value and the contact’s name and email address.  |
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6.0 Provider Declaration

I certify that I am authorised to sign on behalf of the Provider and that all the information supplied is accurate to the best of my knowledge. I acknowledge this form and the information on it will form part of the contract with Barnardo’s. I acknowledge that where information is revealed to be inaccurate or untrue that this may be grounds for termination of this and any other contract with Barnardo’s.

Signed: Dated:

(An electronic signature is acceptable)

Print Name of Signatory:

Title of Signatory:

Provider’s Name:

**Please return completed document to** **ETS@barnardos.org.uk**

| **MILESTONE** | **Date for submission** |
| --- | --- |
| Provider Suitability Questionnaire  | **20 May 2022** |
| 16-19 Study Programme 2022/2023Expression of Interest | **10 June 2022** |
| Anticipated Contract commencement date | **1 August 2022** |