**ESFA non-devolved Adult Skills Fund (ASF) Subcontracting Opportunity**

**Expression of Interest – 2024/25**

Futures is inviting organisations with current experience of Adults Skills Funding (ASF) delivery to Express an Interest (EOI) to be taken on as subcontractors as part of our ASF ESFA contract for the 24/25 academic year. We are seeking up to 3 partners for £300,000 of ASF, with no provider taking on less than £100,000 to deliver in the following areas:

* Leicester and Leicestershire
* Lincolnshire (excluding North and North East Lincolnshire)
* Norfolk and Suffolk
* Hertfordshire
* Northamptonshire, Bedfordshire, and Milton Keynes (SEMLEP)
* Essex (including Thurrock and Southend)

**Introduction**

Futures is an Ofsted rated ‘Good’ provider of expert Adults Skills and Training as well as Ofsted rated ‘Outstanding for our Careers Information, Advice and Guidance. We operate across the East Midlands and the East of England with a focus on the Nottinghamshire, Derbyshire, and north Leicestershire area. With over 20 years’ experience delivering careers, employment, and training programmes, Futures has helped thousands of people into sustainable employment, improved educational attainment, and successful careers.

Our intention through this procurement is to continue to support our learners through working with organisations, which can supplement and enhance our existing offer of accredited training courses.

Through this EOI, we are seeking partners who can provide training delivery in the following ESFA approved Sector Subject Areas (SSAs):

* Preparation for Life and Work
* Health, Public Service, and Care
* Business, Administration and Law
* Retail and Commercial Enterprise
* Education and Training

**The response details provided in the Learning Aims section of the questionnaire is a mandatory pass/fail for the inclusion of the above SSAs.**

Partners should also ensure their delivery aligns with the Local Skills Improvement Plan objectives within their proposed LEP area of delivery. Through this delivery Futures would set forth the initial terms and conditions of the subcontract arrangement:

1. A sum of no less than £100,000 of eligible funding claims to be made no later than 31st July 2025.
2. 100% of delivery to be completed in face-to-face format, online distanced learning will not be accepted.
3. A minimum of £50,000 (50% of contractual allowance) to be allocated to the delivery of DWP Sector Work Academy Programmes (SWAPs) related activity ensuring all evidence requirements are met as set by the ESFA funding regulations for Learner Evidence files.
4. Subcontracting providers will be responsible for the sourcing and enrolling of all participants as well as conducting eligibility checks in accordance with ESFA funding regulations (including the completion of compliance documentation to support funding claims)
5. Subcontracting providers will be responsible for:
   1. Internal quality assurance of all qualifications
   2. Registration and certification of all qualifications with relevant awarding bodies
6. Futures to be responsible for all:
   1. Management and submission of all learner data as required by the ESFA.

Details submitted in this EOI are required to help us evaluate the appropriateness of your organisation to be offered a sub contractual agreement. We will contact organisations we wish to work with to negotiate an SLA and request more information to complete our due diligence process in accordance with both our own and ESFA requirements for subcontracting.

Futures will apply the following Marking Criteria to all EOI applications:

|  |  |
| --- | --- |
| **Mark** | **Description** |
| 0 | Does not meet the requirements; no evidence provided. |
| 1 | Poor or limited response to the requirement, limited supporting evidence provided. |
| 2 | Fair: partially meets requirements but falls short in some respects, satisfactory evidence provided |
| 3 | Good: meets the requirements in most material respects and good evidence provided. |
| 4 | Very good: fully meets the requirements in all areas, very good evidence provided. |
| 5 | Excellent: fully meets the requirements in all areas and exceeds some or all of the major requirements. Provides an excellent and detailed explanation and evidence. |

Please return your form in word document format. Where appropriate a **Word Count limit** has been provided and **these sections will only be scored up to the limit indicated.** Please do not include any additional diagrams or images within these sections.

**Once completed the form should be sent electronically to Alerts@the-futures-group.com along with copies of your safeguarding and prevent policies and organisational chart including delivery and quality assurance to arrive by 23:59 on 1st September 2024.**

**Delivery for all subcontracting work will commence from 1st October 2024.**

Futures will not be liable for any bid costs, expenditure, work, or effort incurred by a supplier in proceeding with or participating in this procurement, including if the procurement process is terminated or amended. Futures reserve the right at any time to make a decision not to proceed with procurement process, and the right to accept any EOI in whole or in part.

**Part A: Organisational Details**

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| --- | --- | --- |
| **Section A1) Organisational Details:** | | |
| **A1.1** | Full name of applicant organisation: |  |
| **A1.2** | Address / Postcode |  |
| **A1.3** | Registered Office Address (if different) |  |
| **A1.4** | Type of organisation:   * Public Limited Company * A Limited Company * A Company Limited by Guarantee * A Partnership * A Charity * Other (please specify): |  |
| **A1.5** | Company / Charity Registration Number: |  |
| **A1.6** | UKPRN (UK Provider Reference Number) if held: |  |
| **A1.7** | If your organisation is not incorporated in the UK, BUT is incorporated or registered overseas, then please give the country in which it is incorporated or registered and the registration number |  |
| **A1.8** | If your organisation is part of a group of companies incorporated or registered outside of the UK, please state:  • The registered name of your parent company  • The organisation with which it is registered  • The country in which it is registered and the registration number |  |
| **A1.9** | Organisation website address: |  |
| **A1.10** | Name and Job Title of main contact submitting this EOI: |  |
| **A1.11** | Full postal address of main contact: |  |
| **A1.12** | E-mail address of main contact: |  |
| **A1.13** | Telephone number of main contact (both landline and mobile): |  |
| **A1.14** | OFSTED inspection grade or if not applicable please provide your latest Self-Assessment grade |  |
| **A1.15** | Register of Training Organisations (ROTO) |  |
| **Please provide names and contact details of two references, relating to AEB/ASF contract delivery (Department of Education/Prime Contract Holders).** | | |
|  | | |
| **Please provide full details of any professional or commercial affiliations.** | | |
|  | | |
| **Please provide a brief overview of your organisation and its main activities.**  **(100 words)** | | |
| **Weighting: Not scored** | | |
| **Total word count:** | | |
| **Organisation History – please provide a brief history of current contracts and delivery, including areas of delivery and scale of these programmes (250 words)** | | |
| **Weighting: 5%** | | |
| **Total Word Count:** | | |
| **Delivery Experience - Please detail the specific delivery experience held and provide examples of programmes which have been delivered and their success/challenges. Provide details of contract values and the outcomes for learners and employers (500 words)** | | |
| **Weighting: 20%** | | |
| **Total Word Count:** | | |
| **Description of your stakeholder partnerships in relation to learner and employer engagement. (250 words)** | | |
| **Weighting: 15%** | | |
| **Total Word Count:** | | |
| **Success Rates – Please provide learner enrolment, positive progression and success rates (%) for all ASF/AEB programmes you have delivered within academic year 23/24. (250 words)** | | |
| **Weighting: 20%** | | |
| **Total Word Count:** | | |
| **Quality Assurance – Details of your Quality & Assurance processes and a description of your Quality & Assurance Framework. (250 words)** | | |
| **Weighting: 15%** | | |
| **Total Word Count:** | | |
| **Health & Safety - Please explain how you show commitment to health and safety and ensure all learners are safe. (150 words)** | | |
| **Weighting: 5%** | | |
| **Total Word Count:** | | |
| **Safeguarding – Please explain your commitment to safeguarding and how you aim to keep your learners safe. (250 words)** | | |
| **Weighting: 15%** | | |
| **Total Word Count:** | | |
| **Equality & Diversity – Please explain how you show commitment to equality and diversity and ensure learners do not experience unlawful discrimination (150 words)** | | |
| **Weighting: 5%** | | |
| **Total Word Count:** | | |
| **Existing delivery of ESFA funding – please provide details of all existing subcontract agreements or direct ESFA funded delivery (Mandatory requirement)** | | |
| |  |  |  |  | | --- | --- | --- | --- | | **Funding Stream** | **Prime/Subcontractor** | **Duration** | **Value (£)** | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | |  |  |  |  | | | |

**Delivery Proposals**

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| --- | --- |
| Funding Stream |  |
| Programme Description | |  |  |  | | --- | --- | --- | |  |  |  | |
| Delivery Geography |  |
| Learning Aim Reference(s)  (Please make sure these cover target SSAs) |  |
| Number of Learners |  |
| Outcomes |  |
| Staffing |  |
| Target Clients (ages and other demographics etc.) |  |

**General Data Protection Regulations (GDPR)**

*Please complete the boxes comprehensively as your responses need to demonstrate your compliance with GDPR. Please expand each box to accommodate for information provided.*

|  |
| --- |
| 1. **What processes do you have in place to ensure GDPR compliance?** |
|  |
| 1. **What are your data protection policies for customer data?** |
|  |
| 1. **For how long do you store customer data?** |
|  |
| 1. **How do you obtain consent from data subjects?** |
|  |
| 1. **Do you have an appointed Data Protection Officer?** |
|  |
| 1. **What is your formal procedure for reporting any data breaches?** |
|  |
| 1. **How does your organisation handle instances when customers request their data be removed from your system(s)?** |
|  |
| 1. **What third party organisations do you work with that may also have access to the data we would share with you?** |
|  |
| 1. **Who within your organisation would have access to the data we would share with you and how is access restricted?** |
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