

PRE QUALIFICATION QUESTIONNAIRE (PQQ)

Subcontracted 16–18 Study Programme Delivery – Specialist Inclusive Provision

Contracting Authority: *Barnet and Southgate College*

ITT Reference: *BSCMar26Ten001*

Issue Date: *30 March 2026*

Expression of Interest Return Deadline: *Midday (12.00) Monday 13th April 2026*

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1. Introduction & Background

Barnet and Southgate College invites tenders from qualified organisations to deliver **high-quality-, inclusive 16–18 study programmes** aimed at learners who benefit from creative, practical and specialist support focused- pathways.

Provision must effectively support:

- Learners with **SEND, SEMH and neurodiverse needs**
- Learners requiring **enhanced pastoral, personalised or trauma-informed- support**
- Learners who thrive through **creative, vocational and experiential learning**

All delivery must comply with DfE funding rules, safeguarding and Prevent duties, audit requirements and the College's quality assurance processes.

Learner Number : 80-150 learners

It is expected that Barnet and Southgate College will apply a 20% management fee which will be paid from this MCV.

All interested organisations must first complete an Expression of Interest (EOI) form as part of this PQQ before invitation to submit a full Invitation to Tender (ITT).

2. Procurement Timetable (Indicative)

- PQQ issued: *30 March 2026*
- Clarification period: *30th March 2026 – (16.00) 9th April 2026*
- Expression of Interest return deadline: *Midday (12.00) Monday 13th April 2026*
- Evaluation period: *14th-24th April 2026*

- *Invitation to Tender Issued to Shortlisted Parties: 27th April 2026*
 - *ITT Stage: 27th April 2026 to 8th May 2026*
 - *Notification of outcome: Tuesday 12th May 2026*
 - *Contract start / mobilisation: 1 August 2026*
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3. Tender Instructions (ITT Stage)

3.1 Submission Requirements

Tender submissions must include:

1. **ITT Tender Application – Stage 1**
2. **Submission of Due Diligence & Policy Checklist**
3. Supporting documents (safeguarding, insurance, accounts, etc.)

Submission must be electronically uploaded to a dedicated link which will be supplied by Barnet and Southgate College upon invitation to tender.

3.2 Clarifications

All clarification queries must be submitted via email to the supplied dedicated email. Responses may be shared (anonymously) with all tenderers.

3.3 Conditions

The College is not bound to accept any tender. All costs of preparing submissions are the responsibility of tenderers.

4. Scope of Provision

4.1 Programme Requirements

Tenderers must propose a complete study programme including:

- Regulated **vocational/creative qualifications**
- **English and Maths** delivery where required
- **Personal development, tutorial and enrichment**
- Robust **pastoral and wellbeing support**

4.2 Inclusion & Learner Support

Proposals must demonstrate:

- Strong SEND and SEMH capability
- Experience supporting learners with EHCPs
- Trauma-informed practice and effective behaviour support
- Engagement with parents/carers and external agencies

4.3 Delivery Model

Tenderers must outline:

- Delivery locations and premises suitability
- Staffing model and qualifications
- Timetables & weekly hours
- Safeguarding arrangements
- Accessibility and risk management

4.4 Staffing Expectations

Staff must be:

- Appropriately qualified with enhanced DBS
 - Experienced with 16–18 regulated provision
 - Safeguarding/Prevent trained
 - Subject to safer recruitment
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5. Quality, Compliance & Performance

5.1 Funding Compliance

Providers must maintain complete learner records, support audit activities and comply with all funding rules.

5.2 Quality Assurance

The provider must participate fully in the College's QA cycle:

- Observations of teaching
- Learner voice
- Self-assessment
- Quality improvement planning

5.3 KPIs

Minimum monitored KPIs:

- Recruitment & retention
- Attendance
- Achievement, including English/Maths
- Learner progress (including EHCP outcomes)
- Progression/destinations
- Safeguarding compliance

5.4 Reporting

Monthly performance reporting and termly quality reviews are required. Serious incidents must be reported immediately.

5.5 Data Protection

Providers must comply with UK GDPR. A data sharing agreement may be required.

6. Pricing & Value for Money

The Pricing Schedule must outline:

- Per-learner delivery costs
- English/Maths rates (if applicable)
- Additional support costs
- Proposed management fee/top-slice (if any)
- Any mobilisation or other charges

Pricing must be transparent, justified and sustainable.

7. Evaluation Criteria (Indicative)

Criterion	Weighting
Compliance with ITT Stage 1	70%
Inclusion, safeguarding & support	10%
Value for money	20%

The College may invite shortlisted bidders to presentations or site visits.

The contract will be awarded to the **Most Advantageous Tender**.

8. Submission Checklist for ITT Stage

- ITT Stage 1
 - Submission of Due Diligence
 - Additional Information – Tender Specific (will be specified if required)
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Mandatory Step: Expression of Interest (EOI)

Before accessing the full ITT or submitting a tender, all prospective organisations must complete the **Expression of Interest (EOI)** form (available from Subcontracting area on website).

<https://barnetsouthgate.ac.uk/subcontracting>

Only organisations that submit an EOI and are approved to proceed will be invited to tender.
