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WELCOME

Supporting Providers

Welcome to the first edition of The Procurement and Contracts Team Bulletin. The aim of the Bulletin is to ensure that Providers are fully up to speed with all of the policy, system and implementation issues across the LSC procurement business cycle. The Bulletin will contain the essential information that Providers need to be aware of at each critical point of the year.

It is important to note that the Bulletin will NOT replace policy documents. What it will attempt to do is identify on a month by month basis:

- where we are in the Business Cycle
- key policy decisions for the month
- policy changes/updates AND implications
- forthcoming issues

Qualified Provider Framework

ATTENTION ALL PROVIDERS

IMPORTANT – ACTION REQUIRED BY 09 APRIL 2009

The Qualified Provider Framework (QPF) will be “frozen” week commencing 9th April 2009 to enable evaluation of new and revised provider information before our next Invitation to Tender round proposed in May.

The QPF will be unavailable from 5pm on Friday 6th March until Thursday 12th March. During this time the LSC will be carrying out essential updates and maintenance. This will result in a more streamlined application process for new providers.

If you have not yet updated your QPF application and wish to be considered for ITTs you are advised to do so before 5pm on Friday 6th March. If you do not do this any information that is included in the QPF will not move into the re-launched site on the 12th March.

If you have not already updated your information on the QPF and wish to be sent an Invitation to Tender (ITT) for the next or future procurement rounds please do so **NOW**.

If you wish to be sent an ITT you must;

- already have been advised that you have been successful in the relevant PQQs, which must include the Complete Me First, the Type 2 Generic questionnaire and the relevant PQQ, e.g. Employer Focussed, Learner Focussed Accredited and Learner Focussed Non Accredited (please see table A below);
- if you have previously applied and been notified that you were unsuccessful due to the response data which is not fixed (please see your debrief for details) you must update the relevant information and republish your submission
- if you have never published a response please follow the Qualified Provider Framework guidance on the LSC website www.lsc.gov.uk.

Table A

QPF Name	Description	Who should complete it?
Complete Me First	A document that organisations will only complete once, capturing organisational details and business standing data	Every organisation should complete
Type 1 Regional Responsive Questionnaire	This questionnaire captures quality, Health & Safety, Equality & Diversity, and other key data for organisations that are applying for an immediate Train to Gain or Apprenticeships contract	Any organisation applying for Regional Responsive Train to Gain or Apprenticeships contracts
Type 2 Generic Questionnaire	This questionnaire captures the generic information for all employer and learner focussed provision, e.g. Financial Health	Every organisation that wants to apply to pre-qualify to receive tenders for either employer or learner focussed provision
Type 2 Learner Focussed Non-Accredited Provision	This captures Quality Assurance and Capacity information for non-accredited provision	Any organisation that wants to apply to pre-qualify for Learner Focussed Non-Accredited Provision
Type 2 Learner Focussed Accredited Provision	This captures Quality Assurance and Capacity information for accredited provision	Any organisation that wants to apply to pre-qualify for Learner Focussed Accredited Provision

Type 2 Employer Focussed Provision	This captures Quality Assurance and Capacity information for employer focussed provision	Any organisation that wants to apply to pre-qualify for Employer Focussed Provision
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You have 365 day access to the information we hold about you on the QPF. You can access and update this information at any time. The only time the QPF is closed is the 48 hours either side of a tender publication. It is in your interest to ensure that the information about your organisation is as up to date as possible and represents your organisation in as positive a light as possible.

The QPF has 3 categories of providers

Category 1 Providers that are existing contract holders that DO NOT wish to tender for provision in other programme areas and have not successfully applied via the e-tendering portal. This does not override the LSC's published flexibilities for providers delivering Apprenticeship and Train to Gain provision. They can however be offered future contracts through negotiation only. If at any stage Category 1 providers wish to be considered for ITTs – they must publish a response to all of the relevant PQQs.

If you do not update your information you will be excluded from the next tendering round.

Category 2 Providers that are existing contract holders that DO wish to tender for provision in other programme areas through the Open and Competitive Tendering process and have successfully applied via the e-tendering portal. Where providers have been successful in order to achieve Category 2 status providers **MUST** update the information that is currently being held for them on the QPF and re-publish.

Category 3 Providers that are not existing contract holders (new providers to the LSC) but wish to tender for provision and have successfully applied via the e-tendering portal.

For more detailed guidance on the QPF go to The "Read Me First" - Statement of Requirement and Instructions for Potential Providers of Education and Training provision to be tendered from 2009 to 2012 can be found [here](#)

The categories for which we wish to procure provision are:

a) Learner Focussed Provision, including (but not exhaustive)

- Foundation Learning Tier
- Specialist provision for learners with learning difficulties and/or disabilities

- Specialist provision to engage young people who are currently not in education, employment or training
- Provision for individuals to prepare them for sustainable employment
- Skills for Jobs
- Basic Skills and Employability provision for Jobcentre Plus customers
- A range of enhanced skills and employment activities
- Specific areas of provision identified in Regional LSC Commissioning Statements

b) Employer Focussed Provision, including (but not exhaustive)

- Apprenticeships, Work Based Learning [16-24 year olds]
- Apprenticeships for Adults, Work Based Learning [25+]
- Train to Gain training provision (including Skills for Life, level 2 and level 3 learning)
- Specific areas of provision identified in Commissioning Statements

Please be aware that additional provision areas maybe added to the Learner Focussed Provision and Employer Focussed Provision lists by the LSC.

Timescales

This is the proposed timetable for this year's Open and Competitive Tendering rounds. The dates when the QPF will be frozen will be advised as soon as they are agreed with the National Office policy team.

Please visit our website regularly. We will also inform providers of confirmed dates through this monthly Bulletin and through our Bravo messaging service.

QPF open for business and PQQ launched	31 October 2008
'Freeze' date – providers must have submitted a pre-qualification questionnaire or updated their existing data on the LSC e-tendering portal by this date to receive tenders in May 2009	w/c 9 April 2009
Invitations to tender issued by the LSC	May 2009 *
Invitations to tender returned to the LSC	July 2009 *
Invitations to tender evaluated by the LSC	July 2009 *
Contract Award	August 2009 *

* these dates will be confirmed at a later date. The LSC reserves the right to change these dates,

E2E contracts for 09/10

Due to a recent European Social Fund policy change the LSC is no longer required to procure match funded provision through Open and Competitive tendering. The East of England has therefore withdrawn the E2E Invitation to Tender and will be negotiating E2E contracts for the forthcoming academic year. Providers will be contacted by their local Partnership Team.

Response to Redundancy Invitation to Tender

The current Invitation to Tender launched by the East of England is part of the national Response to Redundancy programme. This is the government's response to the current economic downturn and is designed to help people who have been made redundant, or who are at risk of being made redundant, re-enter the labour market. The ITT has been sent to all Employer Responsive providers on the QPF.

The East of England Response to Redundancy Briefing Note of 10 February 2009 can be accessed [here](#)

Further Information

The e-tendering portal can be found at: <https://lsc.bravosolution.com>

Register [here](#) to receive a monthly document alert.