



ENABLE

The Voluntary and Community Sector
Learning and Skills Consortium

New Organisation Tendering Procedure

Change History

First Published:		17/02/2009	Originally Created by:	SMT
Person Responsible for Policy:		Enable CEO		
Date of Review	Reviewed by	Policy changes	Approved by	Date of next review
19 Feb 2018	Standards Officer	Small changes to wording and referencing	Operations Manager	24 July 2018
13/09/2018	Standards Officer	No Changes	BOARD	17/09/2019
21/04/2020	SMT	No Changes	CEO	21/04/2021

Purpose:

Where for a programme funding is available from one year to the next and a tendering process is used, to have an open and transparent process which allows VCS organisations to access the programme funding, who **have not had** the programme funding in the previous year.

Scope:

All Voluntary and Community Sector (VCS) organisations that are Enable members and **have not had** the programme funding in the previous year.

Responsibilities

- Contract Manager – to draw up the Service Specification and Expression of Interest (Eoi), and when approved ensure the programme is advertised
- Chief Executive – to approve the final Service Specification and Expression of Interest before it is advertised.

Procedure

The Contract Manager draws up a Service Specification which outlines the purpose of the Programme as agreed within the approved Proposal and outlines the delivery requirements of the specific programme.

Where organisations have not had funding in the previous year for the funding stream, the Expression of Interest draws on the following information

Section One – Applicant Organisation Details which includes equal opportunities and health and safety

Section Two – Course Delivery which includes course title, delivery venue, tutor who will be delivering, start and end date of course and awarding body and/or unit title, along with tutor personal information.

Section Three – Quality which includes self assessment (across the scope of the Common Inspection Framework) and evidence of other quality standards. If a VCS organisation has not produced a Self Assessment Report before then an Enable Quality Checklist has to be completed.

Section Four – Supporting the Learner which includes, why the organisation wants to deliver the specified courses, the geographical area where learning will take place

PRO-008

and where learners will come from. Progression opportunities for learners to move on and any added value the organisation can offer e.g. childcare facilities etc.

Section Five – Planned Delivery which outlines the outputs and the numbers the VCS organisation is seeking to deliver.

Section Six – Completion and Return Information.

Additional information can be inserted where appropriate to meet specific requirements of the Programme.

When approved by the Chief Executive, the Contract Manager advertises the programme on the Enable website (members area only), and sends an e-mail out to all Enable members. Any other medium deemed relevant and appropriate may be used.

The advertising consists of the following documents, Service Specification, Expression of Interest, Enable Tutor Personal Information Record, Enable Quality Checklist for New Providers and the latest version of the learner Start Record.

The timescale for allowing return of Eols by VCS organisations should be no more than three weeks.