



Nottingham
City Council

Information and Instructions For Applicants

For the provision of
**Directory of Approved
Apprenticeship Training Providers
(DAAP)**
Ref: CPU 1967

Section 1: Introduction

1. Background

1.1 Nottingham City Council is undertaking an accreditation exercise for apprentice training provision. As a result of this process, The Council intends to establish a national list of approved providers called the Directory of Approved Apprenticeship Training Providers (DAAP).

1.2 We are now inviting applications from sufficiently experienced and qualified training providers. The service agreement will be established until 30th September 2019 with a possible annual extension of 2 further years, at the Authority's discretion.

1.3 The DAAP will be used by Nottingham City Council when training requirements for apprentices arise. It will also be made available for use by public body employers wishing to train apprentices across England.

1.4 Nottingham City Councils Economic Development Team will oversee the management of The DAAP and offer a nationwide Local Apprenticeship Service to public body employers in order to support them to meet their apprentice training needs in an efficient and cost effective manner.

1.5 Funding for apprenticeships in England will be accessed by employers from central Government Funds. This includes a drawdown of funds paid by employers to HMRC in the form of an 'Apprenticeship Levy', and other funding available in the form of 'Co-Investment'.

1.6 The potential contract value is estimated to be £3.5 million per region in England per annum, totalling £31.5 million across the 9 regions.

2. Contract Terms & Conditions

2.1 The draft service agreement and call-off contract that the Authority proposes to use are available for review by potential suppliers. By submitting an application, providers are agreeing to be bound by the terms of this contract without further negotiation or amendment. Any amendments that are proposed but not agreed could be considered a non-compliant application.

2.2 Successful Training Providers who are approved onto The DAAP will be required to provide two signed copies of the contract following award.

Section 2: Instructions for Completion

3. Accreditation Documents

3.1 The Accreditation documentation comprises of the following:

3.1.1 Information and Instructions for Applicants (this document)

3.1.2 Service Specification

3.1.3 Draft Service Agreement

3.1.4 Draft Call-off Contract

3.2 The following documents are for completion and submission by applicants:

3.2.1 The DAAP Questionnaire (incorporating declaration form, sub-contractor table & sub-contractor selection questionnaire)

3.2.2 Call-off Information Spreadsheet You must also attach a copy of your Safeguarding and Complaints Policies.

4. Submission of Applications

4.1 Applicants should follow the instructions for completion provided within this document and any documentation for submission.

4.2 Completed applications and supporting documentation must be submitted via email to daap@nottinghamcity.gov.uk marked confidential

4.3 Applicants may request clarification on any of the points contained within the accreditation documents. Clarification requests must be submitted in writing via email to daap@nottinghamcity.gov.uk

4.4 Applicants are advised to review the contract terms and conditions prior to submitting an application. Any questions regarding the contract terms and conditions must be raised before submitting your application.

4.5 Applications that are not submitted in the required format will not be considered.

4.6 No alteration or amendment of applications will be accepted after submission, with the exception that the Authority may, at its sole discretion, permit an applicant to correct an error or omission that, in the Authority's considered opinion, is a genuine and obvious one.

4.7 The application submitted in response to this accreditation should include all of the information that the applicant considered necessary for an accurate and equitable evaluation of their application.

5. Completing the DAPP Questionnaire

5.1 Applicants are required to complete and submit the DAAP Questionnaire form. The questions will be used to assess your organisations suitability to be accepted CPU 1967 Page 4 onto The DAAP. The questionnaire is based upon the Standard Selection Questionnaire issued by the Crown Commercial Services. Any applicant who fails to satisfy the Authority of their suitability to undertake the contract will not be accepted onto The DAAP.

5.2 To be awarded a contract for The DAAP your organisation must be approved on the Education and Skills Funding Agency (ESFA) Register of Apprenticeship Training Providers (RoATP). Nottingham City Council will confirm with ESFA that your organisation is registered before a contract is awarded.

5.3 In section 1.2, the Authority requires applicants to identify whether (and which) sub-contracting or arrangements apply in respect of this accreditation. Your Subcontractors must complete the 'Sub-contractor Selection Questionnaire'. Please submit completed questionnaires with your application along with the 'Subcontractor Table' also requested.

5.4 The online application will be assessed using the following criteria:

Part 1: Potential Supplier Information		
Section 1.1	Potential Supplier Information	Information Only
With the exception of question 1.19 which is		Pass or Fail
Section 1.2	Bidding Model	Information Only
With the exception of question 1.2.3 which is		Pass or Fail
Section 1.3	Contact Details and Declaration	Information Only
Part 2: Exclusion Grounds		
Section 2	Grounds for Mandatory Exclusion	Pass or Fail
Section 3	Grounds for Discretionary Exclusion	Pass or Fail
Section 4	Modern Slavery Act 2015	Pass or Fail
With the exception of question 4.1 which is		Information Only
Part 3: Additional Questions		
Section 5.1	Insurance	Pass or Fail
Section 5.2	Safeguarding	Pass or Fail
Section 5.3	Complaints	Pass or Fail
Section 5.4	Quality Rating	Pass or Fail
Section 5.5	Courses to be delivered	Information Only
With the exception of question 5.5.2 which is		Pass or Fail

5.5 Potential **Supplier Information and Exclusion Grounds: Part 1 and Part 2:** The DAAP Questionnaire is a self-declaration, made by you (the potential supplier), that you do not meet any of the grounds for exclusion¹. If there are grounds for exclusion, there is an opportunity to explain the background and any measures you have taken to rectify the situation (as per the Standard Selection Questionnaire, this is called self-cleaning). A completed declaration of Part 1 and Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. Sub-contractors that you rely on to meet the selection criteria must complete the Sub-Contractor Selection Questionnaire.

¹ For the list of exclusion please see

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/551130/List_of_Mandatory_and_Discretionary_Exclusions.pdf

Part 2 provides a formal statement that the organisation making the declaration has not breached any of the exclusions grounds. Consequently we require all the organisations that you will rely on to meet the selection criteria to provide a completed Part 1 and Part 2. Sub-contractors that you rely on to meet the selection criteria must complete the Sub-Contractor Selection Questionnaire.

5.6 Additional **Questions: Part 3:** The additional selection questions you need to respond to are outlined in the table above. If you intend to use sub-contractors, you should complete all of the selection questions on behalf of the any sub-contractors. If the relevant documentary evidence referred to in the online application form is not provided upon request and without delay we reserve the right to amend the contract award decision and not award to your organisation.

5.7 You are required to attach the following evidence as part of your application:

Question 1.2.1	Sub-contractor Table	If applicable
Question 1.2.1	Sub-contractor(s) Selection Questionnaire	If applicable
Question 2.1	Self-Cleaning evidence	If applicable
Question 2.3	Self-Cleaning evidence	If applicable
Question 3.1	Self-Cleaning evidence	If applicable
Question 3.2	Self-Cleaning evidence	If applicable
Question 4.2	Modern Slavery Act 2015	If applicable
Question 5.2.1	Safeguarding & Whistle Blowing Policy	Mandatory
Question 5.3.1	Complaints Policy	Mandatory
Question 5.5.4	Declaration Form	Mandatory

5.8 Consequences of misrepresentation: If you seriously misrepresent any factual information in filling in the online application form, and so induce an authority to enter into a contract, there may be significant consequences. You may be excluded from the procurement procedure, and from bidding for other contracts for three years. If a contract has been entered into you may be sued for damages and the contract may be rescinded. If fraud, or fraudulent intent, can be proved, you or your responsible officers may be prosecuted and convicted of the offence of fraud by false representation, and you must be excluded from further procurements for five years.

5.9 Please ensure that all questions are completed in full, and in the format requested. **If the question does not apply to you, please state 'N/A'.**

5.10 The authority recognises that arrangements set out in section 1.2 of the standard Selection Questionnaire, in relation to the use of sub-contractors, may be subject to change and will, therefore, not be finalised until a later date. The lead contact should notify the authority immediately of any change in the proposed arrangements and ensure a completed sub-contractor selection questionnaire is submitted for any new organisation relied on to meet the selection criteria. The authority will make a revised assessment of the submission based on the updated information.

5.11 The authority confirms that it will keep confidential and will not disclose to any third parties any information obtained from a named customer contact, other than to the

Cabinet Office and/or contracting authorities defined by the regulations, or pursuant to an order of the court or demand made by any competent authority or body where the authority is under a legal or regulatory obligation to make such a disclosure.

6. Completing the Call-off Information Spreadsheet

6.1 Applicants are required to complete and submit spreadsheet provided as part of the application pack labelled 'Call-off Information Spreadsheet'.

6.2 This information will be collated into a 'Course Information Catalogue' which will be used by employers in order to complete the call-off procedure. Please refer to the Call-off Procedure outlined in the Service Specification for more detail on how employers will use The DAAP.

6.3 The spreadsheet requires applicants to provide the following information:

The information outlined below will be required for each separate course	
Column A Course Name	Enter the Course name as described by the ESFA.
Column B Level	Using the drop down list enter the level or levels you can deliver this specific course at.
Column C Delivery Type	Use the drop down list to indicate whether you can deliver all or part of the apprenticeship.
Column D Delivery Mode	Use the drop down list to indicate whether you can deliver the apprenticeship in any or all delivery modes to cater for the differing work patterns of apprentices.
Column E Price	Enter the indicative price you can deliver the course at. This could be subject to negotiation with each Employer. The terms of this procurement exercise mean that this price cannot be above the maximum funding band for this course.
Column F Sector	Select the sector which relates to this course from the drop down menu.
Column G Sub Region or Location	Select the sub region(s) or locations where you can deliver the course from the drop down list in in Column E. All prescribed regions are included in Appendix 1 of this document, you are advised to review this before you start to complete the column. Example: if you are able to deliver a course across all of Derby City & Derbyshire, this means you can deliver to all of the districts in Derbyshire and Derby City, Column C, Rows 2-11 of the location tab. If you can deliver across all the locations in the East Midlands column C rows 2 - 46 then you select All East Midlands from the drop down to save you time. The spreadsheet will not allow you to select the same sub region or location more than once in the same cell. A full list of locations is provided for your reference in Appendix 1 .

6.4 There are separate tabs for detailing the standards you will deliver (highlighted in orange) and the frameworks you will deliver (highlighted in green). In addition to this, there is an 'Example' tab which will provide you with further guidance on how to complete the spreadsheet correctly.

6.5 The list of Standards can be found at

<https://www.gov.uk/government/collections/apprenticeship-standards>.

You may include Standards which are published but not ready for delivery yet.

6.6 The list of live Frameworks can be found at

<https://www.gov.uk/government/publications/apprenticeship-frameworks-live-list>.

6.7 Enter all the Standards first followed by all the frameworks you can deliver.

- 6.8 If you need to insert additional rows use the insert button on the right hand side of the Home tab at the top of the page.
- 6.9 The information in the Source information tab is locked and cannot be amended it relates to the drop down lists in the Course Information Catalogue tab.
- 6.10 Please save the spreadsheet in the name of your organisation.

7. Completing the Declaration Form

- 7.1 Applicants are required to complete and submit the declaration provided as part of the DAAP Questionnaire labelled 'Declaration Form'.
- 7.2 Where signatures are required, they must be provided by an appropriately authorised individual as follows:
- 7.2.1 Where the Tenderer is an individual, by that individual;
 - 7.2.2 Where the Tenderer is a partnership, by two duly authorised partners;
 - 7.2.3 Where the Tenderer is a limited company, by a director duly authorised for such purposes.
- 7.3 Signatures may be a scanned signature or an electronic signature (**but not typed**) and must be included with the documents submitted.

8. Clarification of Tender Responses

- 8.1 Where it is considered that the information or documentation submitted is or appears to be incomplete or erroneous, or where specific documents are missing, the Authority may request the applicant concerned to submit, supplement, clarify, or complete the relevant information or documentation within an appropriate time limit.
- 8.2 The Authority reserves the right to disqualify any application which is incomplete. Applicants who do not meet the basic minimum standard required after clarification may be excluded from further consideration at the Authority's discretion.
- 8.3

Section 3: Information for Applicants

9. General Information

- 9.1 Any background information included in relation to the accreditation is provided in good faith; no guarantee is given that it is exhaustive, or that any conclusion whatsoever may be drawn from it; and no warranty is made as to its accuracy.
- 9.2 Information given in respect of predicted spend is given as a guide; the Authority makes no warranty and accepts no liability as to the actual value or volume of orders to be placed with any provider.

10. Confidentiality

10.1 All information supplied by The Authority in connection with this accreditation process must be treated as confidential.

10.2 All information provided to the applicant remains the property of The Authority.

10.3 The Authority and all applicants agree that insofar as permitted by the Freedom of Information Act 2000 each shall keep confidential all information which has either been designated as confidential by either party in writing or that ought to be considered confidential including commercially sensitive information, information which relates to the business and affairs of the other party and all information which either party receives or obtains as a result of its involvement in the accreditation.

11. Costs

11.1 All costs associated with the preparation of the response to this accreditation shall be borne in full by the applicant.

11.2 The Authority will not be liable, under any circumstance, for any costs or charges incurred by applicants arising from any aspect of the accreditation process, nor for any costs or charges incurred by successful applicants relating to the preparation and completion of the formal contract documentation.

12. Contract Award

12.1 The Authority is not bound to accept any application.

12.2 Any acceptance of an application by the Authority shall be in writing and shall be communicated to the applicant via email.

12.3 Upon acceptance the Contract shall thereby be constituted and become binding on both parties notwithstanding which the applicant shall, upon request of the Authority, forthwith execute a formal contract in the form provided.

Appendix One: List of Localities

Region	Sub-region	Location
EAST MIDLANDS	Derbyshire	Amber Valley
		Bolsover
		Chesterfield
		Derbyshire Dales
		Erewash
		High Peak
		North East Derbyshire
		South Derbyshire

	East Midlands	Derby UA
		Leicester UA
		Rutland UA
		Nottingham UA
	Leicestershire	Blaby
		Charnwood
		Harborough
		Hinckley and Bosworth
		Melton
		North West Leicestershire
		Oadby and Wigston
	Lincolnshire	Boston
		East Lindsey
		Lincoln
		North Kesteven
		South Holland
		South Kesteven
		West Lindsey
	Northamptonshire	Corby
		Daventry
		East Northamptonshire
		Kettering
		Northampton
		South Northamptonshire
		Wellingborough
	Nottinghamshire	Ashfield
		Bassetlaw
		Broxtowe
Gedling		
Mansfield		
Newark and Sherwood		
Rushcliffe		
EAST OF ENGLAND	Cambridgeshire	Cambridge
		East Cambridgeshire
		Fenland
EAST OF ENGLAND		Huntingdonshire
		South Cambridgeshire
	East	Bedford UA
		Central Bedfordshire UA
		Luton UA
		Southend-on-Sea UA
		Thurrock UA
		Peterborough UA
	Essex	Basildon
		Braintree
Brentwood		
Castle Point		

		Chelmsford
		Colchester
		Epping Forest
		Harlow
		Maldon
		Rochford
		Tendring
		Uttlesford
		Hertfordshire
	Dacorum	
	East Hertfordshire	
	Hertsmere	
	North Hertfordshire	
	St Albans	
	Stevenage	
	Three Rivers	
	Watford	
	Welwyn Hatfield	
	Norfolk	Breckland
		Broadland
		Great Yarmouth
		King's Lynn and West Norfolk
		North Norfolk
		Norwich
		South Norfolk
	Suffolk	Babergh
		Forest Heath
		Ipswich
		Mid Suffolk
		St Edmundsbury
Suffolk Coastal		
Waveney		
LONDON	Inner London	Camden
		City of London
		Hackney
LONDON	Inner London	Hammersmith and Fulham
		Haringey
		Islington
		Kensington and Chelsea
		Lambeth
		Lewisham
		Newham
		Southwark
		Tower Hamlets
		Wandsworth
	Westminster	
Outer London	Barking and Dagenham	

		Barnet
		Bexley
		Brent
		Bromley
		Croydon
		Ealing
		Enfield
		Greenwich
		Harrow
		Havering
		Hillingdon
		Hounslow
		Kingston upon Thames
		Merton
		Redbridge
		Richmond upon Thames
		Sutton
		Waltham Forest
NORTH EAST	North East	County Durham UA
		Darlington UA
		Gateshead
		Hartlepool UA
		Middlesbrough UA
		Newcastle upon Tyne
		North Tyneside
		Northumberland UA
		Redcar and Cleveland UA
		South Tyneside
		Stockton-on-Tees UA
		Sunderland
Tyne and Wear (Met County)		
NORTH WEST	Cumbria	Allerdale
		Barrow-in-Furness
		Carlisle
		Copeland
		Eden
NORTH WEST	Cumbria	South Lakeland
	Greater Manchester (Met County)	Bolton Bury
		Manchester
		Oldham
		Rochdale
		Salford
		Stockport
		Tameside
		Trafford
		Wigan
	Burnley	
	Lancashire	Chorley

		Fylde	
		Hyndburn	
		Lancaster	
		Pendle	
		Preston	
		Ribble Valley	
		Rossendale	
		South Ribble	
		West Lancashire	
		Wyre	
		Merseyside (Met County)	Knowsley
	Liverpool		
	Sefton		
	St. Helens		
	Wirral		
	North West	Blackburn with Darwen UA	
		Blackpool UA	
		Cheshire East UA	
Cheshire West and Chester UA			
Halton UA			
Warrington UA			
SOUTH EAST	Buckinghamshire	Aylesbury Vale	
		Chiltern	
		South Bucks	
		Wycombe	
	East Sussex	Eastbourne	
		Hastings	
		Lewes	
		Rother	
		Wealden	
	Hampshire	Basingstoke and Deane	
		East Hampshire	
		Eastleigh	
		Fareham	
		Gosport	
		Hart	
	SOUTH EAST	Hampshire	Havant
			New Forest
			Rushmoor
Test Valley			
Winchester			
Kent		Ashford	
		Canterbury	
		Dartford	
		Dover	
		Gravesham	
		Maidstone	
		Sevenoaks	
Shepway			

		Swale
		Thanet
		Tonbridge and Malling
		Tunbridge Wells
	Oxfordshire	Cherwell
		Oxford
		South Oxfordshire
		Vale of White Horse
		West Oxfordshire
	South East	Bracknell Forest UA
		Brighton and Hove UA
		Isle of Wight UA
		Milton Keynes UA
		Reading UA
		Slough UA
		Southampton UA
		West Berkshire UA
		Windsor and Maidenhead UA
		Wokingham UA
		Medway UA
		Portsmouth UA
	Surrey	Elmbridge
		Epsom and Ewell
		Guildford
		Mole Valley
		Reigate and Banstead
		Runnymede
		Spelthorne
		Surrey Heath
		Tandridge
		Waverley
Woking		
West Sussex	Adur Arun	
	Chichester	
	Crawley	
	Horsham	
SOUTH EAST	West Sussex	Mid Sussex
		Worthing
		East Devon
SOUTH WEST	Devon	Exeter
		Mid Devon
		North Devon
		South Hams
		Teignbridge
		Torridge
		West Devon
		Christchurch
	Dorset	East Dorset

		North Dorset
		Purbeck
		West Dorset
		Weymouth and Portland
	Gloucestershire	Cheltenham
		Cotswold
		Forest of Dean
		Gloucester
		Stroud
		Tewkesbury
	Somerset	Mendip
		Sedgemoor
		South Somerset
		Taunton Deane
		West Somerset
	South West	Bath and North East Somerset UA
		Bournemouth UA
		Bristol, City of UA
		Cornwall UA
		Isles of Scilly UA
North Somerset UA		
Plymouth UA		
Poole UA		
South Gloucestershire UA		
Swindon UA		
Torbay UA		
Wiltshire UA		
Herefordshire, County of UA		
WEST MIDLANDS	Staffordshire	Cannock Chase
		East Staffordshire
		Lichfield
		Newcastle-under-Lyme
		South Staffordshire
		Stafford
		Staffordshire Moorlands
		Tamworth
WEST MIDLANDS	Warwickshire	North Warwickshire
		Nuneaton and Bedworth
		Rugby
		Stratford-on-Avon
		Warwick
	West Midlands (Met County)	Telford and Wrekin UA
		Stoke-on-Trent UA
		Birmingham
		Coventry
		Dudley
		Sandwell
		Shropshire UA
		Solihull

		Walsall
		Wolverhampton
	Worcestershire	Bromsgrove
		Malvern Hills
		Redditch
		Worcester
		Wychavon
		Wyre Forest
YORKS & THE HUMBER	North Yorkshire	Craven
		Hambleton
		Harrogate
		Richmondshire
		Ryedale
		Scarborough
		Selby
	South Yorkshire (Met County)	Barnsley
		Doncaster
		Rotherham
		Sheffield
	West Yorkshire (Met County)	Bradford
		Calderdale
		Kirklees
		Leeds
		Wakefield
	Yorkshire & The Humber	East Riding of Yorkshire UA
		Kingston upon Hull, City of UA
		North East Lincolnshire UA
		North Lincolnshire UA
		York UA