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**Provider Details**

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| **Organisation Name** |  | **UKPRN** |  |

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| **Contact Name** |  | **Job Title** |  |

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| **Registered Office Address** |  |

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| **Telephone** |  | **Email** |  |

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| **Nacro Contact** | Chris Morgan | **Job Title** | Assistant Principal |

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| **Telephone** | 0113 2392674 07807 249427 | **Email** | christopher.morgan@nacro.org.uk |

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| **Address** | Nacro, 334 Meanwood Road, Leeds, West Yorkshire, LS7 2JF |

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| **Organisation Details** | | | | | | |
| Company legal name |  | | | | | |
| Year established |  | | Company/Charity Registration(s) No | |  | |
| Trading name (if different) |  | | | | | |
| Main office address  (if different from Registered office address) |  | | | | | |
| In which regions do you are able to deliver in | East of England ❒ North West ❒ South East ❒  East Midlands ❒ North East ❒ West Midlands ❒  London ❒ South West ❒ Yorkshire and Humber ❒ | | | | | |
| Company status | Ltd Co ❒ Ltd by Guarantee ❒ Ltd Partnership ❒ Sole trader ❒ Other ❒ Charity ❒ | | | | | |
| If applicable, what grade was your last SFA Financial Health Assessment | Outstanding ❒ Good ❒ Satisfactory ❒ Inadequate ❒ Not applicable ❒ | | | | | |
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| **Finance Data** | | | | | | |
|  | | Previous year’s accounts | | Last year’s accounts draft | | Current years estimated |
| Audited/Unaudited accounts | |  | |  | |  |
| Turnover/Income | |  | |  | |  |
| Operating expenses | |  | |  | |  |
| Net profit/surplus for the year | |  | |  | |  |
| Breakdown of turnover | | | | | | |
| Private sector % | |  | |  | |  |
| Public % | |  | |  | |  |
| Staffing levels | | | | | | |
| Management | |  | |  | |  |
| Operational | |  | |  | |  |
| Administration | |  | |  | |  |

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| **Current contracts** | | | | | | | | | | |
| Please provide details for the three largest contracts you currently hold (or have held in the last three years) for the delivery of training/education services, and list any contracts in addition to the main three detailed below | | | | | | | | | | |
| **Highest value contract** | | | | | | | | | | |
| Contract name |  | | | | | | | | | |
| Organisation |  | | | | | | | | | |
| Date contract commenced |  | Date contract due to end | | |  | | Value | |  | |
| Brief outline of delivery |  | | | | | | | | | |
| Geographical area |  | Targets | | |  | | Outcomes | |  | |
| Were you: the main contract holder ❒ or a sub-contractor ❒ | | | | | | | | | | |
| **Second highest value contract** | | | | | | | | | | |
| Contract name |  | | | | | | | | | |
| Organisation |  | | | | | | | | | |
| Date contract commenced |  | Date contract due to end | | | |  | Value | |  | |
| Brief outline of delivery |  | | | | | | | | | |
| Geographical area |  | Targets | | |  | | Outcomes | |  | |
| Were you: the main contract holder ❒ or a sub-contractor ❒ | | | | | | | | | | |
| **Third highest value contract** | | | | | | | | | | |
| Contract name |  | | | | | | | | | |
| Organisation |  | | | | | | | | | |
| Date contract commenced |  | Date contract due to end | | | |  | Value | | |  |
| Brief outline of delivery |  | | | | | | | | | |
| Geographical area |  | | Targets |  | | | | Outcomes |  | |
| Were you: the main contract holder ❒ or a sub-contractor ❒ | | | | | | | | | | |

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| **Contract performance** | | | | | | |
| Have any contracts within the last three years been terminated? | | Yes ❒ No ❒ | If yes, please give details: | | | |
|  | | | | | | |
| **Additional information** | | | | | | |
| Do you currently hold or are you working towards the Matrix Accreditation? | | Hold ❒ Working towards ❒ Do not hold ❒ | | | | |
| What is the ratio for staff to learners on current contracts held? | | 1. Qualified and practising internal verifiers (V1/IQA/TAQA) 2. Qualified and practising assessors (A1 or A2/TAQA) 3. Staff working towards their TAQA/IQA 4. Skills for Life trainers/Functional Skills 5. Qualified teaching/training staff i.e. 730X/7281 | | | |  |
|  |  | | |  |  | |
| **Please note that as part of Nacro’s due diligence process we will request references from current/past contractors/funding organisations. References will be taken should your application pass to the next stage.** | | | | | | |

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| **References** | |
| Please provide details of two referees from your list of contracts detailed previously | |
| **Referee 1** | |
| Referee name |  |
| Referee organisation |  |
| Referee contact number |  |
| Referee e-mail address |  |
| Relationship with referee |  |
| Any additional relevant information |  |
| **Referee 2** | |
| Referee name |  |
| Referee organisation |  |
| Referee contact number |  |
| Referee e-mail address |  |
| Relationship with referee |  |
| Any additional relevant information |  |

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| **Policies and procedures** | | | |
| **What internal policies does your organisation currently hold?** | | | |
| **Policy** | **Held** | **Not held** | **Date last updated** |
| Equal Opportunities and Diversity |  |  |  |
| Health and Safety |  |  |  |
| Safeguarding |  |  |  |
| CRB |  |  |  |
| Environmental Sustainability |  |  |  |
| Learner Support |  |  |  |
| Data Security |  |  |  |
| Quality Assurance and Audit |  |  |  |
| Whistle-blowers Charter |  |  |  |
| Document Retention |  |  |  |
| Data Protection |  |  |  |
| Conflicts of Interest Policy and Register |  |  |  |

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| **Please indicate which insurance policies your organisation holds** | | |
| **Policy** | **Held** | **Value of policy** |
| Employer Liability Insurance |  |  |
| Public Liability Insurance |  |  |
| Professional Indemnity Insurance |  |  |
| Trustee Indemnity Insurance |  |  |

This Pre Qualification Questionnaire (PQQ) forms part of a competitive tendering exercise and complies with relevant UK and EU procurement guidelines.

Nacro will assess your competency (relevant skills, knowledge and experience) as a potential supplier to provide education and training services to our learners.

**Stage 1 Pre Qualification Questionnaire**

This will assess your legal, financial and procedural state to allow us to identify risks associated in entering into a financial contract.

At this stage we will undertake a comprehensive business health check on your organisation.

All PQQ activity is in line with EFA and subcontracting guidelines and is pass or fail.

**Stage 2 Invitation to Tender**

This will clearly outline the service specification, the funding model and will assess your technical and professional capability to deliver the service.

**Stage 3 Evaluation**

Based on the answers provided, your tender will be scored against a minimum threshold. Any ITTs that fall below this threshold will not proceed to contract; we reserve the right to provide feedback and further guidance at our discretion in all cases.

**Stage 4 Contract Award**

Both successful and unsuccessful tenders will be notified in writing.

**Deadline**

**The deadline for submission (electronically or by post) of the PQQ and relevant ITT(s) will be 04 December 2015 at 17:00**

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| **Declaration - Please note this PQQ cannot be accepted without the following confirmation.**  1. I confirm that my organisation wishes to be considered as a Nacro contractor, and declare that the information contained in this document is correct to the best of my knowledge.  2. If our application is successful in passing the pre contracting stage, we agree to provide company financial information and details of past contract performance that will be used in the due diligence process to asses our suitability as a Nacro contractor  3. I acknowledge that this is only at pre qualifying questionnaire stage and I reserve the right to withdraw my organisation from the application process at any stage up to the signing of a formal subcontract agreement with Nacro.  4. I acknowledge that submission of this document does not infer a contact agreement with Nacro, nor does it guarantee that any contract will be offered in the future. | | | |
| **Applicant signature**  (Director or senior manager) | |  | |
| **Position** | |  | |
| **Date** |  | **Print name** |  |

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| **Nacro Use Only** | | | | | | |
| Due Diligence: | Pass ❒  Fail ❒  Defer ❒ | | Comment: |  | | |
| **Signature** | |  | | | **Date** |  |