

## Subcontracting Procedures

### 1. Identifying the Need for Subcontracting

- **Define Scope:** Clearly identify the tasks or services to be subcontracted.
- **Set Objectives:** Outline specific goals for subcontracting (e.g. skill acquisition).
- **Assess In-House Capabilities:** Evaluate existing internal capabilities to determine the necessity of subcontracting requirements.

- For Apprenticeship learners, ensure they meet the Education and Skills Funding Agency subcontracting regulations (regulation 2, 4 and 5) and i) n

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#### **Request for Tenders:**

- Review submitted proposals based on expertise, cost, and timeline alignment.

#### **Evaluation and Shortlisting:**

- Compare subcontractors objectively. Key factors may include price, quality, risk management, and past performance.
- Conduct interviews or site visits if necessary.

### **Contract Finalisation:**

- Sign a comprehensive contract that includes scope of work, deadlines, payment terms, and performance metrics. (The Apprenticeship subcontracting contract template can be [found here](#))
- Define roles, responsibilities, and points of contact for both parties.
- The rationale for every subcontracting agreement must be included within the published subcontracting policy on the university website
- The University must declare each subcontractor to the ESFA through submission. This should be completed by the Apprenticeships Manager.

### **Onboarding the Subcontractor:**

- Provide clear instructions, access to necessary resources, and introductions to the relevant university personal.
- Share any relevant documents, plans, or guidelines.

### **Communication Plan:**

- Set up a structured communication process, including regular meetings, progress reports, and issue escalation channels.
- Define response times and expectations for problem resolution.

## **4. Monitoring and Managing the Subcontractor**

### **Performance Monitoring:**

- Establish key performance indicators (KPIs) to measure subcontractor performance. KPIs could include on-time delivery, quality of work, and adherence to the budget.
- Track and document progress against these KPIs regularly.

### **Quality Assurance:**

- Conduct periodic inspections or audits of the work or services provided by the subcontractor. This should include a joint OTLA between the main provider and subcontractor.
- Request progress updates.

### **Risk Management:**

- Identify potential risks (e.g., delays, compliance issues) and create mitigation plans.
- Implement contingency plans in case the subcontractor fails to meet key objectives.

### **Payment and Financial Monitoring:**

- Implement a payment schedule based on project milestones or deliverables.
- Ensure that invoices are accurate and align with contract terms before processing payments.

### **Issue Resolution:**

- Address any disputes or issues within a calendar month.

- Document all issues and the steps taken to resolve them.