



Mercia Partnership

QP26 Supply-chain fees and charges policy

Principles

Mercia Partnership will work with high quality partners who wish to sub-contract provision via our lead contracting arrangements. Sub-contracting will be agreed where there are clear benefits to our delivery and those of the partner.

Benefits will include:

- Broadening our offer
- Meeting the needs of local and national needs
- Building capacity
- Peer development
- Priority learner engagement

Process

Organisations interested in sub-contracting with Mercia partnership will follow our partnership process.

1. Initial informal discussion (copy of the policy provided)
2. Expression of interest/tender provided from potential partner
3. Due Diligence process
4. Partnership terms and conditions SLA agreed
5. Common Accord signed and agreed
6. Sub-contract offer agreed with SFA, delivery commencement date confirmed
7. Delivery of sub-contract
8. Ongoing support, Quality assurance, monitoring and performance management

Commitment

As the lead provider, Mercia Partnership will offer sub-contractor partners: -

- A clear, appropriate and agreed contract allocation
- A maximum management fee of 20%
- An agreed process of how we will work together on Self-Assessment and quality assurance arrangements
- An established and developing quality assurance process including support and security in understanding funding rules and knowledge that your provision is satisfying SFA contract requirements.

Performance

Due Diligence will help us to establish the amount of support, guidance and monitoring that will be required to minimise the risk of sub-contractor partnership.

To ensure that support and performance monitoring of sub-contractor provision is given the high standard of attention it requires, Mercia Partnership employ LG Quality Solutions Ltd to undertake a robust and driven quality assurance and information, advice and guidance process.

Our Service Level Agreement will outline the process and visit schedule which will include audit of the paperwork and funding use in addition to observations of the quality of teaching, learning and assessment.

Fees and Charges

Mercia Partnership will charge a 20% management fee to sub-contracting partners. This will enable us to cover the costs of:

- Contract management/planning and annual agreements
- Data administration of learner information and claims
- Quality assurance and performance monitoring
- Management and standardisation meetings at Mercia Partnership and sub-contractor premises
- Paperwork and printing costs to support delivery of the sub-contracted provision

Sub-contractors will benefit from on-going support, advice and guidance in addition to regular payments on actual delivery basis. Payment schedules will be outlined within the Service Level Agreements, payments made by BACs by the last day of every month following the activity being delivered.

Partner support

Mercia Partnership will meet regularly with LG Quality Solutions and sub-contractor partners to ensure that support is appropriate and effective. It is in the interest of all parties that improvement is continuous and performance monitoring provides the best guidance on how measures for improvement can be planned and implemented.

Mercia Partnership expects sub-contractor partners to achieve 80% or above in apprenticeship success with teaching, learning and assessment observations confirming good or outstanding teaching is in place. Partners will be supported to attain or surpass these minimum levels and subsequently improve and consolidate their position in the work-based learning arena.

Scope of the Policy

This policy applies to all organisations interested in sub-contracting with Mercia Partnership, partners already engaged and staff and consultants supporting ongoing sub-contracted activity.