



**Procedure 41
Subcontractor Contracting.**

Aim:

The aim of this procedure is to ensure that all potential subcontractors are treated fairly and only those of good quality are contracted with.

- It is normally a business development manager role to find and contract with suitable organisations.

Procedure:

- i) Contact is made with potential subcontractors via:
 - LinkedIn.
 - The SFA register.
 - Other organisational networks.
- ii) Email organisations and Invite them to go on to surveymonkey (file path needed) and complete initial questionnaire or provide the information from the questionnaire via email.
- iii) Once initial information has been received, make contact via telephone to discuss the practicalities. If it appears to be satisfactory then proceed to next stage.
- iv) Send out due diligence form by email.
- v) On receipt of due diligence, financial information is sent to our internal accountant for their appraisal.
- vi) Manager looks through all other documents and forwards to the Director at the same time for their appraisal.
- vii) If this stage appears successful
 - Send through an example contract without financial appendix.
 - Arrange meeting with the organisation to; discuss volume; check any additional documents such as risk assessments (for high risk delivery) ; check premises; meet other delivery staff.
 - Send for references (See documents).
 - Assess SFA contract volumes against subcontractor request.
- viii) Confirm with Director once references have been received and authorisation for contract to be issued
- ix) Follow normal contract procedure.

Due diligence form	W:\Workforce and Skills\Training\Subcontractors\duediligence	06/05/2014 HB
Letter for references	W:\Workforce and Skills\Training\Subcontractors\requestfor	06/05/2014 HB

	reference.	
Sample contract	W:\Workforce and Skills\Training\Subcontractors\modelscontract.	06/05/2014 HB
Initial questions.	W:\Workforce and Skills\Training\Subcontractors\provider questions blank.	06/05/2014 HB