

Bedfordshire Employment and Skills Service

BESS17 Register as a BESS training provider

Training providers

Central Bedfordshire Council's BESS adult learning courses are delivered by an in-house team of tutors and a range of **external, commissioned training providers**. We welcome interest from providers who deliver good quality adult learning courses that will meet the needs of Central Bedfordshire and Bedford Borough residents.

How to become an approved provider

To be considered as an adult learning training provider for BESS programme delivery, you initially need to provide your details by completing a standard selection questionnaire (**SSQ**) via In-Tend (Central Bedfordshire Council's electronic tendering site) where BESS uses a dynamic purchasing system (**DPS**) to procure subcontractor services.

The **SSQ** is a series of standard selection questions for potential subcontractors, wishing to be included on a register of approved providers, who BESS can subsequently invite to tender when looking to procure learning programmes.

To access In-Tend then complete and submit an SSQ

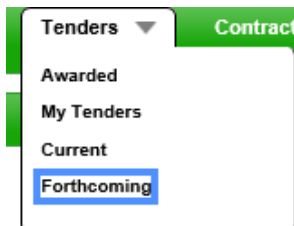
1. Go to <https://in-tendhost.co.uk/centralbedfordshire>.
2. From the homepage, click **Register** to register your company.



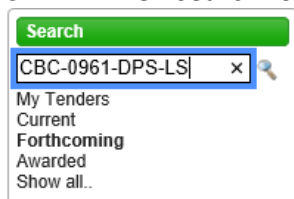
3. Once registered, click on **Tenders**.



4. Select **Forthcoming**.

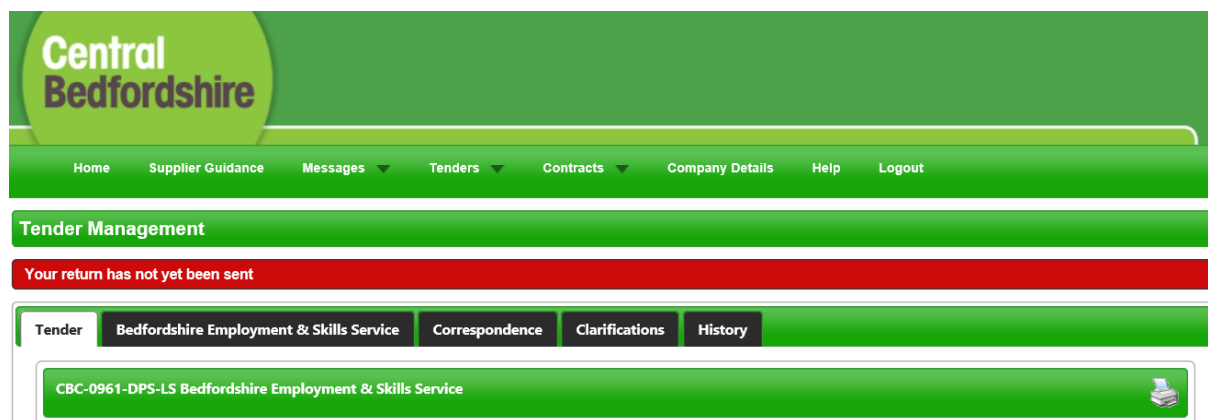


5. Then search for **CBC-0961-DPS-LS**.



6. The search will display contract details for **Bedfordshire Employment & Skills Service**.
7. Click on **View Details**.

[View Details](#)



The screenshot shows the Central Bedfordshire Tender Management interface. At the top is a green header with the Central Bedfordshire logo and a navigation menu: Home, Supplier Guidance, Messages, Tenders, Contracts, Company Details, Help, and Logout. Below the header is a green bar labeled 'Tender Management'. A red banner below that states 'Your return has not yet been sent'. Underneath is a tabbed interface with tabs for Tender, Bedfordshire Employment & Skills Service, Correspondence, Clarifications, and History. The 'Bedfordshire Employment & Skills Service' tab is selected, showing a green bar with the text 'CBC-0961-DPS-LS Bedfordshire Employment & Skills Service' and a document icon.

8. Click on the **Bedfordshire Employment & Skills Service** tab to access the **SSQ** and other documents.
9. Click on **Clarifications** for clarifications that have been made regarding the tender. This should be looked at so you have as much information as possible.
10. Click on **Correspondence** if you have any tender based queries.
11. Download and complete **PT170 SSQ** (and the Financial Standing Template if required to – See clarification 02)

| | | |
|--|----------------------|--------------------------|
| PT170 SSQ - FINAL 18122018.docx | View | Download |
| Financial Standing Template (Procurement) BESS DPS 2018.xlsx | View | Download |

12. Other documents are included for information
 13. Use the **Attach Documents** button to submit completed documents
- NOTE : Large files can take some time to upload.

[Attach Documents](#)

14. You can now submit your documents using the **Submit Return** button.
- Note: You can only make one return for this stage.

[Submit Return](#)

15. If you have any questions for clarification regarding the SSQ or tenders they should be submitted using the Correspondence tab.

For general information and advice about BESS Training Providers please email:
adult.learning@centralbedfordshire.gov.uk