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.
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)

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.

14. You can now submit your documents using the **Submit Return** button.

   **Note**: You can only make one return for this stage.

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