

### General Instructions

To be considered as a sub-contractor listed on the RNN Group's Preferred Supplier List, the Due Diligence Questionnaire (DDQ01) must be completed and submitted to the RNN Group along with all of the applicable documents listed on the last page of the above document.

Where documents are not applicable please ensure that suppliers make this clear in the comments box. All documents listed in **bold** are mandatory and the remainder are mandatory where applicable. Failure to submit documents will delay the due diligence process.

Please ensure that all documents are submitted under one company name, for example, if you are part of a group of companies, then please ensure that all documents including accounts are submitted in the same company name and that company name should be the one which the RNN Group will contract with. The company must have a UKPRN and be listed on the ESFA's Register of Training Organisations and Register of Apprenticeship Training Providers where applicable.

The RNN Group updates its Preferred Supplier List every 3 years using In-Tend and following EU Procurement Regulations, however, in between formal tendering, the college welcomes expressions of interest from parties who are interested in working with us by delivering education and training within the Sheffield City Region and D2N2 LEP areas, with a particular focus of AEB and Apprenticeships.

Upon awarding a sub-contract, the RNN Group's External Quality Team will conduct an initial Safeguarding Audit which will cover in detail, Safeguarding, e-Safety, Prevent and British Values, GDPR, Safer Recruitment and your Single Central Record. We will then work with you to implement any action plans required. Throughout the year, the External Quality Team will also undertake other audits on ESFA Compliance which may be unannounced. Timetables of delivery will be required at the start of the year so that visits can be scheduled. We will also conduct Teaching, Learning and Assessment Observations in line with our Observation Policy which can be found on our website under the Policies sections. Any actions that are not addressed following an audit may result in payment being withheld and or the sub-contractor being removed from the RNN Group's Preferred Supplier List.

We suggest that prior to submitting your Due Diligence Questionnaire and supporting documents that you carefully read our Sub-Contracting Strategy 2017-2020 which can be found here:

<https://www.rnngroup.co.uk/supply-chain/>

All sub-contractors will be subject to a credit check and any company who has a credit score of above average or worse, will not be added to our Preferred Supplier List in accordance with ESFA Funding Rules.

Any queries regarding this process can be directed to Leanne Adams, Contracts Manager at the RNN Group, [ladams@rnngroup.ac.uk](mailto:ladams@rnngroup.ac.uk) or 01709 513148. All due diligence documents need submitting to Leanne Adams either via email or hard copy (including electronic copies on a memory stick) to the Dearne Valley College Campus, Manvers Park, Wath upon Dearne, Rotherham, S63 7EW.

We thank you in advance for your interest in working with us.