

Capita
Partnerships

Capita Talent Partnerships
Subcontracting Fee Policy 2016/17

Sub-contracting fee policy (Contracting fees)

- CTP will charge between 10 and 20% of SFA funding earned, with the actual percentage negotiated and dependent upon the nature of the sub contracted provision and the amount of support needed by the subcontractor.

In return for the fees charged CTP provides the following services and support:

- Training for the observation of Teaching, Learning and Assessment to enable partners staff to undertake graded observations following CTP policies and procedures (if required) ;
 - A dedicated Relationship Management link person that is available to provide support and guidance
 - Help to complete a Self-Assessment Review (SAR) that feeds into the wider CTP SAR and identifies areas of effective practice and areas of improvement for which partners are able to tap into support from CTP staff in Teaching and Quality;
 - Access to our range of electronic tools to monitor learners progress, attendance and progression, including licenses and associated fees;
 - Access to the our planning and monitoring software to enable partners to effectively plan and monitor the provision that they deliver including the tracking of performance against profiles and funding earned to date;
 - Administrative support to ensure all paperwork is audit and ILR compliant and safely stored and uploaded onto SFA/EFA systems;
 - Business Development and joint bidding opportunities to link with regional or national employers.
 - Administrative support for processing additional funding applications, follow ups and payments; such as the AGE Grant.
-
- CTP will not charge an administration or other fees on top of this.
 - CTP will pay a sub contracted provider monthly in arrears, in line with the terms in their contract.

- Sub-contractor fees may be subject to renegotiation at the time of contract renewal.

Sub-contractor payments

- CTP will make the payments to the sub-contractor calculated and payable in accordance with the Schedule of the Contract. Payments will be based on actual delivery and paid in arrears.
- Payments will be made within 30 days to ensure compliance with the SFA and EFA mandatory requirements as set out in the Procurement Policy note (Action Note 07/10 25th March 2010, Office of Government Commerce).
- If there are errors in audit of a sample of the evidence provided by the subcontractor to support the claims for funding, CTP reserves the right to recover from the subcontractor an amount based on the error rate identified, the risk is creates for CTP in its relationship with the Skills Funding Agency and the total value of this Agreement. If the value of the error triggers an extrapolation by the SFA audit team, Capita reserve the right to recover this higher value.
- Such amounts may be recovered either by making deductions from future payments due to the subcontractor under this Agreement, or via invoice.