



Supply Chain Policy

N-Gaged Training and Recruitment Limited provide employment and career development related advice, support and training to meet the needs of employers and individuals predominantly, but not solely, in the West of England area.

N-Gaged Training may, at any given time, deliver these services through commercial, sub-contracted or directly funded contracts.

In order to ensure that the requirements of specific directly funded contracts are met in terms of geographic spread and individual or group needs, it may sometimes be beneficial to engage with supply chain partners with the relevant resources and expertise. Where this need is determined, N-Gaged Training will use a fair and transparent process to engage appropriate partners to assist in the delivery of the contract.

Any proposed partner organisation will be required to provide evidence as required through the N-Gaged Training and relevant funding body's, due diligence process.

Once approved, partner organisations will be provided with central support from N-Gaged Training. This will include, but (depending on contract) not be limited to:

- Providing all necessary documentation for delivery of the sub-contract
- A named point of contact for contract related queries
- The validation and submission of financial claims
- Payment of validated and approved 'actuals' within 30 days of invoice
- Support with marketing and promotion of the service
- Support with quality assurance through observation and sampling where appropriate
- Clear and concise performance reports
- Analysis of evaluation to aid improvement
- Support for self-assessment and development planning

A management fee, which reflects the above, will be applied to any organisation entering into a sub-contracted delivery arrangement. This fee will normally be between 15-20% of the contract value of each deliverable, which reflects the percentage of funding that can reasonably and fairly be allocated to the management of the contract. Proposed sub-contractors will be notified of the fee that applies to their contract in advance of entering into any formal arrangement.

This policy will be reviewed annually, and is available on our website www.n-gaged.co.uk

Current Sub-Contractors

| Contract | End Date | Funding | Sub-Contractor | Contracted Value |
|--------------------|-----------------|----------------|------------------------------------|-------------------------|
| CEIAG (unemployed) | July 2018 | SFA/ESF | The Restore Trust, Bristol | £52,500 |
| | | | Ashley Community Housing, Bristol. | £52,500 |
| CEIAG (employed) | July 2018 | SFA/ESF | The Restore Trust, Bristol | £10,300 |
| | | | Ashley Community Housing, Bristol | £53,700 |
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