



Subcontract Management Framework (SMF) Addendum

Since version 3 of the SMF was implemented in March 2015, there have been a number of changes at both Group and divisional level, which has resulted in inconsistencies in the live version of the SMF. This document should be read alongside the SMF version 3.

The following changes have been made to the **Glossary** and should be referred to when determine where responsibility for an activity:

Contract Representative	The individual within each division who is responsible for populating approved template documentation and issuing of contracts, variations and notices to subcontractors. This may be the Group Contracts & Procurement team or a Supply Chain Manager depending on the division
<u>Group Director – Planning & Performance</u>	<u>The member of the Executive responsible for planning and performance. Until 24 March 2016, this was an independent role. This role is now undertaken by the Group Director – Finance, Estates & IT</u>
<u>Head of Subdivision Directorate</u>	The most senior post holder for each Directorate within each Division subdivision, e.g. Director of School or Service or Head of Directorate Subdivision
<u>In-tend [until 31 January 2016]</u>	The eTendering system which is used to run the Dynamic Purchasing System (DPS) and any mini competitions. All suppliers who wish to be placed on the DPS will need to apply via the In-tend portal (https://in-tendhost.co.uk/ncg/)
Performance Director	The individual responsible for performance in each division. Within Intraining, this is the Chief Operating Officer

<u>ProContract [from 21 December 2015]¹</u>	<u>The eTendering system which is used to run the Dynamic Purchasing System (DPS) and any mini competitions.</u> <u>All suppliers who wish to be placed on the DPS will need to apply via the ProContract portal (https://procontract.due-north.com/Advert?advertId=66fec5e7-8da5-e511-8107-000c29c9ba21)</u>
<u>RBT/TIG Finance team</u>	<u>The Finance Team within Rathbone and Intraining</u>
<u>Supply Chain Manager</u>	<u>The individual with overall responsibility for managing the subcontract on a day to day basis, e.g. Contract & Performance Managers, Supply Chain Managers</u>
<u>Supply Chain Strategy Team [until 5 June 2015]²</u>	<u>The Head of Supply Chain Strategy and Supply Chain Strategy Co-ordinator employed by Intraining to support the Group when subcontracting</u>
<u>The Group Contracts & Procurement Team [from 1 November 2015]</u>	<u>The merged Group Contracts and Procurement Team. Reference to the Group Contracts Team means the team based in Sheffield and responsible for advice and guidance specific to contracts. Reference to the Procurement Team means the team based in Newcastle and responsible for advice and guidance specific to procurement</u>

The following the changes have been made to the **Introduction** and should be referred to when determine where responsibility for an activity:

<u>Contacts for Overarching Policy queries</u>	<u>The Group Contracts & Procurement Team (Sheffield)</u> Tel: 0114 289 8424 or 07734 875055 Email: contracts@intraining.co.uk OR <u>The Group Contracts & Procurement Team (Newcastle)</u> <u>The Procurement Team</u> Tel: 0191 200 4869 or 07734 875055 Email: procurement@ncgrp.co.uk
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¹ In-tend overlapped with ProContract for c. 6 weeks to ensure that NCG remained compliant with the Public Contracts Regulations 2015 and was able to utilise the 4 week window before launching any mini-competitions through the new DPS.

² Specific roles removed as part of Restructure within Intraining in early summer 2015.

	<p>OR</p> <p>The Supply Chain Strategy Team Tel: 07827 340160 or 07775 013850 Email: partnerships@intraining.co.uk</p>
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The following the changes have been made to the **Section 1: Procurement** and should be referred to when determine where responsibility for an activity:

Reference to Supply Chain Strategy Team	<p>All references to the Supply Chain Strategy Team have been deleted and the activities have been re-assigned as follows:</p> <ul style="list-style-type: none"> • Where approval or communications specific to the opportunity are required with bidders, this shall now be undertaken by the Group Contracts & Procurement Team • All other duties that are required shall be undertaken by the Sponsor (or by alternative resource(s) agreed with the Sponsor) • Moderation shall be undertaken by someone independent to the Scoring Panel identified by the Sponsor • Financial Ceilings shall be requested by the Group Contracts & Procurement Team from the RBT/TIG Finance team
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Key contacts for queries	<p>The Group Contracts & <u>Procurement</u> Team (<u>Newcastle</u>) The Procurement Team Tel: 0191 200 4869 or <u>07734 875055</u> Email: procurement@ncgrp.co.uk</p> <p>OR</p> <p>The Supply Chain Strategy Team Tel: 07827 340160 or 07775 013850 Email: partnerships@intraining.co.uk</p>
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The following the changes have been made to the **Section 2: Negotiation and On-Boarding** and should be referred to when determine where responsibility for an activity:

Reference to Supply Chain Strategy Team	<p>All references to the Supply Chain Strategy Team have been deleted and the activities have been re-assigned as follows:</p> <ul style="list-style-type: none"> • Nominated Supply Chain Manager is responsible for
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	<p>liaising with the Group Contracts & Procurement Team to ascertain the financial ceiling for the successful bidder</p> <ul style="list-style-type: none"> • The Contracts Representative shall notify directly the Supply Chain Manager when a contract has been issued and returned • The Supply Chain Manager is responsible for ensuring Support Services are aware of the new contract • Removal completely the requirement for the authorisation to develop the contract / variation
Reference to Subcontractor Declaration Pro-forma [with effect from 1 November 2015]	To be deleted as the responsibility for the submission of the Subcontractor Declaration now sits with the Contracts Representative who are responsible for the development of the contract and seeking necessary approvals to enable the contract to be released.
Maytas Form	Once all internal approvals have been obtained the Contract Representative must submit <u>only</u> the Maytas Form to Helpdesk to enable the contract to be set up in Maytas by the relevant MIS team.

Key contact for queries	<p>The Group Contracts & <u>Procurement</u> Team (<u>Sheffield</u>) The Procurement Team Tel: 0114 289 8424 or 07734 875055 Email: contracts@intraining.co.uk</p> <p>OR</p> <p>The Supply Chain Strategy Team Tel: 07827 340160 or 07775 013850 Email: partnerships@intraining.co.uk</p> <p>Each division will have a nominated Supply Chain Lead and Supply Chain Managers, if applicable. The Supply Chain Lead is normally a member of the Principalship or Senior Leadership team.</p>
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The following the changes have been made to the **Section 3: Management and Monitoring** and should be referred to when determine where responsibility for an activity:

<p>Reference to Supply Chain Strategy Team</p>	<p>All references to the Supply Chain Strategy Team have been deleted and the activities have been re-assigned as follows:</p> <ul style="list-style-type: none"> • The Supply Chain Lead is responsible for notifying Specialists that Formal Performance Improvement is due to commence • The Supply Chain Lead is responsible for agreeing the proposed targets • Removal of reference to review undertaken by Head of Supply Chain Strategy to ensure consistency as this responsibility sits within the Directorate to ensure consistent and fair approach taken at all times • Any concerns with targets proposed should be agreed by SLT / Head of Division • Supply Chain Lead to notify the Contracts Representative the outcome of the Performance Improvement Plan so appropriate correspondence can be issued.
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<p>Key Contacts for Queries</p>	<p>The Supply Chain Strategy Team Tel: 07827 340160 or 07775 013850 Email: partnerships@intraining.co.uk</p> <p>Quality contacts: Group – <u>Louise Dawson</u> e: louise.dawson@ncgrp.co.uk Intraining <u>danielle.coleman_@intraining.co.uk</u> KC – <u>Adrian Ward</u> e: award@kidderminster.ac.uk or <u>John Odwyer</u> JODwyer@kidderminster.ac.uk NCL – <u>Sandra Wilkinson</u> e: sandra.wilkinson@ncl-coll.ac.uk NSFC – <u>Emma Rugman</u> e: emma.rugman@newcastlesfc.ac.uk <u>Intraining & Rathbone – Gina Steele</u> e: gina.steele@rathboneuk.org WLC – <u>Debbie Fennell</u> e: jenny.littlewood@westlancs.ac.uk debbie.fennell@westlancs.ac.uk OR <u>Denise Williamson</u> e: denise.williamson@westlancs.ac.uk</p> <p>Health and Safety contacts: <u>karl.lothianstewart.fullerton@ncgrp.co.uk</u></p>
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The following the changes have been made to the **Section 4: Exit & End of Contract** and should be referred to when determine where responsibility for an activity:

Reference to Supply Chain Strategy Team	All references to the Supply Chain Strategy Team have been deleted
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Key Contacts for Queries	The Group Contracts & <u>Procurement</u> Team (<u>Sheffield</u>) Tel: 0114 2898424 or <u>07734 875055</u> Email: contracts@intraining.co.uk
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If you have any queries relating to this Addendum, please do not hesitate to contact Joanne Askin, Group Head of Contracts & Procurement on 07734 875055.