

Calderdale College External Funding Unit – Gateway & Due Diligence Procedure

Click on the link - <https://in-tendhost.co.uk/calderdale>

How do I find the Gateway and Due Diligence section on In-tend?

1. From the home page, log in using the e-mail and password set up when registering to the system.

2. Go to 'Current' from the 'Tenders' tab and click 'View Details' for the 'Calderdale College Gateway & Due Diligence' project.

3. Click 'Express Interest'

The screenshot shows the 'Tender Management' page for 'Calderdale College Gateway & Due Diligence'. The page includes a navigation menu at the top with 'Home', 'Guidance for Suppliers', 'Tenders', 'Register', and 'Help'. The main content area displays the tender details in a table format:

Title :	Calderdale College Gateway & Due Diligence
Reference :	Gateway & Due Diligence
Description :	<p>Calderdale College is committed to developing a sustainable and reliable supply chain to support the future delivery of successful contracts, partnerships and projects. We seek to establish a like-minded supply chain that can complement the College's existing provision and offer high quality project delivery and contract performance in line with College standards.</p> <p>The College's Gateway and Due Diligence procedure is the first step of the application process and we are requesting that you complete this section ahead of any potential tender or project opportunities. If accepted, your organisation will be included on the College's list of potential Partners / Subcontractors.</p> <p>The subsequent application process will be published when opportunities arise and this will be done through In-Tend. As part of the application process you will be required to re-visit and confirm the details included within your Gateway and Due Diligence section of In-Tend to ensure all information is up to date.</p>
Date documents can be requested until :	31 December 2030
Customer :	External Funding (Calderdale College)
Process :	Non-OJEU
Directive :	Training
Procedure :	Open

At the bottom right of the main content area, there is a red button labeled 'Express Interest'. A red arrow points from the top left towards this button. The footer contains user information: 'User ID: N/A', 'User: Guest', 'Company: N/A', 'Copyright © 2015 In-Tend Limited, All Rights Reserved.', 'Version: 03.07.00.22', 'Date: 13/11/2015', 'Server: VSJUDWER1', and a 'Secured by OneTrust' logo.

4. Click on the 'Gateway & Due Diligence' tab.

The screenshot shows the 'Tender Management' page for 'Calderdale College Gateway & Due Diligence'. The page includes a navigation menu at the top with 'Home', 'Guidance for Suppliers', 'Messages', 'Tenders', 'Company Details', 'Help', and 'Logout'. A red banner at the top of the main content area reads 'Your return has not yet been submitted'. Below this, there are four tabs: 'Tender', 'Gateway & Due Diligence', 'Correspondence', and 'History'. The 'Gateway & Due Diligence' tab is selected and highlighted with a red arrow. The main content area displays the same tender details as in the previous screenshot:

Title :	Calderdale College Gateway & Due Diligence
Reference :	Gateway & Due Diligence
Description :	<p>Calderdale College is committed to developing a sustainable and reliable supply chain to support the future delivery of successful contracts, partnerships and projects. We seek to establish a like-minded supply chain that can complement the College's existing provision and offer high quality project delivery and contract performance in line with College standards.</p> <p>The College's Gateway and Due Diligence procedure is the first step of the application process and we are requesting that you complete this section ahead of any potential tender or project opportunities. If accepted, your organisation will be included on the College's list of potential Partners / Subcontractors.</p> <p>The subsequent application process will be published when opportunities arise and this will be done through In-Tend. As part of the application process you will be required to re-visit and confirm the details included within your Gateway and Due Diligence section of In-Tend to ensure all information is up to date.</p>
Date documents can be requested until :	31 December 2030
Customer :	External Funding (Calderdale College)
Process :	Non-OJEU
Directive :	Training
Procedure :	Open

The footer contains user information: 'User ID: 1437558461649', 'User: Janet Tyas', 'Copyright © 2015 In-Tend Limited, All Rights Reserved.', 'Version: 03.07.00.22', 'Date: 13/11/2015', and a 'Secured by OneTrust' logo.

5. You will now see this screen

Tender Documents Received - Main	Description	Options
Gateway & Due Diligence - Read Me First.pdf		View Download

My Tender Return - Main	Description	Options
Gateway & Due Diligence Questions	Incomplete	View Questionnaire
Business Continuity	Business Continuity policy or statement	Upload Document
Company Credit Reference Report	Company Credit Reference Report (produced within the last 4 weeks)	Upload Document
Data Protection	Data Protection policy or statement	Upload Document
Equality, Diversity and Inclusivity	Equality, Diversity and Inclusivity policy or statement	Upload Document
Health and Safety	Health and Safety policy or statement	Upload Document
Quality Assurance	Quality Assurance policy or statement	Upload Document
Safeguarding	Safeguarding policy or statement	Upload Document
Sustainable Development	Sustainable Development policy or statement	Upload Document

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

[Attach Documents](#)

- read the 'Gateway & Due Diligence – Read Me First' document
- fully complete the Gateway and Due Diligence Questions
- upload a copy of your Business Continuity policy or statement
- upload a Company Credit Reference report produced within the last 4 weeks
- upload a copy of your Data Protection policy or statement
- upload a copy of your Equality, Diversity and Inclusivity policy or statement
- upload a copy of your Health and Safety policy or statement
- upload a copy of your Quality Assurance policy or statement
- upload a copy of your Safeguarding policy or statement
- upload a copy of your Sustainable Development policy or statement

6. Once you have completed the questions and uploaded the required documents, the boxes change from red to green.

My Tender Return - Main	Description	Options
Gateway & Due Diligence Questions	Completed	View Questionnaire
Business Continuity	Business Continuity policy or statement	Upload Document
Company Credit Reference Report	Company Credit Reference Report (produced within the last 4 weeks)	Upload Document
Data Protection	Data Protection policy or statement	Upload Document
Equality, Diversity and Inclusivity	Equality, Diversity and Inclusivity policy or statement	Upload Document
Health & Safety Policy.docx	(Microsoft Word Document) Health and Safety	View Download Remove
Quality Assurance	Quality Assurance policy or statement	Upload Document
Safeguarding	Safeguarding policy or statement	Upload Document
Sustainable Development	Sustainable Development policy or statement	Upload Document

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.

NOTE : Large files can take some time to upload.

NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

[Attach Documents](#)

Submit My Return

When you have completed all the above steps and are ready to submit your tender return, click the **Submit Return** button.

Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

[Submit Return](#)

7. If required, you can save the Gateway & Due Diligence Questions part way through by clicking the 'save answer' options in the top left corner of the screen. You can log back in and complete it at a later date. Uploaded documents are automatically saved to the system.

Please note - you must complete the questions and upload all documents to be able to submit your return.

8. Click 'Submit Return' when all sections are complete.

The screenshot displays the 'My Tender Return' section of the In-Tend system. At the top, there is a table of uploaded documents with columns for document name, type, and actions (View, Download, Remove). Below the table, there is a section for attaching more documents, followed by a 'Submit My Return' section containing a red 'Submit Return' button. A black arrow points from the text 'Click 'Submit Return'' to the button. The footer contains user information, copyright notice, version details, and logos for Calderdale College, European Union, Skills Funding Agency, and Secured by Data.

Document Name	File Type	View	Download	Remove
Multi Agency Credit Report.docx	(Microsoft Word Document)	View	Download	Remove
New College Nottingham - Outstanding Achievements.xlsx	(xlsx File)	View	Download	Remove
Overarching ddq Test.docx	(Microsoft Word Document)	View	Download	Remove
Safety at Work.docx	(Microsoft Word Document)	View	Download	Remove

Select documents you wish to add to the **My Tender Return** section above using the **Attach Documents** button below.
NOTE : Large files can take some time to upload.
NOTE : Document Placeholders have been uploaded by the Procurement Department. Please upload a document for each mandatory placeholder before making a return.

Submit My Return
When you have completed all the above and are ready to submit your tender return, click the **Submit Return** button.
Note: You can make one or more returns on this stage. Your last return will supersede any previous returns.

User ID: 1437558461649
User: Janet Tyas
Company: Test Training

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Version: 03.07.00.22
Date: 13/11/2015
Server: VSUPWEB1

Secured by Data
2015-11-24

Co-financed by
Skills Funding Agency

Calderdale College
European Union
Skills Funding Agency
Data Security Challenge

What happens next?

All Gateway and Due Diligence applications will be reviewed within 20 working days and the outcome communicated through the correspondence section of In-tend.

Once approval is given, potential partners will be invited to complete applications when funding or delivery opportunities become available.