

## **Schools' Quick Guide to SEP 2008**

- The SEP Funds can only be used for programmes that are endorsed under SEP and this endorsed list of programmes can be found at the SEP Portal (<http://sep.ssc.gov.sg>)
- SEP 2008 is from 1 Jan 08 – 31 Dec 08. All payment to vendors must be made by 21 Dec 2008.

### **Selection Process**

- 1) Get ready your school's SEP login name and password
- 2) Log into your school's account at the SEP Portal (<http://sep.ssc.gov.sg>)
- 3) Click on "Programmes" to view all programmes under SEP
- 4) Select the programme and then call the vendor to find out more details, especially on the qualifications of coaches conducting the programme
- 5) Programme details should not be changed. Only fields like "number of sessions", "duration", "group size" & "instructor to student ratio" can be customised to your school's requirements.
- 6) After customization, do note that the price charged has to increase or decrease proportionately to what was originally quoted in the portal, so as to prevent vendors from overcharging or undercharging the schools.

### **Procurement Process**

- 7) If the programme that you are interested in is:
  - a. Less than \$3,000:
    - You DO NOT need to go through GeBIZ
    - You can proceed to engage the vendor directly
  - b. More than \$3,000 but less than \$70,000:
    - You DO NOT need to go through GeBIZ
    - Compare it against 2 other similar programmes from the endorsed list, and justify your decision to your school's Quotation Assessment Panel (QAP). Thereafter, you may proceed to engage the vendor directly.

- For programmes that are unique with no other similar programmes for comparison, you may adopt waiver of competition and proceed to engage the vendor directly.

### **Implementation**

- 8) Schools are encouraged to enter into an agreement with the vendor to ensure that all parties are fully aware of all expectations and liability issues
- 9) On day of the programme, Teacher must:
  - a. Perform checks on the coaches to ensure the coaches onsite are the from the “Eligible Instructors” field listed in the SEP Portal <http://sep.ssc.gov.sg>.
  - b. Be present at all times during the conduct of the programme to observe the programme/ vendor
- 10) At the end of the whole programme, login to your SEP Portal Account (<http://sep.ssc.gov.sg>) to submit an online feedback of the programme. This feedback will only take 5 minutes.

### **Payment Procedures**

- 11) Schools should help new vendors create accounts in IFAAS, for payment purposes.
- 12) SEP Funds can pay for half of GST.
- 13) SEP Funds will not pay for:
  - a. Additional costs not listed in the description of programmes in the endorsed list
  - b. Other items such as transportation of students, cost of buying equipment, entry fees to facilities etc
- 14) SEP Funds can only be used with MOE funds, and not other government grants (ie: HPB etc)
- 15) Vendor is to send in the invoice within 1 month of the completion of the programme. Schools should also request for a soft copy of the invoice for reporting purposes in the SEP portal. (please see point 21)
- 16) Govt / Govt-aided schools:
  - a. Please check that all particulars of vendors are accurate in IFAAS, so as to ensure smooth and timely payment.
  - b. Funds have already been downloaded into the *IFAAS Project Code 500042 (SSC -SEP Grant)*. Please charge 50% of total programme cost to this account.
  - c. Please make payment to all providers by 26 Dec 2009

17) Independent schools

- a. School is to pay the vendors first. At the end of SEP 2008 (31<sup>st</sup> Dec 08), MOE CCAB will contact schools to submit a report, coupled with copies of invoices, for reimbursement. MOE Finance will reimburse 50% of the programme costs by March the following year.

**Programme Report**

- 18) Schools are required to log into their SEP portal account (<http://sep.ssc.gov.sg>) to update their programme reports in the system.
- 19) The programme report should be updated quarterly (March, June, Sep) and saved in “draft” status. This is to allow schools to modify and change their programmes at any time to reflect the most accurate status.
- 20) Schools should only click on “Submit Final Report” button in Dec. The Final Programme Report should be submitted by 31<sup>st</sup> Dec 08, reflecting accurate figures of the conducted programmes.
- 21) Schools are required to attach soft copy of the invoices, as an evidence of the programme conducted (see point 15)

For any enquires, please call the SEP Hotline: 6342 5368, refer to the SEP portal (<http://sep.ssc.gov.sg>), or email to [ssc\\_sep@ssc.gov.sg](mailto:ssc_sep@ssc.gov.sg).