

# SEP 2012/13 Workflow Chart for Service Providers

1. REGISTRATION FOR SEP LOGIN ACCOUNT			Time Frame																					
<p>Service Providers who are interested to be part of SEP should first apply for a login account on SEP portal. Applications for providers are open to individuals or registered organizations/ clubs/societies, associations/institutions and non-profit organisations interested in providing sports programmes to schools.</p> <p>Successful registrants will receive a login ID and a password to your account via an auto generated email. The SEP login account holder will be in our mailing list to receive latest information pertaining to SEP, submit online applications for endorsement during the submission window period and manage your submission details.</p> <p><b>How to apply for a SEP login account:</b></p> <table border="1"> <thead> <tr> <th>Steps</th> <th>Details</th> <th>Points to Note</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Go to SEP Portal <a href="http://sep.ssc.gov.sg">http://sep.ssc.gov.sg</a></td> <td>The SEP Portal is best viewed with 800 x 600 resolutions &amp; above. <b>Please only use Microsoft's Internet Explorer (IE) 6.0 or 7.0 browser for all submissions.</b></td> </tr> <tr> <td>2</td> <td>Under <b>Service Providers</b>, click &lt;Sign Up Now&gt; button,</td> <td>Do not click &lt;Sign Up Now&gt; button, under Schools</td> </tr> <tr> <td>3</td> <td>An auto generated email stating your login ID and password will be sent to your email account.</td> <td>Ensure that your email address has been entered correctly.</td> </tr> </tbody> </table> <p><b>How to login:</b></p> <table border="1"> <thead> <tr> <th>Steps</th> <th>Details</th> <th>Points to Note</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Go to SEP Portal <a href="http://sep.ssc.gov.sg">http://sep.ssc.gov.sg</a></td> <td>The SEP Portal is best viewed with 800 x 600 resolutions &amp; above. Please only use Microsoft's Internet Explorer (IE) 6.0 or 7.0 browser for all submissions.</td> </tr> <tr> <td>2</td> <td>Under <b>Service Providers</b>, fill up login ID and password and click &lt;Login&gt; button.</td> <td>Do not fill up login ID and password under Schools</td> </tr> </tbody> </table>			Steps	Details	Points to Note	1	Go to SEP Portal <a href="http://sep.ssc.gov.sg">http://sep.ssc.gov.sg</a>	The SEP Portal is best viewed with 800 x 600 resolutions & above. <b>Please only use Microsoft's Internet Explorer (IE) 6.0 or 7.0 browser for all submissions.</b>	2	Under <b>Service Providers</b> , click <Sign Up Now> button,	Do not click <Sign Up Now> button, under Schools	3	An auto generated email stating your login ID and password will be sent to your email account.	Ensure that your email address has been entered correctly.	Steps	Details	Points to Note	1	Go to SEP Portal <a href="http://sep.ssc.gov.sg">http://sep.ssc.gov.sg</a>	The SEP Portal is best viewed with 800 x 600 resolutions & above. Please only use Microsoft's Internet Explorer (IE) 6.0 or 7.0 browser for all submissions.	2	Under <b>Service Providers</b> , fill up login ID and password and click <Login> button.	Do not fill up login ID and password under Schools	<p>Registration of SEP Login Account can be completed anytime of the year.</p> <p>Please note the respective SEP Programme Endorsement Application Window.</p>
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**2. APPLICATION FOR SEP 2012/13****Time Frame**

From the SEP Portal, please refer to the Programme Application Guidelines for SEP 2012/13, under <Applications>. Every programme submitted needs to qualify for the current year's evaluation criteria to be considered for endorsement.

All applications for SEP 2012/13 should be submitted online via the SEP portal <http://sep.ssc.gov.sg> during the SEP 2012/13 Programme Endorsement Application Period from 1 June – 31 July 2011.

The online system will be closed to all applications by 31 July 2011 at 2359hrs. Late applications will strictly not be entertained. Please note that the timing is accurate based on the clock set within the SEP portal.

The successful applicant will receive a formal reply via email from SSC on the outcome of the application approximately two months upon the closing date of this application exercise.

**How to submit applications for SEP 2012/13:**

<b>Steps</b>	<b>Details</b>	<b>Points to Note</b>
1	Go to SEP Portal <a href="http://sep.ssc.gov.sg">http://sep.ssc.gov.sg</a>	Please only use Microsoft's Internet Explorer (IE) 6.0 or 7.0 browser for all submissions.
2	Under <b>Service Providers</b> , fill up login ID and password and click <Login> button.	Do not fill up login ID and password under Schools. Download the Portal Guide that can be found on the left toolbar.
3	To submit new coach(es): Click <Manage Coaches>, <Add New Coach>	<ul style="list-style-type: none"> <li>➢ Ensure all the fields are completed with the requested details attached in accordance, to the <b>SEP Application Guidelines noting item 4</b>. Do pay extra attention to the words in red, with regards to First Aid Certification.</li> <li>➢ All scanned copies of certificates and supporting documents must clearly show the coach's name, NRIC if applicable, issuing body, certificate name and expiry date if applicable. If the certificates and supporting documents are not in English, the onus lies with providers to attach the scanned copies of the <b>English translated</b> certificates and supporting documents of their coach(es) before submitting online for evaluation.</li> <li>➢ All translation of certificates and supporting documents must be done by professional translation organisations.</li> </ul>
4	To submit previously created coach(es): Select the coach(es) in the respective checkboxes under the new programme created.	<ul style="list-style-type: none"> <li>➢ Ensure all the fields are updated with the requested details attached in accordance, to the <b>SEP Application Guidelines noting item 4</b>. Do pay extra attention to the words in red on the SEP Portal, with regards to First Aid Certification.</li> <li>➢ All scanned copies of certificates and supporting documents must clearly show the coach's name, NRIC if applicable, issuing body, certificate name and expiry date if applicable. If the certificates and supporting documents are in foreign language, the onus lies with providers to attach the scanned copies of the <b>English translated</b> certificates and supporting documents of their coach(es) before submitting online for evaluation.</li> <li>➢ All translation of certificates and supporting documents must be done by professional translation organisations.</li> </ul>
5	To submit new programme: Click <Submit New Programmes> on the left of the screen	<ul style="list-style-type: none"> <li>➢ Ensure all the fields are completed with the requested details attached in accordance to the SEP Application Guidelines noting item 3.</li> <li>➢ Make reference to the programme plan and risk assessment management plan samples provided.</li> </ul>

1 June - 31 July 2011

**3. SCHOOL PROCUREMENT PROCESS  
(TO BE NOTED BY SERVICE PROVIDERS WITH ENDORSED SEP 2012/13 PROGRAMMES)**

**Time Frame**

Starting from SEP 2011, as advised by MOE Finance and Development Division, for the procurement of programmes, schools **shall** raise open quotations / tenders, depending on the estimated procurement value (EPV) via GeBIZ for all SEP Endorsed Programmes. **All Service Providers with endorsed SEP programmes are to register under <http://www.gebiz.gov.sg> as a GeBIZ Trading Partner to be able to respond to schools with open quotations / tenders.** Service Providers who are interested to bid for the business are required to submit a comprehensive response with indication of their SEP Programme ID endorsed under SEP 2012/13 with the same details submitted under SEP Portal via GeBIZ if the **EPV is >\$3,000 but <\$70,000**.

For schools' procurement process, the school's Administration Manager will be able to advise their PE HODs and SEP Administrator accordingly.

All Service Providers should note that-

- As per item 5 and 6 in the SEP 2012/13 Terms and Conditions acknowledged by Schools, Schools are not to alter the contents of the event(s) / programme(s) endorsed under the SEP and such contents include the name, category, sports type, and session description. Schools will need to make reference to the endorsed programme objectives and session description.
- The instructor-to-student ratio as stated on the SEP Portal is only a general guide for the Schools. Schools are to work with sports providers with endorsed SEP Programmes under the respective year to decide upon the optimal instructor-to-student ratio based on the needs of the students.

**a) Purchases with EPV <\$3,000**

- Schools can procure the desired programme(s) within the list of endorsed SEP programmes of the respective year directly from the vendor.
- Schools may issue DPO (Direct Purchase Order) to the vendors, if necessary.

**b) Purchases with EPV >\$3,000 but <\$70,000**

- Schools shall call an open ITQ (Invitation To Quote) via GeBIZ. Under this ITQ, schools shall also invite Sports Providers with endorsed SEP programmes to participate if the SEP Grant will be utilised.
- Sample Scope of Requirements, Conditions of Contract, and Letter of Acceptance for Appointment of Sports Service Providers for SEP Programmes in Schools, which should be attached when calling ITQs in GeBIZ, can be found within MOE Procurement website.  
(<http://intranet.moe.gov.sg/MOEprocurement/School/Sample%20Requirement.htm>)
- In the requirement specifications, school should include the following:
  - To indicate "SEP 2012/13 endorsed programmes preferred". For Sports Providers with endorsed SEP programmes, they shall be required to indicate their SEP Programme Name and ID in the quotation response; and
  - To indicate school's requirements clearly, such as the sport type, programme type, programme objectives, number of sessions, session duration, group size, cost per pax, instructor to student ratio, track records and qualifications of coach(es), risk management plan, any other cost required, payment arrangement, and postponement/cancellation of programmes (e.g. due to weather conditions) etc.
  - **In order to utilize the SEP Grant, Schools have to verify that the quoted sports programme is listed as an endorsed programme using the programme ID under the respective year and ensure that the programme name, category, sports type, programme objective, programme details and coaches details correspond to the endorsed programme details in the SEP Portal before engaging Sport Service Providers.**

**c) Purchases with EPV >\$70,000**

Schools are to complete the "Request Form for Tendering", as stated in this hyperlink.  
<http://intranet.moe.gov.sg/MOEprocurement/School/Forms/purchaserequestform.doc>

This form shall be completed and obtain endorsement from Principal before submitting the form to Contracts & Procurement Unit and send to MOE HQ (Ghim Moh), 285 Ghim Moh Road, Blk C Level 2, Singapore 279622. Cluster Superintendent's approval and endorsement is required only if the procurement is funded fully / partially by Cluster Funds. If not, Principal's approval and endorsement would suffice.

A tender exercise takes about three (3) months. Schools therefore are to submit their requests to HQ at least three (3) months in advance. The request should contain the item specifications, expected date of delivery, contact person and special conditions, if any. Schools must ensure that funds are available before submitting their requests. Tenders Board's approval cannot be used as a reason for seeking funding.

Jan – Dec  
2011

**4. UPDATING OF COACH(ES) INFORMATION****Time Frame**

The onus lies with the Service Providers to ensure that information provided in the SEP portal is timely and accurate at all times. It is especially crucial that the Service Provider's contact details, current coach details and the adding of new coaches are updated.

We would like to stress the importance that every coach who delivers the SEP programme must be adequately trained, screened, and has the updated, appropriate and relevant experiences. It is the responsibility of all providers to ensure that the first aid certifications of their coach(es) are being renewed and updated in the SEP portal before the expiry date.

Please be informed that the status of **coach(es) with expired first aid certification will be changed from "eligible" to "not eligible"**. An auto generated email will be sent to providers informing them about the coaches with expired First Aid certification. Service providers will be given seven working days from the date of the email notification to upload the renewed first aid certification for the respective coach(es) / instructor(s) in the SEP Portal.

**Suspension of Programme**

**If the endorsed programme fall short of the required number of eligible coach(es) for the indicated group size for the programme, the programme status will be changed from "Endorsed" to "Suspended"** until the updated details of coach(es) are uploaded within seven working days from the date of the email notification to upload the renewed first aid certification for the respective coach(es) / instructor(s) in the SEP Portal.

**Service Providers are not able to conduct programmes that are suspended.**

After the given deadline, if the Suspended programme still does not have the sufficient number of eligible coach(es) for the indicated group size for the programme, the programme status will be changed from "Suspended" to "Withdrawn".

**Withdrawal of Programme**

The Service Provider will be able to submit their programme(s) for Endorsement in the subsequent SEP Programme submission period. However, the withdrawal and/or suspension of Endorsement may affect the outcome of future applications.

It is the responsibility of all providers to ensure that the first aid certifications of coach(es) are renewed **before** its expiry date. If the endorsed programme fall short of the required number of eligible coach(es), the programme status will be changed from 'Endorsed' to 'Suspended' till the updated details of coach(es) are uploaded within seven working days from the date of the email notification.

**How to edit Service Provider Profile details:**

Steps	Details	Points to Note
1	Go to SEP Portal <a href="http://sep.ssc.gov.sg/">http://sep.ssc.gov.sg/</a>	Please only use Microsoft's Internet Explorer (IE) 6.0 or 7.0 browser for all submissions.
2	Fill up login ID and password. Click <Login> button, under Service Providers	Do not fill up login ID and password under Schools
3	Click <Update Profile> on the left tabs	
4	Edit details and click <Update Profile> to confirm	

**How to edit Programme Contact details:**

Steps	Details	Points to Note
1	Upon login to SEP Portal, click <Manage Programmes> on the left tabs	
2	Click <Manage Current Programmes> to continue	
3	Click on the programme which you want to edit only the contact details	
	Edit and click on <Update> button to confirm	

**How to Add Coach :**

Steps	Details	Points to Note
1	Upon login to SEP Portal, click <Manage Coach> on the left tabs	
2	Click <Add New Coach>	
3	Complete details and click <Submit for Existing <b>Endorsed</b> Programme(s)>	<p>➤ <b>New coaches must be added for SEP Team's evaluation before they can deliver the endorsed programme in schools.</b></p> <p>➤ The evaluation process for coaches added will take about 15 working days from the date of submission.</p> <p>➤ Every new coach submitted will be subjected to the current year's evaluation criteria.</p>

Jan 2012 – Dec 2013

5. PRE-PROGRAMME ACTIONS	Time Frame
<p>Service Providers are to ensure that:</p> <ul style="list-style-type: none"> <li>A. Market your endorsed programmes to schools and adhere to respective schools' procurement procedure.</li> <li>B. With reference to the SEP agreement, item 2.11 (a) and (b), providers are to adhere to the SEP Emblem Guidelines if they are using the SEP logo on their publicity materials.</li> <li>C. Coaches' certifications are renewed and sufficient number of eligible coach (es) are added to SEP Portal in accordance to the instructor-to-student ratio.</li> <li>D. The instructor-to-student ratio as stated on the SEP portal is only a general guide. Service Providers are to work with schools to decide upon the optimal instructor-to-student ratio based on the needs of the students.</li> </ul>	Jan 2012 – Dec 2013

6. DURING-THE-PROGRAMME ACTIONS	Time Frame
<p>Service Providers are to ensure that:</p> <ul style="list-style-type: none"> <li>A. <b>Coach(es) conducting the programme is/are listed as eligible for the endorsed programme under respective endorsement year.</b> Schools have been advised to report any ineligible coach(es) who are not under the current year's endorsed programme(s) list.</li> <li>B. Precautionary checks are done before each session, to ensure that all students are well and fit to take part in the session. Refer to Service Provider's Agreement item 2.17, 2.18 and 2.9.</li> <li>C. Risk management plans are in place at all times.</li> </ul>	Jan 2012 – Dec 2013

7. POST-PROGRAMME ACTIONS	Time Frame
<p>Service Providers are to ensure that invoices or e-invoice (only required for Government and Government aided schools issued via <a href="http://www.vendors.gov.sg">www.vendors.gov.sg</a>) are given to the school promptly, with indication of:</p> <ul style="list-style-type: none"> <li>➤ <b>Service Provider Name (as stated in the SEP portal)</b></li> <li>➤ SEP Programme Name and ID</li> <li>➤ Start and end date of programme conducted</li> <li>➤ Number of participants</li> <li>➤ Itemised costings with GST if applicable</li> </ul> <p>Upon receiving the invoices from the Service Providers, schools will make full payment to the providers within the agreed credit term after the services have been rendered satisfactorily.</p>	Jan 2012 – Dec 2013

8. GENERAL INFORMATION	
<p>While utilizing and benefiting from the SEP Grant, except funds from MOE, the Schools undertake not to receive and / or utilize grants obtained from any other Government agency to fund the same event(s) / programme(s). <b>SEP should not be conducted during Physical Education (PE) lessons and/or as part of the Programme for Active Learning (PAL). Schools that wish to conduct SEP during PE curriculum time for 2012 are to seek prior approval from the MOE PE Unit.</b></p>	Jan 2012 – Dec 2013