

SEP 2012 Workflow Chart for School

1. OPTING IN SEP	Time Frame
<p>The Principal together with PE HOD and SEP administrator have to acknowledge the online Terms & Conditions via the SEP website (http://sep.ssc.gov.sg).</p> <p>The SEP Grant can only be used for the list of endorsed programmes conducted within the calendar year.</p> <p>The SEP Grant is reimbursed to MOE on an annual basis and all endorsed SEP programmes for the respective year MUST be conducted, paid, updated and submitted as final programme report in the SEP Portal within the calendar year that the SEP Grant is being claimed for.</p>	<p>Deadline: 31 Jan 12 (Tue)</p>
2. DISBURSEMENT OF FUNDS	Time Frame
<p>The SEP Grant for each programme is capped by a maximum of 50% of the total programme cost (up to a maximum of \$10,000 before GST per school per calendar year). The balance amount will be borne by schools.</p> <p>To make it easier for schools to input the SEP details in the SEP Programme Report, Schools can now choose to input the SEP Grant Utilised excluding GST by selecting either the dollar value (S\$) or percentage (%) excluding GST utilized.</p> <p>The SEP Grant of \$10,000 is for the programme cost excluding GST.</p> <p>Government and Government Aided Schools The SEP Grant of \$10,000 will be downloaded into the SEP IFAAS Account (project code 500042) by MOE Finance on behalf of SSC after schools had opted into SEP 2012. <u>Schools must ensure that expenditure charged to SEP IFAAS Account matches the entries in the SEP Programme Report on SEP Portal.</u> The purpose of the SEP Programme Report is to capture details of the programmes utilized by schools for the purpose of data analysis. SSC will reimburse MOE Finance on the actual expenditure used by schools (up to a maximum of \$10,000 before GST per school per calendar year).</p> <p>Please note that any SEP programmes not captured in the Final SEP Programme Report on SEP Portal but already charged to SEP IFAAS Account (project code 500042) will be recovered by MOE Finance via SOF-Sports and Games account in the following year.</p> <p>Independent, Specialised and SPED Schools The schools will pay vendors the full amount first. MOE Finance will reimburse the SEP Grant that is capped by a maximum of 50% of the total programme cost (up to a maximum of \$10,000 before GST per school per calendar year) by March in the following year.</p> <p>In general:</p> <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). For Mainstream Schools: 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. Schools are required to email cpdd_pe@moe.edu.sg, citing the reasons for request before 6 January 2012.</p>	<p>End Jan & mid Mar 12</p> <p>End Mar 13</p>

3. PROCUREMENT

Time
Frame

Starting from SEP 2011, as advised by MOE Finance and Development Division, for procurement of programmes, schools **shall** raise open quotations / tenders, depending on the estimated procurement value (EPV) via GeBiz for all SEP Endorsed Programmes.

All Schools should note that-

- As per item 5 and 6 in the SEP 2012 Terms and Conditions acknowledged by Schools, Schools are not to alter the contents of the event(s) / programme(s) endorsed under the SEP Contents include the programme name, category, sports type, 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 SEP within the list of endorsed programmes directly from the vendor.
- Schools may issue (Direct Purchase Orders) DPO 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 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.

For further enquiries pertaining to the procurement process, schools can contact –

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

Mr Chian Lit Khoon Zason, Head, Sports Development, MOE Education Programmes Division, at 6460 9802 or email chian_lit_khoon@moe.gov.sg

Primary and Secondary Schools may email moe_fdd_gebiz_ps_ss@moe.gov.sg

Junior Colleges and Centralised Institutes may email moe_fdd_gebiz_hq_jc_ci@moe.gov.sg

Jan – Dec
12

4. IMPLEMENTATION	Time Frame
<p>a) Prior to the engagement of sports service providers:</p> <ul style="list-style-type: none"> i) To verify that the sports programme is listed as an <u>endorsed</u> programme under the current year. ii) The instructor-to-student ratio as stated on the SEP Portal is only a general guide. Schools are to work with providers to decide upon the optimal instructor-to-student ratio based on the needs of the students. <p>b) On the day(s) when the Programme is conducted:</p> <ul style="list-style-type: none"> i) Ensure that the coach(es)/instructor(s) conducting the programme is/are listed as eligible for the endorsed programme under respective endorsement year. Schools are to report on ineligible coach(es)/instructor(s) who are not under the current year's endorsed programme(s) list to ssc_sep@ssc.gov.sg. ii) Check that the coach(es) first aid certification(s) is/are <u>still valid</u> at the point of conduct. iii) Take necessary precaution and checks before each session of the programme to ensure that all the participants are reasonably well and fit to take part in the session. 	Jan – Dec 12

5. POST-PROGRAMME ACTIONS	Time Frame
<p>Government and Government Aided Schools</p> <ul style="list-style-type: none"> a) Attach certified print screens of E-invoices from IFAAS with <u>indication of the Service Provider name as indicated in the SEP Portal, SEP Programme Name, ID, start and end date of programme conducted</u> as listed in the SEP portal for the current year under the SEP Programme Report. Please note that the payment voucher screen captures from IFAAS <u>will not</u> be acceptable. If unsure, Schools are to check with their respective Administration Manager to obtain the e-invoice. b) Schools are to certify that the e-invoice(s) attached in the SEP Programme Report are issued by providers with endorsed SEP programmes for the current year. c) SEP expenditures will be based on the submitted FINAL SEP programme report. Schools will need to ensure that the total SEP Grant listed in the SEP Programme report reconcile with the total expenditure reflected in the school's SEP IFAAS account (project code: 500042). <p>Independent, Specialised and SPED Schools</p> <ul style="list-style-type: none"> a) Attach scanned or soft copy of invoices with <u>indication of the Service Provider name as indicated in the SEP Portal, SEP Programme Name, ID, start and end date of programme conducted</u> as listed in the SEP portal for the current year under the SEP Programme Report. b) Schools are to certify that the invoice(s) attached in the SEP Programme Report are issued by providers with endorsed SEP programmes for the current year. c) SEP expenditures will be based on the submitted FINAL SEP programme report. <p>For all Schools -</p> <ul style="list-style-type: none"> d) If there are programmes planned for the year, the SEP Programme Report can be saved in <u>draft</u> status. e) If Schools do not have any more programmes planned for the year or have fully utilised the S\$10,000 SEP Grant for the calendar year, Schools are to submit the SEP Programme Reports in the Final status accompanied by attached copies of providers' invoices or the E-Invoices from IFAAS. f) For Schools that did not utilize the SEP grant, a blank report must also be submitted. Schools should click on <Submit Blank Report>. g) Submit an online feedback of the programme conducted. Feedback can only be submitted after the draft programme report has been updated for the programme conducted. h) SEP expenditure will be based on reports submitted by schools via SEP portal. <p>We strongly encourage all Schools to submit the Programme Feedback after updating the SEP Programme Report. The programme reports and feedback are important considerations in the assessment process for all SEP Programme Applications from Sports Service Providers.</p>	<p>Deadline: FINAL Programme Report submission is by latest 27 Dec 12, 1700hrs</p> <p>If 27 Dec is on a weekend or public holiday, the submission deadline will be on the next working day, 1700hrs.</p>

6. PAYMENT PROCEDURES	Time Frame
<p>Upon receiving the invoices from the providers, schools are to make full payment to the providers within the agreed credit term after the services have been rendered satisfactory.</p> <p>Schools have to charge the GST, if applicable, to the GST input tax account accordingly. For Government and Government-aided schools, this GST input tax amount will be claimed by MOE on behalf of schools from IRAS.</p> <p>SPED schools can claim GST if they are GST registered from IRAS. GST registered SPED schools will need to comply with the IRAS regulations and submit the required forms for claims.</p> <p>For example:</p> <p>School X decides to tap on SEP Grant for 50% (max) of its cost of conducting an endorsed programme – Programme A. The cost of conducting Programme A is \$107 <u>inclusive of GST</u>.</p> <p>A) For the 50% using SEP Grant, School X should charge \$50 to SEP Grant (IFAAS project code 500042) and \$3.50 to GST input tax account. The school should also capture this detail in the SEP Programme Report as \$50 and \$3.50 (GST).</p> <p>B) For the balance 50%, School X should charge to other School Funds and GST input tax account (if applicable) accordingly.</p> <p><u>In general:</u></p> <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). 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. Schools are required to email cpdd_pe@moe.edu.sg, citing the reasons for request before 6 January 2012.</p>	<p>Deadline: 27 Dec 12, 1700hrs</p> <p>If 27 Dec is on a weekend or public holiday, the submission deadline will be on the next working day, 1700hrs.</p>