



Department
for Work &
Pensions

Dynamic Purchasing System for Employment and Health Related Test and Learn Provision

Invitation to Participate

Instructions for Potential Suppliers

[Project_20559]

Version: 3.0

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Glossary of Terms

2015 Regulations	means the Public Contracts Regulations 2015; http://www.legislation.gov.uk/ukxi/2015/102/contents/made ;
Advice and Information	support and advice to encourage Employers, individuals and other key partners to understand detailed advice and information on key strategic objectives and obligations, to create workplaces which support employees' health.
Apprenticeships	person-centred support for individuals with disability or health conditions to help them progress throughout their apprenticeship.
Associated Documents	means, in addition to these Instructions to Potential Suppliers, any other documents or information which the Authority may from time to time provide or make available in connection with the Procurement Process;
Authority or DWP	means the Secretary of State for Work and Pensions acting as part of the Crown through his/her representatives in the Department for Work and Pensions;
Authorised Buyer	has the meaning given to it in Paragraph 1.1 of Schedule F3 (Call-Off Procedure and Award Criteria)
Consortium	means a group of organisations or individuals that collectively wish to Request to Participate in the DPS with one party acting as the lead of such consortium;
Contracting Bodies	means the Authority and any other contracting body described in the OJEU Notice i.e. Department for Work and Pensions.
Contracts Finder	means the UK database of advertisements and award notices maintained by the Crown Commercial Service, to be used by contracting authorities to comply with the advertising and notification obligations of Part 4 of the 2015 Regulations. This is where the initial DPS will be advertised and any subsequent updates to the DPS system i.e. new service lines;
Dynamic Purchasing System (DPS)	means a purchasing system as defined by Regulation 34 of the Public Contracts Regulations 2015 http://www.legislation.gov.uk/ukxi/2015/102/regulation/34/made
DPS Contract	means an agreement entered between the Authority and each successful Supplier in relation to the T&L DPS;
EIR	means the Environmental Information Regulations 2004;

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DWP Test and Learn DPS

T&L DPS	Means the Dynamic Purchasing System for Employment and Health Related Test and Learn Provision;
FOI	means the Freedom of Information Act 2000;
Government	means the Authority and shall include HM Treasury, the Cabinet Office or any other department, office or agency of the Crown);
Health Interventions/Support	<p>Support and advice on how to manage disabilities and/or a health condition with an employment focus.</p> <p>Services could include:</p> <ul style="list-style-type: none">• Specialist Advice from a health care professional;• Individual or group counselling;• Health interventions;• Providing information on how to manage occupational health
Individual Placement and Support	The IPS employment model is internationally recognised as the most effective way to support people with mental health problems and/or addictions to gain and keep paid employment.
Instructions to Potential Suppliers	means these instructions to Potential Suppliers (interested parties eligible for the T&L DPS), which form part of the ITP;
Invitation to Participate (ITP)	This is the initial document issued to interested parties to apply to join the T&L DPS. This includes the invitation to Participate pack relating to the Procurement Process, including these Instructions to Potential Suppliers, any Associated documents and the various documents annexed to or referred to in these Instructions to Potential Suppliers. This will be updated and available throughout the life of the T&L DPS to support any applications;
In – Work Progression	Support and approaches to encourage progression within the workplace, focusing on individual's progression and career development and the contribution that employers can make to support this.

In-Work Support	<p>Support and resources to succeed when in employment.</p> <p>Services could include:</p> <ul style="list-style-type: none">• Advice on what transport there is get to and from work;• Help and support with getting the right clothing, uniform or tools;• Helping with documents, such as references, identification or licences;• Support through difficult times if the individual is uncertain or worried;• Helping with basic skills, such as budgeting and applying for in-work benefits;• Finding opportunities and funds for training and courses to help progress their career. <p>Support for people who are struggling to stay in work due to a health problem.</p>
Mentoring	<p>Mentoring is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person. The mentor may be older or younger than the person being mentored, but they must have a certain area of expertise.</p>
Milestone	<p>means a significant stage or event in the Implementation Plan;</p>
Peer Support	<p>Peer support is when people use their own experiences to help each other.</p> <p>Support is based on sharing experiences and agreeing a reason for meeting. Peer support can improve your emotional health, wellbeing and sense of belonging.</p> <p>A vital part of peer support is mutual respect; peer support aims to help both those giving and receiving support. Everyone's experiences are treated as equally important, so you might find this gives you a different experience to more traditional support options.</p>
Potential Supplier	<p>means any person (including any corporate entity or other organisation) who has been invited by the Authority to submit a Request to Participate in response to these Instructions to Potential Suppliers and subsequently submits a Request to Participate;</p>

Potential Supplier's Team	<p>means:</p> <ul style="list-style-type: none">(i) in the case of any Consortium or prime contractor/Sub-contractor Request to Participate structures, the Potential Supplier and each of the relevant Consortium members or Sub-contractors; and(ii) any officers, employees, agents or advisors of the Potential Supplier and/or (if applicable) of any relevant Consortium members or Sub-contractors;
Procurement Portal	<p>means the DWP e-Procurement Solution (ePS) portal used by the Authority for the purposes of administering the Procurement Process electronically, which is currently supplied by BravoSolution (now owned by Jaggaer);</p> <p>https://dwp.bravosolution.co.uk/web/login.shtml</p>
Request to Participate	<p>means the request submitted by the Potential Supplier to apply to join the T&L DPS via the PQQ functionality in the Procurement Portal.</p>
Qualification Envelope	<p>means within the Procurement Portal where Potential Suppliers answer a number of Qualification Questions in relation to their organisation including financial. Details of what is included can be found in Annex 1 of the Instruction to Potential Suppliers. These are the minimum requirements needed to access and be accredited onto the T&L DPS.</p>
Quality	<p>Ensuring the right standard of delivery and outcomes by measuring/assessing against a set of pre-defined criteria. Using knowledge and expertise in an area to develop assessment criteria and approaches. Developing and delivering accreditations on services/organisations.</p>

Self-Cleaning

Potential Suppliers can provide evidence of self-cleaning measures where a supplier confirms that a ground for exclusion applies and that they have taken self-cleaning measure.

Self-cleaning allows Potential Suppliers to demonstrate that they are still suitable to participate in a procurement process despite the fact that grounds for exclusion exist.

The rules on self-cleaning are set out in Regulation 57(13) to (17). The rules set out steps to be taken when the possibility of self-cleaning arises.

Self-Employment

Support for an individual to progress and sustain self-employment earnings and new business ideas.

a person is likely to be Self-employed if they:

- run their own business and take responsibility for its success or failure;
- usually have several customers at the same time;
- decide how, when and where they do their work;
- can hire, at their expense, people to do the work for them or help them do it;
- provide the main items of equipment needed to do their work;
- are responsible for finishing any unsatisfactory work in their own time;
- charge an agreed fixed price for their work;
- sells goods or services to make a profit (including through websites or apps);
- may pay either Class 2 or Class 4 National Insurance Contributions if earning enough.

These are examples, not a complete list.

Service Lines

means the different areas of service the Authority may include in any Call-off from the T&L DPS;

Special Purpose Vehicle

means a new incorporated body established solely to Request to Participate for the T&L DPS;

Supplier

means any person or entity or group of such persons and entities, including any temporary association of undertakings, which has been accredited onto the T&L DPS;

Supported Employment

Supported Employment is a way of providing assistance to people with a disability who need extra support to move towards and into work.

Support into Work (pre-employment support)

Holistic support for individuals to progress towards employment or into Employment programmes and/or work.

Technical Envelope

means within the Procurement Portal where Potential Suppliers are asked what they can do (deliver), and providing evidence in these areas. This will form part of the accreditation process to support access to the T&L DPS and the relevant service lines. Details of the questions contained in the Technical envelope are at Annex 1.

1. BACKGROUND

- 1.1. As set out in the Specification The Department for Work and Pensions (DWP) are launching the Employment and Health Related Test & Learn Dynamic Purchasing System (T&L DPS) to cover a range of projects that may be required to support the hardest to help who face multiple and complex barriers to entering employment. This will primarily but not exclusively be those individuals with a disability or health condition as set out in the Green paper [‘Improving Lives: Work, Health and Disability’](#).

2. DYNAMIC PURCHASING SYSTEM

- 2.1. This Test and Learn Dynamic Purchasing System (T&L DPS) is for the procurement of social and other services referred to in Regulation 74 of the Public Contracts Regulations (2015) and, as such, the intention is to use a light touch regime, rather than the full regime described in Regulation 34 (Dynamic Purchasing System). The T&L DPS will be operated by Commercial Directorate and will cover England, Wales and Scotland. It is important to note this does not replace the existing DWP Flexible Support Fund Dynamic Purchasing System (FSF DPS) used by Jobcentre Plus and will be used for different requirements. Therefore both will be running side by side.
- 2.2. The scope and intention for this system is very different to the current DWP FSF DPS (that delivers for Jobcentre plus) with a different approach on how it will be used and how future projects will be tendered. You will therefore need to register separately for the T&L DPS as set out below.
- 2.3. A DPS is an electronic process for setting up and maintaining a list of suppliers from which commonly-used goods and services can be procured as and when the need arises. Operating a DPS offers a number of commercial and operational advantages, for both the buyer and for the potential suppliers, compared to traditional contracting methods.
- 2.4. It has simplified and reduced the time and cost involved for those suppliers on the DPS in bringing their services to market, for example by reducing the duplication of effort created by participation in multiple, separate procurement competitions.

3. INSTRUCTIONS AND INFORMATION ON APPLICATION PROCEDURES

General Information

- 3.1. This Invitation to Participate (ITP) is issued in connection with The Authority's requirement to establish a Dynamic Purchasing System (DPS) for Employment and Health related Test and Learn provision across England, Wales and Scotland. The process will all be conducted using the Procurement Portal. Therefore registration to this Procurement Portal is required.
- 3.2. It is being conducted under Regulation 34 of the Public Contracts Regulations 2015, together with the "light touch regime" pursuant to Regulation 74.

- 3.3. These instructions, together with all other information and documents to which they refer, are designed to ensure that all Requests to Participate (RTP) are given equal and fair consideration. It is important therefore, that Potential Suppliers provide all the information asked for in the format and order specified.
- 3.4. This document contains the information and instructions Potential Suppliers need in order to submit a completed RTP:
- Information regarding the procurement, such as the timetable and how potential suppliers are accredited for admission onto the T&L DPS;
 - How to submit questions and requests for clarification; and
 - Instructions explaining how to complete and submit a RTP.
- 3.5. Potential Suppliers should read the information and instructions carefully because non-compliance and incorrectly completing may result in rejection of their RTP on this occasion.
- 3.6. The T&L DPS Contract which includes the Core Terms for both the DPS and Call-Off Contracts form an integral part of this ITP. They set out further rights and obligations which apply to the Authority and Potential Suppliers accredited onto the T&L DPS.
- 3.7. Potential Suppliers need to ensure that they have read all the documentation contained within this ITP (Specification, the T&L DPS Contract and the Call-Off Terms and Conditions plus these Instructions to Potential Suppliers) thoroughly so that questions or clarifications are not raised unnecessarily.
- 3.8. This procurement relies upon the completion of a Qualification and Technical Envelope within the Procurement Portal which will contain all of the information that the Authority requires to enable accreditation to the T&L DPS to take place. All information should be uploaded as per instructions for the Envelope within the Procurement Portal.
- 3.9. Once a Potential Supplier has been accredited, they will be notified via the Procurement Portal and their details added to the T&L DPS Directory of Services. This information forms the basis of who is offered future ITTs on the T&L DPS. The high level accreditation process is shown at Annex 2a.

4. ADMINISTRATION OF THE INVITATION TO PARTICIPATE PROCESS

- 4.1. The Authority will be administering the ITP Process electronically via the Procurement Portal. No hard copy documents will be issued and all communications with the Authority must be conducted via the Procurement Portal. The DPS functionality within the Procurement Portal will be used.
- 4.2. To ensure all the communications relating to this ITP and any future opportunities are received, the Potential Supplier must ensure that the point of contact (within their organisation) nominated and specified in the Procurement Portal is accurate at all times.

- 4.3. Support is available to help Potential Suppliers to understand and use the Procurement Portal or query any issues with the Procurement Portal as follows:
- Freephone helpdesk (0800 069 8630), available Monday-Friday 8am to 6pm (UK time in English language only); or
 - By emailing: help@bravosolution.co.uk; and
 - Help guides available within the Procurement Portal.
- 4.4. Potential Suppliers must ensure that their registration on the Procurement Portal directly relates to the part of the Potential Supplier's organisation that submits the RTP (some larger potential suppliers may have several subsidiaries so registration needs to apply to that part of organisation responsible for the RTP). The entity requesting to participate in the T&L DPS must be the party that will join the T&L DPS if accredited.

Inputting information on the Procurement Portal

- 4.5. Potential Suppliers may use the online 'Help for Suppliers' function on the Procurement Portal. The content is designed to explain the Procurement Portal in business terms, allowing Potential Suppliers to quickly understand the features and benefits of the software. The 'Help for Suppliers' function content is presented by software module, and divided into process activities, for example, ITTs and e-Auctions.
- 4.6. If Potential Suppliers have any software queries refer to the 'Help for Suppliers' function in the first instance. If there is still an issue, Potential Suppliers should email or telephone the Procurement Portal helpdesk using the details above with a clear description of the problem.
- 4.7. Potential Suppliers should save progress regularly when using the Procurement Portal. For security reasons access to the Procurement Portal will 'time out' if inactive (i.e. if you do not click 'save') for fifteen (15) minutes or more. Failure to save regularly risks losing your work. This is part of strict government requirements to maintain security and RTP integrity and cannot be changed. Note that typing does not mean you are active on the Procurement Portal.
- 4.8. Please ensure that 'pop ups' are not blocked on your browser. Should you be inactive for fifteen (15) minutes, the Procurement Portal will notify you through a 'pop up'. It is vital that that you are able to see this pop up in order to click the 'Refresh' link in this 'pop up' so you are not disconnected from the Procurement Portal and lose any unsaved information.
- 4.9. Please ensure that you submit your response when completed using the 'submit response' button on the Procurement Portal. Failure to do this will result in your RTP not being visible to the Authority.
- 4.10. If the Authority makes any changes to the settings and questions area of a live/running RTP, Potential Suppliers must re-publish their response on the Procurement Portal. This is to ensure that changes are brought to the attention of the Authority. Generally this will not mean re-entering information but you should

not rely on this as it is each Potential Suppliers responsibility to ensure that responses to each question are uploaded correctly.

- 4.11. Do not use the 'Back' or 'Forward' buttons on your browser, you could potentially lose your work. Please use the links on the Procurement Portal to navigate through the RTP.
- 4.12. To understand icons, use your mouse to 'hover' over the icon and view the 'ToolTip'. Note that Numeric fields will not accept text, spaces, symbols etc. The red asterisk indicates a mandatory field. This must be completed in order for Potential Suppliers to submit their response to the Authority.
- 4.13. The Qualification Envelope holds information provided when the Potential Supplier registers on the Procurement Portal. The answers provided in that profile will automatically be used to pre-populate some parts of the Qualification Envelope. Potential Suppliers should check this information and have the opportunity to update these answers (as appropriate) and the new information will be saved against the organisation profile.

Formalities for submission of Requests to Participate

- 4.14. Potential Suppliers must adhere to the following requirements and all other instructions specified in these Instructions to Potential Suppliers when submitting their RTP:
 - Do not embed documents within other documents. Instead provide separate electronic copies of the documents, clearly labelled and referenced, if necessary;
 - The response must be in English;
 - Each RTP must be uniquely named or referenced;
 - Any forms must be in the format of any templates provided or if additional attachments in Microsoft Word, MS Excel or PDF format. Files submitted in any other format will not be accepted;
 - Potential Suppliers should use Arial 12 font type and size and text must be in black typeface;
 - Potential Suppliers must answer all questions/provide all other responses using the relevant templates provided, presenting them in the same sequence and using the same references. All answers must be self-contained with no cross-referencing.
- 4.15. Potential Suppliers should:
 - Where a YES, NO or Not Applicable response is required, please click the appropriate YES, NO or Not Applicable statement on the drop down options bar;
 - Submit their response to each question in an attachment to the text box in the Procurement Portal ("Attachment");

- If Potential Suppliers wish to include diagrams, charts or other graphic representations they should do so in the Attachment. Words included within diagrams, charts or other graphic representations will not count towards the word limit;
- It will be the Attachment only that will be used to evaluate RTP responses against each question; unless an 'additional document' has been specifically requested within the question by the Authority. For the avoidance of doubt the word count limit shall not apply to the 'additional documents' requested;
- The RTP must be clear, concise and complete.
- The RTP must be submitted by a duly authorised representative of the Potential Supplier;
- All acronyms and abbreviations, if used, must be fully explained;
- While the Procurement Portal allows for large individual attachment sizes (max 50mb at a time), we recommend that you keep attachments to a manageable size to ensure ease & speed of access. Please note that the Authority does not guarantee that you will be able to upload files up to the maximum size, particularly at busy times. For this reason it is recommended that Potential Suppliers should ensure files are well below the maximum stated size. Potential Suppliers should only attach documents that the Authority has permitted ensuring that they attach them within the correct area;
- Where any questionnaire or template response documents are in the form of an Excel or similar spreadsheet, Potential Suppliers should note that certain text (e.g. giving instructions or guidance on completion) within cells may not be visible without opening up the relevant cells. Potential Suppliers are responsible for ensuring they have checked each cell as necessary to identify the full text contained in that cell;
- Potential Suppliers must not insert or otherwise seek to apply any qualifications or assumptions around any of the matters on which responses are required;
- Use the message facility within the Procurement Portal to raise any questions to the Authority. Any replies from the Authority will be via the Procurement Portal.

5. CONDITIONS APPLYING TO THIS REQUEST TO PARTICIPATE

Competition

- 5.1. It is the Authority's intention that this procurement exercise will comply with the overriding EU Procurement Directive principles of equal treatment and transparent competition to ensure value for money.

Authority Terms and Conditions

- 5.2. The T&L DPS Contract which includes the Core Terms for both the DPS and Call-Off Contracts form an integral part of this ITP. They set out further rights and obligations which apply to the Authority and Potential Suppliers.

- 5.3. Potential Suppliers are not permitted to submit their own terms and conditions, whether standard or otherwise and no amendments to the Authority's terms and conditions will be considered.
- 5.4. Potential Suppliers must sign the T&L DPS Contract at the point of application stating they accept the Authority's Terms and Conditions, including the terms and conditions applying to each Call-Off contract.

Costs and Expenses

- 5.5. The Authority will not be liable to Potential Suppliers for any costs, expenses, work, loss of profit or effort which may be incurred in preparing and/or submitting its RTP or in connection with any call-off process.
- 5.6. This applies whether or not the Potential Supplier or any other organisation is successful and also applies to any additional cost a Potential Supplier may incur, if the Authority modifies or amends its requirements or if the Authority cancels this procurement for whatever reason.

Confidentiality

- 5.7. All information supplied by the Authority to Potential Suppliers must be treated in confidence and not disclosed to third parties, other than is necessary to obtain sureties or quotations, for the purpose of submitting this Request to Participate. All information supplied by Potential Suppliers to the Authority will similarly be treated in confidence except:
- for the disclosure of such information with regard to the outcome of the procurement process as may be required to be published in the Official Journal of the European Union in accordance with EU Directives or elsewhere, in accordance with the requirements of UK government policy on the disclosure of information relating to government contracts;
 - in pursuance of the Authority's obligations under the Freedom of Information Act 2000;
 - for references that may be sought from banks, existing or past clients, or other referees submitted by the Potential Supplier.
- 5.8. Potential Suppliers need to be aware that all Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure. Further, the Cabinet Office has a cross-Government role delivering overall Government policy on public procurement – including ensuring value for money and related aspects of good procurement practice.
- 5.9. For these purposes, the Authority may disclose, within Government and to each Contracting Body, any of the Potential Suppliers documentation/information (including any that the Potential Supplier considers to be confidential and/or commercially sensitive such as specific bid information) submitted by the Potential Supplier to the Authority during this procurement. The information will not be

disclosed outside Government and Contracting Bodies. Potential Suppliers taking part in this competition consent to these terms as part of the competition process.

Dynamic Purchasing System Duration

- 5.10. The T&L DPS will commence on the date that DWP signs the first T&L DPS Contract, expected to be in November 2018. The T&L DPS will be open ended, but can be terminated by the Authority with 20 Working Days' notice. The expectation is that it will run for four years.
- 5.11. Call-off contracts made from the T&L DPS can have an expiry date later than the termination date of the T&L DPS Contract. Suppliers with a Call-Off contract will continue to be bound by the Call-Off Terms & Conditions they agreed to when signing the contract.

Amendments to the Request to Participate Process or Request to Participate Documents by the Authority

- 5.12. The Authority reserves the right to vary the tender process and/or amend the tender documents (including this ITP 'Instructions to Potential Suppliers' document) at any time. Any such amendment will be numbered, dated and issued by the Authority via the Procurement Portal. Such amendments include the right for the Authority to widen the scope of the services procured under the T&L DPS, by adding additional service categories to the specification. Where a service line has been added to the DPS, Potential Suppliers must follow the process outlined in Annex 2b.
- 5.13. The Authority reserves the right to discontinue this tendering process at any time and not to award a contract.

Re-Accreditation

- 5.14. The Authority reserves the right to require Suppliers, on the 12 month anniversary of joining the T&L DPS and thereafter every 12 months, to confirm that the information they have provided is still correct. The Authority also reserves the right to request additional information from Potential Suppliers to evidence their Re-Accreditation and if that evidence is not deemed to be sufficient to remove them from the T&L DPS.

Inducements

- 5.15. Offering an inducement of any kind, in relation to obtaining this or any other contract with the Authority, will disqualify your RTP from being considered and may constitute a criminal offence.

Potential Supplier Clarification (Q&A)

- 5.16. Potential Suppliers have the opportunity to raise questions about the ITP and request clarification about the requirement. All questions raised must be submitted via the Procurement Portal.
- 5.17. Potential Suppliers need to ensure they have read all the documentation contained within the ITP (Specification, the T&L DPS Contract and the Call-Off Terms and

Conditions and these Instructions to Potential Suppliers) thoroughly so that questions or clarifications are not raised unnecessarily. Attention is also drawn to the Q&A Log which can be found on the Procurement Portal via the 'Visible to Suppliers' folder.

- 5.18. If a question is deemed by a Potential Supplier to be commercially confidential, they should indicate that they believe this is the case. The Authority will consider this and, if in agreement, will exercise due discretion in handling the question and limiting the circulation of the answer(s) to the Potential Supplier's organisation.
- 5.19. Questions not deemed to be commercially confidential will be considered by the Authority to be of significance to all Potential Suppliers. All questions and answers will be made anonymous and made available to all Potential Suppliers via the Q&A Log on the Procurement Portal.
- 5.20. It will be the responsibility of the Potential Suppliers to monitor the Procurement Portal for the latest activity.

Acceptance and Return of Request to Participate

- 5.21. Notwithstanding anything in this ITP, Potential Suppliers should note that the Authority is not bound in any way and does not have to accept any RTP.
- 5.22. The RTP (which comprises both the Qualification and Technical Envelopes) should be completed in accordance with the information set out in the ITP, must be completed and submitted in its entirety to the Authority via the Procurement Portal.
- 5.23. More details on what is contained within these Procurement Portal envelopes can be found in Annex 1.
- 5.24. The Qualification and Technical Envelopes will undergo an accreditation check to ensure that all information requested has been received. If all information is not included we will inform the Potential Supplier and the RTP can be re-submit with any missing information.

Declaration by Potential Supplier

- 5.25. The Potential Supplier's response to the Qualification and Technical Envelopes, together with the signing of the DPS Contract, is their offer to enter into the DPS. It is the responsibility of the Potential Supplier to ensure that their final submission corresponds with the information stated as this will form the basis of the Potential Supplier's RTP proposal.

Welsh Language

- 5.26. Where appropriate Potential Suppliers should be aware that if the Call-Off Contract delivers a service to members of the public in Wales then the Potential Supplier must comply with and fully understand their contractual obligations regarding the DWP Welsh Language Scheme. Full details can be found in Schedule C3 (Welsh Language Scheme) and further details found by accessing:

<https://www.gov.uk/government/organisations/department-for-work-pensions/about/welsh-language-scheme>

6. REQUEST TO PARTICIPATE SUBMISSION PROCESS

Additional Materials, Documents and Attachments

- 6.1. No additional documentation should be submitted unless specifically requested by the Authority.
- 6.2. Information that forms part of general company literature, or promotional brochures, can be submitted but will not form part of the evaluation process.

Consortia

- 6.3. The submission must be completed in the name of the economic operator (typically a company or similar legal entity) that will ultimately enter into an agreement with the Authority and therefore, assume liability for performance of the contract.
- 6.4. No organisation other than the Supplier will be able to provide services through the agreement, whether group company, subsidiary, parent company, holding company, associated company, franchisor, fellow franchisee, strategic partner or organisation in any other relationship whatsoever. For the avoidance of doubt, the use of any kind of group companies associated with the Supplier can be only be as sub-contractors identified in the call-off response.
- 6.5. The Authority is happy to receive submissions from economic operators, collaborating as a consortium, or sub-contracting elements of its obligations. Where one of these approaches is adopted the following guidance, set out in this paragraph, must be followed.

Sub-contracting proposals

- 6.6. If a Potential Supplier needs to rely on the capability and/or experience of one or more sub-contractors in its RTP, to demonstrate the Potential Supplier's ability to provide the services in accordance with the requirements of the ITP, it must inform the Authority in its RTP. A Potential Supplier using this approach should indicate that it is a 'prime contractor' for the purposes of responding to the relevant question(s) in the selection questionnaire.
- 6.7. A Potential Supplier's RTP must clearly identify, in response to any question, when it is relying on a sub-contractor, the name of the particular sub-contractor and explain the sub-contractor's capability and experience as the context of the question requires.

Consortium proposals

- 6.8. If a group of economic operators wish to act jointly to provide the Service they may do so:
 - with all parties signing the resultant contract and assuming joint and several responsibility for performance of the contract;
 - using a separate entity (often referred to as a Special Purpose Vehicle (SPV) which will ultimately enter into the contract with the Authority. Please note that if the SPV does not yet exist, or has a limited trading history, it is likely that the

consortium members will need to nominate a guarantor for the SPV's performance of the contract.

- 6.9. The consortium should nominate one of its members to lead the tendering process. If the SPV exists, then the SPV should lead and complete the Submission in its name and 'voice'. If the SPV does not yet exist or the consortium plans to collaborate on a joint and several basis, then it should nominate a lead consortium member. The lead member will then be treated as the "Potential Supplier" by the Authority for the purposes of this ITP and to communicate with the consortium.
- 6.10. Where the Potential Supplier relies on the capability and/or experience of one or more consortium members in its Submission, to demonstrate the consortium's ability to provide the available services in accordance with the requirements of the ITP, it must inform the Authority in its Submission. A Potential Supplier's Submission must clearly identify, in response to any question, when it is relying on another consortium member, the name of the particular consortium member and explain the consortium member's capability and experience as the context of the question requires.

Changes to the Contracting Arrangements

- 6.11. The Authority recognises that arrangements in relation to consortia and sub-contracting may be subject to occasional change. Potential Suppliers should therefore respond in the light of such arrangements as are currently envisaged. Potential Suppliers are reminded that any future change in relation to the consortium membership and sub-contracting arrangements must be notified to the Authority, in writing, at the earliest opportunity. The Authority will make a further assessment of the Submission by applying the evaluation criteria to the new information provided.

7. OVERVIEW OF THE ACCREDITATION PROCESS

- 7.1. The Authority will undertake an appraisal of the Potential Supplier, through the information provided in the Qualification Envelope, to satisfy itself that the Potential Supplier is fundamentally eligible to be accredited to the T&L DPS. In this regard, the ITP contains questions relating to mandatory and discretionary grounds for exclusion of potential suppliers on the grounds of eligibility. In addition, the information provided, under Economic and Financial Standing, will be subject to a financial viability risk assessment. See Annex 3 for further details on the Authority's approach to financial viability risk assessment. A more detailed financial viability risk assessment may be undertaken at the Call-Off stage, subject to the value.
- 7.2. Once the Authority is satisfied that the Potential Supplier's responses in the Qualification Envelope are compliant and has passed this initial appraisal stage, the Authority will then evaluate the Potential Supplier's response to the Technical Envelope. This will establish which Service Lines the Potential Supplier will be eligible for on the T&L DPS.
- 7.3. The majority of the questions within the Technical Envelope are Yes/No questions there are a number within the T2 – Support Offered section that require a narrative response which will be evaluated. More detail of these can be found in Annex 1.

7.4. The evaluation criteria for the Service Lines within section T2 are below:

Passed Accreditation	Criteria
Yes	The response provides sufficient or strong evidence of delivering this type of service.
No	The response provides limited or no evidence of delivering this type of service.

- 7.5. Once both elements of the accreditation process have been completed successfully Potential Suppliers will be invited to join the T&L DPS and will be sent an Award Form and the T&L DPS Contract.
- 7.6. At any point within the life of the T&L DPS Contract, if the Authority considers that the circumstances presented in the Supplier's Qualification & /or Technical Envelope(s) have changed so that they would now not pass accreditation, the Authority can seek that the Supplier go through the accreditation process again.

8. TERM AND BUDGET

- 8.1. The T&L DPS will commence on the first date that DWP signs the first DPS Contract, expected to be in November 2018. The T&L DPS will be open ended, but can be terminated by the Authority with twenty (20) Working Days' notice. The expectation is that it will run for four years.
- 8.2. The expected total value of all Call-Off contracts for the DPS will be approximately £2 million for 2018-19. Thereafter funding for DPS procurement will be annually agreed (amounts to be confirmed), and may include monies from other funding streams.

9. AWARD OF CALL-OFF CONTRACTS

Filters/Qualifiers

- 9.1. Those Suppliers who hold current accreditation status, will be eligible to be included in any future Call-Off processes.
- 9.2. Following identification of a specific business requirement for a Test and Learn opportunity the Contracting Body will access the T&L DPS Directory of Services and the data will be filtered to create a short list of Suppliers.
- 9.3. Please note all accredited Suppliers that match the requirements determined for each Call-Off (as above) will be issued an Invitation to Tender. Those not on the T&L DPS and accredited for the relevant service line(s), at the time of the Call-Off,

will not be eligible to bid to the call-off and will not necessarily be notified of the opportunity.

10. PUBLICATION OF CALL-OFF CONTRACT AWARD ON CONTRACTS FINDER

- 10.1. Suppliers should note that due to the Authority transparency requirements (irrespective of whether or not publication of a Contract Award Notice in OJEU is required) details of all Call-Off contracts awarded from this T&L DPS with a value greater than £10,000 will be published on the Contracts Finder website.

11. CONTRACT DOCUMENTATION

Contract Documentation

- 11.1. In relation to the T&L DPS Contract, the Authority will be responsible for producing T&L DPS Contracts, including the Call-Off terms and conditions and issuing them for signature to the successful Suppliers. Electronic signatures will be allowed for the signing of the T&L DPS Contract.
- 11.2. In relation to Call-Off contracts, Authorised Buyers will be responsible for producing an Order Form and issuing it to the successful Supplier. The Order Form should be returned to the Authorised Buyers with an electronic signature, within 48 hours of issue. The Supplier will then need to print two hardcopies of the Order Form, sign them with wet signatures and return them, by post, to the Authorised Buyers within ten (10) days of issue. The Authorised Buyers will wet sign both copies, retain one copy and return the other to the Supplier.

12. DATA SECURITY

- 12.1. Cabinet Office has introduced mandatory requirements relating to data handling, security and information assurance in government contracts. Information must be protected, together with systems, equipment and processes which support its use. Potential Suppliers must provide an appropriate level of security.
- 12.2. Potential Suppliers are required to confirm they will agree to act in accordance with the Authority's security policy and complete and upload a security questionnaire as part of their Request to Participate.
- 12.3. As part of the ITP, Potential Suppliers will be required to answer a number of basic information security questions. This will provide the Authority with a basic view of the Potential Suppliers' information security measures. At contract award (the Call-Off stage), a Potential Supplier may be required to submit further detail regarding the security measures they propose to use in delivery of a specific contract.
- 12.4. The Authority will assess the data risk for each Call-Off and if the risk is deemed 'low' then the original questions answered as part of accreditation onto the T&L DPS will be sufficient. If the data risk is assessed as higher, then suppliers will be required to submit a security plan detailing, more specifically, the information security measures they propose to use in delivery of a specific Call-Off contract.

The Authority will not enter into any Call-Off agreement unless appropriate security protections are in place.

13. FREEDOM OF INFORMATION ACT

- 13.1. The Authority is committed to open government and to meeting its legal responsibilities under the Freedom of Information Act 2000 and associated legislation (FOIA). All information submitted to the Authority may need to be disclosed by the Authority in response to a request under FOIA. If the Potential Supplier considers that any of the information included in their Request to Participate is commercially sensitive, then they should identify it and explain (in broad terms) what harm may result from disclosure if a request is received, and the time period applicable to that sensitivity.
- 13.2. Potential Suppliers should be aware that even where they have indicated that information is commercially sensitive, the Authority may be required to disclose it under the terms of FOIA if a request is received. Please note that the receipt of material marked 'confidential' or equivalent by the Authority should not be taken to mean that the Authority accepts any duty of confidence by virtue of that marking. If a request is received, the Authority may also be required to disclose details to unsuccessful Potential Suppliers.

QUALIFICATION AND TECHNICAL ENVELOPES WITHIN THE PROCUREMENT PORTAL

Background

The Invitation to Request to Participate Pack is available on the Procurement Portal. If the Potential Supplier is not a BravoSolution registered Supplier, then they must register with BravoSolution to bid: <https://dwp.bravosolution.co.uk/web/login.shtml>

This document gives instructions on the requirements for completion of the Qualification and Technical Envelopes (on the Procurement Portal). Please note that the completion of the entire process is supported by on-screen instructions available on the Procurement Portal.

Qualification Envelope

Successful completion of this envelope is required in order for a Potential Supplier to be accredited to the T&L DPS. Potential Suppliers must access the Procurement Portal and follow the on screen instructions. Potential Suppliers will be presented with a questionnaire for completion.

Potential Suppliers must complete the required boxes where advised and upload the required information where prompted. The questionnaire is in the main designed so that Potential Suppliers have to provide a 'Yes' or 'No' response. Please note that information is provided about the grounds for mandatory exclusion and the grounds for discretionary exclusion.

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Qualification Process		
Supplier Question # (SQ)	Section / Question Title	What is the Question asking for
	Qualification Envelope response Accreditation Check	<p>Accreditation check to ensure all relevant information requested has been submitted in the format required.</p> <p>Responses not meeting requirements will give the Authority grounds for exclusion for non-compliance.</p>
Part 1		
SQ-1.1	Supplier information	Please complete all applicable questions
SQ-1.2	Bidding Model	<p>All relevant questions must be answered. In addition if a Potential Supplier will be sub-contracting part/all of the service, SQ-1.2(b) – (ii) must be completed. The form should detail each sub-contractor’s name, what they would be delivering and the location.</p> <p>If applying for accreditation as a Consortium, the lead member should also complete SQ-1.2(a) – (ii) and (iii).</p>
SQ-1.3	Contact Details	All questions in this section must be answered and contact details must be kept up to date.
Part 2		
SQ-2.1	Grounds for Mandatory Exclusion	If a Potential Supplier answers “yes” to any of the questions under SQ-2.1 and fails to satisfactorily complete SQ2.2 (Self Clean) then they will immediately be excluded from the DPS.

Qualification Process		
Supplier Question # (SQ)	Section / Question Title	What is the Question asking for
SQ-2.2	Self-Cleaning	Any Potential Supplier who answers 'yes' to any of the questions under SQ-3.1 must complete SQ-3.2 and demonstrate to the satisfaction of the Authority that any remedial action taken has effectively, self-cleaned the situation.
SQ-3.1	Grounds for Discretionary Exclusion	If a Potential Supplier answers "yes" to any of the questions under SQ-3.1 and fails to satisfactorily complete SQ-3.2 (Self Clean) then they will immediately be excluded from the DPS.
SQ-3.2	Self-Cleaning	Any Potential Supplier who answers 'yes' to any of the questions under SQ-3.1 must complete SQ-3.2 and demonstrate to the satisfaction of the Authority that any remedial action taken has effectively, self-cleaned the situation.
Part 3		
SQ-4.1	Economic and Financial Standing	Potential Suppliers should complete all applicable questions and submit either A, B or C to demonstrate their economic / financial standing.
SQ-4.2	Financial Viability Risk Assessment (FVRA)	The FVRA and the Legal Entity templates must be completed and attached.
SQ-5	Group	If you have indicated at SQ-1.2 that you are part of a wider group please complete this section.
SQ-6	Security of Information	We require all Potential Suppliers to complete the SQ6.1 Security of Information questions.
SQ-7.1	Modern Slavery Act 2015	Please answer all questions if these are not already pre-populated.

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Qualification Process		
Supplier Question # (SQ)	Section / Question Title	What is the Question asking for
SQ-8	Disability Confident	Potential Suppliers should answer whether they are Disability Confident and if Yes select which Level they are.
Declaration		
SQ-9	Dynamic Purchasing System Contract	Potential Suppliers are expected to agree to the DPS Terms and other documentation attached to this PQQ.
SQ-10	Confirmation and Declaration	Potential Suppliers should check that all required questions have been answered; all pre-populated answers have been checked and all required attachments have been uploaded before answering SQ-10.1. Please note if potential suppliers answer “No” to SQ-9.1 they will be excluded from the T&L DPS.
	Appendices	If you need to submit any additional information to complete your response to the above questions, please include it here as part of a single, zipped attachment response. Please ensure each appendix is clearly marked to indicate the SQ question number.

Technical Envelope

Within this envelope the Authority is requesting information / evidence from Potential Suppliers. This is to enable the Authority to determine which Service Lines Potential Suppliers have demonstrated the required standard and gained accreditation for.

Technical Process		
Section / Question #	Section / Question Title	What is the Question asking for
T1	Target Group	The different age groups of people with health conditions and disabilities that Potential Suppliers can offer services for.
T1.1	Young People (14-18 years old)	Are able to offer services to people aged between 14 and 18. Have a proven track record and have people with the appropriate background checks. Yes / No.
T1.2	18-24 years old	Are able to offer services to people aged between 18 and 25. Have a proven track record and have people with the appropriate background checks. Yes / No.
T1.3	25-49 year old	Are able to offer services to people aged 25-49. Have a proven track record and have people with the appropriate background checks. Yes / No.
T1.4	50+ years old	Are able to offer services to people aged 50+. Have a proven track record and have people with the appropriate background checks. Yes / No.
T1.5	Veterans	Are able to offer services to ex-service personnel. Have a proven track record and have people with the appropriate background checks. Yes / No.
T1.6	BAME	Are able to offer services to people who identify as BAME. Have a proven track record and have people with the appropriate background checks. Yes / No.
T1.7	Ex-Offenders	Are able to offer services to ex-offenders. Have a proven track record and have people with the appropriate background checks. Yes / No.

Section / Question #	Section / Question Title	What is the Question asking for
T2	Support Offered	The sort of Support the Potential Supplier can offer.
T2.1	In-Work Support	Expertise / knowledge of creating and delivering person centred employment through In-Work Support. Proven experience of providing in-work support tailored to the needs of individuals in the workplace, delivered through trained and experienced staff. This could include for example a combination of Mentoring, Supported Employment, Individual Placement Support model or support workers. Yes / No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge / experience in this area. (500 word limit)
T2.2	Peer Support	Have the experience and ability to source or develop, support from individuals with a lived experience of disability or health conditions to support an individual progress towards employment. Yes / No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge / experience in this area. (500 word limit)
T2.3	Working with Employers	Have the experience and ability to work with Employers. Developing awareness of disability and health needs in a workplace, to build the employers capability to support individuals in their workplace. Yes / No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge / experience in this area. (500 word limit)
T2.4	In-Work Progression	Have the experience and expertise in approaches/product development to supporting and encouraging individual's progression and career development. Yes/ No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge /experience in this area. (500 word limit)
T2.5	Health Interventions/Support	Expertise / knowledge of creating and delivering individually tailored support for individuals requiring support to return to work or have support in work. Proven experience of providing

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		Health interventions or support to enable the individual to progress towards or into employment. This could include for example a combination of specialist advice, training, 1-2-1 or group sessions. Yes / No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge / experience in this area. (500 word limit)
T2.6	Self-Employment	Have the experience and ability to source or develop support for an individual to progress and sustain self-employment earnings and new business ideas. Yes / No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge / experience in this area. (500 word limit)
T2.7	Quality	Have the experience and expertise in designing, developing and/or delivering assessments and accreditations on services/organisations against criteria and sets of standards, including development of the standards and production of guidance for use of the standards. Yes/ No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge /experience in this area. (500 word limit)
T2.8	Advice and Information	Have the knowledge and experience to develop and deliver the infrastructure and innovative products that can support and encourage Employers, individuals and other key partners to understand detailed advice and information on key strategic objectives and obligations, to create workplaces which support employees' health. Have the knowledge and experience to underpin this with good quality up to date and expert-led advice thereby enabling the purchase of better informed and tailored advice. Yes / No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge / experience in this area. (500 word limit)
T2.9	Support into Work (pre-employment support)	Expertise / knowledge of creating and delivering holistic support for individuals to progress towards employment or into Employment programmes and/or work. Ability to work with key strategic partners or specialists to providing support tailored to the needs of individuals in order to overcome complex barriers to employment. Yes / No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge / experience in this area. (500 word limit)

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T2.10	Apprenticeships	Have the experience and ability of creating and delivering person centred support for individuals with disability or health conditions to support them progress throughout their apprenticeship. Knowledge and/or experience of extending the maths and English flexibilities in apprenticeships. Yes / No but if yes we require a further question to be completed providing evidence of the Potential Suppliers expertise / knowledge / experience in this area. (500 word limit)
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Section / Question #	Section / Question Title	What is the Question asking for
T3	Area of Expertise	The condition the Potential Supplier can offer support / services for.
T3.1	Pan Disability	Expertise / knowledge of working with people with a range of disabilities. Yes / No.
T3.2	Physical Disability	Expertise / knowledge of working with people with Physical Disabilities. Yes / No.
T3.3	Visual Impairment	Expertise / knowledge of working with people with visual impairments. Yes / No.
T3.4	Hearing Impairment	Expertise / knowledge of working with people with hearing impairments. Yes / No.
T3.5	Learning Disability	Expertise / knowledge of working with people with Learning Disabilities. Yes / No.
T3.6	Autism	Expertise / knowledge of working with people with Autism. Yes / No.
T3.7	Long Term Health Issues	Expertise / knowledge of working with people with Long Term Health Issues. Yes / No.
T3.8	Musculoskeletal	Expertise / knowledge of working with people with Musculoskeletal (MSK) conditions. Yes / No.
T3.9	Common Mental Health Issues	Expertise / knowledge of working with people with common mental health issues. Yes / No.
T3.10	Severe Mental Health Issues	Expertise / knowledge of working with people with Severe mental health issues. Yes / No.
T3.11	Drug / Alcohol Dependency	Expertise / knowledge of working with people with Drug and/ or Alcohol Dependency. Yes / No.
T3.12	Homeless and individuals in supported housing or housing	Expertise / knowledge of working with people who have experience of being homeless and individuals in supported housing or housing association housing Yes / No.

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	association housing	
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Section / Question #	Section / Question Title	What is the Question asking for
T4	Geographic Areas Covered	
T4.1	Southern England	Yes/ No answer – if yes additional question to allow Potential Suppliers to indicate which areas within Jobcentre Plus Group they can offer services in.
T4.2	Central England	Yes/ No answer – if yes additional question to allow Potential Suppliers to indicate which areas within Jobcentre Plus Group they can offer services in.
T4.3	London and the Home Counties	Yes/ No answer – if yes additional question to allow Potential Suppliers to indicate which areas within Jobcentre Plus Group they can offer services in.
T4.4	North East England	Yes/ No answer – if yes additional question to allow Potential Suppliers to indicate which areas within Jobcentre Plus Group they can offer services in.
T4.5	North West England	Yes/ No answer – if yes additional question to allow Potential Suppliers to indicate which areas within Jobcentre Plus Group they can offer services in.
T4.6	Scotland	Yes/ No answer – if yes additional question to allow Potential Suppliers to indicate which areas within Jobcentre Plus Group they can offer services in.
T4.7	Wales	Yes/ No answer – if yes additional question to allow Potential Suppliers to indicate which areas within Jobcentre Plus Group they can offer services in.

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Section / Question #	Section / Question Title	What is the Question asking for
T5	Consent	This question is asking if the suppliers is willing to share their contact details with other suppliers on this T&L DPS operating in their geographical areas. This is to allow suppliers to offer a combined bid to cover all services required in future Call-Off opportunities in larger areas. Please note that if suppliers wish to offer a combined bid refer to paragraph 6.8 to 6.10.

Section / Question #	Section / Question Title	What is the Question asking for
T6	Additional Information	<p>This section is to allow the Potential Supplier to provide the Authority with information on what their organisation does, including if they provide unique or very specialist services.</p> <p>The Potential Suppliers response to this question will only be used internally for Market Intelligence purposes and to support future strategic considerations.</p> <p>The Potential Suppliers response will not be accessible by other Potential Suppliers. (Two pages of A4 limit)</p>

Section / Question #	Section / Question Title	What is the Question asking for
T7	Category Confirmation	After submitting your response to this PQQ, in order to complete your application to the DPS any suppliers which have not already done so must select the corresponding category in the

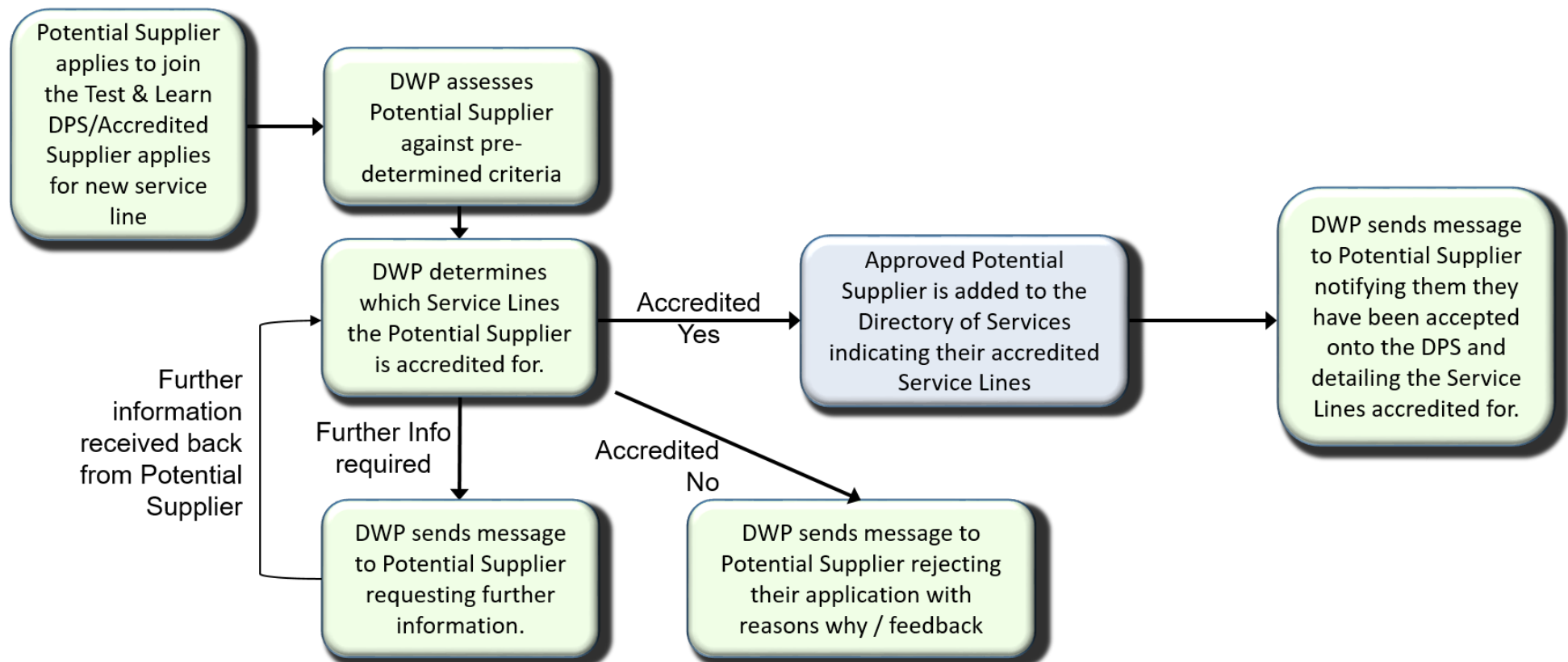
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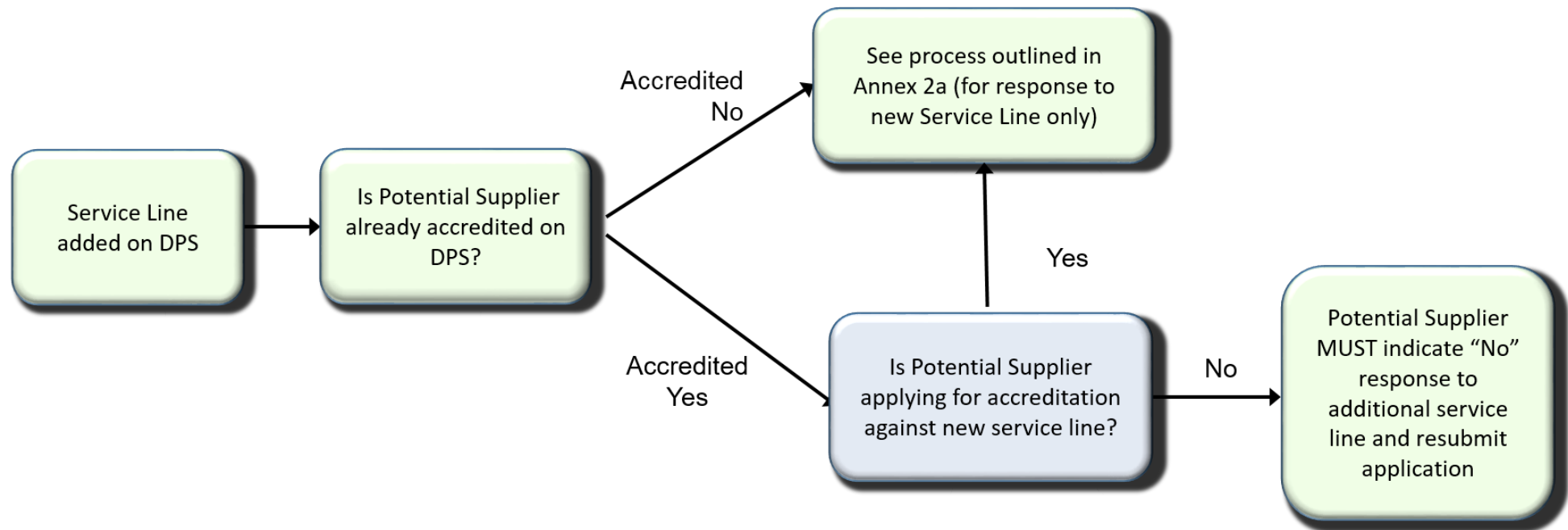
		<p>DWP category tree. This can be done by selecting Organisation and then My Categories from the left hand menu.</p> <p>If you fail to complete this action, your application to the DPS will NOT be considered as complete.</p>
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All submissions for the Qualification and Technical Envelopes must be submitted to the Authority using the Procurement Portal.

Test and Learn DPS - High Level Process



Test and Learn DPS - Service Line Addition - High Level Process



Financial Viability Risk Assessment

1. The aim of the FVRA is to assess the Potential Supplier's financial stability and is to ensure the Potential Supplier has sufficient resources to successfully deliver a Call-Off contract, with a minimal risk of failure.
2. The assessment will consist of an evaluation of the data the Potential Supplier submits on the **FVRA Templates**. Potential Suppliers are required to submit details of their most recent key financial data (e.g.: Turnover, Assets, and Liabilities etc.).

Note: The Authority reserves the right to call for updated financial data to properly assess FVRA. Potential Suppliers are requested to ensure that the Procurement Portal always holds their most recent financial data.

3. The aim of the evaluation is to ensure Potential Suppliers, who are eligible for an award of a Call-Off contract, have sufficient resources to successfully deliver the contract with a minimal risk of failure. The assessment will consist of an evaluation of the accounts and other financial and organisational data that the Potential Supplier makes available to the Authority.
4. Special Purpose Vehicles (SPVs) will be assessed using the same approach as other companies, except each member of the SPV will have their contribution to the key metrics apportioned based on their equity holding in the organisation (or proposed equity holding if the SPV has not yet been formed).
5. In order to comply with the accounting standard, IAS 24 Related Party Disclosures, Potential Suppliers are required to ensure that their financial statements contain the disclosures necessary to draw attention to the possibility that its financial position, and profit or loss, may have been affected by the existence of related parties and by transactions and outstanding balances with such parties.
6. Where the Potential Supplier has a Parent Company, then the Parent Company accounts should also be supplied. If the Potential Supplier has a Parent Company, and should they be deemed successful in being awarded a Call-Off contract, then the Authority may require a signed Parent Company guarantee, the form of which will be as required and notified by the Authority and it will be in place prior to any Call-Off contracts being signed.
7. The guarantee will not be negotiable; however there may be exceptional circumstances where the wording needs to be amended or a deed of guarantee supplied. These may include Special Purpose Vehicles (SPVs), frameworks, consortia and organisations that have parent companies based abroad.
8. In order for a like for like evaluation on organisations based abroad, the Authority will require that all financial accounts are converted and supplied in GB sterling, stating the exchange rate used and the justification for this exchange rate.
9. The analysis of the accounts will consider the size of the business, its age and which sector of industry it is trading in, as well as focusing on appropriate ratio analysis and

organisational growth. The financial appraisals will be conducted by suitably qualified and experienced staff to ensure an accurate, consistent and professional approach.

10. Potential Supplier responses will be assessed on the following three areas:
 - Organisational Stability;
 - Growth Management; and
 - Financial Stability;
11. If the assessment of any of the above areas produces a RAG rating of red the result will be potential elimination from the Call-Off process. An organisation that has a negative balance sheet (technically insolvent) will be given a RAG rating of red. Further investigation and clarification will be required by the Authority to fully understand the issues causing the red rating.
12. As part of such investigation and clarification the Authority may require the Potential Supplier to provide supplementary information relating to the matters specified. If, following such clarification, the Authority is satisfied that there are clear and robust mitigating circumstances, which provide satisfactory assurance that there is minimal risk of contract failure as demonstrated by the clarification and/or supplementary information provided, the Authority reserves the right not to eliminate the Potential Supplier from the Call-Off process, and to amend the RAG rating from red to amber.
13. If the Potential Supplier identifies that their organisation will be rated red, but believe there to be mitigating circumstances, then they should submit an explanation and supporting evidence of the mitigating circumstances with their annual accounts.
14. If any Potential Suppliers score a mixture of amber and green in the criteria listed in Annex 3a, the greater number of amber/green takes priority. If a Potential Supplier has an equal number of amber/green the bidder will be deemed amber. An amber rating does not exclude an organisation from being successful in the competition.
15. For any Potential Suppliers which achieves an amber rating it may be necessary before contracting with that Potential Supplier for the Potential Supplier to supply additional evidence that they can manage the level of growth, from an organisational, financial and delivery perspective. Annex 3a provides the RAG criteria and related action across all areas of the assessment.

Organisational Stability

16. This section focuses on the overall stability of the organisation based on set criteria. Using the data supplied in the financial statements, an assessment will be completed to determine the stability of the organisation.
17. If the assessment raises major concerns about the organisation (please see the qualification table at Annex 3b for more information) this will result in the organisation being given a red rating which will result in the potential elimination from the process.
18. Organisations who do not fall into the above rating category will receive a green rating.

Growth Management

19. This section provides an initial assessment of an organisation's ability to manage the contract. Please see Annex 3c for details that will be used in the assessment at this stage.
20. Turnover growth analysis will focus on the contract limit, and an organisation's ability to manage a single contract.
21. This analysis will be used to identify how the organisation is likely to achieve the following:
 - **Financial Strength** - can the organisation cope financially with the size of contract or asset requirement; and
 - **Capacity** - does the organisation have the resource to carry out the work?
22. The Authority will assess the organisation's ability to carry out and complete the Call-Off contract, and will calculate an organisational threshold initially based on 75% of their turnover. Organisational / group / SPV structures will also be taken into account, where appropriate, as part of this financial threshold calculation. It is anticipated that this financial threshold must be equal to or higher than the contract value to progress.
23. Failure to meet the threshold will not mean automatic elimination from the competition, but further assurances will be sort by the Authority regarding the organisation's ability to grow and cope with the requirements of the Call-Off contract. Failure to provide these assurances will result in elimination from the competition.
24. If the organisation is successful in the Call-Off exercise, a Growth Capacity model may be used to explore financial and non-financial elements to further measure growth potential. This will be dependent on contract size. The non-financial elements will include, but not be limited to:
 - Strategic Management;
 - Supply Chain Management;
 - Infrastructure;
 - People and Skills; and
 - Policies and Procedures.

Financial Stability

25. This section involves completing a ratio analysis of the financial information contained in the bidding organisation's financial statements and will inform the outcome of this part of the assessment.
26. Two ratios will be analysed: the Acid Test ratio (1) and the Debt ratio (2). Please see Annex 3d for details of the scoring and weighting criteria that will be attributed to this assessment.

27. Potential Suppliers will be required to explain how they will fund the working capital requirements for the Call-Off contract. The Authority requires tangible evidence that the organisation has access to sufficient working capital before contract execution.
28. When analysing a Potential Supplier's liabilities, the Authority will exclude any amounts in relation to Provisions for Pensions Liabilities.

Outcome

29. The overall outcome of the analysis is to assess whether the successful Supplier is considered financially viable to undertake and conduct the Call-Off contract.

Qualifying Criteria

The following table defines the RAG assessment and related action.

Criteria	Outcome
RED – Potential Elimination	Potential Supplier exits the exercise subject to further clarification
AMBER – Tentative Progression	Analysis continues and a dialogue commences between the Authority and the organisation. The Potential Supplier may be eliminated depending on the outcome.
GREEN – Progression	Potential Supplier is successful.

Elimination and Progression Criteria

The following table shows the elimination/progression criteria for the assessment:

Measure	Criteria	Action	RAG Rating
Organisation Stability	Negative Balance Sheet (technically insolvent)	Elimination from the process subject to further clarification	Red
	The organisation is actually Insolvent, or is in the process of being declared insolvent.	Elimination from the process	Red
	The organisation has been wound up or is in the process of being wound up.	Elimination from the process	Red
	The organisation is in administration or is in the process of being put into administration.	Elimination from the process	Red
Growth Management	Growth Management - Under minimum contract value	Elimination from the process subject to further clarification	Red
	Growth Management - Over minimum contract value	Progression	Green
Financial Stability	Ratio Analysis AMBER = 2 to 6 points	Tentative Progression or Progression depending upon outcome of analysis.	Amber
	GREEN = 7 to 10 points	Progression	Green

Turnover Growth Methodology

The table below shows the scoring and weighting mechanism for Turnover Growth (section 8 refers).

Criteria	Score
Turnover Growth	Greater than 100% = Red
	Less than 100%> = Green

Financial Stability and Growth Management Scoring Methodology

The financial tests performed during the evaluation process are as follows (section 9 refers):

Criteria	Score
Acid Test Ratio (Current Assets – Stock) / Current Liabilities	>1.1 = 5 >0.8 <1.1 = 3 <0.8 = 1
Debt Ratio (Total Liabilities / Total Assets)	<0.5 = 5 >0.5 <1.0 = 3 >1.0 = 1

- All bidders will be given an **Amber** or **Green** risk rating based on this assessment. **Green** and **Amber** risk rated bidders will be deemed as having passed the analysis for this competition.
- For those bidders achieving an **Amber** rating Finance may seek further clarification and reassurance that any potential risks can be fully mitigated.
- Bidders scoring between 2 and 6 marks in total are given an **Amber** rating; bidders scoring above 6 marks in total are given a **Green** rating.
- When analysing a bidding organisation's liabilities, Finance will exclude any amounts in relation to provisions for Pensions Liabilities.

Award of Call-Off Contracts

Filters/Qualifiers

Following identification of a specific requirement the Test and Learn DPS Directory of Services will be accessed and the selected Service Lines used to filter to identify Suppliers who are able to deliver the requirements for those Service Lines.

Evaluation Criteria

By applying the above filters, a shortlist of Suppliers will be produced. An ITT will be issued to all these shortlisted organisation and a competition will be undertaken.

Testing financial stability via a Financial Viability Risk Assessment (FVRA)

The aim of the FVRA is to assess the Organisation's financial stability and to ensure they have sufficient resources to successfully deliver a contract, with a minimal risk of failure. A further FVRA may be undertaken at the point of Call-Off. More details of the FVRA process used for each specific Call-Off will be included in the ITT documentation.

Delivery of the Authority's provision

The following generic requirements may apply to contracts called off the T&L DPS by the Authority.

Premises (if applicable to the specific Call-Off)

All premises used to deliver provision must meet all legal requirements (including compliance with the Disability Discrimination Act) and contain appropriate and adequate facilities.

Each venue must be accessible, by public transport, to all claimants within each of the Jobcentre Plus office locations required by the individual call-off contract.

It is anticipated that, as a general rule, the Authority premises will not be made available for delivery of provision called off the T&L DPS and Suppliers should work on this assumption. It is however possible that occasionally Suppliers may be invited onto Authority premises, for example to market their Service Offers or conduct warm handovers.

Travel Costs (if applicable to the specific Call-Off)

The Supplier is responsible for paying travel expenses directly to customers, in full, for return journeys from their home to the agreed delivery venue.

On commencing provision, the Supplier should advise customers what evidence they will need to produce to claim refunds of travel costs, for example bus tickets.

Childcare/Caring Costs (if applicable to the specific Call-Off)

The Authority is responsible for paying any childcare/carer costs which a customer may incur in order to participate in the provision. Payment of childcare costs will only be made in respect of a registered childcare provider while carer payments will only be made in respect of a carer registered with the Care Quality Commission. Suppliers should note that all such costs must be agreed with the local Jobcentre Plus office in advance of any agreement reached with the participant.

Payment Model

Each individual Call-Off ITT documentation will detail the payment model to be used. The payment models may differ for each opportunity. However the Authority's standard payment terms are to pay valid invoices within thirty (30) days.

Data Security Requirements

Cabinet Office mandates certain requirements relating to data handling, security and information assurance in government contracts. Information must be protected, together with systems, equipment and processes which support its use. The Authority's suppliers must provide an appropriate level of security. See Instructions to Potential Suppliers for details of how to comply with this requirement.

Her Majesty's Government (HMG) Personnel Security Requirements

The HMG Baseline Personnel Security Standard is a staff vetting procedure. It requires that a number of checks are made on persons who are to be given access to Government assets (premises, systems, information or data). Full details of the contractual obligations required to comply with the above procedures can be found in the Guidance document "HMG Baseline Personnel Security Standard - A Guide for DWP Contractors". A PDF version can be viewed at:

<https://www.gov.uk/government/publications/government-baseline-personnel-security-standard>

Jobcentre Plus Group Structure

Jobcentre Plus is split into seven Groups covering England, Wales and Scotland.

The seven Groups are:

- Central England
- London & Home Counties
- North East England
- North West England
- Scotland
- Southern England
- Wales



Instructions to Potential Suppliers v3.0

DWP Test and Learn DPS

Below is a list of the Districts covered by each Group.

Central England Group (CE) - Birmingham and Solihull Black Country East Anglia Leicestershire and Northamptonshire Lincolnshire, Nottinghamshire, and Rutland Mercia Midland Shires	London and the Home Counties (LHC) Bedfordshire and Hertfordshire East London Essex Kent North London South London West London
North East England (NE) Durham and Tees Valley North East Yorkshire and the Humber Northumberland, Tyne and Wear North East Yorkshire and the Humber South Yorkshire West Yorkshire	North West England (NW) Cheshire Cumbria and Lancashire Greater Manchester Merseyside
Southern England (Southern) Avon Severn and Thames District Berkshire, Surrey and Sussex Devon, Cornwall and Somerset Dorset, Wiltshire, Hampshire and IoW	Wales North and Mid Wales South East Wales South West Wales
Scotland Central Scotland East and South East Scotland District North of Scotland District West of Scotland District	

Test and Learn DPS – Contract Structure

