

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

Invitation to Participate

Instructions for Potential Suppliers

[Project_20559]

Version: 4

CONTENTS

CONTENTS	1
1. GLOSSARY OF TERMS	2
2. BACKGROUND	7
3. DYNAMIC PURCHASING SYSTEM	7
4. INSTRUCTIONS AND INFORMATION ON APPLICATION PROCEDURES	7
5. ADMINISTRATION OF THE INVITATION TO PARTICIPATE PROCESS	8
6. INPUTTING INFORMATION ON THE PROCUREMENT PORTAL	9
7. REQUIREMENTS FOR COMPLETION OF REQUESTS TO PARTICIPATE	10
8. CONDITIONS APPLYING TO THIS REQUEST TO PARTICIPATE	11
9. REQUEST TO PARTICIPATE SUBMISSION PROCESS	14
10. THE ACCREDITATION PROCESS	16
11. TERM AND BUDGET	16
12. CALL-OFF CONTRACTS FILTERS/ QUALIFIERS	17
13. PUBLICATION OF CALL-OFF CONTRACT AWARD ON CONTRACTS FINDER	17
14. CONTRACT DOCUMENTATION	17
15. DATA SECURITY	18
16. FREEDOM OF INFORMATION ACT	18
ANNEX 1 - QUALIFICATION AND TECHNICAL ENVELOPES WITHIN THE PROCUREMENT PORTAL	19
ANNEX 2 – TEST AND LEARN DPS – HIGH LEVEL PROCESS	29
ANNEX 3 – TEST AND LEARN DPS – SERVICE LINE ADDITION	30
ANNEX 4 – JOBCENTRE PLUS GROUP STRUCTURE	31
ANNEX 5 – T&L DPS APPLICATION GUIDE	33

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

1. GLOSSARY OF TERMS

2015 Regulations	means the Public Contracts Regulations 2015 (as amended); 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) of the DPS Contract;
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;
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;

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

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 (IPS)	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;
Invitation to Tender (ITT)	the suite of documents issued by an Authorised Buyer which form the invitation to participate in a call-off competition;
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.

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

- 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.
- Support for people who are struggling to stay in work due to a health problem;

Mentoring

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;

Milestone

means a significant stage or event in the Implementation Plan;

Peer Support

Peer Support is when people use their own experiences to help each other.

Support is based on sharing experiences and agreeing a reason for meeting. Peer Support can improve your emotional health, wellbeing and sense of belonging.

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;

Potential Supplier

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;

Potential Supplier's Team

means:

- (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;

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

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 (RTP)	<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;</p>
Self-Cleaning	<p>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.</p> <p>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.</p> <p>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;</p>
Self-Employment	<p>support for an individual to progress and sustain self-employment earnings and new business ideas.</p> <p>A person is likely to be self-employed if they:</p> <ul style="list-style-type: none">• 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;

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

- 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 (SPV)

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.

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

2. BACKGROUND

- 2.1. 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’](#).

3. DYNAMIC PURCHASING SYSTEM

- 3.1. This 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 DWP Flexible Support Fund Dynamic Purchasing System 2 (FSF DPS 2) used by Jobcentre Plus and will be used for different requirements. Therefore both will be running side by side.
- 3.2. The scope and intention for this system is very different to the current DWP FSF DPS 2 (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.
- 3.3. 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.

4. INSTRUCTIONS AND INFORMATION ON APPLICATION PROCEDURES

General Information

- 4.1. This Invitation to Participate (ITP) is issued in connection with the Authority’s requirement to establish a 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.
- 4.2. 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.
- 4.3. 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 to Potential Suppliers v4.0

DWP Test and Learn DPS

- Instructions explaining how to complete and submit a RTP- please see Annex 5 – Application Guide.
- 4.4. Potential Suppliers should read the information and instructions carefully as non-compliance and incorrect completion may result in rejection of their RTP in this instance.
- 4.5. 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.
- 4.6. Potential Suppliers need to ensure that they have read all the documentation contained within this ITP (the Specification, 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.
- 4.7. 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.
- 4.8. 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 sent future Invitations to Tender (“ITT(s)”) s on the T&L DPS. The high-level accreditation process is shown at Annex 2.

5. ADMINISTRATION OF THE INVITATION TO PARTICIPATE PROCESS

- 5.1. 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.
- 5.2. 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.
- 5.3. 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.
- 5.4. 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).

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

The entity requesting to participate in the T&L DPS must be the party that will join the T&L DPS if accredited.

6. INPUTTING INFORMATION ON THE PROCUREMENT PORTAL

- 6.1. 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.
- 6.2. If Potential Suppliers have any software queries then 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.
- 6.3. 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.
- 6.4. 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.
- 6.5. 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.
- 6.6. If the Authority makes any changes to the settings and questions 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 however you should not rely on this. It is each Potential Suppliers responsibility to ensure that responses to each question are uploaded correctly.
- 6.7. Do not use the 'Back' or 'Forward' buttons on your browser as you could potentially lose your work. Please use the links on the Procurement Portal to navigate through the RTP.
- 6.8. 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. Red asterisks indicate mandatory fields that must be completed.
- 6.9. The Qualification Envelope contains 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 use this opportunity to update these answers (as appropriate). Any new information will be

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

saved against the organisation profile.

7. REQUIREMENTS FOR COMPLETION OF REQUESTS TO PARTICIPATE

7.1. 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;
- 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.

7.2. 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

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

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.

8. CONDITIONS APPLYING TO THIS REQUEST TO PARTICIPATE

8.1. Competition

It is the Authority's intention that this procurement exercise will comply with the principles of equal treatment and transparent competition as required by regulation 76(2) of the 2015 Regulations, to ensure value for money.

8.2. Authority Terms and Conditions

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. 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.

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.

8.3. Costs and Expenses

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.

This applies whether the Potential Supplier or any other organisation is successful or not, 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.

8.4. Confidentiality

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

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 UK e-notification service “Find a Tender Service”, Contracts Finder 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.

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.

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.

8.5. Dynamic Purchasing System Duration

The T&L DPS commenced on 9th November 2018. The duration of the T&L DPS is open ended but is anticipated to continue until 30th September 2026 and following that as updated by notice filed on the Find a Tender Service.

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.

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

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

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

DPS, Potential Suppliers must follow the process outlined in Annex 3.

The Authority reserves the right to discontinue this tendering process at any time and to not award a contract.

8.7. Re-verification

In accordance with clause 2.10 of the DPS Contract, 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 the re-verification and if that evidence is not deemed to be sufficient, to remove them from the T&L DPS in accordance with clause 14.4.1 of the DPS Contract.

8.8. Inducements

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.

8.9. Potential Supplier Clarification (Q&A)

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.

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.

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 limit the circulation of the answer(s) to the Potential Supplier's organisation.

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.

It will be the responsibility of the Potential Suppliers to monitor the Procurement Portal for the latest activity.

8.10. Acceptance and Return of Request to Participate

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.

The RTP (which comprises both the Qualification and Technical Envelopes) should be completed in accordance with the information set out in the ITP and must be

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

completed and submitted in its entirety to the Authority via the Procurement Portal.

Further detail regarding what is contained within these Procurement Portal envelopes can be found in Annex 1.

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-submitted with any missing information.

8.11. Declaration by Potential Supplier

The Potential Supplier's response to the Qualification and Technical Envelopes, together with the signing of the T&L 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.

8.12. Welsh Language

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>

9. REQUEST TO PARTICIPATE SUBMISSION PROCESS

No additional documentation should be submitted unless specifically requested by the Authority.

Information that forms part of general company literature, or promotional brochures, can be submitted but will not form part of the evaluation process.

9.1. Consortia

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.

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 such organisations associated with the Supplier can only be as sub-contractors identified within the call-off response.

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.

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

9.2. Sub-contracting proposals

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.

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.

9.3. Consortium proposals

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.

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.

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.

9.4. Changes to the Contracting Arrangements

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

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

information provided.

10. THE ACCREDITATION PROCESS

- 10.1. 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.
- 10.2. Please note that Question SQ-4.2 which relates to the Financial Viability Risk Assessment (FVRA) is no longer required to be completed as part of the submission to join the DPS. A Company Watch H-Score assessment will be undertaken for all Potential Suppliers on a 'forward-look' basis but will not form part of the evaluation process. Assessment of Suppliers' economic and financial standing will instead be conducted at the Supplier Selection stage of the Call-Off procedure.
- 10.3. 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.
- 10.4. 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. See Annex 1 for further detail.
- 10.5. The evaluation criteria for the Service Lines within section T2 is detailed 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.

- 10.6. 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.

11. TERM AND BUDGET

- 11.1. The T&L DPS commenced on 9th November 2018. The duration of the T&L DPS is open ended but is anticipated to continue until 30th September 2026 and following that as updated by notice filed on the Find a Tender Service.
- 11.2. The expected total value of all Call-Off contracts for the DPS was approximately £2 million for 2018-19. Funding for DPS procurement will be annually agreed (amounts to be confirmed) and may include monies from other funding streams.

12. CALL-OFF CONTRACTS FILTERS/ QUALIFIERS

- 12.1. Suppliers who hold current accreditation status, will be eligible to be included in any future Call-Off processes.
- 12.2. 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 selected Service Lines used to filter to identify Suppliers who are able to deliver the requirements for those Service Lines.
- 12.3. Please note all accredited Suppliers that match the requirements determined for each Call-Off (as above) will be issued an ITT. 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.
- 12.4. **Testing financial stability**

The aim of financial assessment is to assess the Potential Supplier's financial stability and to ensure that each Potential Supplier has sufficient resources to successfully deliver a Call-Off contract, with a minimal risk of failure.

During the Call-Off stage, the relevant Authorised Buyer may assess Supplier's financial stability as part of Supplier Selection. The details of this assessment and the process to be used for each specific Call-Off competition will be included in the ITT documentation.

If a Supplier does not pass the financial assessment and/ or meet any relevant threshold(s) specified within the ITT documentation, the relevant Authorised Buyer may:

- exclude that Supplier from the competition; and/ or
- make the award of the Call-Off Contract to the successful Supplier conditional on the Supplier putting in place appropriate mitigations in relation to its' financial standing (as specified by the Authorised Buyer).

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

- 13.1. Suppliers should note that due to the Authority transparency requirements (irrespective of whether or not publication of a Contract Award Notice on Find a Tender is required) details of all Call-Off contracts awarded from this T&L DPS with a value greater than £12,000 (inclusive of VAT) will be published on the Contracts Finder website.

14. CONTRACT DOCUMENTATION

- 14.1. 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.
- 14.2. 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

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

returned to the Authorised Buyer 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 Buyer within ten (10) days of issue. The Authorised Buyer will wet sign both copies, retain one copy and return the other to the Supplier.

15. DATA SECURITY

- 15.1. 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.
- 15.2. 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.
- 15.3. 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.
- 15.4. 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.

16. FREEDOM OF INFORMATION ACT

- 16.1. 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.
- 16.2. 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.

ANNEX 1 - QUALIFICATION AND TECHNICAL ENVELOPES WITHIN THE PROCUREMENT PORTAL

1. 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.

2. 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.

Instructions to Potential Suppliers v4.0
DWP Test and Learn DPS

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.
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	If a Potential Supplier answers “yes” to any of the questions under SQ-3.1 and fails to

Instructions to Potential Suppliers v4.0
DWP Test and Learn DPS

Qualification Process		
Supplier Question # (SQ)	Section / Question Title	What is the Question asking for
	Discretionary Exclusion	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)	Not used. .
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.
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.

Instructions to Potential Suppliers v4.0
DWP Test and Learn DPS

Qualification Process		
Supplier Question # (SQ)	Section / Question Title	What is the Question asking for
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.

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

3. 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.
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

Instructions to Potential Suppliers v4.0
DWP Test and Learn DPS

Technical Process		
Section / Question #	Section / Question Title	What is the Question asking for
		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 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

Instructions to Potential Suppliers v4.0
DWP Test and Learn DPS

Technical Process		
Section / Question #	Section / Question Title	What is the Question asking for
		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)
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 /

Instructions to Potential Suppliers v4.0
DWP Test and Learn DPS

Technical Process		
Section / Question #	Section / Question Title	What is the Question asking for
		experience in this area. (500 word limit)
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 association housing	Expertise / knowledge of working with people who have experience of being homeless and individuals in supported housing or housing association housing Yes / No.

Instructions to Potential Suppliers v4.0
DWP Test and Learn DPS

Technical Process		
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.
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.
T6	Additional Information	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

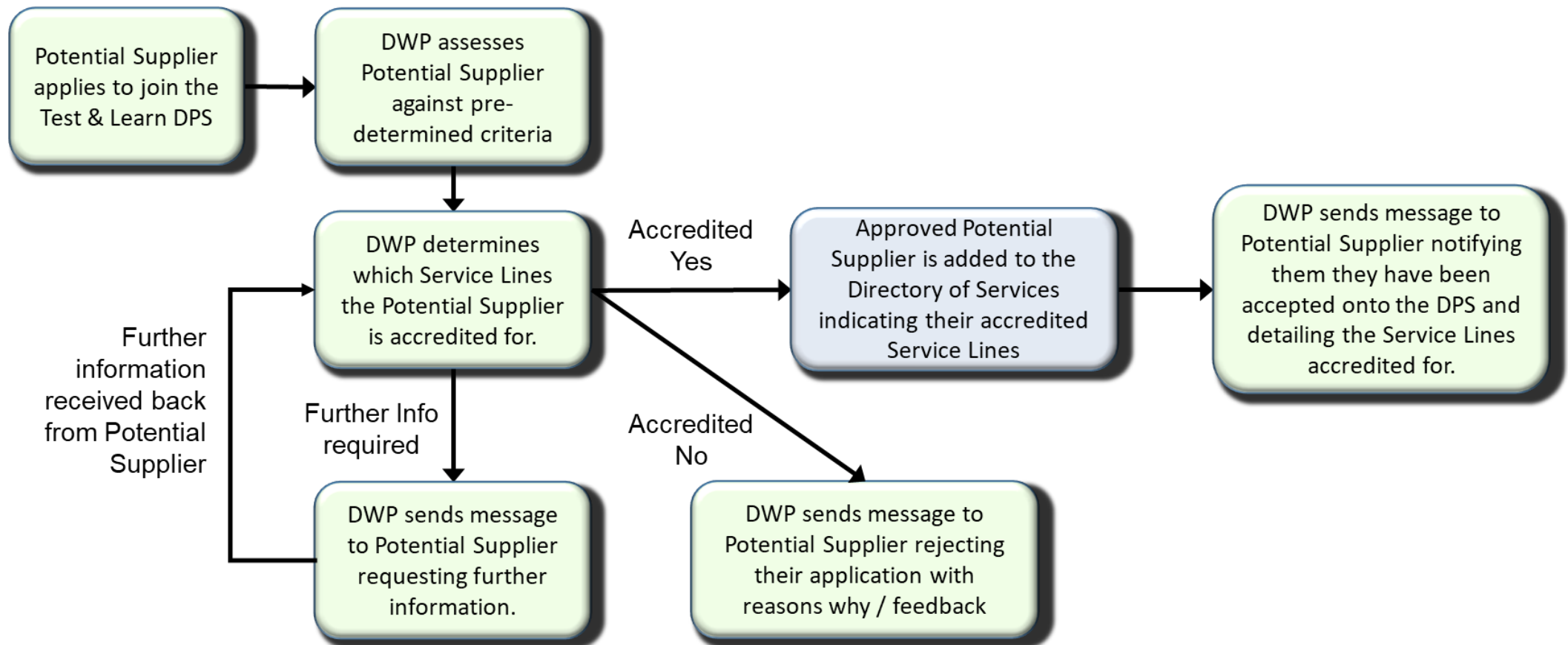
Instructions to Potential Suppliers v4.0
DWP Test and Learn DPS

Technical Process		
Section / Question #	Section / Question Title	What is the Question asking for
		<p>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>
T7	Category Confirmation	<p>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 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>

All submissions for the Qualification and Technical Envelopes must be submitted to the Authority using the Procurement Portal.

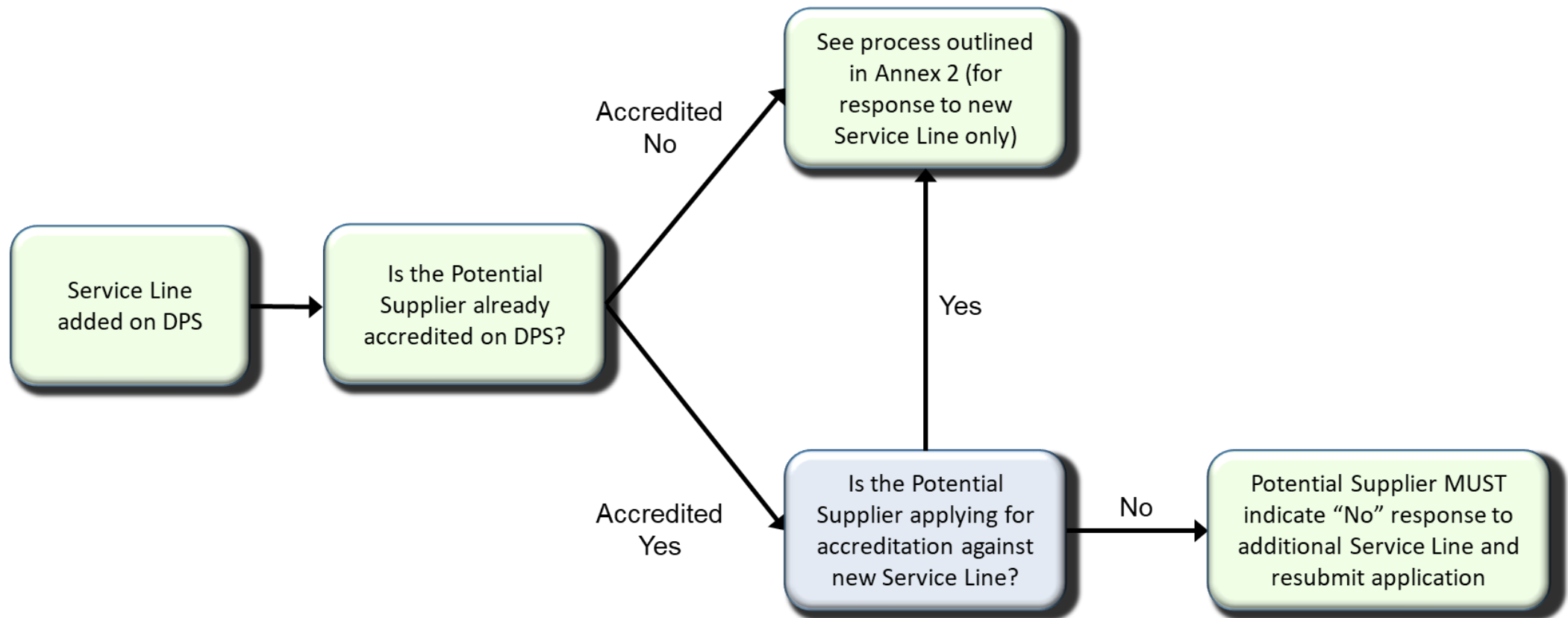
ANNEX 2 – TEST AND LEARN DPS – HIGH LEVEL PROCESS

Test and Learn DPS - High Level Process



ANNEX 3 – TEST AND LEARN DPS – SERVICE LINE ADDITION

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



ANNEX 4 – JOBCENTRE PLUS GROUP STRUCTURE

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
- Southern England
- Wales
- Scotland



Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

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

Central England Group (CE) <ul style="list-style-type: none"> • Birmingham and Solihull • Black Country • East Anglia • Leicestershire and Northamptonshire • Lincolnshire, Nottinghamshire, and Rutland • Mercia 	London and the Home Counties (LHC) <ul style="list-style-type: none"> • Bedfordshire and Hertfordshire • East London • Essex • Kent • North London • South London • West London
North East England (NE) <ul style="list-style-type: none"> • Durham and Tees Valley • North East Yorkshire and the Humber • Northumberland Tyne and Wear • South Yorkshire • West Yorkshire 	North West England (NW) <ul style="list-style-type: none"> • Cheshire • Cumbria and Lancashire • Greater Manchester • Merseyside
Southern England (Southern) <ul style="list-style-type: none"> • Avon Severn and Thames District • Berkshire, Surrey and Sussex • Devon, Cornwall and Somerset • Dorset, Wiltshire, Hampshire and IoW 	Wales <ul style="list-style-type: none"> • North and Mid Wales • South East Wales • South West Wales
Scotland <ul style="list-style-type: none"> • Central Scotland • East and South East Scotland District • North of Scotland District • West of Scotland District 	

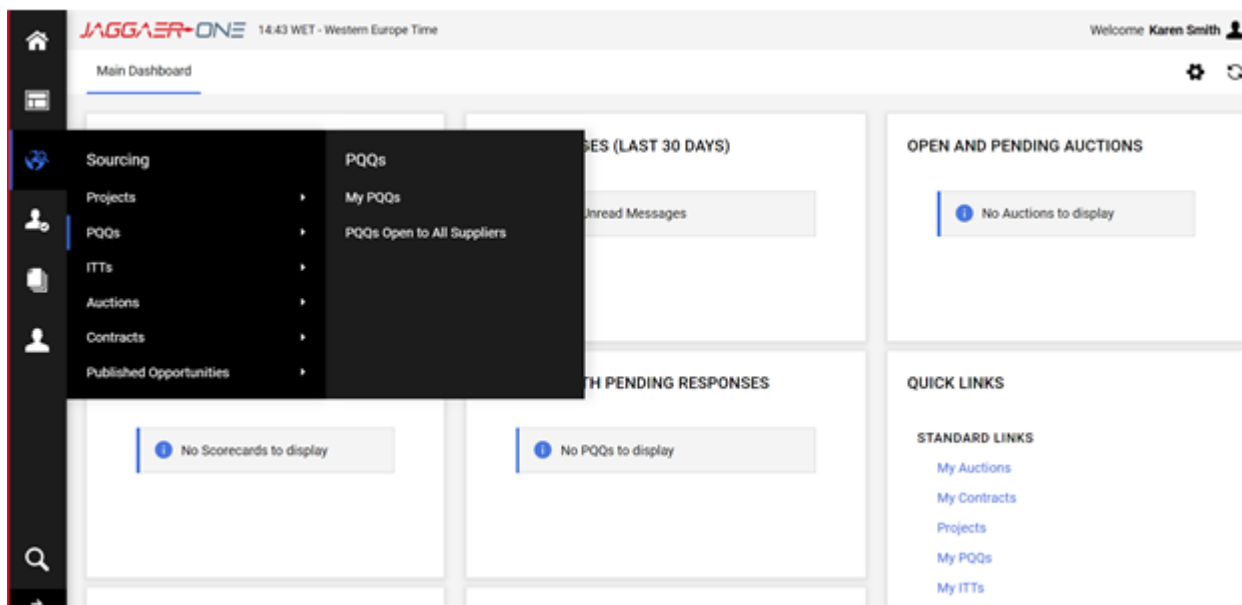
Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

ANNEX 5 – T&L DPS APPLICATION GUIDE

1. How to express Interest in the T&L DPS

- Log into Jagger
- Hover over the menu on the left select the third icon down
- Select PQQs
- Select PQQs Open to All Suppliers



At the following screen you will find the T&L DPS listed under “PQQs Open to All Suppliers”. Note: If you have already selected “Express Interest” in the T&L DPS it will be listed under “My PQQs”

- Select “Dynamic Purchasing System for Employment and Health Related Test and Learn Provision” (pqq_28831)

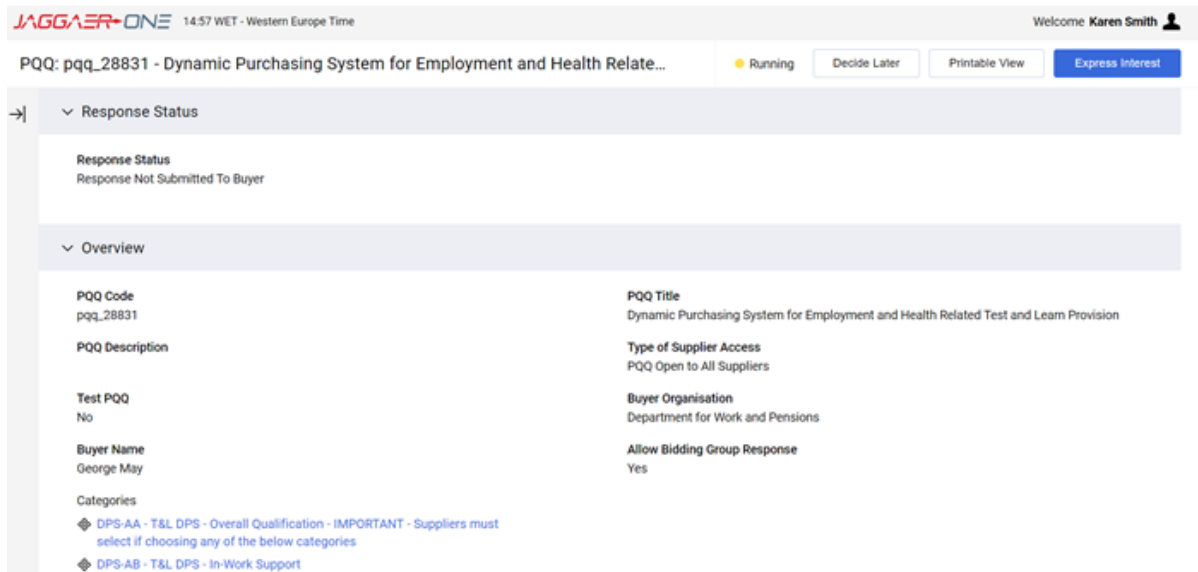
The screenshot shows the PQQs page with a filter set to 'PQQs Open To All Suppliers'. It displays a table with 2 results. The table has columns for PQQ CODE, PQQ TITLE, PROJECT CODE, TIME LIMIT FOR EXPRESSING INTEREST, PQQ STATUS, and BUYER ORGANISATION.

	PQQ CODE	PQQ TITLE	PROJECT CODE	TIME LIMIT FOR EXPRESSING INTEREST	PQQ STATUS	BUYER ORGANISATION
1	pqq_28831	Dynamic Purchasing System for Employment and Health Related Test and Learn Provision	project_20559	17/09/2024 12:00	Running	Department for Work and Pensions
2	pqq_28872	FSF DPS 2 - Selection Questionnaire	project_23908	19/09/2025 00:00	Running	Department for Work and Pensions

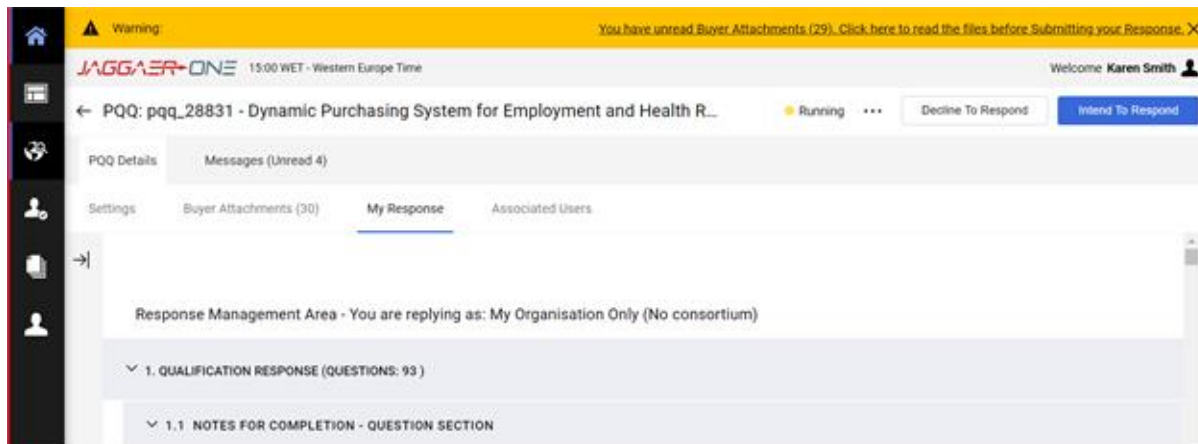
Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

To “Express Interest” select the blue button on the top right of the screen. Note: To navigate back select “Decide Later”



On the following screen select “Intend to Respond” which is located on the top right of the screen



On this screen under the tab “PQQ Details” the following sub-tabs are as follows:

- Settings – Displays details for the T&L DPS as well as “Categories” which is explained in the “Selecting Categories” section of this guide;
- Buyer Attachments – Lists all the documents relevant to the T&L DPS. You can find all the templates, guides and documentation here;
- My Response – Is the tab you will use to complete your submission which contains two “Envelopes” - “Qualification Response” and “Technical Response”;
- Associated Users – This shows who within your organisation has access to the T&L DPS. You can add more users here.

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

2. Completing your response to the T&L DPS

ENVELOPE	QUESTION INFORMATION
1. Qualification Response	Missing optional responses (17)
2. Technical Response	Missing optional responses (7)

Response Management Area - You are replying as: My Organisation Only (No consortium)

> 1. QUALIFICATION RESPONSE (QUESTIONS: 93)

- Select “My Response”

Note: All Asterisk * questions are MANDATORY.

Note: Before you begin, please make sure you have downloaded the Templates from the Buyer Attachments Tab.

3. Qualification Response

- Select “Qualification Response”

Qualification Response: Details questions regarding Organisational details, Legal structure, Mandatory/ Discretionary Exclusion etc. These are presented on the right hand side of the screen as free text fields, drop down responses, check boxes and questions that require attachments.

For questions that require Attachments please make sure you are using the Templates from the Buyer Attachments tab. Anything else will not be accepted.

Please note that Question SQ-4.2 does not require completion by the Supplier. Financial risk assessment will be conducted during Supplier Selection at the Call-Off stage.

- Once fully completed select “Save and Exit Response”.

4. Technical Response

- Select “Technical Response”

Technical Response: Details questions relating to your organisations expertise. These are sub-categorised as follows:

2.1 Target Groups – Requires a Yes/ No response based on whether you provide support for the areas detailed with the questions.

2.2 Support Offered – Is split into multiple sections.

Section (2.2) Requires a Yes/ No response based on what services you provide in sub-

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

sections 2.2.2 to 2.2.11. Please note that these questions are the “Service Lines” which are core to the Technical Response and will require evidence to support your submission.

You must use the templates from the Buyer Attachments tab for your written evidence in T2 – Support Offered, keeping the instructional section at the top of page 1.

- Selecting “Yes” from the drop down menu within this section opens up a corresponding section below (sections 2.3 to 2.12) which allows you to upload evidence to support your response. (For Example: Selecting “Yes” in 2.2.2 opens up a response field in Section 2.4).

Note: These questions require Attachments. Please make sure you are using the relevant Templates from the Buyer Attachments tab for this purpose. Any attachments which are not the Templates will not be accepted.

2.13 T3 – Condition - Requires a Yes/ No response based on whether you have expertise/ knowledge within the detailed areas.

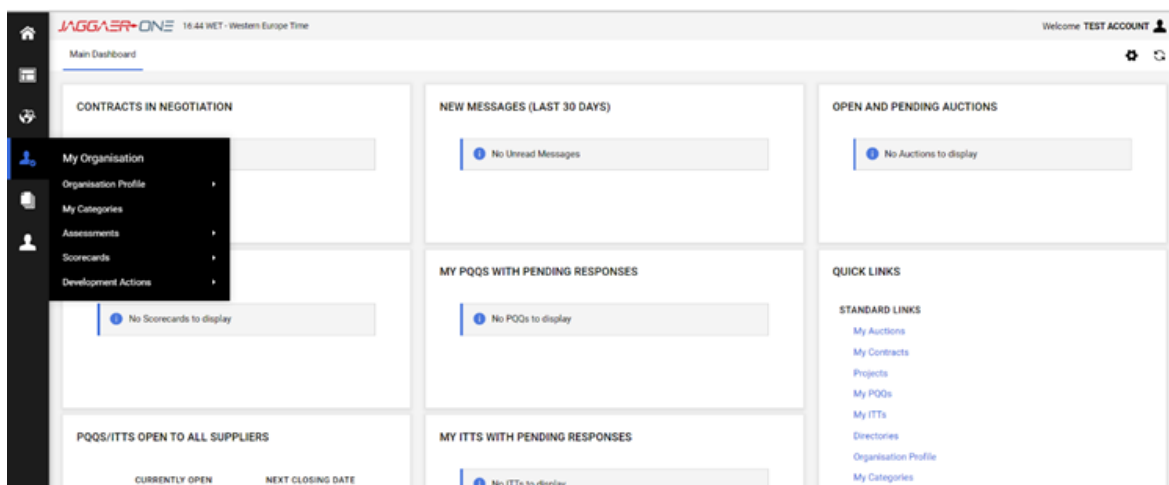
2.14 Geographic Areas - Requires a Yes/ No response based on whether you offer services within the detailed geographic areas. Each Yes/ No question is followed up with a free text question for you to add further detail where you offer services.

- Once you have fully completed this and the remaining questions then select “Save and Exit Response”.

Note: You must apply for at least one from each of the above sections otherwise you cannot be accredited.

5. Selecting Categories

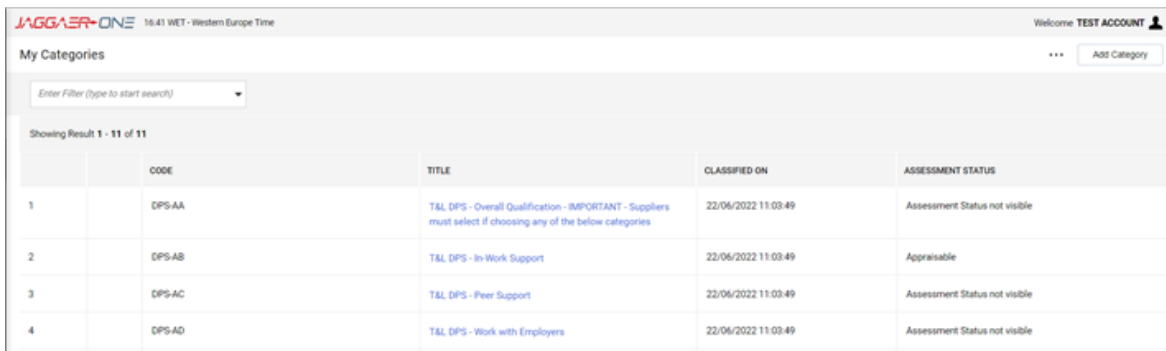
- From the left hand menu select the fourth icon down “My Organisation”;
- Select “My Categories”;



- Select “Add Category” from the top right hand side of the screen;

Instructions to Potential Suppliers v4.0

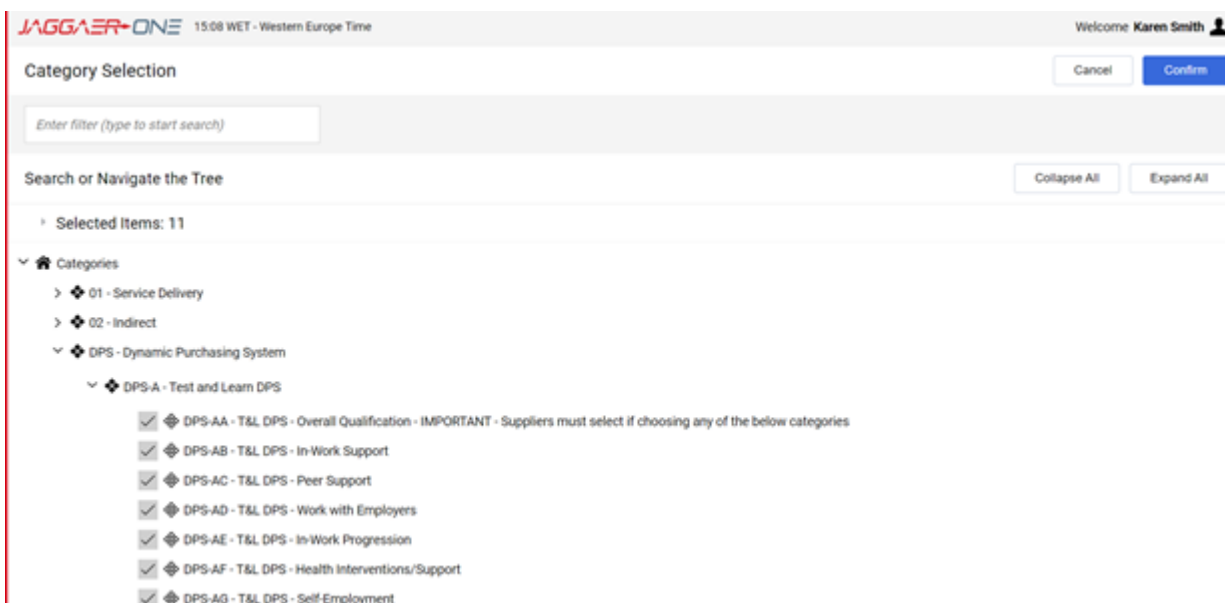
DWP Test and Learn DPS



	CODE	TITLE	CLASSIFIED ON	ASSESSMENT STATUS
1	DPS-AA	T&L DPS - Overall Qualification - IMPORTANT - Suppliers must select if choosing any of the below categories	22/06/2022 11:03:49	Assessment Status not visible
2	DPS-AB	T&L DPS - In-Work Support	22/06/2022 11:03:49	Appraisable
3	DPS-AC	T&L DPS - Peer Support	22/06/2022 11:03:49	Assessment Status not visible
4	DPS-AD	T&L DPS - Work with Employers	22/06/2022 11:03:49	Assessment Status not visible

- From the “Tree” select “DPS – Dynamic Purchasing System”, then select “DPS-A Test and Learn DPS”;
- From the list below select the categories that correspond to those you have applied for within your “Technical Response”.

Please note for your response to be valid then you must ensure you have selected “DPS-AA – T&L DPS – Overall Qualification...”



Category Selection

Enter filter (type to start search)

Search or Navigate the Tree

Selected Items: 11

Categories

- 01 - Service Delivery
- 02 - Indirect
- DPS - Dynamic Purchasing System
 - DPS-A - Test and Learn DPS
 - ☒ DPS-AA - T&L DPS - Overall Qualification - IMPORTANT - Suppliers must select if choosing any of the below categories
 - ☒ DPS-AB - T&L DPS - In-Work Support
 - ☒ DPS-AC - T&L DPS - Peer Support
 - ☒ DPS-AD - T&L DPS - Work with Employers
 - ☒ DPS-AE - T&L DPS - In-Work Progression
 - ☒ DPS-AF - T&L DPS - Health Interventions/Support
 - ☒ DPS-AG - T&L DPS - Self-Employment

- Once you have selected all the Categories that apply to your bid then select “Confirm” from the top right hand side of the screen.

6. Submitting your completed response

- Go back to the menu on the left and select the third icon down;
- Select PQQs;
- Select PQQs My PQQs.

Once you are content that you have completed the Qualification and Technical Responses and have Selected the corresponding Categories that match those that you have selected and provided evidence for in your Technical Response then you are able

Instructions to Potential Suppliers v4.0

DWP Test and Learn DPS

to proceed to submit your response.

- To do this select the blue “Submit Response” from the top right hand side of the screen.

Any changes required to your submission can be made at any time using pencil icon (located at the right hand side of the screen) and submitted. After submitting your response changes can be made at any time as necessary by going back into the Qualification or Technical Responses and amending your response (look for the pencil icon and select to enter edit mode). After making any amendments use the “Submit Changes” from the top right hand side of the screen to re-submit your response.

Once your response has been reviewed by the T&L Team you will receive a message on Jaggaer with your accreditation outcome decision. You may also receive messages querying your response and requesting changes to be made.