

THE SECRETARY OF STATE FOR WORK AND PENSIONS

TEST AND LEARN DPS

[Project_20559]

Version: 3.0

**SCHEDULE F1
SPECIFICATION**

Contents

1. Background	3
2. Purpose	3
3. Scope of Delivery	3
4. What is the Requirement	4
5. Call-Off Contracts	4
6. Payment Model	5
7. TUPE	5
8. Data Security Requirements	5
9. Her Majesty's Government (HMG) Personnel Security Requirements	5
10. Offshoring (including Landed Resources and Nearshoring)	6
11. DWP Code of Conduct	6
12. Sustainable Development	6
13. Equality	6
14. Modern Slavery, Child Labour & Inhumane Treatment	7
15. Income Security	7
16. Supply Chain	8
Annex 1 - Authorised Buyers	9
Annex 2 - Target Groups	10
Annex 3 – Support Offered	11
Annex 4 – Area of Expertise	12
Annex 5 – Jobcentre Plus Group Structure	13
Annex 6 – Definitions of Potential Support Offered	15

1. Background

- 1.1 The Government and specifically the Department for Work and Pensions have a challenging agenda to help people, many of whom have complex barriers to employment, to be able to move into work and sustain that employment. As part of this the Government has committed to a goal of seeing one million more disabled people in employment by 2027.
- 1.2 As set out in the Policy Paper 'Improving Lives: the Future of Work, Health and Disability', published in October 2016, the Authority and Authorised Buyers are looking to deliver a number of new proof of concepts (PoC), trials etc. to improve the support that it can offer and to understand what works best.
- 1.3 This presents opportunities for businesses, with a focus on innovation and local specialist support, to support and test the development of new approaches for employment support. This provision will be key to building evidence to support the delivery of future provision at both national and local level.

2. Purpose

- 2.1 The Test and Learn Dynamic Purchasing System (T&L DPS) is being established under the light touch regime to give the Authority and Authorised Buyers the ability to deliver responsive procurement to support the testing of more localised and focused provision.
- 2.2 Operating a dynamic purchasing system offers a number of commercial and operational advantages, for both the buyer and for the suppliers, compared to traditional contracting methods. It is being delivered to simplify and reduce the time and cost involved for those suppliers involved in bringing their services to market, for example by reducing the duplication of effort created by participation in multiple, separate procurement competitions.
- 2.3 The T&L DPS will be operated by Authority's Commercial Directorate and will cover England, Wales and Scotland. In the first instance this is primarily to support a key priority for the Authority, particularly in the employment and health policy area, where an overarching Strategy focus is to understand more about what works for customers. However this will be available to support and deliver provision for other Authorised Buyers considering this type of provision relating to employment and health interventions and support in the future, as yet none is planned.

3. Scope of Delivery

- 3.1 The T&L DPS is being designed 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 initially but not exclusively be for those individuals with a disability or health condition as set out in the Policy Paper 'Improving Lives: the Future of Work, Health and Disability'.
- 3.2 To enable this the T&L DPS is built to create multiple service lines over ten areas. The service lines included are set out in Annexes 2, 3, 4 & 5. Any additional areas

for delivery and additional service lines will be included and communicated through the Prior Information Notices (PINs) and through the Procurement Portal to ensure organisations have adequate notice to apply to join the T&L DPS or to update their accreditation.

3.3 The Authority anticipates that updates to the T&L DPS will be made twice a year, however there could be more or less updates dependent on the number and nature of the opportunities coming through.

3.4 The T&L DPS will be structured around four distinct areas as illustrated below:

- Service lines focusing on the **“target” group**. Young people (14-18), Youth (18-25), 25+, Veterans, BAME, Ex-Offenders;
- **What is being required from the service and the delivery model?** This is not an exhaustive list but for example could include requirements relating to supporting individuals enter and stay in employment and development of employment related products;
- Areas of **Specific expertise** relating to a health condition or disability;
- **Geographical coverage**. It is not currently intended that individual projects will be national but instead will be focused in specific regions of the country. This requirement will specify what region suppliers want to deliver in and further detail on where specifically in that region if they do not cover the whole area. Although at the top level of detail this will be categorised around Jobcentre Plus Groups, the Authority is keen to encourage small specialist organisations to apply and would be looking for details on where they can specifically deliver i.e. suburbs, whole towns or areas of the region. The size of the projects have not been determined and the Authority is keen to understand who can deliver what in each area to improve their understanding of each region.

3.5 It should be noted that organisations in Scotland are not out of scope for the T&L DPS and can apply should they wish, but should note these areas are not included in the current anticipated Call-Off Contracts. Similarly the projects will not cover all areas of England and Wales with each project likely to be focused in selected areas.

4. What is the Requirement

4.1 Suppliers are required to have the ability to deliver high quality services in the areas set-out in Annex 2, 3 and 4.

5. Call-Off Contracts

5.1 It is anticipated that the Call-Off Contracts will support and test the development of new approaches for employment support. They will test innovative provision that encourages / supports customers into employment or closer to the labour market, and where they are in work by supporting them to remain in work. Support for those customers furthest from the labour market to move into employment is of

particular importance.

5.2 Each individual Call-Off from the T&L DPS will include a detailed Specification providing specific details of the requirement.

5.3 More detail on the Call-Off process can be found at Schedule F3 (Call-Off Procedure and Award Criteria).

5.4 The T&L DPS will be open to Authorised Buyers set out in Annex 1 of this Schedule.

6. Payment Model

6.1 Each individual Call-Off Contract will detail the payment model to be used. The payment models may differ for each opportunity. Suppliers should note that the Core Terms provide for standard payment terms of thirty (30) days from receipt of valid invoices Clause 8.3).

7. TUPE

7.1 We do not expect TUPE to apply to any of the Call-Off Contracts from the T&L DPS. However at the Call-Off stage Suppliers will be given the option to indicate if they believe TUPE applies or if the Buyer believes TUPE applies full guidance will be issued with the ITT documentation.

8. Data Security Requirements

8.1 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. Suppliers to the Authority must provide an appropriate level of security. Schedule C2 (Security Requirements and Plan) contains further provisions in relation to security.

9. Her Majesty's Government (HMG) Personnel Security Requirements

9.1 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>

10. Offshoring (including Landed Resources and Nearshoring)

- 10.1 Prior written consent from the Buyer must be sought where Suppliers (and/or their sub-contractors) are proposing to host or access the Buyer systems, services or official information outside of the United Kingdom, or to bring foreign nationals to the United Kingdom to provide services in delivery of the Contract. Suppliers are required to obtain approval for any such matters. Further details can be found in the guidance document 'A Guide for Contractors on the DWP Offshoring Policy v4.0'. A PDF version of this can be viewed at:

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/508996/guide-for-dwp-contractors-offshoring-policy.pdf

11. DWP Code of Conduct

- 11.1 The DWP Code of Conduct spells out the key values and principles of behaviour which the Buyer expects of the Supplier which are essential for creating healthy, high performing supply chains. The Supplier is required to operate in accordance with the Code of Conduct.
- 11.2 The Code is Annex D to the DWP Commissioning Strategy and be found at https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/338387/dwp-commissioning-strategy-2014.pdf

12. Sustainable Development

- 12.1 The Authority and Buyers support the main goal set out in the UK Strategy for Sustainable Development (Securing the Future, 2005) which is to 'enable all people to satisfy their basic needs and enjoy a better quality of life without compromising the quality of life of future generations. This includes four main aims - social progress recognising the needs of everyone; effective protection of the environment; prudent use of natural resources; and maintenance of high and stable levels of economic growth.
- 12.2 The Supplier is required to ensure that they and their sub-contractors use all reasonable endeavours to comply with the principles set out in the UK Strategy and the Sustainable Operations on the Government Estate (SOG E) targets.
- 12.3 More information can be found in the can be found in the Sustainable Procurement Awareness Sheet Invitation to Participants pack.

13. Equality

- 13.1 The Supplier shall support the Authority and the Buyer in fulfilling their public sector equality duty under S149 of the Equality Act 2010 by ensuring that they fulfil their obligations under each Contract in a way that seeks to:
- eliminate discrimination, harassment or victimisation of any kind; and
 - advance equality of opportunity and good relations between those with a

protected characteristic (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation, and marriage and civil partnership) and those who do not share it.

14. Modern Slavery, Child Labour & Inhumane Treatment

- 14.1 **"Modern Slavery Helpline"** means the mechanism for reporting suspicion, seeking help or advice and information on the subject of modern slavery available online at <https://www.modernslaveryhelpline.org/report> or by telephone on 08000 121 700.
- 14.2 The Supplier:
- 14.2.1 shall not use, slave, child, forced, bonded or involuntary prison labour, nor use lodge deposits or identity papers to prevent free movement;
 - 14.2.2 warrants and represents that it has not been convicted of any slavery or human tracking offenses anywhere around the world;
 - 14.2.3 warrants that to the best of its knowledge it is not currently under investigation, inquiry or enforcement proceedings in relation to any allegation of slavery or human tracking offenses anywhere around the world;
 - 14.2.4 shall make all reasonable enquires to ensure that its officers, employees and Sub-Contractors have not been convicted of slavery or human tracking offenses anywhere around the world and shall continue to review;
 - 14.2.5 shall, where required by Law, have and maintain throughout the term of each Contract its own policies and procedures and due diligence in its supply chain to ensure its compliance with the Modern Slavery Act and shall report any suspicion of breaches to the Modern Slavery Helpline;
 - 14.2.6 shall not use, nor allow its employees or Sub-Contractors to use physical abuse or discipline, the threat of physical abuse, sexual or other harassment and verbal abuse or other forms of intimidation of its employees or Sub-Contractors.

15. Income Security

- 15.1 The Supplier:
- 15.1.1 ensure that all wages, working hours, and benefits paid for a standard working week meet, at a minimum, national legal standards and laws in the country of employment, including adherence to any collective agreements;
 - 15.1.2 ensure that all Supplier Personnel are provided with written and understandable information about their employment conditions in respect to wages before they enter employment and about the

particulars of their wages for the pay period concerned each time that they are paid;

15.1.3 ensure that working hours, excluding overtime, which will be used responsibly and in line with national law, do not exceed 48 hours per week and will not make deductions from wages as a disciplinary measure except where permitted by law or with expressed permission of the worker concerned;

15.1.4 record all disciplinary measures taken against Supplier Personnel; and;

15.1.5 ensure that Supplier Personnel are engaged under a recognised employment relationship established through national law and practice.

16. Supply Chain

16.1 The Supplier shall treat all Sub-Contractors and members of its supply chain fairly and ethically including:

16.1.1 evidence of and system as to how the Supplier allocates, including volume fluctuations, work in its supply chain or to subcontractors in line with its obligations under this contract;

16.1.2 management of spot purchasing in a fair and ethical way to keep supply uncertainty to a minimum;

16.1.3 applying appropriate judgment when considering minimum contract length having regard to the needs of its Sub-Contractors;

16.1.4 where proportionate and reasonable, retention of an appropriate audit trail to demonstrate compliance with these fair and ethical principles.

Annex 1 - Authorised Buyers

The following organisations, including its executive agencies and other subsidiary bodies, are authorised and enabled to use this DPS Contract:

- The Department for Work and Pensions;
- Ministry of Justice;
- Department of Health and Social Care;
- The Department for Education;
- Ministry of Housing, Communities and Local Government;
- Home Office;
- Scottish Government;
- Welsh Government;
- Local Authorities in England, Scotland and Wales.

NB: Beyond DWP there are no specific plans for other Authorised Buyers to use the T&L DPS. Further notices will be issued as appropriate.

Annex 2 - Target Groups

- Young People (14-18 years old);
- 18-24 years old;
- 25-49 years old;
- 50+ years old;
- Veterans.
- BAME
- Ex-Offenders

Annex 3 – Support Offered

- In-Work Support;
- Peer Support;
- Working with Employers;
- In-Work Progression
- Health Interventions/Support
- Self-Employment
- Quality
- Advice and Information
- Support into Work (pre-employment support)
- Apprenticeships

Annex 4 – Area of Expertise

- Pan Disability;
- Physical Disability;
- Visual Impairment;
- Hearing Impairment;
- Learning Disability;
- Autism;
- Long Term Health Issues;
- Musculoskeletal;
- Common Mental Health Issues;
- Severe Mental Health Issues;
- Drug / Alcohol Dependency;
- Homeless and individuals in supported housing or housing association housing

Annex 5 – Jobcentre Plus Group Structure

The Jobcentre Plus Groups

Jobcentre Plus is split into 7 Groups covering England, Wales and Scotland.

The 7 Groups are:

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



Schedule F1: Specification

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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	

Annex 6 – Definitions of Potential Support Offered (Terms expanded to give an understanding)

Support	Means
In-Work Support	Support and resources to succeed when in employment. Services could include: • 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. • Support for people who are struggling to stay in work due to a health problem.
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.
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.
Work Experience	Introducing individuals to the world of work, it can help them understand the work environment, choose future careers or prepare for employment. It can take the form of a short, or longer, placement with a placement provider (employer) where they will have the opportunity to observe and practice work tasks.
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.
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.
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.
Health Interventions/Support	Support and advice on how to manage disabilities and/or a health condition with an employment focus.

Schedule F1: Specification

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	Services could include: • Specialist Advice from a health care professional; • Individual or group counselling; • Health interventions; • Providing information on how to manage occupational health
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.
Quality	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.
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.
Support into Work (pre-employment support)	Holistic support for individuals to progress towards employment or into Employment programmes and/or work.
Apprenticeships	Person-centred support for individuals with disability or health conditions to help them progress throughout their apprenticeship.