**Schedule 2 (Specification)**

This Schedule sets out what the Buyer wants.

For all Deliverables, the Supplier must help the Buyer comply with any specific applicable Standards of the Buyer.

# Requirement Overview

The Driver & Vehicle Standards Agency (DVSA) is looking to procure the services of a supplier(s) to deliver IRTEC Assessments for Large Commercial Vehicle Inspection Technician for approximately 370 Vehicle Standard Assessors over an initial 3-year contract period.

DVSA’s Vehicle Standard Assessors undertake the Institute of Road Transport Engineers accreditation inspection assessment (IRTEC) as a requirement of their role to carry out inspections of large commercial vehicles using the appropriate legislation and testing manuals.

The Vehicle Standard Assessors requiring the IRTEC inspection assessments will be for new entrants who will not have attended this accreditation previously, as well as existing DVSA staff whose levels of ability and knowledge will vary depending upon previous experience.

The accreditation expires every five years, therefore, careful planning and booking of re-accreditation is required.

To conduct the assessments the supplier will need to confirm that they are an Institute of the Motor Industry (IMI) Approved Centre and are authorised to deliver the IRTEC inspection assessments for large commercial vehicles.

Vehicle Standard Assessors are based across Great Britain. To achieve national coverage the requirement has been separated into regional Lots. DVSA will consider awarding the contract to one or more supplier(s) to allow for national coverage to be achieved. A supplier may bid for more than one (1) Lot. A supplier should only apply for a Lot if they can provide the assessment in the specified location.The assessment should take place at a supplier’s premises or an IMI approved centre. DVSA is unable to use their own premises due to capacity issues, therefore a supplier must provided this as part of their bid.

A breakdown of figures per regional Lot has been provided in section 2.

DVSA is also looking to procure the services of a single supplier to deliver IRTEC Advanced Technician Large Commercial Vehicle assessments to enable career progression for approximately 90 staff members over the same initial 3-year contract period.

DVSA is only looking to procure the assessment part of the Advanced accreditation which involves a classroom preparation day, and the online and practical assessments on a separate day. DVSA doesn’t require any of the delegates to attend any pre training courses.

DVSA is therefore seeking to procure the following services:

**Lots 1-12 IRTEC Inspection Technician Large Commercial Vehicle assessments**

A supplier(s) who is an Institute of the Motor Industry (IMI) Approved Centre to deliver the IRTEC Inspection Technician Large Commercial Vehicle accreditation and re-accreditations for each of the following regional Lots. A supplier may bid for more than one (1) Lot.

|  |  |  |  |
| --- | --- | --- | --- |
| LOT | LOCATIONS COVERED | LOT | LOCATIONS COVERED |
| **1** | INVERNESS | **2** | NEWCASTLE / GATESHEAD |
| ABERDEEEN | SUNDERLAND / WASHINGTON / DURHAM |
| SCOTLAND CENTRAL BELT – EAST | STOCKTON/DARLINGTON |
| SCOTLAND CENTRAL BELT – MIDDLE | WEST YORKSHIRE |
| SCOTLAND CENTRAL BELT – WEST | LEEDS / BRADFORD |
| AYR / THE BORDERS |   |
| CUMBRIA |   |
| **3** | EAST YORKSHIRE | **4** | PRESTON (LANCASHIRE) |
| LINCOLNSHIRE | WARRINGTON / ST HELENS |
| BARNSLEY / SHEFFIELD | LIVERPOOL |
| DONCASTER / WORKSOP | BLACKBURN / OLDHAM |
|   | MANCHESTER |
| **5** | STOKE / STAFFORD | **6** | NORTH WALES |
| WEST MIDS | SHREWBURY / TELFORD (SHROPSHIRE) |
| BIRMINGHAM | NEWPORT / CARDIFF |
| WORCESTERSHIRE | SOUTH & WEST WALES |
| GLOUCESTERSHIRE |   |
| **7** | NOTTINGHAMSHIRE | **8** | SOUTHAMPTON / PORTSMOUTH |
| DERBYSHIRE | OXFORD / READING |
| LEICESTERSHIRE & COVENTRY | MILTON KEYNES, HEMEL, LUTON |
| NORTHAMPTONSHIRE | SWINDON |
| **9** | BRISTOL | **10** | PETERBOROUGH & FENS |
| DEVON / CORNWALL | NORFOLK |
| SOMERSET | SUFFOLK |
| DORSET | NORTH ESSEX / CAMBRIDGESHIRE |
| **11** | NORTHWEST LONDON | **12** | SOUTH ESSEX |
| WEST LONDON | KENT |
| SOUTH LONDON | SUSSEX |
| EAST LONDON | DARTFORD |

When submitting the bids, DVSA is looking to understand what regions the supplier(s) can cover based on their delivery locations (not headquarters) and if they are planning to use their own Centre’s assessment sites or if subcontracting will be used.

If sub-contracting will be used, DVSA would need to have full details of these third parties in order to assess suitability.

DVSA would like to see details of any contingency plans if subcontracting is used in case of them ceasing trading for any reason.

DVSA premises and DVSA approved Authorised Testing Facilities (ATFs) on allocated statutory testing days are out of scope and cannot be used for assessments. DVSA have split the requirement into regional Lots to allow for assessments to be carried out locally to reduce staff having to travel long distances. Therefore, suppliers should only bid for a Lot if they can deliver the assessment in that location.

In the circumstance where a Lot(s) does not have any bids, or where supplier(s) have bid but failed to meet the award criteria set out in the evaluation, DVSA will apply the following approach to secure an award for the Lot.

1. The winning supplier of the Lot(s) which is first choice by geographical location (please see table below) will be approached to discuss taking on the additional volumes of the Lot. DVSA will look to undertake additional capability and financial reassurance to ensure the winning supplier can take on the volumes and value of the additional Lot(s).
2. If it is deemed that the supplier who are first choice by geographical location cannot take on the volumes and value of the additional Lot(s), DVSA will undertake additional capability and financial reassurance with the supplier who is ranked second choice by geographical location (please see table below).
3. If neither supplier identified from point 1 and point 2 above are deemed suitable to take on the volumes and value of the additional Lot(s), DVSA will undertake additional capability and financial reassurance with the supplier who is ranked third choice by geographical location (please see table below).

|  |  |  |  |
| --- | --- | --- | --- |
| **Lot** | **1st choice** | **2nd choice**  | **3rd choice**  |
| Lot 1 | Winning supplier of Lot 2 | 2nd ranked bidder of Lot 2 | Winning supplier of Lot 4 |
| Lot 2 | Winning supplier of Lot 1 | 2nd ranked bidder of Lot 1 | Winning supplier of Lot 3 |
| Lot 3 | Winning supplier of Lot 7 | 2nd ranked bidder of Lot 7 | Winning supplier of Lot 2 |
| Lot 4 | Winning supplier of Lot 3 | 2nd ranked bidder of Lot 3 | Winning supplier of Lot 7 |
| Lot 5 | Winning supplier of Lot 7 | 2nd ranked bidder of Lot 7 | Winning of supplier Lot 4 |
| Lot 6 | Winning supplier of Lot 5 | 2nd ranked bidder for Lot 5 | Winning supplier of Lot 4 and 9 |
| Lot 7 | Winning supplier of Lot 5 | 2nd ranked bidder for Lot 5 | Winning supplier of Lot 3 |
| Lot 8 | Winning supplier of Lot 11 | 2nd ranked bidder for Lot 11 | Winning supplier of Lot 7 |
| Lot 9 | Winning supplier of Lot 5 | 2nd ranked bidder for Lot 5 | Winning supplier of Lot 6 |
| Lot 10 | Winning supplier of Lot 11 | 2nd ranked bidder for Lot 11 | Winning supplier of Lot 7 |
| Lot 11 | Winning supplier of Lot 8 | 2nd ranked bidder for Lot 8 | Winning supplier of Lot 12 |
| Lot 12 | Winning supplier Lot 11 | 2nd ranked bidder for Lot 11 | Winning supplier of Lot 10 |

If after following the steps detailed above, DVSA is unable to secure an award for a Lot(s), DVSA reserves the right to approach the winning bidder of the Lot in the next closest geographical location and undertake the additional capability and financial reassurance. This process will continue until DVSA can award to a bidder for the Lot(s).

**Lot 13 - IRTEC Advanced Technician Large Commercial Vehicle assessments**

A supplier who is an IMI Approved Centre to deliver the IRTEC Advanced Technician Large Commercial Vehicle assessments at their own premises in a GB location. A supplier may bid for Lot 13 as well as more than one Lot in Lots 1-12.

# Scope

The intended contract will be expected to start from June 2023. The initial contract period will be three (3) years from the commencement date with an option to extend for a further one (1) year plus an additional one (1) year. DVSA shall have the right, at its sole discretion, to extend the term of the contract, this will be discussed in the contract meeting three (3) months prior to the end date and written notice will be given to the supplier within one (1) month of the expiry date.

The total duration of the intended contract, including the exercise of any option periods, shall not exceed five (5) years.

The supplier(s) must be an IMI Approved Centre and maintain that accreditation through-out the duration of the contract.

In delivering the IRTEC Inspection Technician Large Commercial Vehicle and IRTEC Advanced Technician Large Commercial Vehicle assessments, the supplier(s) shall ensure that the Assessors are approved to the level required to conduct the assessments for the accreditations accordingly.

The anticipated number of assessments for Lots 1-12 is 20 – 45 assessments per Lot over the 3-year contract period. There is no guarantee on the number of assessments provided, these are estimated numbers only with no minimum or maximum.

It is expected that there will be a cohort of 20 new entrants every quarter, these will be spread amongst the Lots, and we cannot anticipate where they will be placed as it depends on demand. The supplier(s) will be given notice as soon as DVSA knows.

The supplier(s) will also be required to deliver the IRTEC Inspection Technician Large Commercial Vehicle and IRTEC Advanced Technician Large Commercial Vehicle assessments to DVSA staff on a demand-led basis for the duration of the contract. DVSA do not envisage these to be of a large scale.

A breakdown of estimated numbers is:

**Lots 1-12 IRTEC Inspection Technician Large Commercial Vehicle Assessments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Lot** | **Year 1** | **Year 2** | **Year 3** | **Total** |
| 1 | 31 | 4 | 1 | **36** |
| 2 | 29 | 4 |  | **33** |
| 3 | 26 | 4 |  | **30** |
| 4 | 27 | 4 |  | **31** |
| 5 | 37 | 3 | 2 | **42** |
| 6 | 27 | 3 | 1 | **31** |
| 7 | 21 | 5 | 1 | **27** |
| 8 | 18 | 2 | 1 | **21** |
| 9 | 20 | 6 | 3 | **29** |
| 10 | 23 | 9 | 1 | **33** |
| 11 | 23 | 7 |  | **30** |
| 12 | 23 | 2 | 2 | **26** |
| **Total** | **305** | **53** | **12** | **370** |

**Notes:**

For financial years 2026-27 and 2027-28, there is a total of around 110 expirations spread around the Lots, these have not been included due to the duration of the initial 3-year contract period but so the supplier(s) have an idea of future demand.

**Lot 13 - IRTEC Advanced Technician Large Commercial Vehicle assessments**

During the contract period, DVSA estimates around 30 staff members per year to take the Advanced Technician Large Commercial Vehicle to advance to the next level of their careers.

# Specifying Goods and / or Services

The successful supplier(s) will be required to plan, book and deliver IRTEC assessments for Inspection Technician and / or Advanced Technician Large Commercial Vehicle.

Ways of working and an implementation plan will be agreed with the supplier(s) as part of their initiation process which can consist of one or various meetings depending on what both parties need to start the mobilisation period. The initiation process will be based on a collaborative approach with the intent to reach an agreement on how the accreditations will be handled and delivered that meet both parties’ needs and requirements.

## Candidates Suitability

DVSA takes the responsibility to only submit candidates for assessment with the relevant experience according to the IRTEC strategy and policies before submitting them to the supplier(s).

## Booking Procedure

The supplier(s) should include their booking process to ensure that DVSA’s planning element is correct and done in a timely manner.

This includes but not limited to:

* how many attendees can be booked on a day
* any limitations to available days for booking assessments e.g., if assessments can be booked any day of the week or if there are any restrictions
* start and end times
* booking procedure of assessments - are attendees booked at the same time and they take the assessments at their allocated times (therefore there will be periods of time where attendees are just waiting) or they are booked at their specific slots – this will help DVSA understand travel requirements for delegates
* when bookings can take place during the year – can assessments be booked throughout the year (52 weeks) or are there any restrictions

Releasing Vehicle Standard Assessors from day-to-day testing is a complex task that requires careful planning by DVSA and the supplier(s).

IRTEC assessments should be planned at least between 6-12 months in advance (as a general rule) as this is the time required to release a technician from the business.

This means that careful planning and regular liaison with DVSA is required to ensure that a suitable plan is achieved.

DVSA is seeking that when DVSA assessments take place, that no assessments from the supplier’s other customers are booked in during the same day.

DVSA are unlikely to require booking of assessments from June to October due to high demand period for services.

## Delivery Conditions

**Lots 1-12 IRTEC Inspection Technician Large Commercial Vehicle assessments**

To be IRTEC accredited, delegates need to complete two online assessments and a practical assessment. Both assessment events need to be completed on the same day (in any order).

**Lot 13 - IRTEC Advanced Technician Large Commercial Vehicle assessments**

To gain Advanced IRTEC accreditation, delegates will need to complete a one (1) day classroom preparation event highlighting the expectations and requirements of all the assessments to be undertaken (maximum of six (6) delegates on this day); an online assessment and; five (5) practical assessments to be completed on the same day within twenty eight (28) days of the first event (maximum of three (3) delegates to one (1) Assessor on this day).

**For Lots 1-13**

The supplier(s) will conduct the assessments at their own or sub-contractors premises and provide a room suitable for online assessments with a good internet connection, workshop facilities, a vehicle and all assessment equipment / tools specified on the assessment documentation.

The supplier(s) will provide any training aids such as but not limited to: a flipchart, PowerPoint projector, video/DVD, paper, pens, Blu Tack. If any additional specialist training aids are required, these will be supplied by the supplier(s) such as on-line assessment laptops.

DVSA sites and DVSA approved Authorised Testing Facilities (ATFs) on allocated statutory testing days are out of scope and cannot be utilised to carry out assessments for this requirement.

## Cancellation

If the supplier(s) cancels agreed assessments for any reason within 28 calendar days of the start date, they shall meet all claims for costs incurred by DVSA or its delegates in the cancelling and rebooking of an alternative assessment. If the supplier(s) cancel agreed assessments up to and including 28 calendar days prior to the start date, there will be no costs incurred.

DVSA may cancel agreed assessment dates with the supplier(s) up to and including 28 calendar days prior to that date without incurring costs. Any costs incurred by the supplier(s) due to a cancellation by DVSA within 28 calendar days of an assessment date will be paid in full by DVSA.

All assessments will be confirmed by way of a purchase order number provided by DVSA.

# Social Value priorities

The Social Value Act (2012) requires contracting authorities to consider social value when procuring services, by taking into account the additional social benefits that can be achieved in the delivery of its contracts. It has been identified that [Procurement Policy Note 06/20](https://www.gov.uk/government/publications/procurement-policy-note-0620-taking-account-of-social-value-in-the-award-of-central-government-contracts) – taking account of social value in the award of central government contracts applies to this procurement.

Using policy outcomes aligned with Government’s priorities, a weighting of minimum of 10% of the overall score for this requirement is dedicated to social value criteria.

The social value theme for this requirement is set out below, which requires Tenderers to demonstrate how, in the delivery of this contract, they can assist the Department in delivering the policy outcome to create new businesses, new jobs and new skills.

The Industrial Strategy sets out government’s vision to make the United Kingdom the best place to start and grow a business. It describes how government must shape our business environment to take on the challenges and opportunities of new technologies and new ways of doing business.

The strategy also describes government’s plan to help businesses create better, higher-paying jobs in every part of the United Kingdom. Developing the skill levels of the current and future workforce is the essential enabler for this. A nationwide focus on jobs and skills, especially in high growth sectors with known skills shortages, will help to narrow disparities between communities. Providing better jobs also helps employers to attract and retain the talent they need to grow and thrive.

Government will monitor progress under this policy outcome by asking contracting authorities to report the number of full-time equivalent jobs, traineeships, T Level industry placements and other Level 2 and above training opportunities created through their contracts.

This will form part of the evaluation and will be a regular part of contract management meetings and reported on as part of key performance monitoring.

The required social value criteria are detailed in Annex 1 of Appendix 6 Quality and Social Value

The successful supplier will demonstrate how they deliver social benefits that support key social outcomes that are highlighted in the table below.

|  |  |  |
| --- | --- | --- |
| **Theme** | **Policy Outcome**  | **Delivery Objective – What good looks like** |
| Theme 2: Tackling economic inequality | Create new businesses, new jobs and new skills | Employment Activities ● Understanding of employment and skills issues, and of the skills and employment shortages of high growth sectors relating to the contract. Illustrative examples: demographics, skills shortages, new opportunities in high growth sectors, groups under-represented in the workforce (e.g. prison leavers, disabled people), geographic/local community and skills/employment challenges. ● Creation of employment opportunities particularly for those who face barriers to employment, such as prison leavers, and/or who are located in deprived areas, and for people in industries with known skills shortages or in high growth sectors. ● Offer of opportunities for work experience or similar activities under the contract. Illustrative examples: work placements, pre-employment courses, paid/unpaid student placements, or paid internships of 6 weeks or more. ● Support for educational attainment relevant to the contract, including training schemes that address skills gaps and result in recognised qualifications. ● Delivery of training schemes and programmes to address any identified skills gaps and under-representation in the workforce for the contract (e.g. prison leavers, disabled people). ● Delivery of apprenticeships, traineeships and T Level industry placement opportunities (Level 2, 3, and 4+) in relation to the contract.  |

# Quality Assurance Requirements

DVSA will manage the Contract(s) as per the details provided in Section Management and Contract Administration. Quality measures will be agreed as part of the ‘Contract Initiation’ process.

DVSA reserves the right to request to observe assessments or meetings to review the service provided at any point.

DVSA encourages a high quality of service from all of its external providers. If DVSA are not satisfied with the performance of the Contractor awarded its contract, efforts will be made to address service shortcomings in line with DVSA terms and conditions.

# Data Protection

Delivery of this contract will require the supplier to process Personal Data (as defined in the GDPR) on the Buyers behalf. The Buyer will be the Data Controller and the supplier will act as the Data Processor. The supplier will process Personal Data only on the Buyers documented instructions, as set out in Schedule 20 of the Tender (Processing Data).

## Offshoring of Government Data

Government policy states that data it holds should be protected appropriately regardless of location.

Offshoring is defined as “Any arrangement where the performance of any part of the services or a solution under a contract may occur outside the UK for domestic (UK) consumption.”

Tenderers must indicate in their response whether any data supplied as part of the contract, would be offshored. If so, tenderers must confirm the location(s) including the location of any business continuity, disaster recovery and technical support staff.

All Central Government Departments are required to seek approval for any proposed offshoring activity, which ensures that information held offshore is appropriately managed and that pan-government risks are identified, tracked and managed, where appropriate.

In the event that the successful tenderer proposes to offshore any Data as part of the contract, they would be required to provide details about the processing to be carried out offshore, the privacy risks and the security controls in place to protect the data. If the intention is to store the information in a cloud environment outside the UK, the successful tenderer will also need to confirm the extent to which the environment complies with the cloud security principles. This information would be used to submit the offshoring proposal for approval.

Any request to offshore must receive clearance prior to the commencement of any data processing activity.

# Service Conditions and Environmental Factors

Please see ‘Delivery Conditions’ under section 3 of this document.

# Management and Contract Administration

The supplier shall within five (5) days of signing the intended contract send to DVSA’s Contract Manager, the name and contact details (including email address and telephone number) of the Account Manager responsible for managing the intended contract and arrange a contract implementation meeting.

The supplier and DVSA will set in place quarterly contract review meetings to review key performance indicators, monitor payment and invoices, discuss course content, and feedback, and look at ideas for improvement. During the contract implementation meeting both parties will agree dates for the quarterly contract review meetings and define the format data should be provided in. No reimbursement of costs will be provided if travel is required for these meetings.

## Performance Measures

It is expected that the supplier(s) will provide information and reporting on the attendance and performance of their attendees, including but not limited to:

* Attendance on each day
* Name of candidates that failed/referred
* Reasons
* Any other comments the supplier considers worth sharing

The feedback obtained will inform the individuals’ DVSA development plans and will form part of their Continuous Professional Development (CPD).

An outline of KPIs that the supplier will share with DVSA as part of their performance:

* Number of assessments booked as per DVSA’s request
* Number of assessments cancelled by the supplier including reasons
* % positive feedback from attendees
* Any other relevant KPIs that the supplier can provide to assess their performance

As outlined in Schedule 6 this information should be provided to DVSA monthly in an excel format to the Contract Owner.

## Sub-contracting to Small and Medium Enterprises (SMEs)

As mentioned in Section 1, for any subcontracting, DVSA will need full details of those sub-contracted by the Contractor(s) in order to assess suitability.

DfT is committed to removing barriers to SME participation in its contracts, and would like to also actively encourage its larger suppliers to make their sub-contracts accessible to smaller companies and implement SME-friendly policies in their supply-chains (see our [website](http://www.dft.gov.uk/about/doing-business-with-us) for further information).

To help us measure the volume of business we do with SMEs, our Form of Tender document asks about the size of your own organisation and those in your supply chain.

If you tell us you are likely to sub-contract to SMEs, and are awarded this contract, we will send you a short questionnaire asking for further information. This data will help us contribute towards Government targets on the use of SMEs. We may also publish success stories and examples of good practice on our website.

# Training / Skills / Knowledge Transfer

Knowledge transfer is inherent in the requirement to enable DVSA staff to be accredited to the IRTEC Inspection Technician level for large commercial vehicles and to be able to conduct inspections of large commercial vehicles competently.

# Documentation

The Contractor shall provide the Deliverables as detailed in Section 3 and any other documentation (including report findings, recommendations and meeting minutes) required in the performance of the Contract in a format agreed by DVSA Contract Owner.

# 10. Arrangement for End of Contract

The Supplier shall fully cooperate with the Buyer to ensure a fair and transparent re-tendering process for this contract. This may require the Supplier to demonstrate separation between teams occupied on the existing Contract and those involved in tendering for the replacement contract to prevent actual (or perceived) conflicts of interest arising.