## **Dynamic Purchasing System**

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## Flexible Support Fund

- The FSF supports Jobcentre Plus District Managers to deliver elements of our service in the way that meets their districts priorities
- Operational colleagues such as Work Coach Team Leaders,
   Disability Employment advisers and Work Coaches are actively involved in identifying provision gaps
- Previously ad-hoc contracts and grant funding were the primary route ways for purchasing provision at scale, this has been replaced by Dynamic Purchasing System (DPS)

## What is the DPS

- The DPS is an electronic process for setting up and maintaining a list of suppliers from whom provision can be procured locally as and when the need arises.
- DPS is administered via e-Procurement which requires suppliers to register on the DWP Bravo Solution system.
- The DPS comprises an "Employability Journey" which details a number of Service Categories along with supporting narratives to explain what type of provision DWP may be buying.
- There is no minimum contract value and the maximum contract value that can be awarded is £499,999

## **Dynamic Purchasing System**

- 1100 suppliers have submitted DPS Pre Qualifying Questionnaire
- 1050 suppliers now accredited on to the DPS
- 961 suppliers have uploaded offers to Basware
- 5280 different offers on Basware
- 225 call off contracts issued since Oct-16
- £9M of DPS contracts issued

## **Dynamic Purchasing System Process**

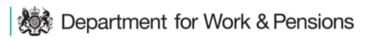
#### ▶ 3 Stage process:

Stage 1	Bravo Accreditation	The Instructions to Potential Suppliers provides guidance on the Bravo Accreditation Process
Stage 2	Basware Registration	FSF Supplier Guide for Basware Registration
Stage 3	Basware Content Upload	Supplier Service Offer Factsheet Upload Guidance

## **Dynamic Purchasing System Process**



- A potential supplier would need to register on DWP's eprocurement system – Bravo https://dwp.bravosolution.co.uk/web/login.shtml?\_ncp=145448800 9758.468-1
- Select: pqq\_28744 Dynamic Purchasing System for the Provision of Work Focused Activities national
- Once the PQQ page opened click on the green box "Express Interest", you will then be able to download all the ITT documents.





Powered by BravoSolution

# Welcome to the DWP eProcurement Solution

Mew current opportunities

Pan-goverment opportunities

Past opportunities

TED (Tenders Electronic Daily)

SIMAP portal - European Public Procurement

Crown Commercial Service

Gov.UK Contracts Finder – for info only

Contracts Finder 2

#### About this website

This website provides a suite of collaborative, web-based tools that enable procurement professionals and suppliers to conduct the strategic activities of the procurement lifecycle over the internet.

It provides a simple, secure and efficient means for managing tendering and quotation activities reducing the time and effort required for both buyers and suppliers.

#### Registration

To view current tender opportunities please select <u>View current opportunities</u> from the menu items on the left. To respond to a tender or to access contract information, you will first need to register on the site using the register button

Registering will save suppliers time and effort

- » responding to tenders and auctions
- >> viewing upcoming opportunities
- >> managing contracts online
- >> maintaining classification
- >> managing contract information



#### Registration

Registe

Click here for details on how to register

#### Contact us

eProcurement helpdesk
Phone 0800 368 4850
help@bravosolution.co.uk
Call me back



@ BravoSolution - System Requirements

**WARNING**: Do not proceed if you are not an Authorised User. This application is protected by appropriate security measures. Access to and use is restricted to Authorised Users only. Any attempt to use this system in a manner not authorised or any attempt to alter, destroy or damage any Information contained within it may constitute a breach of the provisions of the Computer Misuse Act 1990 and/or other legislation and shall leave the user liable to both criminal and civil proceedings. It is strictly forbidden to attempt to access this system using any third party's logon identity. Anyone using this system consents to active

## Bravo Solution Supplier Home Page



Department for Work & Pensions

Welcome to the

#### **DWP eProcurement Solution**

Logout

Manage Your Profile

Modify Password

Manage Users

#### Thank you for registering on DWP eProcurement Solution

This service provides a secure and efficient means for you to engage in Tender "Projects"

Pre-Qualification Questionnaires for new EU procurements are available by clicking on "PQQs Open to All Suppliers"

Once you have expressed interest in a PQQ it will move to your "My PQQs" page, where you can download any documentation and submit your response.

Buyers may invite you to participate in Invitations to Tender. The "My ITTs" page allows you to view and respond to any ITT to which you have been invited.

Some Invitations to Tender are open to all suppliers. The "ITTS Open to All Suppliers" page allows you to express interest in these ITTs and move them to your "My ITTs" page.

Please ensure that you review and update your Supplier Profile regularly using the 'Manage Your Profile' function. To amend your organisation name, you must email the eProcurement Helpdesk (help@bravosolution.co.uk) from the email address registered to the account; stating the current and new organisation name and referencing the DWP eProcurement platform.

A free helpdesk is available to support you in using this service. If you require any assistance then please contact the helpdesk as soon as possible.

- >> Dashboard
- >> Projects

Pre-Qualification Questionnaires (PQQs)

- » My PQQs
- » PQQs Open to All Suppliers

Invitations To Tender (ITTs)

- » My ITTs
- » ITTs Open to All Suppliers
- >> Auctions
- >> File Sharing



Supplier's Help Click here for details on how to respond to an online tender

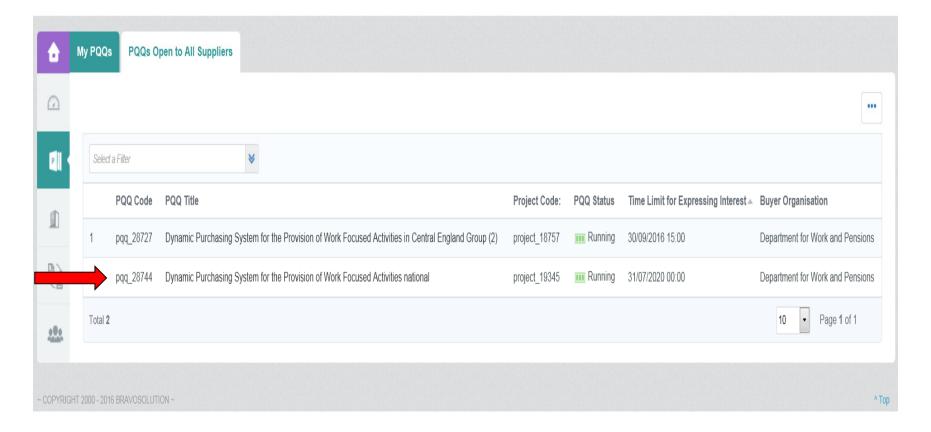
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eProcurement helpdesk Phone 0800 368 4850 help@bravosolution.co.uk

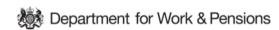


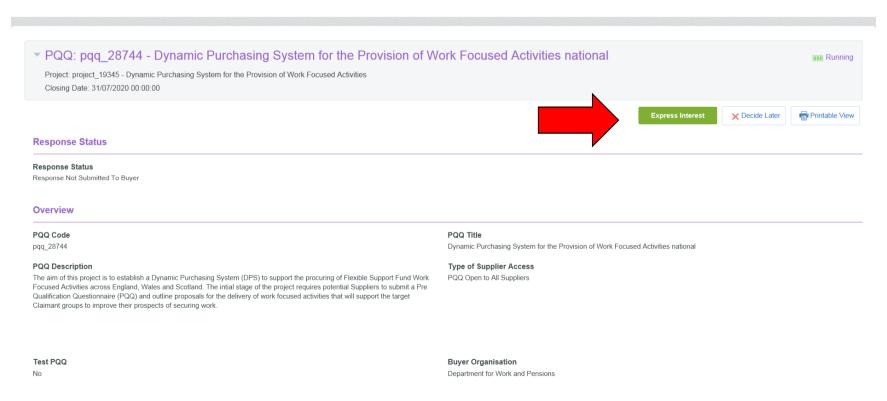
## Bravo Solution - PQQ Open to All Suppliers Page





## Bravo Solution Supplier Home Page





## **Stage 2 – Basware Registration Guidance**

Stage 2 FSF Supplier Guide for Basware Registration

- Guidance on how to register on Basware can be found on Bravo.
- You <u>MUST</u> have a DUNS number before you can register on the Basware Network.
- Please ensure that the email address: <u>support@procserve.com</u> is added to your whitelist as an approved email account so that it's not marked as spam/junk.

# Stage 3 – Supplier Service Offer Factsheet(s) Upload Guide

Stage 3 Supplier Service Offer Factsheet
Upload Guide

- Guidance can be found on Bravo.
- This part of the process enables you to complete the filters that refer to the provision you offer and upload the Supplier Service Offer Factsheet providing the detail of your offer.
- ▶ Remember your offer must fit with the requirements of the Employability Journey.

#### SUPPLIER SERVICE OFFER FACTSHEET

Provide a detailed description of the intervention/course/provision in the space provided – starting on the next page. This must be no more than 2 pages of A4, in Arial Font 12 and must include the following as a minimum:

- 1. Content of provision and how it would be delivered;
- Details and evidence of how your provision will ensure that the claimant will: move closer to work/ move into work or remain in work (as appropriate);
- Your performance offer i.e. what will the outcomes (e.g. % job outcomes and outputs (e.g. Action Plans) be, together with your supporting rationale;
- How you will manage the performance of the provision to ensure outcomes and / or outputs are achieved

## **Dynamic Purchasing System**

# Employability Journey



DPS Employability Journey - National final

Category	1 Engagement	2 Moving towards work	3 Support for hardest to help with complex & multiple barriers	4 Supporting hardest to help into work	5 Addressing barriers	6 Skills for work	7 Getting jobs	8 Keeping jobs
Overview	Encourage engagement by potential JCP customers who traditionally find it difficult to access our services  Outreach to promote DWP Services Innovative Activities to engage people e.g.	Support people who are unlikely to look for work without some help to increase motivation/confidence  Full Diagnostic Interview & Work Plan Identifying primary & secondary barriers	Requirement for support for hardest to help – SJ outcome only  Tailored intensive support for people with significant barriers who are too far away from the labour market to move straight	Tailored support for hardest to help – with job outcome expectation  Tailored intensive support for people with significant barriers – for those where work is an immediate realistic prospect once	Support to overcome barriers to getting a job  Support to improve motivation/confidence and overcome practical barriers to work	Skills training, but only  If contract is over £50,000 or  For a DPS 'routeway' - across more than one category including skills training  Short certificated courses leading directly to a job  Short Sector specific	Support people to be proficient and self sufficient in job hunting  Realistic career / work planning Full Diagnostic Interview & Work Plan	Planning to stay in work Finances Contingency In work support
	Young People Local or specialised delivery for specific communities Black Minority Ethnic communities Asian Women Gang Members, Those affiliated with gangs NEET Isolated communities 1-1 mentoring / counselling	Understanding the world of work including self employment Self Awareness and Self Presentation Skills Experience Personal Circs Health/Disability Job Hunting Skills Attitude to finding work Confidence building & Motivation Challenging negative attitudes Promoting positive attitudes Pros & Cons of work versus non-work Devising work plan ESOL Literacy/Numeracy assessment only	market to move straight into work.  Suitable for people with  moderate learning difficulties  Complex/multiple barriers  Entrenched worklessness	realistic prospect once barriers are addressed  Full diagnostic interview and work plan to identify primary and secondary barriers with support to overcome  • Literacy/ Numeracy/ESOL • Health & disability Issues including Mental Health • Drugs/alcohol substance abuse • Mild learning difficulties • Homelessness • Offending Issues	Full diagnostic interview and work plan to identify primary and secondary barriers to overcome  • Entrenched worklessness  • Literacy/ Numeracy/ESOL  • Debt and Money management  • Caring responsibilities	training and skills shortage training leading directly to a job	Identifying primary & secondary barriers Skills Experience Personal Circs Health & Disability Personal Skills & Personal Resilience Job hunting skills CVs; Job Application techniques; Interview preparation; Interview skills; follow up;	Buddying Mentoring
Funding model (single category)	30% start fee 70% completion fee		20% start fee, 50% completion fee, 30% job outcome	10% start fee, 30% completion fee, 60% job outcome		25% start fee, 75% completion fee		
Performance	100% of completers to	complete an action plan	100% of completers to complete an action plan and/or 100 % to achieve an agreed SJ outcome	30% Job Outcomes – in work 4weeks in a 13 week tracking window	45% Job Outcomes – in work 4weeks in a 13 week tracking window	60% Job Outcomes – Job Outcomes – in work 4weeks in a 13 week tracking window	45% Job Outcomes – Job Outcomes – in work 4weeks in a 13 week tracking window	100% - signed Mentoring Agreement 75% signing Mentoring Agreement will be in employment 13 weeks after date mentoring agreement was signed

# 1. Engagement

- Outreach to promote DWP services
- Black Minority Ethnic communities
- Asian Women
- Gang Members
- ▶ NEETs
- Rural communities

# 2. Moving towards work

- Identifying barriers
- Understanding the world of work
- Job hunting skills
- Confidence building & motivation
- Pro and cons of work vs non work
- Devising work plan

# 3. Support for hardest to help with complex and multiple barriers

- Tailored intensive support for people with significant barriers who are too far away from the labour market to move directly into work
  - Moderate learning difficulties
  - Complex/multiple barriers
  - Entrenched worklessness

## 4. Supporting hardest to help into work

- ▶ Tailored intensive support for people with significant barriers where work is a realistic prospect once barriers addressed
  - Literacy/numeracy/ESOL
  - Drugs/alcohol abuse
  - Homelessness
  - Mild learning difficulties
  - Offending issues
  - Health and disability (inc Mental health)

## 5. Addressing barriers

Support to improve motivation/confidence and overcome practical barriers to work

- Entrenched worklessness
- Literacy/numeracy/ESOL
- Debt and money management
- Caring responsibilities

## 6. Skills for work

Skills Training, only for contract £50K and above or as part of a route way across more than one category

- Short certificated courses leading directly to a job
- Short sector specific training and skills shortage training leading directly to a job

## 7. Getting Jobs

Support people to be proficient and self sufficient in job hunting

- Realistic career/work planning
- Identifying primary/secondary barriers
- Personal skills & resilience
- Job hunting skills
- ▶ CV's, job applications techniques, interview preparation, interview skills, follow up

# 8. Keeping Jobs

In work support

- Planning to stay in work
- Finances contingency
- In work support
- Buddying/mentoring

## Agreed routeways

Routeway	Funding Model	Performance
R1:		
Engagement (1), Moving towards work (2) and Support for hardest to help with complex and multiple barriers (3)	30% Start fee 70% completion fee	100% of completers to complete an action plan
R2: Supporting Hardest to help into work (4) and Skills for Work (6).	20% Start Fee 30% Completion Fee 50% Job Outcome	40% Job Outcomes — in work 4 weeks 13 weeks tracking period.
R3:		
Addressing barriers (5) and Getting jobs (7)	10% start fee 30% completion fee 60% Job outcome	45% Job outcomes – in work 4 weeks 13 weeks Tracking
R4:		
Skills for work (6) and Getting Jobs (7)	10% start fee 30% completion fee 60% Job outcome	60% Job outcomes – in work 4 weeks 13 weeks Tracking
<u>R5:</u>		
Engagement (1), Moving towards work (2) Support for hardest to help with complex and multiple barriers (3) Supporting hardest to help into work (4)	20% Start Fee 50% Completion Fee 30% Job Outcome	100% of completers to complete an action plan 30% Job Outcomes in work 4 weeks 13 weeks Tracking

Category	1. Engagement	2. Moving towards work	3. Support for hardest to help with complex & multiple barriers		
Funding model (single category)	30% start fee 70% completion fee				
Performance	100% of completers to complete an action plan		100% of completers to complete an action plan and/or 100 % to achieve an agreed SJ outcome		

4. Supporting hardest to help into work	5. Addressing barriers	6. Skills for work	7. Getting jobs	8. Keeping jobs
20% start fee, 50% completion fee, 30% job outcome	10% start fee, 3	25% start fee, 75% completion fee		
30% Job Outcomes – in work 4weeks in a 13 week tracking window <b>Definition Job Outcome</b> <b>for UC claimants:</b> earns over £338.00	45% Job Outcomes – in work 4weeks in a 13 week tracking window	60% Job Outcomes – Job Outcomes – in work 4weeks in a 13 week tracking window	45% Job Outcomes – Job Outcomes – in work 4weeks in a 13 week tracking window	100% - signed Mentoring Agreement 75% signing Mentoring Agreement will be in employment 13 weeks after date mentoring agreement was signed

## How are suitable supplier offers selected?

- Location
- ▶ Claimant Group
- Service Category
- Volumes
- ▶ 1-2-1/Group delivery
- Lead Time

#### Award of Call-Off Contracts

- ▶ The short listed suppliers Factsheet's are scored against four quality criteria to determine suitability of provision:
- Evidence that the provision will move claimants closer to work/into work or help them remain in work
- Performance expectations and robustness of supporting rationale
- Overall fit of provision content and delivery with call of requiremerns
- Evidence that adequate (proportionate) performance management systems will be in place
- Suppliers that meet the minimum threshold for quality are then assessed on price

## How can I improve my chance of being selected?

- Quarterly DPS newsletters are issued to all suppliers on Bravo highlighting current district priorities and hints and tips to ensure your offer has the best chance of being selected in to the evaluation
- Suppliers with non-compliant offers will receive feedback detailing which questions were not answered or other noncompliance with the supplier service offer

## How can I improve my chance of being selected?

Contracts Finder holds a list of all successful DPS procurements

over £10,000

GOV.UK

**Contracts Finder** 

Contract ID and Full Name	Number of supplier offers evaluated	Service Category or Routeway	Number of participants	Contract Start Date
CEG DPS LN058 Leicester older workers support	7	2 Moving towards work	30	10/10/2016
CEG DPS MS048 Telford confidence building	1	5 Addressing barriers	24	17/10/2016
CEG DPS EA042 Peterborough self employment business support	1	2 Moving towards work	150	17/10/2016
CEG DPS LNRNEEOO1 Newark support for entrenched worklessness	1	5.1 Entrenched Worklessness	50	31/10/2016
CEG DPS MS049 Oswestry confidence building	1	7 Getting a job	24	31/10/2016
CEG DPS MS057 Telford & Wrekin lone parent support	1	5.4 Caring Responsibilities	50	21/11/2016

# Questions