

Provider Guide

Preparing for Dynamic Purchasing Systems



WHAT CAN I BE DOING IN PREPARATION FOR THE DYNAMIC PURCHASING SYSTEM?

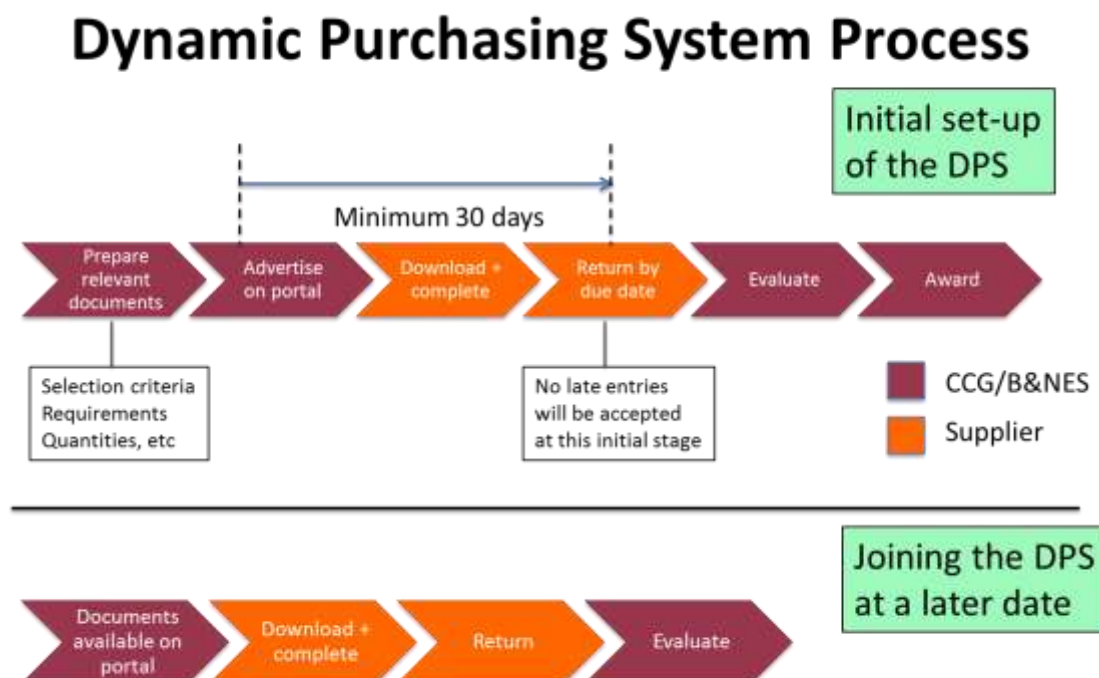
As outlined today, the first part of the procurement process has been completed. We have advertised the contract for the prime provider, received several responses which we then evaluated to shortlist the most appropriate bidders to go through to the next round of the process. This will be ongoing until a final bidder is selected as the prime contractor in late Summer/early Autumn 2016.

The prime contractor will have overall responsibility for the delivery of the contract but won't deliver all it themselves. The various YCYW services will be delivered by a variety of organisations who will be contracted with through a procurement process called a Dynamic Purchasing System (DPS).

A DPS has many advantages for smaller organisations particularly SMEs and VCS organisations.

- Unlike contracts which you are probably used to, organisations are not excluded from the contract if you don't apply at the outset. Under a DPS all the tender documentation remains open and you can apply to join the DPS at a later date. Provided you meet all the qualification criteria, you will be eligible to join the DPS.
- Generally, the qualification criteria are less onerous than that of a traditional procurement route but you will still need to meet key requirements.
- The YCYW DPS might be divided into categories such as type of service of delivery, geographical area for delivery, etc. This gives SMEs, VCS organisations and niche service providers greater opportunities to be involved and visible to the prime contractor.

A DPS process is outlined in the diagram below.



However, whilst the prime contractor cannot use any organisation not on the DPS, being part of a DPS does not guarantee your organisation any specified amount of work under the contract; it makes you visible and an approved provider. Once on the DPS, if there are a number of similar providers in your category, it could be a good idea to 'market' yourself to the prime contractor to ensure that they are aware of you and your organisation's skills and capacities.

The advert for the DPS is likely to be issued in late Summer 2016. In order to be ready for it, we suggest you will need to:

- Ensure you are registered on the relevant e-procurement portal - <https://intendhost.co.uk/scwcsu>
- If you are already registered, ensure that your contact details are upto date, preferably with a generic email address (eg info@company.org) which more than one person has permission to access in case the key person is on leave or off sick when the advert is issued.
- Ensure all key policies, such as health and safety, equalities, safeguarding, etc are upto date and still relevant. Taking time to do that now will save time when you come to complete the DPS qualification document.
- Review how you are handling personal and sensitive data and put the necessary measures in place. B&NES, in particular, is taking a robust approach as to how organisations handle personal and sensitive data on the authority's behalf. In terms of IT security <http://www.cyberessentials.org/> and <https://www.cyberstreetwise.com/> are very good sources of information. We recommend that you have a look at them.
- It is likely that the DPS qualification criteria will include questions on your organisation's expertise and experience. Start thinking about you would answer such a question and gather supporting evidence.
- Attend the briefing and training sessions that YCYW provide. If we put on one of these sessions, they are there to help your organisation and it is likely we have identified a skills gap in the provider market. Don't be offended if you invited to these sessions; things move on and there might be updates that you are not aware of.
- Refer to the YCYW website (<http://www.yourcareyourway.org/>) on a regular basis; the YCYW team upload relevant information as and when it is available.
- Plan! The YCYW supplier engagement programme has been intense so no organisation should be coming to the DPS process 'cold'. The more you can do to prepare early on, the less onerous completing the DPS qualification document will be, and the less likely it will be that you forget something.

What is the role of the commissioner?

The commissioner will work together with the prime contractor to co-develop the specifications for the DPS services and will manage the DPS procurement process. They will contract manage the prime contractor and co-commissioning with the Prime Provider, the DPS services.

Will anyone but the prime have access to the commissioner?

The prime contractor will manage the suppliers on the DPS. In most cases the direct contractual relationship will be between the Prime Provider and Sub-Contractor however it is expected that Commissioners will continue to have access to providers in terms of ongoing engagement and in some cases performance monitoring.

What will the sub-contractor (associate provider) relationships/contracts look like?

The prime contractor will have a direct relationship with the sub-contractors, the specific arrangements and groupings of these sub-contracts will be developed during the DPS process.

If Prime argues they are the most capable provider what happens?

Due to the diverse nature of the services to be provided under YCYW, it is unlikely that the prime contractor will consider themselves to be the most capable provider across all of the services. Appointment of any provider will follow a robust and transparent selection process based on appointing the most capable providers of services. Commissioners and community champions will be part of this decision making process along with the Prime Provider.

Will the commissioner accept a less capable provider in order to maintain local diversity?

No – clearly the level of service is paramount to meet the needs of those receiving the relevant service.

How will 'most capable' be determined without full tendering?

There are likely to be 'mini competitions' to determine the most capable provider for each service. This is not a full tender process as most of the work will have been done up front to enable a supplier to get on to the DPS in the first instance.

What are the implications of dynamic purchasing? What's the relationship between prime, sub-contractor and commissioner in this process?

The commissioner has a relationship with the prime who, in turn, has the relationships with the sub-contractors.

Will sub-contracts be aligned in length to the prime contract?

They will be aligned to the length and scope of the service requirement, this can be any term up to the term of the prime contract.

When will the prime provider be sufficiently 'conflicted' for the commissioner to contract directly? How will this work in practice?

This will be identified in the contract management conditions in the contract between the prime and commissioner and will be dealt with through robust contract management.