

Appendix 1.

The proposed procurement of apprenticeship training providers

The proposal is to manage this via a Dynamic Purchasing System (DPS). This option is available for the purchase of “commonly used” goods, works or services, which this would qualify for at the expected annual values.

It will be advertised by way of a contract notice, using the open procedure via OJEU to the European market.

All candidates that meet our defined selection criteria and submit compliant indicative tenders will be invited to join the DPS. As a DPS it must be open throughout its duration, even to those candidates who missed the first opportunity to join can apply to join at a later date.

Through consultation with the implementation working group a robust specification of our requirements from providers has been developed to ensure minimum standards have been clearly defined in terms of what we expect and want to deliver to new and existing workforce in terms of skills development and efficient utilisation of the levy fund.

Consideration has been paid in this process to the strategic values of the Council and Berneslai Homes in looking to enhance the skills of the workforce and give further opportunities to grow and develop the workforce in the Borough. Regards social value the specification of requirement also pays particular attention to the need to develop new workforce, from a range of backgrounds and social circumstances to ensure active engagement and development with vulnerable groups in the community.

The evaluation criteria for award to the DPS will be based on pass/fail criteria in relation to the following;

- Confirmation of inclusion on the RoATP register. This will ensure they are able to demonstrate compliance with the Government standards
- Confirmation that they will look to utilise RoAAO assessment centres, so we can ensure robust assessment in line with Government standards
- Confirmation that they have the correct business structure and set up to be able to provide training as and when a specific requirement is identified
- Experience in delivering training of this type, scale and scope

At this stage the providers will also be requested to inform the Authority specifics around the types of apprentice training they can support.

The DPS submission process will be managed in rounds, so that all providers know the deadlines when their submissions must be received to ensure they are evaluated within a particular round. As the DPS must remain open for its duration as each round closes to allow evaluation the next round will then open immediately.

The management of the submissions by providers will be managed by the Procurement team in the main, with the operational working group established being provided with a regular update on the new providers evaluated in each round.

When the need for a specific apprentice arises, a further competition process will be undertaken with all providers awarded to the DPS at that point who said they could deliver this type of training. The evaluation of the providers at that stage will look specifically at the type of training required and a price/quality evaluation. The quality will focus around the following;

- Completion rates of the previous candidates of the type of course
- Learner satisfaction rates to ensure the positive progression of those starting courses
- Provider continuity to ensure consistency in delivery of the training
- Knowledge and expertise of the provider in this field and how this will provide a benefit to the Authority
- Flexibility in terms of delivery of the training to meet the specific needs of the organisation and the type of candidate

The price evaluation will be done to assess the quoted costs for the total training from each provider. The expectation is that pricing will be within the Government bandings, defined by the type and level of apprentice training being sought so there is some control on the costs expected.

The price/quality weighting must be set out in the original Contract notice, although the exact quality questions may be formulated more precisely for the specific contract needs. The aim of these questions is to ensure that the provider sought for one or multiple apprentice requirements is evaluated at this stage based on their overall competency in relation to the exact needs we have identified at that point.

The further competition process will have input from all parties to be included in the operational working group to ensure consistency in approach.

Our current proposal is to look to formulate the tender documentation for publication to the market in April - May, with a view that prospective providers will be assessed for the DPS stage as per the timelines for each round, currently planned for monthly.

This will then allow sufficient time for one or more specific tender exercises to be undertaken and awarded by June-July, when the levy fund is available to spend. The DPS will be advertised for an initial period of 12 months, with options to extend for 1 year and 1 year.

This procurement process (as opposed to a traditional open tender or Framework) allows the flexibility to accept multiple providers (for the breadth of different courses) throughout the life of the DPS and therefore those providers who are not yet registered to be able to access the levy have time to apply, but we have a formal contracting arrangement in place to be able to utilise the levy from when it becomes available.