

Dynamic Purchasing System (DPS) BID PACK

INTRODUCTION



Hull
City Council

Supported Living DPS

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Supporting Documents to the Bid Pack

Document A	Standard Selection Questionnaire Guidance
Document B	Further Competition Template & Guidance
Document C.....	Deed of Guarantee Template
Document D.....	Privacy Note Information
Document E.....	DPS Agreement

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1 Introduction

Kingston upon Hull City Council (the Authority) is conducting this procurement following the establishment of its Supported Living Dynamic Purchasing System (DPS).

A DPS is a public sector sourcing tool for common goods and services under regulation 34 (Dynamic Purchasing Systems) of the [PCR 2015](#). You can apply to join at any point and don't require any special IT equipment as a DPS eliminates unnecessary activity for you up front. The DPS has to be run as a completely electronic process.

2. Bid Pack

The participation bid pack includes the following documents:

Document A – Selection Questionnaire Guidance – This document provides further information in relation to the selection stage of the procurement process.

Document B – Further Competition Template – This document is the template which will be used when there is a requirement to tender for a Supported Living service within Adults' or Children's Services. Once completed all of the Schedules contained within this document will form the Call-off Contract.

Document C – Deed of Guarantee – This document will need to be completed where we require you to provide a guarantor to guarantee your performance of the contracts made under the DPS.

Document D – Hull City Council Privacy Note - This document contains further information in relation to data protection.

Document E– DPS Agreement – This is the contractual agreement between you and us relating to your acceptance onto the DPS.

Tender documentation will be issued by means of a Further Competition to those Service Providers who have been accepted on to the DPS, for the category into which this procurement falls.

3. Scope of the Project

The DPS will be utilised to procure supported living services for both Adult Social Care and Children & Young People Family Services

Adults

ASC in Hull is built upon three steps:

1. Help to help yourself
2. Help when you need it
3. Help to live a meaningful and safe life

Through this approach the Authority intends to move away from Residential Care to community based options which maximise independence, support people to do things for themselves with the support of their own networks and communities and in doing so reduce their reliance on paid support – supporting people to “ Have a life and not a Service “ .

Through this framework the Authority intends to support people to manage and sustain their own tenancy along with having the flexibility to have their support needs met by a range of innovative and personalised options.

Supported living forms part of the Adult Social Care Commissioning Strategy and will enable people to live a fulfilling and safe life.

Hull City Council therefore wants to establish a framework of Providers who are innovative and want to work proactively to deliver effective, efficient and affordable enhanced supported living services

Children & Young People Family Services

Supported Living provides Support and Accommodation services for **Vulnerable Young People and Care Leavers** with a range of support and accommodation needs. Young People will be offered support options that aid their personal development and their journey to independence.

- Young people who have been looked after by the local authority and have reached 16-25 years.
- Children in need (16-17 year olds becoming homeless; parent + child).
- Young people who have been remanded into the care of the local authority by the Court.
- Vulnerable young people including those who are homeless
- Young people, under 18-years, migrating to Hull (Unaccompanied asylum seeking children - UASC).
- Young offenders

All placements under this contracting arrangement are underpinned by legislation of the Children (Leaving Care) Act 2000, Children’s Act 1989, Care Leavers (England) Regulations 2010 & The Children and Social Work Act 2017.

4. Contract term

The contract term of the Supported Living DPS will be 8 years with the option to extend for a further 2 x 1 year periods, however the length of each individual call off contract will be dependent on the needs of the individual and may last beyond the term of the Supported Living DPS.

5. Getting started - How to register on the Supplier Registration Service (SRS)?

All Suppliers are required to register on the SRS system prior to submitting a 'Request to Participate' (in accordance with the section below 'How to Request to Participate').

To register for the SRS system please follow the instructions below:

- 'register for an account' at the following link
<https://supplierregistration.cabinetoffice.gov.uk/organisation/register>
- Step 1 - Select 'Supplier'
- Step 2 – **Click on the DUNS number radio button**

(this ensures the correct DUNS number is utilised for your organisation) and complete the required information.

If you are already registered to SRS please 'sign in' to your account via the attached link <https://supplierregistration.cabinetoffice.gov.uk/login>. Please ensure the DUNS number associated to your registration details is the DUNS number you will be using in your Standard Selection Questionnaire (SSQ).

In the event that your DUNS number does not reflect the DUNS number you wish to use for your submission please contact Dun and Bradstreet (D&B) at the following link <https://www.dnb.co.uk/> to make the necessary amendments to your Dun and Bradstreet registration before proceeding with your SSQ submission for this DPS.

NB – When registering at D&B please ensure you include any Trading Names you wish to use for the DPS Agreement, as the name you input as part of your D&B registration process will be the name generated when registering on the Supplier Registration Service when using your D&B number (as per Step 2 above)

How to Request to Participate?

- Your request to participate must be entered via the Supplier Registration Service (SRS) at:
<https://supplierregistration.cabinetoffice.gov.uk/dps/hullcc>. We can only accept requests to participate through this route.
- You must submit your response in English and through the SRS platform only, further guidance on how to complete the Standard Selection Questionnaire (SSQ) can be accessed at the following link:

[DPS Supplier journey](#) – (Please note the illustration does not specifically reference Hull City Council Supported Living DPS, however the supplier journey is the same).

The initial evaluations of the Standard Selection Questionnaires is likely to take longer than 10 days, as we anticipate there will be large number of responses. No further competitions will take place until all evaluations of the SSQ's received after the initial 30 day response have been completed. We envisage this will be completed by the end of November 2020.

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