

**Salford City Council**

# **Dynamic Purchasing System (DPS) for Alternative Provision**

**Provider Briefing Session**

6<sup>th</sup> February 2017

# Today's Session

- Background
- About the DPS
- Provider requirements
- The application and procurement process
- Timescales and next steps

# Background

- An approved provider register for alternative provision (AP) was established in summer 2015 to help support Salford schools and LA services source and commission AP
- Two application windows have been open – resulting in 24 providers being 'approved' to deliver AP to young people in Salford
- Use of the register is not compulsory
- Annual application windows have not supported responsive commissioning
- Register only supports AP – does not include tutoring or complementary provisions

# Proposal

- Introduce a new commissioning process for AP, 1-2-1 tutoring and complementary provision using a 'Dynamic Purchasing System' (DPS)
- Use of the DPS to become mandatory for internal services involved in the commissioning of AP and complementary provision:
  - Virtual School Team
  - SEN
  - Access and Inclusion
- Schools can use the DPS through a traded service agreement (subsidised by the LA during the first year of use)

## About the DPS

- Similar to an electronic framework agreement, but where a new supplier can join at any time
- Two-stage procurement process:
  - a) Initial setup - all suppliers who meet the selection criteria are included on the DPA
  - b) Invitation to tender - contracts of work offered to providers via the DPS
- Work can be offered through 'categories' of work, which we will refer to as 'lots'

# Lots

## Lot 1: Full-time Alternative Provision

- 25 hours a week or more
- Providers must be 'registered'
- Must include English and maths

## Lot 2: Part-time Alternative Provision

- To enhance the school curriculum
- Should lead to academic / vocational achievements and outcomes
- Must be 'age-appropriate'

## Lot 3: One-to-one Tutoring

- Delivered by qualified teachers
- To enhance the school curriculum
- Delivered to individuals or small groups

## Lot 4: Complementary Provision

- Bespoke and personalised programmes
- To improve behaviour, attendance or re-integration into mainstream learning
- May include mentoring / coaching

## Selection Criteria:

- Providers must demonstrate their ability to offer:
  - a suitable programme applicable to the lot(s) being applied for
  - an induction programme
  - appropriate and accessible facilities and teaching resources - these do not have to be Salford-based, but must be accessible to Salford learners
  - eligible qualifications (Lots 1 and 2)
  - support that encourages progression and/or reintegration into further learning and training
- Providers must be able to comply with standard monitoring and reporting requirements (e.g. daily attendance reporting; electronic recording; regular progress reports)

## Other Considerations:

- Independent school registration – if offering full-time AP
- Ofsted rating of Good or Outstanding – if offering full-time AP
- Minimum staffing ratios – 1 to 8
- Vocational qualification registration
- Compliance with all necessary SCC policies and procedures (e.g. Safeguarding, Equality & Diversity etc)
- Consideration of Social Value priorities

# DPS Approval

Acceptance onto the DPS **does**:

- enable successful providers to bid for contracts of work offered by SCC services (including some schools)

The DPS **does not**:

- Guarantee work to a provider
- Function as a 'quality mark'

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# The Application Process

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# Introduction

- The Chest
- DPS
- Application documents and process
- Handy Hints

# The Chest

The Chest is the online procurement portal for the North West

- externally advertised procurement activity
- [www.the-chest.org.uk](http://www.the-chest.org.uk)

You must be registered on The Chest to access and submit the application documents for Round 1.

User manuals are available on The Chest home page and there is support if required – 01670 597137 or use the helpdesk

# Dynamic Purchasing System

- Allows new applicants – open in rounds
- Split into Lots
- Expected duration – two years plus one plus one

# Application Documents – Round 1

Download off The Chest a suite of documents, including:

- Application Instructions and Guidance
- Specification – outlines the Council's expectations in terms of service delivery
- Questionnaire for Providers to complete and return.
  - Organisational Infrastructure and Experience / Technical Ability
  - Experience of providing similar/equivalent services

# Application Documents – Round 1

All providers who meet and pass the exclusion and selection criteria will be admitted onto the DPS.

## **Timescales (Round 1):**

- Documents available Friday 10<sup>th</sup> February
- Deadline for submission – 5pm, Friday 17<sup>th</sup> March

# Application Documents – Round 2

Unsuccessful or new providers

Second round – 18<sup>th</sup> April 2017 onwards

Subsequent rounds every quarter

Documents on The Chest but applications via email

# Stage 1 – Acceptance onto DPS

The first part of the questionnaire includes:

- Organisation details
- Mandatory & Discretionary exclusions
- Health & Safety
- Data Protection
- Insurance (at the point of service delivery)
- Past experience – technical ability

Providers must 'pass' all 'pass/fail' questions

Providers must score at least 3/5 on the scored questions

## Stage 2 – Awarding Specific Contracts

The requirements for individual call-offs will be sent to all providers who are on the DPS for that Lot.

Same award criteria (cost/quality split) each time.

Call-offs for specific contracts will be managed by **email**.

Minimum of 10 days to respond.

## Stage 2 – Awarding Specific Contracts

This stage will focus on:

1. Price
2. Quality questions – proposal to deliver the service

Highest score will be successful

## Handy Tips

- No waffle – be clear and concise in the answer, stick to the word counts and don't waste them
- Treat as if you are not known to the Council
- Timing – ensure you know what you are doing and allow sufficient time
- Not showing 'favouritism' to charities, local providers, known providers, etc
- If you are not sure – ask! Use the question and answer facility through The Chest.

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# **Safeguarding**

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# Why do we Evaluate Safeguarding?

- Section 11 of the Children Act 2004 places a duty on all local authorities to ensure that their functions, and any services that they contract out to others, are discharged having regard to the need to safeguard and promote the welfare of children.
- If your organisation submits a bid, we will be assessing how well you meet our Safeguarding Standards as determined by Salford's Safeguarding Children Board (SSCB)

# How do we Evaluate Safeguarding?

- As part of your application, you will be asked to complete an EVIDENCE RECORD TEMPLATE.
- This is where you will tell us how you meet the 20 standards.
- As it is a self evaluation document, you will decide how well you think your organisation is doing with regard to safeguarding (**Red**, **Amber**, **Green** rating).
- You **must** submit this with your application, together with all the documents you refer to in your answer.
- Detailed guidance is provided – please make sure you refer to this when completing the evaluation

# Safeguarding – What Happens Next?

- We will look at your evidence and decide if you meet the standards to an acceptable minimum level.
- We will take into consideration the size and nature of your organisation or service when deciding this
- We are looking for evidence of an understanding of and commitment to safeguarding
- We do not expect a perfect response initially – whatever level you achieve you will be given feedback to help you to improve and become fully compliant.
- However, if you do not meet the minimum level you will not be accepted onto the DPS but the feedback provided will help you with a further application.

## What Happens Next? (2)

- Once accepted onto the DPS there will be no further action with regard to safeguarding until you are offered an opportunity to deliver services.
- At this point we will continue with your evaluation until you have completed all the outstanding actions.
- We will then visit your organisation to speak to managers and staff to ensure that policies and procedures are embedded into your practice.
- You will not be allowed to deliver services until we are confident that you are safe to do so.
- Therefore it would be in your interest to begin work on completing the outstanding actions when you first receive the feedback.

## Already Accredited?

- You may already be accredited and be exempt from the safeguarding evaluation process but only in the following circumstances:
  - ✓ If you have already been evaluated by Children's Services Integrated Commissioning Unit (ICU) – this would be if you have been awarded a new contract through this team within the last 2 years.
  - ✓ If you have been delivering services commissioned through the ICU for more than 2 years and have had a safeguarding review.
- If you feel that any of the above apply to you, please submit your letter of confirmation/report with your application.
- If you do not have this confirmation you **must** complete the safeguarding section of the application and submit the supporting documentation.
- If in doubt contact me and I will be able to confirm your safeguarding status.

## Where Can I Find Out More?

Salford Safeguarding Children Board (SSCB):

[www.partnersinsalford.org/sscb](http://www.partnersinsalford.org/sscb)

Salford CVS:

<https://www.salfordcvs.co.uk>

To see the documents that will be used in the tender process, click on the links for

- 20 Salford Safeguarding Standards
- Salford Safeguarding Standards Guidance Notes
- Evidence Record Template

at the bottom of this page

<https://www.salfordcvs.co.uk/safeguarding-children-and-young-people-0>

Free advice and support for VCSE organisations – contact [Alison.Jones@salfordcvs.co.uk](mailto:Alison.Jones@salfordcvs.co.uk) or 0161 787 7795

## What Do Providers Think About The Process?

- “Offers an opportunity to ensure policies are up to date and an opportunity for organisations to demonstrate that they are a safe organisation.”
- “Showed where there were a couple of gaps. We are now confident we have a comprehensive policy in place.”
- “Good temperature check. Like a mini audit or inspection. An opportunity to block time out to look at safeguarding. Identified some gaps at corporate level.”
- “Tidying up exercise. We were good but an organisation can always be better.”
- “Useful, helped in ensuring things were up to date.”
- “Helped with tidying up a few loose ends. Helps you to evaluate yourself.”

## Summary

- Tender opens on Friday 10<sup>th</sup> February and ‘closes’ on 17<sup>th</sup> March (5pm) – DPS applications are ongoing so you will have the opportunity to re-apply in April
- Approved and DfE registered providers must still apply to be on the DPS
- Acceptance onto the DPS does not constitute or guarantee contracts of work from SCC
- Be mindful of the different ‘lots’ issued under the DPS
- The DPS is only for secondary-age provision – no arrangements are in place for primary, although some post-16 opportunities may be procured through the DPS, where appropriate

# Contact

- Application / tender enquiries – via the Chest!
- General enquiries – [altpro@salford.gov.uk](mailto:altpro@salford.gov.uk)
- Safeguarding – [alison.jones@salfordcvs.co.uk](mailto:alison.jones@salfordcvs.co.uk)