

# Becoming an Approved Novus Provider

Provision of services for those in custody, those at risk of offending and those transitioning into the community from a custodial setting

## A message to our potential providers

Novus (a trading name of LTE Group) has produced this guide for potential Approved Novus Providers to support you in gaining access to our Dynamic Purchasing System (DPS) of delivery partners.

Novus provides education, training and employability. As a national, not-for-profit social enterprise, we are dedicated to transforming the lives of children, young people and adults in custody and the community. Over the years, our role in the justice sector has grown and diversified. Our starting point was as a provider of prison education in nine prisons in the North West and Yorkshire. Today, we provide education, training and employability services in more than 100 prison and community sites in England to 65,000 offenders.

Inspired by our successes, Novus has ambitious plans to raise the aspirations of more learners than ever, and further reduce reoffending.

**More information about Novus and The LTE Group can be found on the following websites:**

[www.novus.ac.uk](http://www.novus.ac.uk)

[www.ltegroup.co.uk](http://www.ltegroup.co.uk)



## What is a Dynamic Purchasing System?

A Dynamic Purchasing System (“DPS”) is an electronic tendering system for the application and selection process of organisations that comply with minimum service requirements. It does not operate in the same way as a traditional contract or framework in that it is an ‘open market’ product designed to provide access to join a list of pre-approved providers, which can be constantly refreshed.

Tenders run via Mini Competitions for specific contracts can then be invited exclusively from organisations admitted to the DPS and providers may choose whether to compete for competitions advertised through the DPS. Establishing a DPS with

multiple providers creates an environment, which encourages fair competition and is designed to allow suppliers to join at any time during the life of the DPS.

## Novus Dynamic Purchasing System for Delivery Partners

Novus has established a DPS for the Provision of Delivery Partners for Novus. This DPS will open on 15 June 2017 and runs to 14 June 2019.

A General Specification has been developed that outlines the minimum requirements for providers along with the requirements of the services.

## DPS Selection Criteria

A response form has been developed for the evaluation of applications.

Providers will be allowed to submit an application for admission to the DPS at any time during its operation.

During the application and admission process you will stipulate which categories of services (“Lots”) you can supply to Novus.

All providers that meet the minimum selection criteria and submit an application compliant with the specification will be admitted to the Lot(s) of the DPS you have selected within your application.

## Requirements and Offers

Once you have been successfully admitted to the DPS, you will be invited to submit offers to deliver specific education and training services as required by Novus.

When Novus identifies a requirement for partner organisations, it will create and distribute via the DPS System a Mini Competition to all the pre-approved providers admitted to the Lot for which the services are required. A Mini Competition is the name used for a tender requirement in the DPS System.

All notifications of a Mini Competition requirement will be completed through LTE Group’s e-tendering portal hosted by Pro Contract (<http://www.procontract.due-north.com>).

## How to apply

Interested organisations will need to register for a login to Pro Contract to submit an application to become a Pre-Approved Partner.

If you are interested in submitting an application to join Novus, for Delivery Partners please go to Pro Contract (<http://www.procontract.due-north.com>).

Further guidance on the application process can be found in the next section.

# Novus DPS Process

New to Pro Contract Providers should go to <https://procontract.due-north.com/Register>

Complete the supplier registration steps to complete your registration to Pro Contract.  
You will receive an email confirming your login details which you will need to use to access the site.

Once you have received your login details, log into the site, click on "Find Opportunities" and go to "narrow your results". Select "LTE Group" from the drop down menu and click "update".

Click on "Delivery Partner Dynamic Purchasing System" from the list of Opportunities & then click on "Register interest in this opportunity".

Once your interest has been accepted you must select "My activities" from the menu bar and then select LTE Group from the "Narrow your results" box and click update to view the DPS opportunity. Locate the current application round from the events listed and click on most current application round to begin your application.

If you don't complete your application all at once you can come back to it at a later date and everything you've already done will be saved. When you log back into the system go to "My activities" from the menu bar and then select LTE Group from the "Narrow your results" box click update to view the DPS opportunity and locate the current application round from the events listed to continue working on your DPS response.

Once you have completed the online DPS response form click "Submit Response" to send your application to LTE Group.

If you wish you may submit an improved response at any time.

You will receive an automated message confirming your response has been submitted. LTE Group will aim to assess your application within 10 working days upon closing the DPS application round.

Does your submission meet the minimum requirements to be admitted to the DPS?

NO

You will be notified via Pro Contract correspondence that you did not meet the minimum requirements & will be told the areas in which you were below the required standard.

YES

You will be notified via Pro Contract correspondence that you have been successfully admitted to the Lot(s) of the DPS you have selected within your application.

Suitable opportunities for Delivery Partner services will be notified via Pro Contract correspondence & invited to submit a bid specific to the requirements

All bids will be assessed by LTE Group within the timescales identified in the specification

Was your bid successful?

NO

You will be notified via Pro Contract correspondence that you have been unsuccessful in your bid. You will be provided with both scoring & feedback to assist you in bidding for future Delivery Partner opportunities.

YES

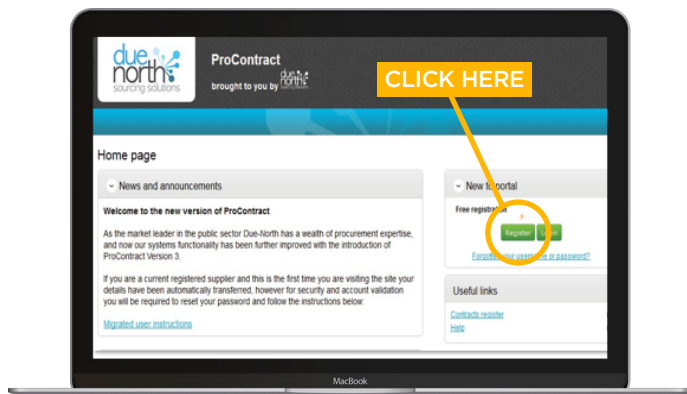
You will be notified via Pro Contract correspondence that you have been successful in your bid.

## Starting the Process

To take part in any exercise and to be able to express an interest in the Novus DPS contract opportunity, you must first register on Pro Contract with details of yourself and the company that you work for.

To register please go to:

<https://procontract.due-north.com/Register>

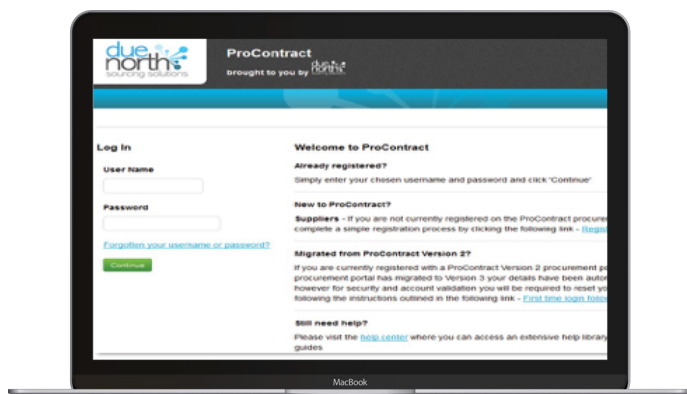


Once registered you will receive an email enclosing your user name and password to enable you to log in to the system from Pro Contract, if you do not, please contact Due North [support@due-north.com](mailto:support@due-north.com)

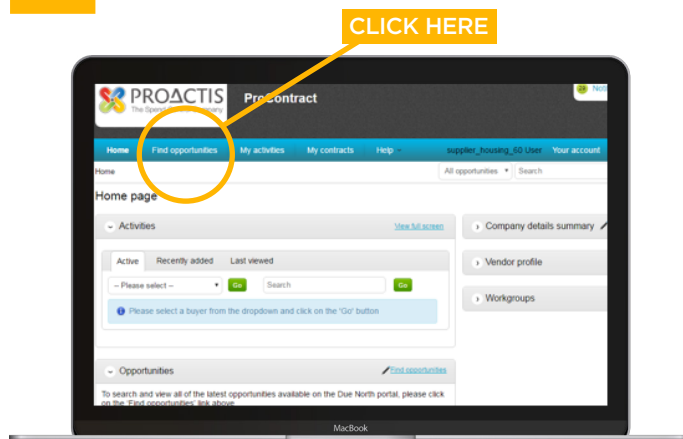
## STAGE 1

### How to register your interest in the Novus Dynamic Purchasing System

**1** Log into Pro Contract portal <http://www.procontract.due-north.com> using your login username and password then follow the simple instructions shown below.



**2** On the main page click on the link: **“Find opportunities”**



**3** You will now see a list of live Call for Competitions or ITTs listed as **“opportunities.”**

To view Novus’ opportunities go to:

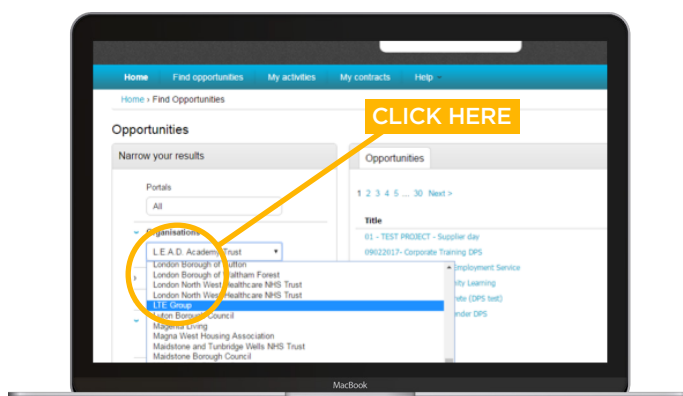
**“narrow your results”**

and select:

**LTE Group**

from the drop down menu list of portal Contacting Authorities.

*NOTE: Novus is the trading name of the LTE Group. You must select LTE Group as all Novus’ opportunities are presented under LTE group*



When you have done this, click:

**“Update”**

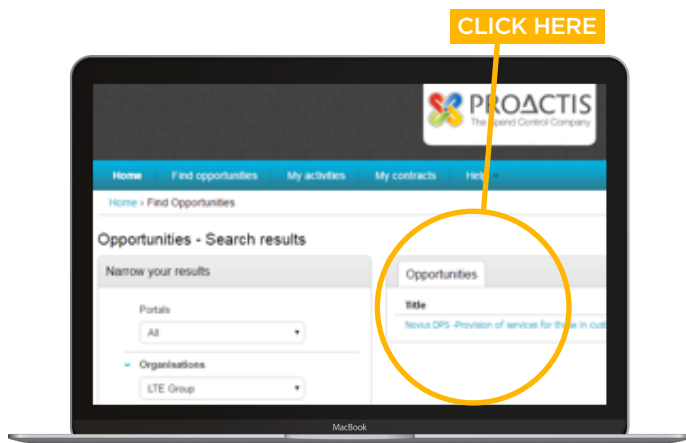
to view LTE Group’s Novus DPS opportunity.



**4** The last step will take you to LTE Group's list of live opportunities, including the Novus DPS.

Select:

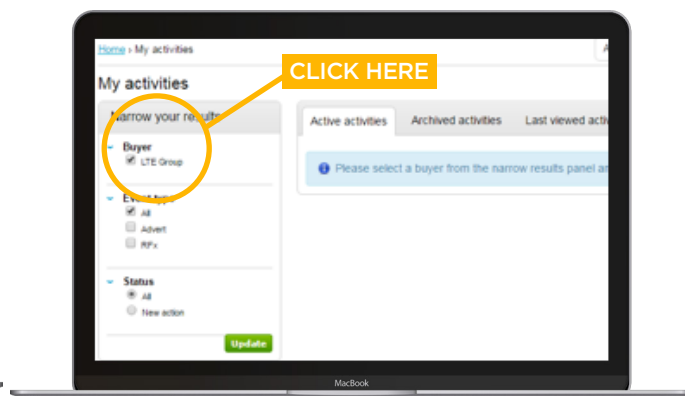
**"Novus Dynamic Purchasing System"**



## STAGE 2

### How to submit your DPS application

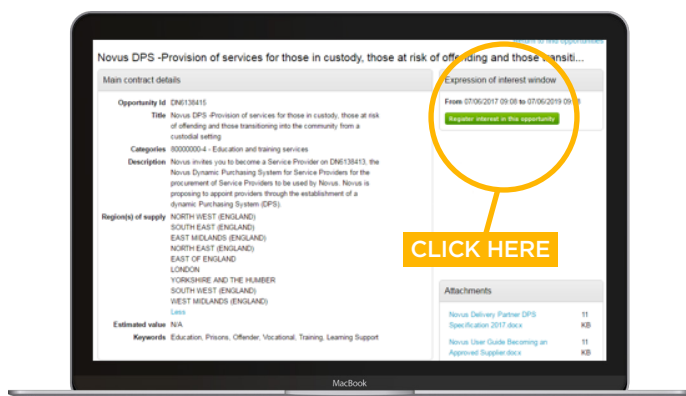
**6** First click on:  
**"My activities"**  
from the menu bar



Select **"LTE Group"**  
from **"Narrow your results"**

Click **"Update"**  
to view LTE Group's Novus Opportunity.

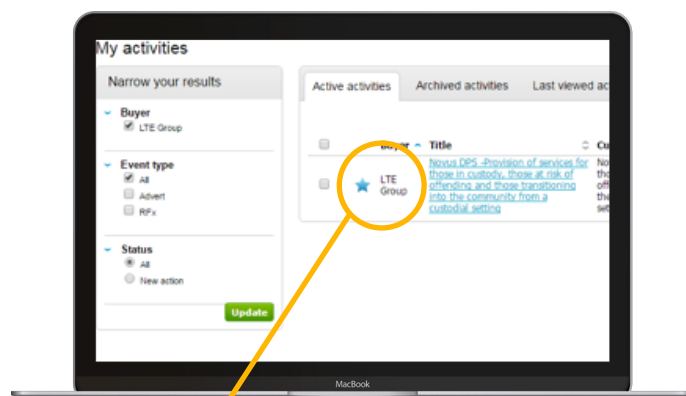
**7** LTE Groups **"Novus DPS -Provision of services for those in custody, those at risk of offending and those transitioning into the community from a custodial settings"** should now be listed as one of your **"Active activities"** as below:



When you have reviewed this information, click:

**"Register interest in this opportunity"**  
to register your interest.

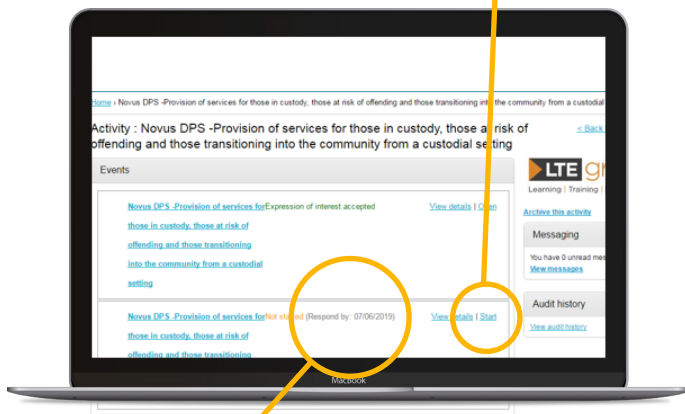
*NOTE: Registering your interest to the DPS is not the end of the process: you now need to complete the DPS questionnaire and submit your response.*



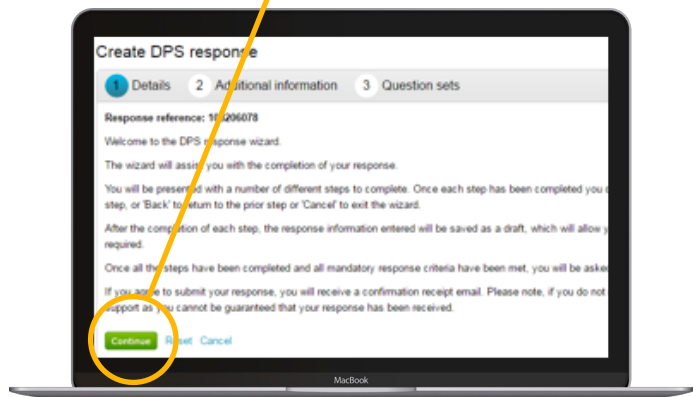
#### Useful Tip

New activities are presented in Pro Contract by a blue star symbol.

**8** To view the opportunity, locate the current Application Round from the Events listed and select. Then click: “start”



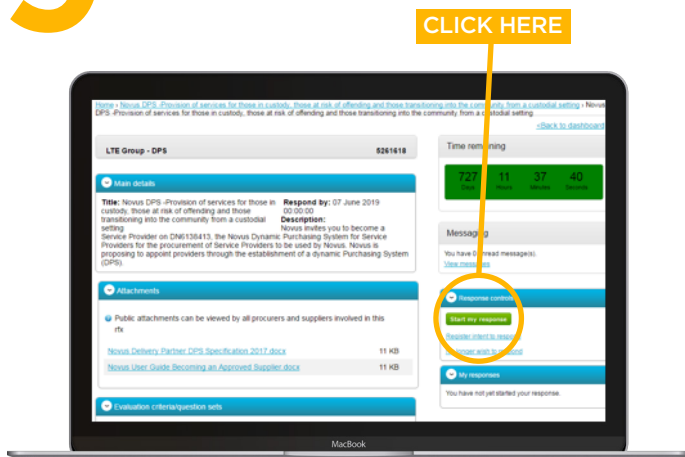
**10** The DPS Response Wizard will take you through each step to respond.



### Useful Tip

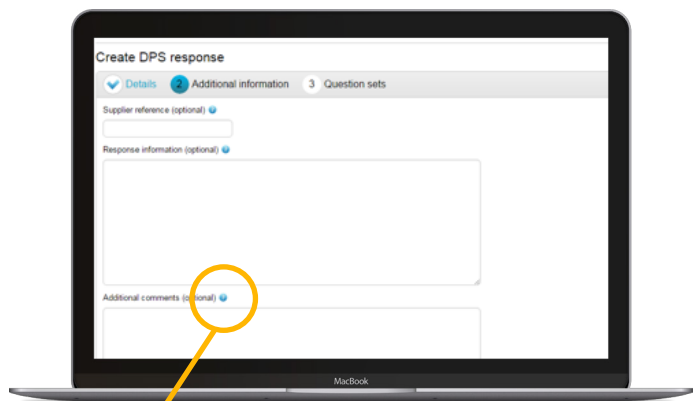
The current Application Round will also be listed as the last event and advertised with a “Respond by” date set in the future

**9** To begin your application click: “start your response.”

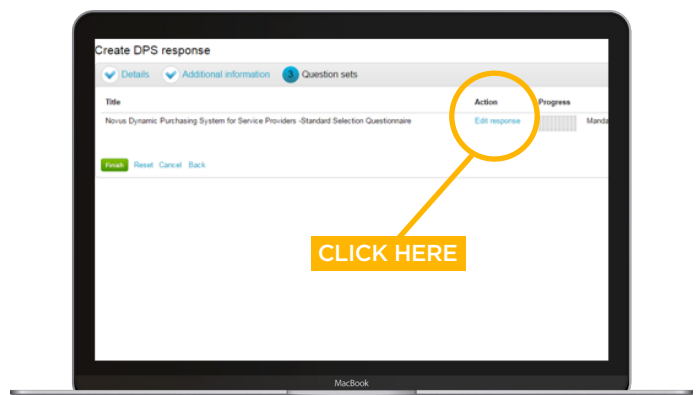


### Useful Tip

Here you may add any additional information for your organisation’s own internal use.



Click “Edit response” to start your response



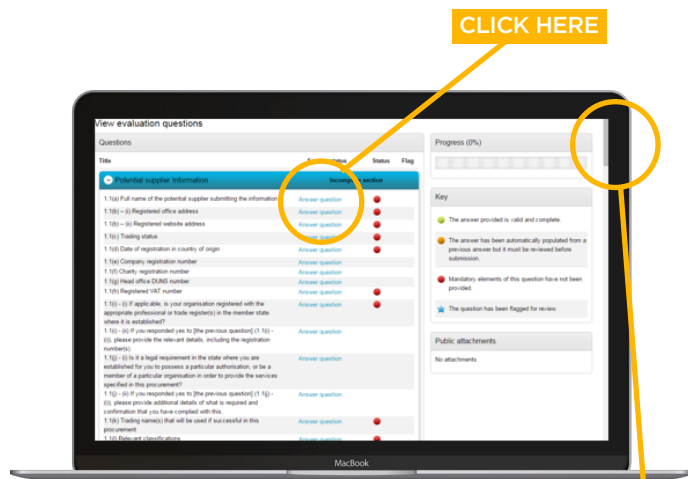
# 11

You can now access the questions, and create a response.

To respond to each question simply click on:

## “Answer question”

Your response to each question and progress will be saved should at any stage you need to log out.



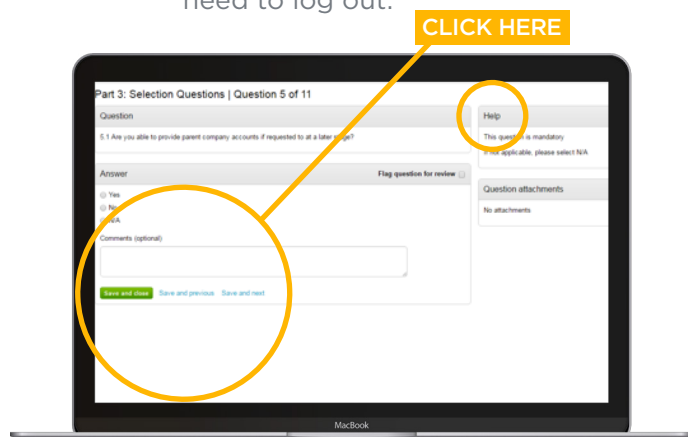
Your progress will be shown in the “**progress bar**” and your progress is recorded for each question.

### Useful Tip

Scroll down to view all questions

# 12

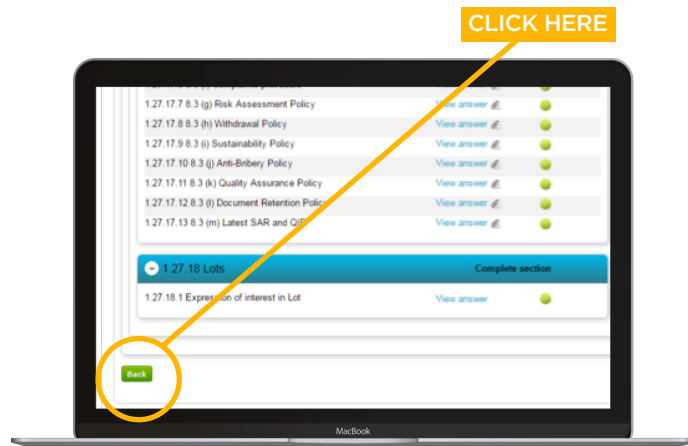
Your response to each question and your progress can be saved by clicking on the relevant “**save**” option shown above, should you at any stage need to log out.



Each question includes a “**help**” box where you will find additional guidance.

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After you have completed your response click on the “**back**” at the bottom of the screen to continue, and this will then take you back to the DPS response wizard.

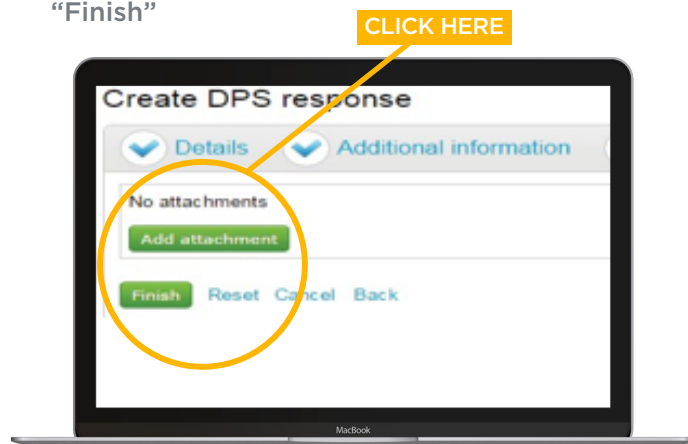


If you have any additional attachments you would like to make in support of your response, click:

### “Add attachment”

Once attached, click:

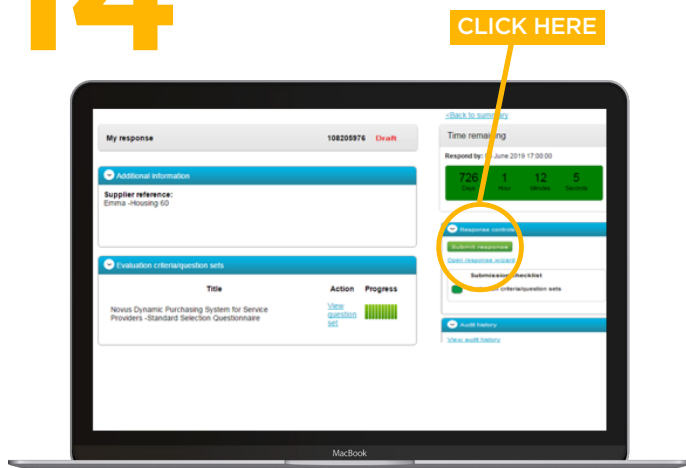
### “Finish”



Clicking on “**Finish**” will return you to the response control screen.

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Click “Submit your response”



### Useful Tip

The “Submit Response” button will be greyed out until all the mandatory sections have been completed

A pop-up screen will now appear, asking “are you sure you want to submit this response?” You must click on “submit response” to submit your response.

Once your application has been submitted, the assessment process shall commence on the closure of the application round and we will be in touch via the Pro Contract portal to inform you of the outcome or request any additional information.

Online guidance is available here

<http://supplierhelp.due-north.com/>

## Next Steps

If your application meets the required standard you will be notified that you have been placed onto the DPS for the Lots you have applied for.

If your application to join the DPS is rejected due to you not meeting the selection criteria outlined in the Specification, Novus will provide feedback to allow you to rectify any issues and you can reapply, if appropriate.

## You may apply again at any time

If you are successful in being placed on the DPS it is your responsibility to keep the information you have submitted as part of your application up to date and inform us (via Pro Contact) of any changes to your circumstances. If up to date information is not held by us you could miss out on potential opportunities.

Periodically, we will ask you to review your last application and ensure all of your information is up to date. If you submit any new information your application will be re-assessed by us to confirm your organisation still meet the required standard. If you fail to update any part of your application which has expired your organisation may be removed from the DPS.

Please note: removal from the DPS may result in any contract awarded following a Mini Competition to be terminated with immediate effect and without financial compensation.

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After you have submitted your response the screen will refresh confirming your response has been successfully “Submitted” and a confirmation email shall also be issued by Pro Contract

Confirmation you have successfully submitted your DPS response is displayed in the Green Box

