

**Appendix A- DPS Specification**

Apprenticeship Training Services DPS

*DN333141*

Background to the council

*North Somerset Council provides a full range of local government services including* *highways, social services, children services, planning, parks and open spaces, waste collection and disposal, property maintenance and the council is also a local education authority. It has a population of around 206,100. North Somerset borders the local government areas of Bristol, Bath and North East Somerset, Mendip and Sedgemoor.*

*As a contracting authority, we spend around £160 million per annum on various works, goods and services to bring benefits to the area and its residents. The Council operates out of the Town Hall, Weston-super-Mare and Castlewood, Clevedon.*

[www.n-somerset.gov.uk](http://www.n-somerset.gov.uk)

Background to the contract requirement

The Apprenticeship Levy came in force in April 2017 when in England, control of apprenticeship funding was put into the hands of employers through the Digital Apprenticeship Service. This means that, as an employer with an annual pay bill of £3,000,000 or more, the Council pay 0.5% of this pay bill into a levy which is held by HMRC and may only be used for training apprentices. The Council currently pay in the region of £280,000 per annum into this levy, although this is due to decrease with schools withdrawing and becoming academies. With the introduction of the levy, the Council will be expanding their requirement for apprenticeship training providers in order to make the best use of the funds withdrawn from the pay bill therefore there is a requirement for a framework agreement that will ensure compliance with procurement legislation for this level of spend whilst providing a pool of quality providers to run mini-competitions amongst.

North Somerset Council predict spend over the next four years for Apprenticeship Training programmes to reach somewhere in the region of £910,000. In addition to this, Somerset County Council will have access to our framework, once established, to obtain their own contracts and their spend will in the region of £4,500,000 over the same four year period, as will Taunton Deane Borough Council who’s spend will be in the region of £300,000 over the same period. Neither Taunton Deane nor Somerset County Council are obliged to use this framework but are at liberty to should they wish. Any contracts procured will be tendered for, evaluated, awarded, signed and managed independently by the council raising the requirement.

Requirement

1.1 Introduction

The Council wishes to establish a multi-supplier Dynamic Purchasing System (DPS) for the provision of Apprenticeships and Training Programmes. Whilst this service falls under ‘light-touch’ under the 2015 Public Procurement regulations, for the avoidance of doubt, this tendering process is being modelled on the OJEU Dynamic Purchasing System

**1.2 The Requirement**

North Somerset Council is looking for training providers to support the Council in delivering the new Apprenticeship Levy by identifying apprenticeship opportunities in the Council, recruiting and training apprentices and supporting the Council in the delivery of a quality Apprenticeship Programmes that secure best value and operates within the Apprenticeship Levy contract rules.

Providers will be expected to follow ESFA guidance and specifications around the training of apprentices- further information is provided by the Skills Funding Agency (SFA) and can be found on the website provided below:

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

Providers will be accepted onto the DPS provided they are a member of the RoATP and pass the SQ stage. This is due to the fact that Providers of apprenticeship programmes have already gone through a process of accreditation, the Register of Apprenticeship Training Providers (RoATP), held by the Apprenticeship Service and have proven they meet minimum standards required. In order to be compliant with current procurement legislation, the establishment of a DPS will allow the Buyer to identify the most suitable apprenticeship provider from the register to meet their particular requirements for individual apprenticeships. The benefits of using a DPS, in comparison to a standard framework, is that the DPS is open during the term of the DPS for new providers to join and therefore be considered.

It is the Council’s intention that requirements, as they arise during the DPS, will be grouped by qualification type, therefore the Buyer may require a contract for numerous learners doing the same/similar courses but will not group a wide range of qualification types into one contract.

The Council can make no guarantee as to the number of apprenticeships that will be offered under the DPS, but anticipates that opportunities will be available in, but not limited to, the following categories:

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| **Management** |
| * Chartered Manager |
| * Senior Leader |
| * Team Leading |
| **Health and Social Care** |
| * Health and Social Care |
| * Care and Leadership & Management |
| * Children and Young People’s Workforce |
| * Children and Young Peoples Social Care |
|  |
| **Business Support** |
| * Business Administration |
| * Customer Service |
| * Public sector commercial professional |
| * Marketing |
| * Human Resources |
| * Project Management |
| **IT** |
| * Digital Technology Solutions |
| **Finance** |
| * Accounting |
| **Legal** |
| * Solicitor |
| * Paralegal |
| * Chartered legal executive |
| **Construction/Gardening/Waste** |
| * Horticulture |
| * Street lighting |
| * Property maintenance |
| * Waste Management |
| * Civil Engineer |
| **Housing** |
|  |
| * Property management |
| **Vehicle Maintenance** |
| * Heavy Vehicle |
| * Light Vehicle |

Contracts will be managed as per the terms set out in Appendix C of the terms and conditions. This will include providing regular information on learner progress and conducting regular contract management meetings where KPI information is provided and discussed.

**2.6 Transparency**

Suppliers and those organisations who bid should be aware that if they are awarded a contract, the resulting contract between the supplier and the Council will be published under the government transparency policy. To view details of what we must publish, see the Local Government Transparency Code 2015 at the link below.

[Local Government Transparency code 2015](file:///S:/Corporate%20Procurement%20Team/Procurement/Transparency%20Code%202014/Local%20Government%20Transparency%20code%202015.pdf)

The Council is required to publish details of all expenditure over £500 made to its suppliers and all contracts and framework agreements over £5000.

Details will be published on the Council’s website and the government’s transparency website (Data.gov.uk) and Contracts Finder.

Suppliers and those organisations who bid should be aware that if they are awarded a contract, the resulting contract between the supplier and the Council will be published. In some circumstances limited redactions will be made to some contracts before they are published in order to comply with existing law and for the protection of national security.

In submitting a tender, the supplier accepts the Council’s right to publish details of expenditure as well as information contained within the supplier’s tender.

Appendix A.1- Detailed Specification

***To follow****- in line with mini-competitions/direct awards, providers will be provided with a detailed specification with information on the requirements of the specific contract being requested.*

*On contract award, this detailed specification will form part of any contract awarded, by way of being referred to within Schedule 3- Order Form of the Terms and Conditions.*