

# Flexible Support Fund & Dynamic Purchasing System 2020-21

26<sup>th</sup> June 2020

# What is the Flexible Support Fund and DPS?

- The Flexible Support Fund (FSF) is intended to help Jobcentre Plus Service Leaders deliver elements of our service in the way they see fit for their Districts
- Service Leaders are best placed to deliver elements of our service effectively and efficiently, procuring external services where appropriate, in order to meet the needs of local claimants and supporting Government's localism agenda
- One of the main tools at our disposal is the Dynamic Purchasing System (DPS), which has been in use since 2016 and is an electronic process for establishing and maintaining a list of suppliers from whom commonly used goods and services can be procured.
- The DPS contains a catalogue of supplier service offers submitted by potential providers, which are matched for suitability against business cases drafted by Districts, up to a maximum value of £499,999

# How do I register on DPS?

The registration process is in two stages –

## Step 1

Accreditation on the Bravo portal via completion of a Pre Qualification Questionnaire (requires a DUNS number, obtainable free from Dun and Bradstreet <http://www.dnb.co.uk/dandb-duns-number> )

## Step 2

Registration on the Basware system, the platform for uploading service offers. Some suppliers may already be registered with Basware for alternative procurement processes e.g. LVP.

Bravo registration can be found at <https://dwp.bravosolution.co.uk/web/login.shtml>

A supplier guide to Basware Registration and uploading service offer factsheets is included in the Invitation to Tender documents in Bravo.

# How do I register on DPS?

Service offer factsheets should consist of a two page document which details your provision offer. There are strict rules around the format of these offers, which must be on the template provided (on Basware), no more than two pages of **A4 and in Arial Font 12pt**. Unfortunately offers that do not comply with this will be disregarded when bid evaluations take place.

Nearly half the service offers uploaded cannot be considered for possible contracts as they do not comply with the requirements, usually where the provider has changed font size to try and get more text into the two sides of A4 or where the key questions have not been answered.

Other common errors include entering the service offer in the wrong category, failing to state the performance expectation (or indicating that the performance expected will be below the minimum requirements for that category), and most often of all failing to answer the question about how performance will be managed.

# What do I need to provide in a service offer?

Service Offers will consist of a detailed description of the provision being offered, with answers to the following four questions:

- 1) Content of provision and how it would be delivered – ideally this will be a full description of content with topic areas/modules to be covered, timescales and delivery method
- 2) Details and evidence of how the provision will ensure that the claimant will move closer to/move into work or remain in work – we're looking here for evidence of how this provision will add value, what it is that will make the difference
- 3) Performance offer (i.e. what the outcomes will be in terms of % job outcomes, action plans) together with supporting rationale – different categories have different job outcome requirements
- 4) How you will manage the performance of the provision to ensure outcomes and outputs are achieved - how you will get the results, rather than your internal governance structures

# What makes a great service offer?

- Ensure you tick all the filters that apply, if your offer is for more than one claimant group then make sure you have ticked the relevant boxes.
- Ensure you've answered all four questions, providing rationale where required. Unanswered questions automatically score zero and rule out the offer.
- Comply with all the instructions regarding font size, using official template etc. So many offers cannot be considered because they do not meet the basic compliance requirements.
- Focus on describing exactly what will be delivered and how, rather than providing background information about your organisation.
- Performance expectations – check the DPS Employability Journey to ensure you understand and can meet the performance expectations for the category.
- Do not talk about previous relationships with DWP or previous contracts, they are not relevant to this offer.

# What are we looking to procure?

We have a number of priorities in this post-Covid 19 world, and will be looking to procure contracts in the following areas:

- Older workers (50+)
- Younger workers (18-24)
- Professionals/Executives who find themselves out of work because of the pandemic
- Existing Self-Employed who have furloughed – business mentoring and planning services
- Digital skills for all (Skype, Zoom etc)
- Asian Ladies Employability
- Youth BAME sector specific
- Construction CSCS
- Homeworking IT support
- Claminats with autism

We will be looking to procure the above across the country