

Apprenticeship Dynamic Purchasing System (554)

Frequently Asked Questions



Question	Answer																
<p>What does the Apprenticeship DPS entail?</p>	<p>The ESPO ADPS offers users a quick, simple and competitive route to purchasing apprenticeship training services.</p> <p>The number of service providers included on the ADPS is not limited so it is continuously open to any service providers who satisfy the selection criteria specified. The DPS provides a select list of service providers, that are all assessed and monitored during the procurement process for their financial stability, track record, experience and technical & professional ability.</p>																
<p>There's a particular provider I'd like to invite to my competition but they don't appear on the service provider matrix. Can they apply to become an ADPS service provider?</p>	<p>If particular service providers aren't already on the ESPO ADPS, encourage them to submit an application to the ADPS so they may be able to bid for your further competitions. ESPO can provide guidance to any service provider who needs assistance with the application process.</p>																
<p>What services are available on this DPS?</p>	<p>Service Providers appointed to the DPS offer a range of training and associated services, included but not limited to:</p> <ul style="list-style-type: none"> <input type="radio"/> Supporting the selection of; and undertaking eligibility checks on potential learners. <input type="radio"/> Providing enrolment and inductions for learners. <input type="radio"/> Delivery and management of the apprenticeship training programmes. <input type="radio"/> On-programme support and assessments. <input type="radio"/> Monitoring and reporting of learner progress. <input type="radio"/> Organising end-point assessments with providers selected from the Register of apprentice Assessment Organisations (RoAAO). <input type="radio"/> Other related training services. 																
<p>How is the DPS structured?</p>	<p>The ADPS is split into 16 UK geographical regions and then sub-divided into 15 technical areas of learning for apprenticeships.</p> <p>Geographical regions</p> <table border="1" data-bbox="624 1565 1458 1928"> <tbody> <tr> <td>Lot 1 North East</td> <td>Lot 9 Central London</td> </tr> <tr> <td>Lot 2 North West</td> <td>Lot 10 North London</td> </tr> <tr> <td>Lot 3 Yorkshire and Humber</td> <td>Lot 11 East London</td> </tr> <tr> <td>Lot 4 East Midlands</td> <td>Lot 12 South London</td> </tr> <tr> <td>Lot 5 West Midlands</td> <td>Lot 13 West London</td> </tr> <tr> <td>Lot 6 East of England</td> <td>Lot 14 Wales</td> </tr> <tr> <td>Lot 7 South East</td> <td>Lot 15 Scotland</td> </tr> <tr> <td>Lot 8 South West</td> <td>Lot 16 Northern Ireland</td> </tr> </tbody> </table> <p><i>The specific location of each requirement should be detailed by customers within their individual further competitions.</i></p>	Lot 1 North East	Lot 9 Central London	Lot 2 North West	Lot 10 North London	Lot 3 Yorkshire and Humber	Lot 11 East London	Lot 4 East Midlands	Lot 12 South London	Lot 5 West Midlands	Lot 13 West London	Lot 6 East of England	Lot 14 Wales	Lot 7 South East	Lot 15 Scotland	Lot 8 South West	Lot 16 Northern Ireland
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<p>Which geographical region should we use?</p>	<p>We'd suggest that the lot(s) chosen reflect where the training is required to take place, in most cases this would also be where the authority is based. However, the choice of lot(s) is ultimately yours.</p> <p>You can conduct a further competition under more than one lot if you wish to. For example, if a customer is based in South London but is happy for the apprentice to travel to Central London then they could conduct the further competition under both Lot 12 South London and Lot 9 Central London.</p> <p>For clarity, the delivery of the apprenticeship training does not have to be based off-site (i.e. at a college or university). You can specify that training needs to be delivered on site (at the authority's premises), if you wish.</p>															
<p>How do we know which technical area(s) of learning the apprenticeship programme falls under?</p>	<p>Each technical area is loosely based on the on the apprenticeship standard 'routes' specified by the Institute for Apprenticeships & Technical Education. This is to ensure any new apprenticeship standards that appear during the life of the ADPS can be captured.</p> <p>If you're still unsure of which technical area(s) your apprenticeship requirement falls under we can try to help you identify the most appropriate areas.</p>															
<p>There a large number of service providers for some technical areas, is there any way to make this more manageable when we go out to competition?</p>	<p>It is unlikely that all service providers would bid as they may not be able to provide the specific apprenticeship standard(s) you require.</p> <p>However, you may wish to conduct a clarification exercise before going out to competition to see which service providers would be interested in the potential further competition opportunity. You could then restrict the invite to only those that have expressed an interest in the opportunity.</p>															



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<p>Is the DPS suitable for ad-hoc requirements or solely for new apprenticeship programmes?</p>	<p>The DPS can be used on an ad-hoc basis or for an apprenticeship programme. The choice on how frequently to utilise the DPS is entirely yours.</p>
<p>Is the DPS suitable for current employees or just for new starters on apprenticeships?</p>	<p>As long as the training can be covered by the apprenticeship levy then it shouldn't matter whether the apprentice is a current member of staff or a new starter.</p> <p>Although, if the training required cannot be covered by the apprenticeship levy it is recommended that you use another procurement route such as ESPO's Managed Training Services framework (383).</p>
<p>Are there any costs associated with the use of the DPS?</p>	<p>The DPS is free-to-access and further information can be obtained at the relevant stage, upon completion of a Customer Access Agreement. A copy of the Customer Access Agreement can be found in the 554 ADPS User Guide, which is available on our website.</p> <p>Please be aware that completing the Customer Access Agreement does not commit your organisation to using the DPS, it ensures the commercially sensitive information provided is kept confidential as it could prejudice the commercial interests of service providers involved if the information was made publicly available.</p>
<p>Who can access this DPS?</p>	<p>This DPS is available for use nationally by public sector bodies in the UK.</p> <p>Full details of the classification of end user establishments and geographical areas are available on: http://www.espo.org/about-us/ojeu-permissible-users.aspx</p>
<p>How can we access this DPS?</p>	<p>Access to the DPS can depend on which e-procurement system your organisation uses. If you have access to a ProContract e-procurement system or 'portal', you can access the ADPS through your own portal and conduct and manage your own further competitions through it. We refer to these customers as 'ProContract users'. For information, ProContract is a e-procurement system hosted by the service provider Proactis.</p> <p>If you do not have access to a ProContract e-procurement system, you would typically approach ESPO to act as a 'post-box' on your behalf. The post-box service is whereby ESPO issues your Invitation to Tender (ITT) through ESPO's own ProContract portal and supports you with any portal administration duties. We refer to these customers as 'non-ProContract users'. If you have a ProContract portal, but would prefer to use the post-box service then this can be accommodated.</p>
<p>We don't use a ProContract e-procurement system. Can we use our own e-procurement system or can you provide us with a login to your system?</p>	<p>ESPO cannot currently provide access to the ADPS via a non-ProContract e-tendering portal nor provide a login to the ProContract system. However, ESPO can act as a 'post-box' on behalf of a customer.</p>



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<p>What does the post-box service include?</p>	<p>ESPO will issue your invitation to tender through the e-tendering portal and secure and pass evaluations to you. ESPO will also issue responses to clarifications, issue amendments to the ITT (if necessary) and issue outcome notifications to service providers via the portal.</p> <p>Customers are responsible for the creation of the ITT. However, template further competition documents (including ITT) are freely available from ESPO. Customers are also responsible for responding to clarification questions, evaluations, awards, creation of tender outcome letters (templates available from ESPO) and the publication of an award notice in Contracts Finder.</p> <p>ESPO can sense-check your ITT documents prior to going out to competition. Although, we would ask that you send the documents to ESPO at least 2 working days before you plan on going out to competition. Any significant amount of additional support services required by the customer from ESPO will need to be discussed with ESPO in advance of the further competition.</p>
<p>Is there a maximum or minimum spend limit through the DPS?</p>	<p>There are no maximum or minimum spend limits through the DPS. Therefore, if you have a low value ad hoc requirement then this can still go through the DPS. Although, there may be a possibility that some service providers do not bid due to the requirement not being financially viable for them to provide.</p>
<p>Are there any benefits to using this DPS?</p>	<p>Yes, please see a list of benefits as below:</p> <ul style="list-style-type: none"> <input type="radio"/> This ADPS is compliant with UK/EU procurement legislation - we've done the work, so there's no need for you to run a full EU procurement process. <input type="radio"/> Service providers listed on the ADPS are assessed and monitored during the procurement process for their financial stability, track record, experience and technical & professional ability. In addition, elements such as Ofsted ratings and presence on the RoATP are monitored by ESPO accordingly. <input type="radio"/> Service providers can apply to be a part of the ADPS at any time throughout the duration, future-proofing the solution as the market develops and new apprenticeship standards are introduced over time. <input type="radio"/> There are pre-agreed terms & conditions to underpin all orders so no need to worry. <input type="radio"/> The award of individual further competitions within the ADPS can be quicker than direct procurement procedures, with the minimum time limit for the return of tenders being 10 days. <input type="radio"/> Local and SME service providers are encouraged to become part of ADPS, given that the application process is simplified for all and that any provider can join at any time during the life of the ADPS.
<p>What method of call-off is provided under the DPS?</p>	<p>You can access the ADPS via further competition; there is no availability for direct award. More detail can be found within the ADPS User Guide which is available on our website.</p>

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<p>Do you have template further competition documents we could use?</p>	<p>Yes, this is available to download from our website or on request by emailing adps@espo.org. We can also assist you with any other questions you have along the way.</p>
<p>How long does our tender need to open to competition?</p>	<p>The minimum time limit for the return of further competition tenders is 10 days.</p>
<p>We've awarded a contract to a service provider via the ADPS, can we still contact ESPO if we have any questions during the contract?</p>	<p>Yes, we're available to assist you at every stage of the procurement cycle. If there is a contentious issue you wish to raise with your Service Provider in their review meeting you can let us know if you'd like ESPO to provide support.</p>
<p>Who are the ESPO DPS contacts?</p>	<p>The 554_18 Apprenticeship DPS is managed by Melanie Tuff. To get in touch please call 0116 294 4072 or email adps@espo.org.</p>
<p>Do you have any similar solutions?</p>	<p>You may also be interested in:</p> <ul style="list-style-type: none"> <input type="radio"/> Managed Training Services (383) <input type="radio"/> Consultancy Services (664) <input type="radio"/> Staff Benefits (319) <input type="radio"/> Strategic HR Services (3S)

If you have any further enquiries, please contact us at **adps@espo.org** or on **0116 294 4072**.

