

Learning & Development Dynamic Purchasing System



What is the Dynamic Purchasing System (DPS)?

The DPS provides the Council with a pool of prequalified providers from which, through a competitive process, the Council can buy relevant services, in this case; training, learning and development services and apprenticeship training.

For suppliers it allows a “tell us once” approach to business standing and experience and then be appointed to different “categories” on the DPS.

The categories are defined by the distinct types of learning and development services.

Categories

The categories denote the types of services which the Councils will buy:

- Category 1: IT
- Category 2: Health and Safety and Wellbeing
- Category 3: Adults
- Category 4: Children
- Category 5: Early Childhood Service
- Category 6: Corporate and Management
- Category 7: Apprenticeships

How do I apply to the DPS?

You can apply for one, some, or all of the DPS categories.

Everything on the DPS is electronic and run through the Councils joint e-tendering portal, InTend.

The vast majority of questions only need to be completed once, regardless of the number of categories you are applying for.

How do I apply to the DPS?

You must register on the Portal and express an interest in the DPS (“Opt In”).

Download all of the relevant documents and complete the questionnaire.

Upload the questionnaire and any relevant supporting information. If you are applying for more than one category you will need to include a case study of relevant experience for each category; ie one for IT, one for Health and Safety etc.

Being accepted to the DPS

There is no deadline for applying, the DPS is continually open for applications throughout the 4 years of it's life (01/04/17 to 31/03/2021).

Once you have submitted your application we will evaluate it and let you know whether you have been successful or not. If you are not successful we will tell you why.

Once you have addressed any reasons for being unsuccessful you can reapply.

Doing business with the Councils

Once you have been accepted you are added to the supplier list for each category you have been accepted for.

When the Councils require L&D services they will send a mini competition notification to all providers (in most cases) on the relevant category inviting them to submit a proposal to deliver the services required.

You will normally be given a minimum of 2 weeks in which to respond with a proposal.

You are not obliged to respond to every mini competition and can choose freely which ones you wish to compete for.

What does a mini competition look like?

The mini competition should normally include the following as a minimum:

1. A specification telling you what the Council requires and any minimum criteria or requirements.
2. A mini competition request detailing the objectives, timetable for response, criteria we will evaluate responses against any additional insurance or qualification requirements and the questions we would like you to respond to.
3. A pricing schedule for completion
4. The contract terms and conditions.

Apprenticeship training

When applying for category 7, the same application questionnaire applies except:

1. You will need to provide your ESFA UKPRN for Apprenticeships.
2. You will need to tell the Councils what frameworks and standards you can offer. (Note: this is not evaluated it is just to give the Council an understanding of what frameworks and standards are available from providers)

Where can you apply?

- Get further information on the SE Shared Services portal:
<https://www.sesharedservices.org.uk/esourcing>
(Google: SE Shared Services)
- Click on: View Opportunities
- Filter by customer: West Sussex County Council
- Scroll down to “WSCC - SC - Learning & Development Dynamic Purchasing System”
- Please feel free to ask questions through the Portal, before, during and after the application.