



# Community Task Force

Pre-Qualification Questionnaire Provider Event

# WELCOME AND INTRODUCTIONS

**Steve Barrett**

Commercial Directorate

# Domestics

- Fire exits and assembly
- Fire drill
- Rest room facilities
- Refreshments
- Event closes at 1:30pm

- Programme Design & Service Requirement
- Outline of Procurement Process
- Funding Model
- Security Outline
- Next steps
- Q & A session
- Networking
- Close

# Copies of slides will be available on:

[http://dwp.gov.uk/supplyingdwp/what\\_we\\_buy/opportunities\\_to\\_tender.ctf](http://dwp.gov.uk/supplyingdwp/what_we_buy/opportunities_to_tender.ctf)

Delivery Directorate  
**Matt Sayer**  
Programme Design & Service  
Requirement

From January 18-24s will now be guaranteed:

- A job or
- Work placement or
- Work-related skills or
- Training
- From six months of their Jobseeker's Allowance claim

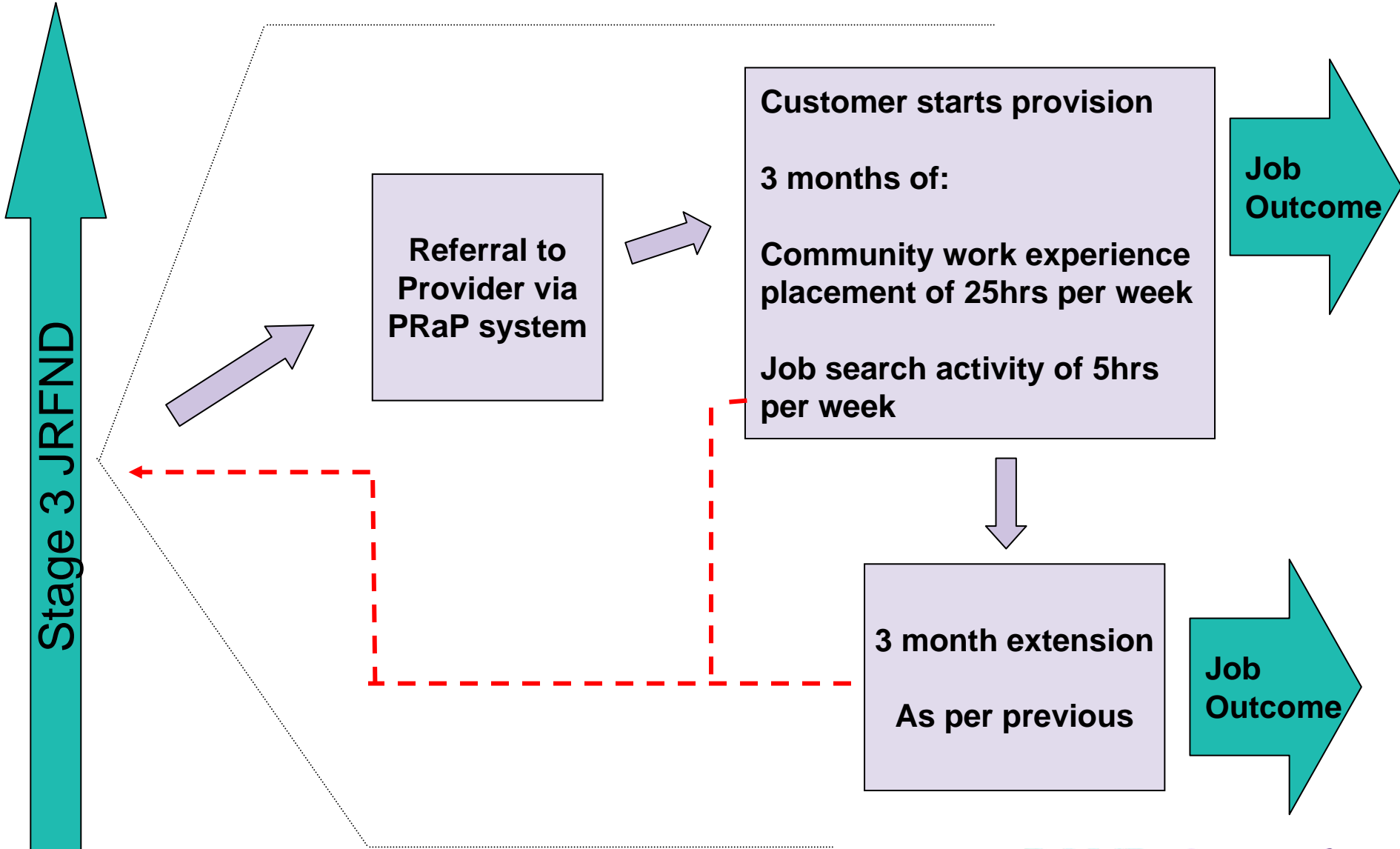
# Why now...

- The challenges of the economic downturn
- Ensure young people have the extra support they need
- Keep young people actively engaged in work-related activities
- To equip young people with skills that will make it easier for them to find and sustain work
- Ensuring customers are ready to start work

# Why 18 to 24's...

- Previous recessions have seen a disproportionate impact on youth unemployment
- Committed to ensuring that no young person is permanently disadvantaged by the recession
- A number of new measures to help unemployed people of all ages
- Length of contract

# CTF High Level Design...



# Service requirement...

- Enhance the employability and work-related skills of participants
- Develop relationships with the appropriate partners
- Work with local employers and organisations
- Benefit the community
- Mandatory

# Service requirement...

- Placements must be additional to existing or expected vacancies
- 25 hours per week of work based activity
- 5 hours per week of supplementary jobsearch activity
- Placement starts within 10 working days of referral
- Volumes

Commercial Directorate  
**Janet Fletcher**  
Procurement Outline

- The procurement process
- The procurement timetable
- PQQ requirements
- PQQ evaluation

# The procurement process...

- The aim of the procurement exercise is to select suitably experienced Prime providers
- The procurement shall be managed under the Public Contracts Regulations 2006 as a “Part B services contract”
- Standard DWP two stage procurement process;
  - Pre Qualification Questionnaire (PQQ)
  - Invitation to Tender (ITT)

# The procurement timetable – CTF 2

Announcement and web advert inc PQQ	4 December 2009
Provider Events	14 & 15 December 09 in Glasgow & London
Providers complete PQQs	11 December 2009 to 14 January 2010
Return of PQQ	14 January 2010
PQQ Evaluation	15 January 2010 to 4 February 2010
Board Ratification	5 February 2010
ItT issued	23 February 2010
ItT Provider Completion	23 February 2010 to 25 March 2010
Return of Tenders	25 March 2010
ItT evaluation	26 March 2010 to 27 May 2010
Ratification by Board	2 June 2010
Letter of Intent	8 June 2010
Contract finalisation and signing	22 July 2010
Implementation	26 July 2010
Go live	26 July 2010

# PQQ requirements...

- The “PQQ Instructions to Bidders” document provides comprehensive details of how to complete the PQQ – this will be issued at the same time as the PQQ
- All information requested must be provided with the completed questionnaire
- All completed PQQs must be returned to the stated address, in the required format (hard copy and on disc) by the closing deadline of **12 noon on Thursday 14th January 2010**
- Financial information must be contained in a separate sealed envelope as detailed in the instructions

# PQQ requirements...

- Potential bidders for CTF Phase 2 who submitted a PQQ for CTF Phase 1 and scored 100% for quality will not need to submit a new PQQ
- The same PQQ as used for Phase 1 may be re-submitted
- Financial information provided for CTF Phase 1 may also be re-submitted
- Those that scored less than 100% in CTF Phase 1 will be given the opportunity to improve on their response
- Q19 is a new question centred around Fraud; suppliers re-submitting their Phase 1 PQQ will need to provide a statement to cover this new question

# PQQ evaluation...

- Evaluation will be in two parts – quality and financial
- The PQQ is designed to assess suppliers ability and capacity to deliver services in at least one contract package area
- For the quality aspects, a number of questions are FATAL – these are clearly marked within the PQQ
- Where a Special Purpose Vehicle (SPV) is proposed information is required for each organisation that forms part of the SPV
- Prime suppliers have to confirm their responsibility for ensuring sub contractors meet the required standards as defined by DWP

Commercial Directorate

**Andina Ward**

Funding Model

## Supplier Funding

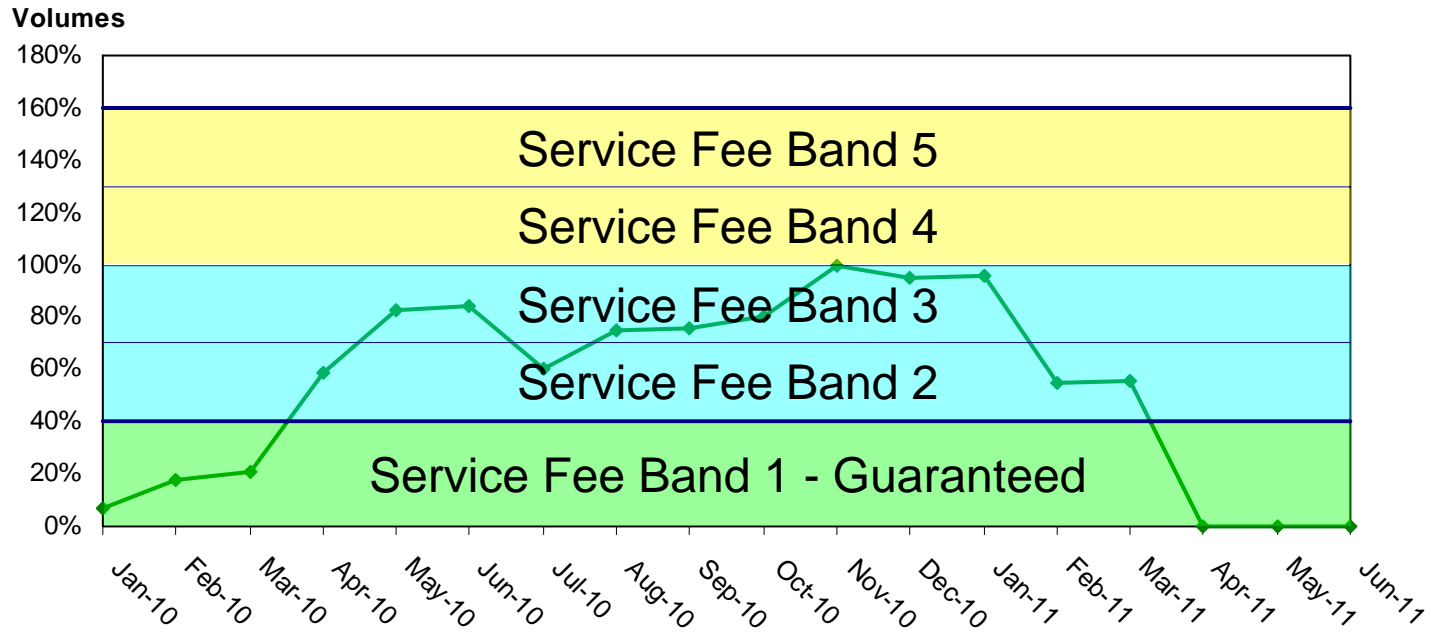
The contract will be 100% service fee funded

The service fee will be payable in bands dependent on volumes

## Payment arrangements

Suppliers will receive payments using the Provider Referral & Payment System (PRaP)

## CTF forecast volumes and service fee bands



The first service fee band representing 40% of the contract value will be paid regardless of the actual volumes and based on the volume profiles in the ITT

There will be four additional service fee bands to cover the volume range

The service fee payments will be reconciled to actual starts on a quarterly basis

How will DWP use the financial data in your PQQ response?

- Assessment of financial risk;
- Assessment of Financial Capacity; and
- Contract Award risk threshold

## Financial information requirements

- Local Authorities
- Special Purpose Vehicles (SPVs) or Consortia

## What happens after the PQQ financial evaluation?

- Risk thresholds will be fed back to successful bidders
- Bidders have the opportunity to provide additional evidence and assurance, normally via a face-to-face dialogue with DWP finance specialists
- Feedback will be provided to all bidders

Commercial Directorate  
**Steve Barrett**  
**Security Outline**

# Contractual Security Requirements

- In considering whether to bid for work with DWP you need to be aware that there will be contractual obligations in respect of security
- If after PQQ stage you are invited to tender you will be expected to submit a draft security plan with your Invitation to Tender response
- A final plan will need to be submitted at the preferred bidder / contract award stage
- Each plan is subject to an evaluation and approval process before data can be exchanged and contract go-live
- Aim is to give feedback at preferred bidder stage and to work to approve the plan as soon as possible after contract signing
- Use of **Provider Referral and Payments (PRaP)** System requires assurance that this process is complete

# Next Steps:

- PQQs and Information to bidders are available via the DWP website
- Completed PQQs need to be returned by noon Thursday 14 January 2010
- Any questions or issues during this period should be addressed to the CTF email address;

[mayfieldcourt.ctf@dwp.gsi.gov.uk](mailto:mayfieldcourt.ctf@dwp.gsi.gov.uk)

## Questions to Panel

Any further questions, please send into  
Community Task Force email address:  
[mayfieldcourt.ctf@dwp.gsi.gov.uk](mailto:mayfieldcourt.ctf@dwp.gsi.gov.uk)

- A further period of time to Network
- List of Attendees will be placed on the website with the slides