Better value, delivered.

User Guide | Ref No: 1015

Appropriate Adults

Dynamic Purchasing System (DPS)

Contents

02 About YPO

02 Overview

03 Specification, overview and lot structure

04 Benefits of using the DPS

05 Providers

06 How to use the DPS

06 How to award/call-off from the DPS

07 Terms and conditions

07 Contact information

08 Stages 1 to 4

This is an interactive PDF
You can click on the items listed above, and they will take you to the relevant page. You can also click on **Contents** in the top right of every page and it will bring you back to this contents page.

About YPO

YPO provides procurement solutions for public sector organisations to set up or renew contracts for a wide range of services.

Established in 1974 by a group of 13 local authorities, we're the UK's largest public sector buying organisation and we're still 100% publicly owned today. We work closely with our suppliers and collaborate with other public sector buying organisations to achieve efficiencies and value for money, returning all our profits back into the heart of the public sector. Our team of qualified procurement professionals can offer advice, guidance and expertise on procurement, as well as regular engagement and communication to make sure your objectives are achieved.

Overview

Start date

07.12.2024

Expiry date

07.12.2028

Extension(s) (if applicable)

None

Contracting authority (CA) call-off period

There is no minimum or maximum duration for contracts awarded via a further competition under a DPS. CAs can specify a contract period, based on the term that will best suit their requirements.

Contract notice reference number

2020/S 197-478580

Potential maximum value

Between £3 and £50 million

Rebate

1.5% paid by provider for a total contract value above £150k

3% paid by provider for a total contract value below £150k

Geographical location(s)

National

Specification, overview and lot structure

YPO has developed this solution with The National Appropriate Adult Network (NAAN). This service will enable those who commission Appropriate Adults Services to access a compliant route to market from a wide range of service providers.

NAAN is a registered charity aiming to ensure the rights and welfare of the most vulnerable people in our society by developing effective appropriate adults. Their mission is to gather, develop and share knowledge, skills and standards that inform, inspire, and support effective appropriate adult policy and practice.

They have devised a smart prompt driven specification for this DPS that enables those responsible for commissioning services to consider all aspects of the service. Their website contains a large amount of essential information for both commissioners and service providers.

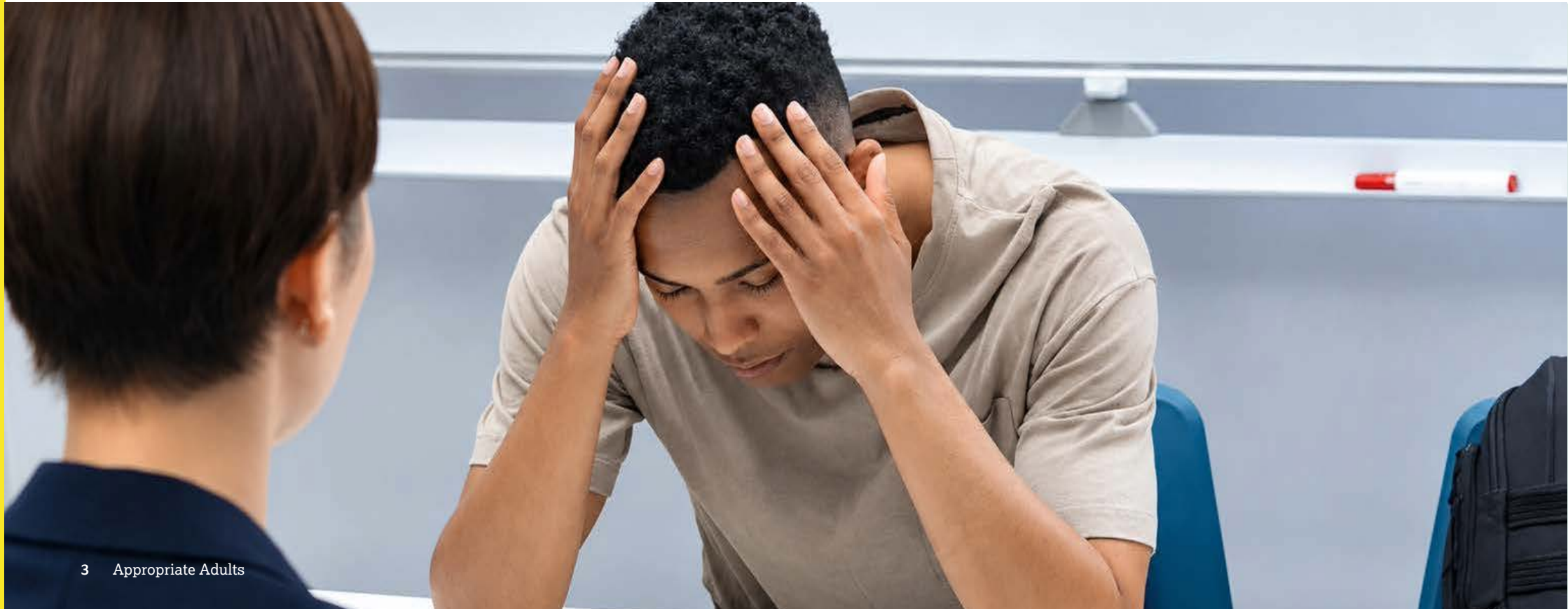
www.appropriateadult.org.uk

The Appropriate Adults Service covers both a statutory and non-statutory service which has been designed for two cohorts of service users: children and vulnerable adults.

Providers on this DPS will either provide Appropriate Adults Services for children or vulnerable adults, or both.

Providers have also indicated which regions within the UK they are able to provide their service to.

For further information on the type of service and geographical location for service delivery please refer to the provider tab on the DPS page of the YPO website.



Benefits of using the DPS

A Dynamic Purchasing System (DPS) is an electronic system established to purchase goods, works or services which remains open throughout its duration for the ongoing admission of providers meeting the minimum selection criteria and allows pre-qualified providers to participate in customer's further competition for in scope services..

Benefits of using the DPS:

- Flexibility to respond to changes in the market and offer local providers and SME's the opportunity to bid and be awarded to the DPS
- Providers not meeting the minimum standard for admittance onto the DPS can resubmit
- **Reduced timescales** – customers do not need to run a full procurement if procuring via the DPS
- **Assured provider standards** – providers appointed onto the DPS are 'pre-qualified' as to their general suitability
- **Pre-defined terms and conditions** – when awarding contracts customers have the option to use YPO's call-off terms and conditions as established and previewed by eligible providers, their own terms, and conditions

Providers

The advantage of a DPS arrangement is that new providers can be admitted during the term of the DPS, subject to them passing the mandatory minimum selection criteria. To view the latest provider list, please refer to the provider tab on the DPS page of the YPO website, or alternatively request a copy by emailing socialcare@ypo.co.uk

At the time of returning the signed Customer Access Agreement, customers can provide YPO with a list of their incumbent and local providers that are not already awarded on to the DPS. YPO are then able to work on the customer's behalf with these providers to explain the process and evaluate any subsequent submissions. Customers can then decide when to conduct the further competition.

How to use the DPS

To access the DPS, customers should complete and return the Customer Access Agreement.

YPO can then provide if required, guidance and support for the customer to undertake their own further competition. To enable customers to conduct their own further competitions, YPO will provide the customer temporary access to YPO's Due North (Proactis) system and the customer will be given the relevant credentials to log on.

How to award/call-off from the DPS

No direct award option is available under any DPS arrangement, so a further competition is required.

The customer must ensure that clarification responses, evaluation of further competition submissions, drafting of award letters and contracts and applicable Contract Award Notices are completed as part of the process and inform YPO of the outcome of any further competition undertaken.

When running a further competition, customers should award based on the most economically advantageous response and must provide providers with the evaluation methodology, including the evaluation criteria and the weightings applied to each criterion.

The selection criteria used to establish the DPS was:

Criterion	Percentage Weightings
Quality	**50%** (ability to flex 10% either way)
Price	**40%** (ability to flex 10% either way)
Social value	**10%** (ability to flex 10% either way)

Evaluation must be fair and transparent, and the methodologies used to evaluate must be provided to the providers within the further competition documentation.

Terms and conditions

Providers awarded on to the DPS have agreed to and signed YPO's Establishment Agreement Terms and Conditions. The call-off terms and conditions can be amended by the CA and provider by mutual agreement to include additional terms to supplement the DPS Establishment Terms and Conditions. A variation form is included in the DPS Establishment Terms and Conditions document to allow customers and providers to amend any terms if required.

If the customer proposes any amendments to the DPS Establishment Agreement Terms and Conditions these must be provided to providers in the further competition documentation. This will then allow all providers on the DPS to consider any amendments and bid accordingly.

Contact information

For further information or to discuss individual requirements, please use the contact details below:

Name	Claire Thornton
Job title	Category Buyer
Category	Social Care and Emergency Services
Mobile	07814 290584
Email	claire.thornton@ypo.co.uk

Email Claire »

Name	Leanne Westmoreland
Job title	Assistant Category Buyer
Category	Social Care and Emergency Services
Mobile	07435 830988
Email	socialcare@ypo.co.uk

Email Leanne »

Stages 1 to 4

Stage 1 **Initial Customer Enquiry**	• Customer contacts YPO for information • YPO will send customer a copy of the User Guide and Customer Access Agreement • Customer completes and returns Customer Access Agreement • Customer may provide YPO with a list of local providers that need to be approached to be included onto the DPS – ongoing • YPO will evaluate the additional providers in advance of the further competition
Stage 2 **Customer Undertakes Further Competition**	• Customer completes their further competition documents • Customers will evaluate the submissions and prepare acceptance and rejection letters • Customer notifies YPO of the outcome of their further competition and submits a Confirmation of Award template if applicable
Stage 3 **Contract Award**	• The customer will issue the award decision documentation (acceptance and rejection letters) via YPO's e-portal • Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days • A Contract Award Notice (Find a Tender Service) following any award via the DPS must be published by the customer within 30 days of the award
Stage 4 **Additional Providers Added to DPS – Ongoing**	• Any additional providers can submit a response to be added to the DPS, and YPO will evaluate the submissions to ensure that they meet the minimum criteria • YPO will inform the provider of the outcome and the DPS will be updated with the new provider details