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User Guide | Ref No: 999

Training Solutions

Dynamic Purchasing System (DPS)



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 one of the largest public sector buying organisations in the UK 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

10 April 2020

Expiry date

24 February 2029

Extension(s) (if applicable)

Not applicable

Contracting authority (CA) call-off period

CAs can specify a contract period, based on the term that will best suit their requirements. YPO generally recommend a call-off period of no longer than 5 years

Contract notice ref no

2020/S 022-048779

Corrigendum (if applicable)

Not applicable

Potential maximum value


£200,000,000

Geographical location(s)

National

For more information please contact the team.

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Specification overview and lot structure continued

| Category | Criterion | Method of 'call-off' contract |
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Category 1 – Firefighter Foundation and Development

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Firefighter Foundation and Development

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Firefighter Development Programme**
- **On Call Firefighter Development Programme**
 - **Core Skills**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been

awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

All services provided within this category must conform and comply to all relevant and /or equivalent up to date legislation and standards as a minimum including any recent or ongoing standards that are currently in the process of being updated including (but not limited to):

National Occupational Standards:

- **CFF 01: Respond to Operational Incidents Requiring Breathing Apparatus**
- **CFF 02: Extricate Casualties from Situations of Entrapment**
- **CFF 03: Operate Fire Service Water Pumps**
- **CFF 04: Provide a First Response to Water Based Incidents**

- **FF 3: Save and Preserve Endangered Life**
- **FF 4: Resolve Fire and Rescue Operational Incidents**
- **FF 5: Protect the Environment from the Effects of Hazardous Materials.**
- **NFPA Standard 1006**

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance.

Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards and accreditation will be specified by the customer at further competition stage. Customers will write their own specification at further competition stage to suit their exact requirements.



Category 2 – Fire Service Operations

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Fire Service Operations

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Breathing Apparatus Training**
- **Fire Team Leader**
- **Fire Team Members**
- **Tactical Ship Firefighting**
- **Trench Rescue Technician**
- **Heavy Vehicle Rescue**
- **Road Traffic Collision and Vehicle Extrication**
- **Road Traffic Collision Investigation Specialist**
- **Basement Firefighting Training**
- **Urban Search and Rescue**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

All services provided within this category must conform and comply to all relevant and /or equivalent up to date legislation and standards as a minimum including any recent or ongoing standards that are currently in the process of being updated including (but not limited to):

National Occupational Standards:

FF1, FF2, FF3, FF4, FF5, FF6, FF7, FF8, WM7, JOIFF

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 3 – Prevention and Protection

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Prevention and Protection

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Fire Safety Management**
- **Fire Marshals**
- **Practical Fire Investigation**
- **Fire Safety Engineering Principles**
- **Fire Alarm and Emergency Lighting**
- **Portable Fire Extinguisher Recharging and Maintenance**
- **Fire Safety Management in High Risk Premises**
- **Fire Safety Management in Non-Residential Premises**
- **Fire Safety Management in Healthcare Premises**
- **Fire Safety Management in Healthcare Premises – Risk Assessment**
- **Fire Safety Foundation – Level 3**
- **Level 3 Certificate in Fire Safety – Fire Auditors**
- **Level 4 Certificate in Fire Safety – Fire Auditors**
- **Level 4 Diploma in Fire Safety – Fire Inspectors**
- **Introduction to BS9999**
- **Fire Safety Sprinklers**
- **Fire Safety Residential Sprinklers**
- **Fire Safety Buildings Regulations and Guidance**
- **Community Fire Safety**
- **Fire Safety Principles – Fire Warden**
- **Fire Risk Assessments**
- **Fire Warden/Marshal Refresher**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list.

During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

All services provided within this category must conform and comply to all relevant and /or equivalent up to date legislation and standards as a minimum including any recent or ongoing standards that are currently in the process of being updated including (but not limited to):

National Occupational Standards Fire and Rescue

- **FSA 1, FSA 2, FSA 3**
- **FSA 1.1, FSA 1.2**
- **FSB 3.1, FSB 3.2, FSB 3.3**
- **FSB 4.1**
- **FSB 5.1**
- **FSB 7.1**
- **FSC 1.1, FSC 1.2, FSC 1.3**
- **IFE**
- **BAFE**
- **JOIFF**

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.

Category 4 – Hazardous Materials

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Hazardous Materials (HAZMAT)

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Hazardous Material First Responder**
- **Hazardous Material Advisor**
- **Hazardous Material Advisor Refresher**
- **Hazardous Material Instructor**
- **HAZMAT Identification**
- **DIM Officer (Detection, Identification and Monitoring)**
- **HAZMAT Officer**
- **HAZMAT Re-Validation**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list.

During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

All services provided within this category must conform and comply to all relevant and /or equivalent up to date legislation and standards as a minimum including any recent or ongoing standards that are currently in the process of being updated including (but not limited to):

National Occupational Standards

- **048 Environmental Risks and Control**

- **059 Dealing with Hazmat Incidents**
- **NOG Foundation for Hazardous Materials**
- **JOIFF**

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 5 – Incident Command

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Incident Command

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this Category including (but not limited to) courses such as:

- **Initial Incident Command in the Fire Service – Development Level 1**
- **Intermediate Incident Command in the Fire Service – Development Level 1**
- **Intermediate Incident Command in the Fire Service – Development Level 2**
- **Intermediate Incident Command in the Fire Service – Re-validation**
- **Advanced Tactical Incident Command in the Fire Service – Level 3**
- **Strategic (Gold) Command in Fire Service – Level 4**
- **Incident Command Gold Command – Multi Agency**
- **National Interagency Liaison Officer**
- **Incident Command Train the Trainer**
- **NILO – National Inter-Agency Liaison Officer**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required

together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

All services provided within this category must conform and comply to all relevant and /or equivalent up to date legislation and standards as a minimum including any recent or ongoing standards that are currently in the process of being updated including (but not limited to):

Skills for Justice

- **SFJ CCAA1, CCAA2, CCAA3, CCAB1, CCAC1**
- **National Occupational Standards FRS**
- **EFSM1, EFSM2**
- **JOIFF**

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 6 – Resilience

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Resilience

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Resilience – Employees**
- **Resilience – Managers**
- **Resilience Awareness**
- **Designing Business Continuity Solutions**
- **Designing and Delivering Effective Exercises Continuity**
- **Developing and Managing the Business plan**
- **Incident Response and Crisis Management**
- **Introduction to Organisational Resilience**
- **Emergency Response Plans**
- **Decision Making**
- **CBRN – Chemical, Biological, Radiological or Nuclear Attack (Planning and Responding to)**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list.

During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

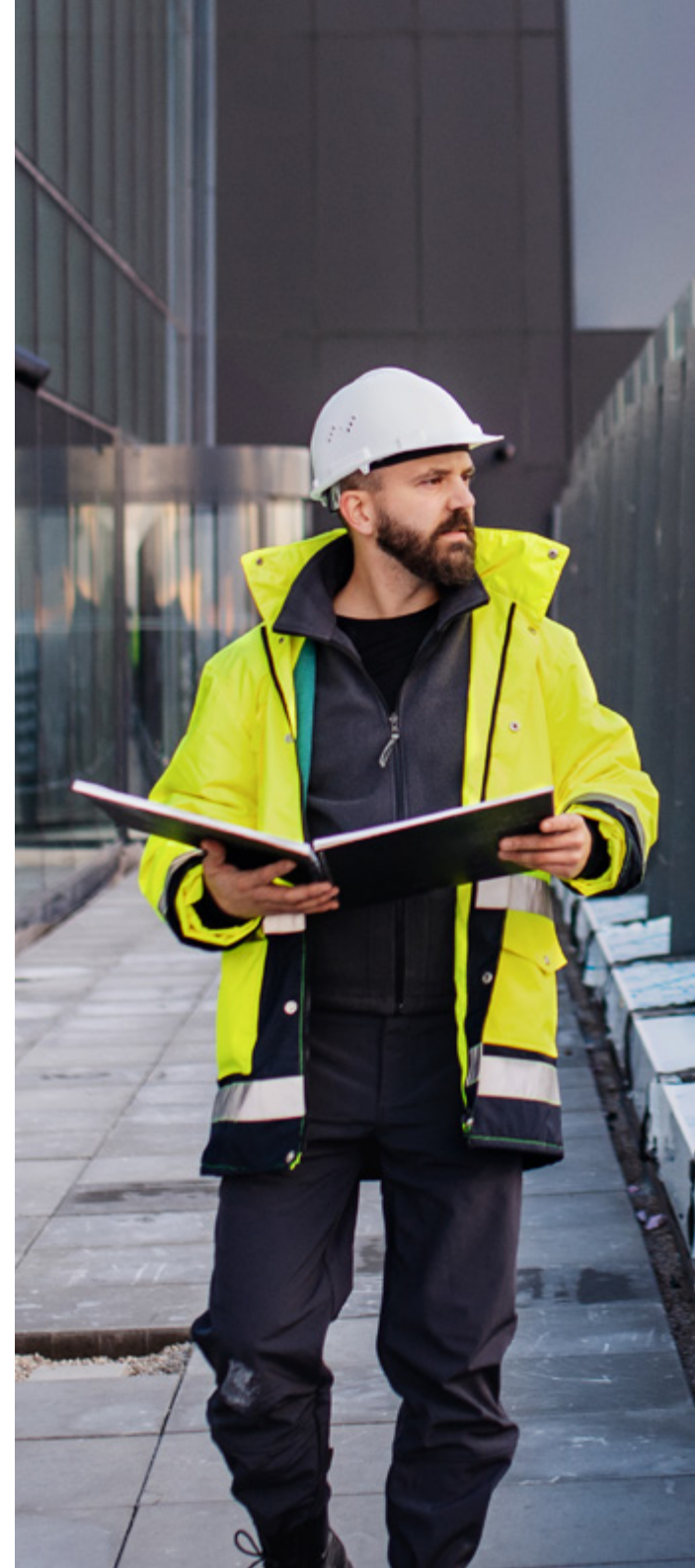
All services provided within this category must conform and comply to all relevant and /or equivalent up to date legislation and standards as a minimum including any recent or ongoing standards that are currently in the process of being updated. Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **BCI (Business Continuity Institute)**

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 7 – Technical Rope Rescue

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Technical Rope Rescue

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Safe Working at Heights**
- **Rope Rescue Technician**
- **Rope Rescue Technician – Re-Assessment**
- **Rope Rescue Supervisor**
- **Rope Rescue Supervisor – Re-Assessment**
- **Rope Rescue Instructor**
- **Rope Rescue Instructor – Re-Assessment**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 8 – Water Safety, Rescue and Flood Response

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Water Safety, Rescue and Flood Response

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Flood Management**
- **Water Rescue Technician**
- **Powered Boat Rescue**
- **PWC (Personal Watercraft Proficiency Course) – Jet Skis**
- **Water Safety**
- **Water Awareness**
- **Lifejacket Competent User**
- **Basic Water Rescuer**
- **Working on or near Water**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 9 – Animal Rescue

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Animal Rescue

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Large Animal Rescue**
- **Advanced Animal Rescue**
- **Animal Technical Rescue Awareness**
- **Animal Technical Rescue Technician**
- **Water Based Technical Animal Rescue**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice. Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **BARTA British Animal Rescue Trauma Care Association**
- **BEVA British Equine Veterinary Association**

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 10 – Instructor Programmes

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Instructor Programmes

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Breathing Apparatus Instructor**
- **Fire Behaviour Training Instructor**
- **Hazardous Materials Instructor**
- **Incident Command Train the Trainer**
- **Road Traffic Collision Instructor**

- **Tactical Ventilation Instructor**
- **Heavy Vehicle Instructor**
- **Mass Decontamination Instructor**
- **Urban Search and Rescue (USAR) Instructor**
- **Method of Entry Trainer**
- **Public Order Tactical Trainer**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact Standards, Legislation and Accreditations required will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 11 – Maritime

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Maritime

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **STCW 2010 (Standards of Training, Certification and Watchkeeping) – Basic Safety**
- **Offshore Training**
- **Marine Technical**
- **Fire Prevention and Firefighting**
- **Efficient Deck Hand**
- **Crowd Management**
- **Boatyard and Marina Operations**
- **Risk Assessment**
- **Basic Sea Survival**
- **Surveyor Inspection / Vessel Inspection**
- **Ship Safety Officer**
- **Personal Survivor Techniques**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice. Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **OPITO (Offshore Petroleum Industry Training Organisation) Approved**
- **STCW 2010 (Standards of Training, Certification and Watchkeeping) Approved**
- **MCA Approved**

Any required standards, legislation and accreditations will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 12 – Driving

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Driving

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Basic Driver Assessment – Car, Van or SUV**
- **Commercial Vehicles**
- **4x4 Off Road**
- **4x4 Off Road Refresher**
- **Advanced Driver Assessment**
 - Initial Course
 - Refresher Course
- **Basic Motorcyclist**
- **Advanced Motorcyclist**
 - Initial Course
 - Refresher Course
- **Standard Driver Assessment**
 - Initial Course
 - Refresher Course
- **Standard Motorcyclist Assessment**
- **Motorcycle Escort**
 - Initial Course
 - Refresher Course
- **Speed Awareness**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice. Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **RoSPA (Royal Society for the Prevention of Accidents) Approved**
- **DVLA – National standard for driver and rider training**

The exact standards, legislation and accreditations will be specified by the customer at further competition stage.

Customers will write their own specification further competition stage to suit their exact requirements.



Category 13 – Policing (including Induction and CPD)

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Policing (including Induction and CPD)

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Policing Induction**
- **CKP (Certificate in Knowledge of Policing)**
- **PIP (Professional Investigation Programme)**
 - Level 1
 - Level 2
 - Level 3
 - Level 4
- **Investigation Skills**
- **Investigative Interviewing – Suspects and Witnesses**
- **Managing Investigations**
- **Family Liaison**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list.

During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

All services provided within this category must conform and comply to all relevant up to date legislation and standards as a minimum including any recent or ongoing standards that are currently in the process of being updated.

Providers must be compliant with any relevant College of Policing licencing for both delivery and trainer wherever required.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 14 – Firearms

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Firearms

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Firearms Post Incident Manager**
- **Firearms Post Incident Manager – Re-Accreditation**
- **Firearms Tactical Advisor**
- **Firearms Tactical Advisor – Re-Accreditation**
- **Initial Tactical Firearms Commanders Course**
- **OFC (Operational Firearms Commander)**
- **OFC (Operational Firearms Commander) – Re-Accreditation**
- **OHSSA Supervisor Training**

- **Strategic Firearms Commanders Course**
- **Tactical Firearms**
- **Tactical Firearms – Re-Accreditation**
- **Firearms instructor**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements.

Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

All services provided within this category must conform and comply to all relevant up to date legislation and standards as a minimum including any recent or ongoing

standards that are currently in the process of being updated including (but not limited to):

- **NPFTC (The National Police Firearms Training Curriculum) as per the college of Policing Requirements**

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 15 – Road Policing

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Road Policing

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Digital Tachograph**
- **Collision Investigation**
 - Initial Part 1
 - Initial Part 2
- **Traffic Law Course**
- **Transportation of Dangerous Goods**
- **Vehicle Examiner Course**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements.

Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **RoSPA (Royal Society for the Prevention of Accidents) Approved**
- **DVLA – National standard for driver and rider training**
- **The Department for Transport approved mandatory DGSA exams – as per Government Guidance**
- **Moving Dangerous Goods**
- **Nationally approved driver training standards as per the College of Policing requirements**

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 16 – Tactical

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Tactical

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Public Order Commander**
- **Policing Events**
- **Public Order Tactical Advisor**
- **Protestor Liaison**
- **Critical Incident**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

All services provided within this category must conform and comply to all relevant up to date legislation and standards as a minimum including any recent or ongoing standards that are currently in the process of being updated.

Providers must be compliant with any relevant College of Policing licencing for both delivery and trainer wherever required.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 17 – Crime Prevention

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Crime Prevention

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Introduction to Crime Prevention**
- **Understanding Modern Slavery – Basic Awareness**
- **Cybercrime Awareness**
- **Safeguarding and Prevent**
- **Domestic Abuse**
- **Stop and Search**
- **Policing Neighbourhoods**
- **Site Surveying – Security**
- **Crime Scene Investigation**
- **Designing Out Crime**
- **Counter Terrorism**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

All services provided within this category must conform to any relevant standards as a minimum including any recent or ongoing standards that are currently in the process of being updated.

Providers must be compliant with any relevant College of Policing licencing for both delivery and trainer wherever required.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 18 – CPD (Including Blue Light)

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

CPD (Including Blue Light)

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Introduction to Public Procurement**
- **Strategic Media Handling**
- **Minute Writing and Note Taking**
- **Recruitment and Selection Training**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list.

During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements.

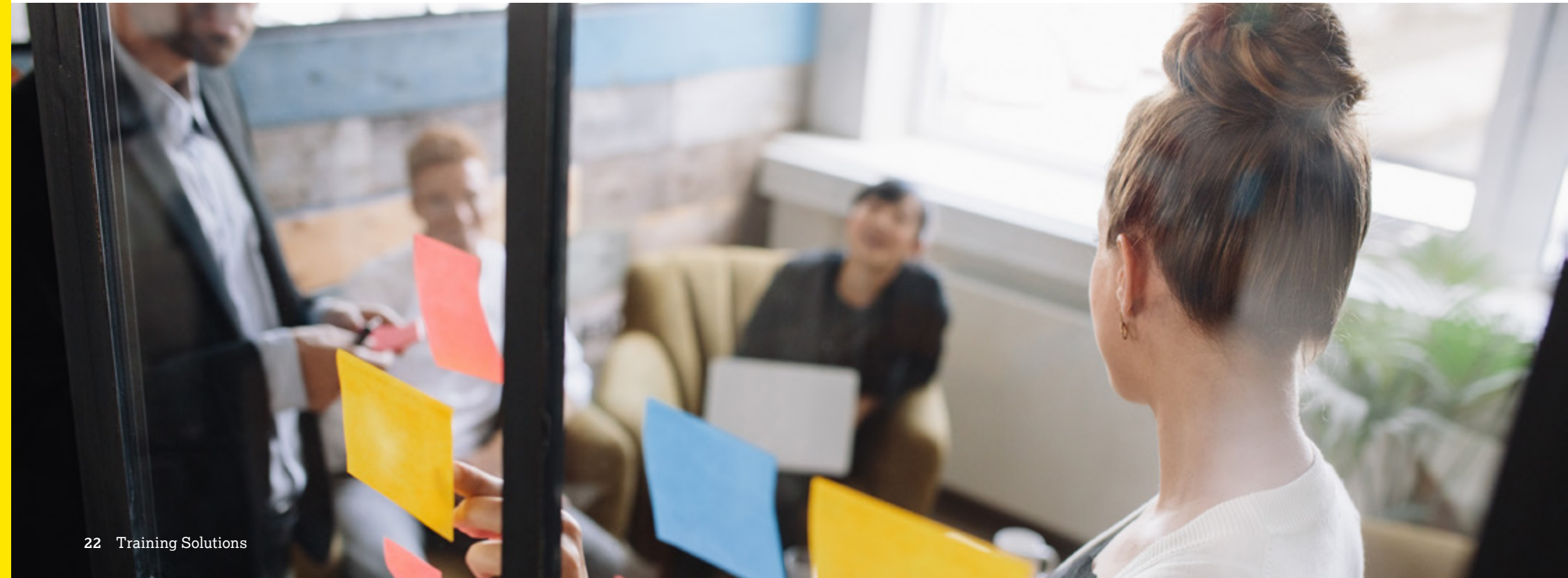
Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and

guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 19 – Leadership and Management

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Leadership and Management

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Certificate and Award in Management – BTEC Level 3 and Level 5**
- **ILM Level 3**
- **ILM Level 5**
- **ILM Level 7**
- **Effective Middle Management**
- **MAGIC (Multi Agency Gold Incident Command)**
- **Senior Leadership Programme**
- **Business Skills**
- **Executive Skills**
- **Policing Skills**
- **IPLDP (Initial Policing Learning and Development Programme)**
- **Management of Risk**
- **Time and Priority Management**
- **Safe and Responsible Manager**
- **Leading into the Future**
- **Leading Powerful Partnerships**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During

the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice. Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **Institute of Leadership and Management (ILM)**
- **Investors in People**
- **European Foundation for Quality Management (EFQM)**
- **EdExcel**
- **Chartered Management Institute (CMI)**

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 20 – Equality and Diversity

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Equality and Diversity

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Equality Act 2010 within the Workplace**
- **Equal Opportunities within the Workplace**
- **Equality and Diversity within the Workplace**
- **Recruitment Equality Issues**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and

guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 21 – GDPR

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

GDPR

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Introduction to GDPR**
- **Comprehensive Induction to GDPR**
- **GDPR Certificated, CPD Certificated**
- **Certified EU GDPR Foundation and Practitioner**
- **GDPR Regulation Awareness**
- **GDPR Readiness: Creating a Data Privacy Plan**
- **GDPR**
- **Data Security for GDPR Compliance**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry

practice. Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **ISO 27001 Certificated**
- **ISO 9001 Certificated**
- **CREST Approved**

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 22 – IT

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

IT

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Microsoft**
 - Excel
 - Word
 - PowerPoint
 - Outlook
 - Visio
- **CLAiT (Computer Literacy and Information Technology)**
- **ECDL Essentials (European Computer Driving Licence)**
- **Adobe**
- **SharePoint**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice. Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **BCS The Chartered Institute for IT**
- **APMG International Accrediting Professionals**
- **Gold Microsoft Partner**
- **ITIL accredited trainer**
- **PRINCE2 accredited**

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 23 – Project Management

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Project Management

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **PRINCE 2**
 - Foundation
 - Foundation and Practitioner
 - Practitioner Re-Registration
- **Project Management Diploma**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that

the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 24 – Coaching and Mentoring

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Coaching and Mentoring

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Coaching and Mentoring Level 3**
- **Coaching and Mentoring Level 5**
- **Mentoring in the Workplace**
- **Introduction to Coaching**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced,

qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice. Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **ILM Requirements**
- **ISO 9001:2015**
- **ISO45001:2018**
- **IAOTS (Online offering)**

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 25 – Learning and Development

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Learning and Development

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Decision Making Skills**
- **SFJ (Skills for Justice) Level 3 Assessing Competence and Vocational Achievement**
- **SFJ (Skills for Justice) Level 3 Award in Education and Training**
- **SFJ (Skills for Justice) Level 4 Internal Quality Assurance of Assessment Process and Practice**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with

all due skill, care and diligence including good industry practice. Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **National Operational Standards for Learning and Development**
- **CIPD Accredited**

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 26 – Health and Safety, and First Aid

YPO are looking for providers to be appointed onto a Dynamic Purching System (DPS) for the provision of the following training solutions:

Health & Safety and First Aid

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Emergency first aid at work**
- **IOSH**
 - Managing Health and Safety in the Workplace
 - Directing Safety
 - Managing Safety
- **NEBOSH**
- **Manual Handling Instructor**
- **Accident Investigation**
- **Basic Life Support**
- **First Aid at Work**
- **First Aid at Work – Refresher**
- **First Aid Instructor**
- **First Aid Skills – Custody**
- **First Aid Skills – Custody Refresher**
- **First Aid Skills – Police**
- **First Aid Skills – Police Refresher**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list.

During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services comply with any applicable laws, regulations and guidance.

Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

Examples of accreditations and standards that may be relevant to this category could include, but not limited to:

- **IOSH**
- **NEBOSH**

The exact standards, legislation and accreditation will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



Category 27 – Health and Wellbeing

YPO are looking for providers to be appointed onto a Dynamic Purchasing System (DPS) for the provision of the following training solutions:

Health and Wellbeing

Providers should ideally be able to supply a comprehensive range of training solutions that fall within this category including (but not limited to) courses such as:

- **Introduction to Health and Wellbeing**
- **Types of Ill-Health**
- **Mental Health Awareness**
- **PTSD**
- **Career and Wellbeing**
- **Health and Safety**

- **Physical Wellbeing**
- **Stress Awareness**

It is not essential that providers can offer every training course mentioned within this non-exhaustive list. During the further competition the customer will give an indication of which training courses will be required together with full details of their requirements. Providers who have been awarded onto this category will be able to opt-out of any further competition opportunity if they are unable to meet the customers full requirements and/or specification.

Providers will, and will ensure that any staff, servants and agents involved in the provision of these services

comply with any applicable laws, regulations and guidance. Additionally, the provider will ensure that the services are provided by appropriately experienced, qualified and trained staff, servants and agents with all due skill, care and diligence including good industry practice.

Any required standards, legislation and accreditations will be specified by the customer at further competition stage.

Customers will write their own specification at further competition stage to suit their exact requirements.



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:

- YPO can fully manage the customer's further competition (call-off) process if required
- 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 OJEU procurement if procuring via the DPS
- Assured provider standards – providers appointed onto the DPS are 'pre-qualified' as to their general suitability
- Aggregation of spend – customers will receive the benefits of the aggregated spend volume and increased leverage in the market
- Pre-defined terms and conditions – when awarding contracts customers have the ability to use YPO's call-off terms and conditions as established and reviewed by eligible providers.

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 request the latest provider list, please email hrosolutions@ypo.co.uk.

At the time of returning the signed Non-Disclosure and 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 Non-Disclosure and Customer Access Agreement. YPO can then pre-agree the level of support that might be required and can provide customers with templates, advice and guidance to undertake a compliant further competition.

Customers can undertake the further competition process themselves but must be aware that this is a resource intensive process and if customers undertake their own further competition YPO must be informed by emailing hrosolutions@ypo.co.uk.

How to award/call-off the DPS

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

YPO can help customers produce specifications, qualitative questions, pricing schedules and evaluation criteria to undertake a further competition. Clarification responses, evaluation of further competition submissions, drafting of award letters and contracts and applicable Contract Award Notices are elements of the process that will need to be completed by the customer. Customers must inform YPO of the outcome of any further competition they undertake themselves.

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 |
|---|---|
| Cost | 60% – the full weighting will be opened for evaluation at the further competition stage |
| Quality, sustainability and corporate social responsibility | 40% – the full weighting will be opened for evaluation at the further competition stage |

Customers, at their discretion and own risk may decide to select alternative weightings to suit their specific requirements. Customers may also select different weightings for different categories (at their own risk)

to suit their individual requirements. YPO envisages that the quality, sustainability and corporate social responsibility award criteria may be made up of (but not limited to) the questions under the areas listed below:

- **Quality of Service**
- **Provider Standards and Certification**
- **Social Value**
- **Sustainability**
- **Corporate Social Responsibility**
- **Customer Service and Account Management**
- **Delivery**
- **Lead Times**
- **Innovation and Added Value**

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



Stages 1 to 5

| Stage 1 Initial Customer Enquiry | Stage 2 NDA/Access Agreement Returned to YPO | Stage 3 Additional Providers | Stage 4 Further Competition | Stage 5 Contract Award |
|--|---|--|---|---|
| <p>Customer contacts YPO for information</p> <hr/> <p>YPO will send customer a copy of the User Guide, NDA and Access Agreement</p> <hr/> <p>Customer completes and returns NDA and Access Agreement</p> <hr/> <p>Customer may provide YPO with a list of local providers that need to be approached to be included onto the DPS</p> <hr/> <p>YPO will evaluate the additional providers in advance of the further competition</p> <hr/> | <p>Following receipt of signed NDA/ Access Agreement YPO may send the customer a further competition Template, Bank of Optional Questions, and DPS Scope</p> <hr/> <p>YPO may provide the customer with a unique reference code for the further competition, which will be referenced on all documentation</p> <hr/> <p>Customer completes the documents and sends to YPO</p> <hr/> <p>If the customer decides to undertake their own further competition YPO must be informed via e-mail</p> <hr/> | <p>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</p> <hr/> <p>YPO will inform the provider of the outcome and the DPS will be updated with the new provider details</p> <hr/> | <p>YPO will issue further competition documents to all providers on the DPS. Providers will be given a minimum of 10 days to submit their bid</p> <hr/> <p>YPO will manage any clarifications that are received from potential providers (customers will need to provide clarification responses)</p> <hr/> <p>At the submission closing date YPO will provide customers with access to all submissions</p> <hr/> <p>Customers can then evaluate the submissions and prepare acceptance and rejection letters</p> <hr/> | <p>YPO will issue the award decision documentation (acceptance and rejection letters) via YPO's e-portal</p> <hr/> <p>Optional 10-day standstill period: customers are advised to implement a voluntary standstill period of 10 days</p> <hr/> <p>A Contract Award Notice (OJEU and Contracts Finder) following any award via the DPS must be published by the customer within 30 days of the award</p> <hr/> |



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:

| | |
|-----------|--|
| Telephone | 01924 821 751 |
| Email | hrrsolutions@ypo.co.uk |

