



# Direct Award Guidance

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## Direct Award Guidance

Contracting authorities (CAs) will be able to procure via direct award for all standards on the framework.

A direct award is where a CA carries out an assessment on the criteria set in the framework documentation to decide which provider they would like to award a call-off to.

Providers were assessed on their quality and pricing ability to deliver the relevant standard.

The apprenticeship market is constantly changing due to the implementation of the apprenticeship levy, with new standards being created on a weekly basis and new providers aiming to deliver against each new standard.

The aim of this YPO framework is to give CAs the ability to assess providers' capabilities to meet against their requirements, through utilising national and regional providers.

CAs will have the ability to carry out a direct award through their own internal process or via the YPO website. The YPO website can be used to collect information to allow you to make an assessment of providers, or it can be used to carry out the direct award.

## Quality and price assessment

CAs will be responsible for their assessment of providers for a direct award and it can be based on quality and price.

CAs will be able to see the following documentation to assess the quality of the provider:

- Provider response documentation including method statements (questions)
- Provider overview
- Provider supporting documentation in relation to apprenticeship deliveries
- References that will be submitted and added on a quarterly basis based on the delivery of new standards

CAs will be able to evaluate direct award pricing based on the pricing submitted as part of the tender process.

CAs can carry out the assessment for a direct award on all providers that are listed on the standard, or they can utilise the sub-criteria that was created and evaluated as part of the YPO tender process.

## Provider sub-criteria

YPO decided to create a sub-criteria that would help CAs to make a more efficient decision when looking at direct award providers.

The sub-criteria can filter providers on each standard based on the below criteria:

- Ofsted rating
- Provider location
- In-take capacities
- Cohort capacities
- Minimum intake
- Facilities
- Delivery model options
- Start dates

CAs would then only need to carry out an assessment for a direct award based on the providers that met their sub-criteria. All filters can be applied via the YPO website on the apprenticeships page.

## Types of direct award

CAs may wish to carry out a direct award against only one standard but below are other potential scenarios, and that can be procured through the framework.

### Multiple standard call-off

CAs may wish to have a single provider to deliver numerous standards. In these circumstances the CA will analyse which providers can deliver the numerous standards and then carry out a direct award or further competition with the appropriate providers. Only the providers that are listed across both/all the relevant standards will be assessed for a direct award.

CAs may also want to carry out a multi standard call-off and decide to award/invite bids from providers that can only deliver one of the standards. These may be procured through the same procurement process for ease to the CA. A call-off for different standards will then be completed by the CAs.

### Cross region call-off

CAs may be based across numerous locations in the UK and may require a single provider to deliver either a single standard or numerous standards. In these circumstances, the CA can assess which providers can deliver across the relevant regions and then carry out a direct award with the appropriate providers. Only the providers that are listed across both/all the relevant regions will be evaluated for a direct award.

### Collaborative call-off

CAs may decide to collaborate when procuring standards, and this may mean that some of the collaborating authorities aren't in the same region. In these circumstances, the lead CA will assess which providers can deliver across the relevant regions and then carry out a direct award with the appropriate providers. Only the providers that are listed across both/all the relevant regions will be evaluated for a direct award.

A collaborative call-off will include apprentices from different CAs.

### One-off call-off

CAs may procure through the framework for one-off requirements. This may be for an individual standard or multiple standards.

### Long-term call-off

CAs may utilise the framework to procure a long-term call-off to deliver all apprentices over a long-term period. There is no maximum call-off period on the framework. If a CA was to procure a long-term contract, they would procure for a provider to deliver all apprentices for a standard/standards over a period of time.

A long-term call-off could be for one or more standards.

## Once you've chosen your provider

You can carry out a direct award to the provider via the YPO website or you can do a direct award following your own internal processes.

At direct award stage you need to provide the provider with the relevant information to deliver the service you require.

The following needs to be completed for a direct award:

- Advise the provider of the direct award
- Complete the call-off contract that is provided on the YPO website
- Complete the order off that is provided on the YPO website

## Terms and conditions

YPO has agreed a set of framework terms and conditions; these are between YPO and the provider. These framework terms and conditions can not be amended by the contracting authority or the provider.

To supplement the framework terms and conditions, YPO has created call-off terms and conditions for contracting authorities to put in place with the provider.

The call-off terms and conditions can be utilised to ensure they fit your requirements and if both parties agree, they can be amended to support the delivery of the service.

Once the call-off terms and conditions are completed you will need to complete the order form to finalise your agreements and requirements with the provider. The order form is for the contracting authority and provider to tell the story of the service they require.

The contracting authority and provider are both required to sign the call-off terms and conditions and advise YPO of the award.



**Please note** that if you are completing the direct award process online, the call-off terms and conditions and order form can be done electronically and the process is much quicker and easier.

