



# Further Competition Guidance

---

## Further Competition Guidance

Contracting authorities (CAs) will be able to procure via a further competition for all standards on the framework.

When creating a framework, YPO aims to evaluate providers based on criteria relevant to any organisations that may decide to utilise the framework. It's understood that some CAs may then wish to ask about method statements or pricing relevant to their own organisation. A further competition gives CAs the ability to do this.

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 further competition through their own internal process or via the YPO website. The YPO website can be used to collect information to allow you to make a decision on your further competition, or it can be used to carry out a further competition.

## Quality and price assessment

CAs will be able to evaluate providers on both quality and price in their further competition. The CA will be responsible for the further competition process, with help and reviewing documentation from YPO if required.

CAs will be able to see the following documentation to support the creation of their further competition:

- 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 carry out a further competition based on the below price and quality criteria:

Criteria for Further Competitions	
Lot 1	
Cost	10% - 70%
Quality	30% - 90%

This criteria for CAs to carry out further competitions are weightings of between 10% to 70% for cost, and weightings of between 30% to 90% for quality. The total percentage must add up to 100%.

Example 1 – 10% price / 90% quality

Example 2 – 50% price / 50% quality

Example 3 – 40% price / 60% quality

CAs can carry out a further competition on all providers that are listed against the standard, or they can utilise the sub-criteria which 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 carrying out a further competition with 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 a further competition based on the providers that met their sub-criteria. All filters can be applied via the YPO website on the apprenticeships page.

## Types of further competition

CAs may wish to carry out a further competition 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 further competition with the appropriate providers. Only the providers that are listed across both/all the relevant standards will be assessed for a further competition.

CAs may also want to carry out a multi standard call-off and decide to 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 further competition with the appropriate providers. Only the providers that are listed across both/all the relevant regions will be invited to bid.

### 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 further competition with the appropriate providers. Only the providers that are listed across both/all the relevant regions will be invited to bid.

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.

## Carry out your further competition

The further competition should include price and quality assessment based on the sub-criteria provided in this document.

The specification detailed in the further competition template should give providers a good understanding of the specific services you require them to deliver.

There are no set questions for CAs to include in their further competition, we would suggest that these are related back to your specification.

Once you have created your further competition document you are required to publish the documents to all providers that meet your sub-criteria.

This document can be published via your own internal processes or by following the guidance on the YPO website.

There are no minimum or maximum timescales that a further competition should be published within, however YPO would suggest that the timescales are relevant to the detail of the specification and documents you publish. Please ensure that providers have sufficient time to respond to your further competition.

Once the deadline has ended, the response documents should be evaluated in accordance with the criteria in the further competition template.

A 10 day standstill period is then voluntary under the YPO framework. YPO would suggest to carry out a standstill period for a long term or high value call-off contract.

When you have your successful provider, the following needs to be completed for a further competition:

- Award to the provider
- Complete the call-off contract that is provided on the YPO website
- Complete the order form that is provided on the YPO website

YPO has provided further competition template documents that can be downloaded on the YPO website or sent by the YPO team. Please contact [apprenticeships@ypo.co.uk](mailto:apprenticeships@ypo.co.uk) for a copy of the template if you'd like one sent to you directly. CAs can use their own template documents if they prefer.

## 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 that 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 further competition process online, the call-off terms and conditions and order form can be done electronically and the process is much quicker and easier.