



Are you interested in becoming
a pre-approved Partner?





Helping tens of thousands of people
to gain sustainable employment

Dear Prospective Provider,

We are pleased to provide this guide to prospective delivery partners to assist you in joining our Dynamic Purchasing System (DPS) of pre-approved partners.

NCG is a group of FE colleges and training providers that delivers first class skills, employability and training solutions to unlock potential through learning and creating better futures for individuals, families, businesses and communities.

Each year, we help tens of thousands of people to gain sustainable employment through direct delivery from our own operations and via a network of high quality pre-approved partners and specialist providers.

We hope that this guide will give you a full understanding of working within the NCG Subcontract Management Framework (SMF) and the steps you need to take to register on our DPS for Delivery Partners.

We look forward to hearing from you.
Kind Regards,

Joanne Askin
Group Head of Contracts & Procurement



INTRODUCTION

to the NCG

Subcontract Management Framework

The Subcontract Management Framework (“SMF”) has been developed to support us to procure and maintain excellent and positive relationships with our delivery partners in a creative and innovative way ensuring maximum flexibility. The framework focuses on qualitative rather than quantitative evaluation of our delivery partners and enables us to provide greater support to those who are identified as needing it the most via our risk analysis.

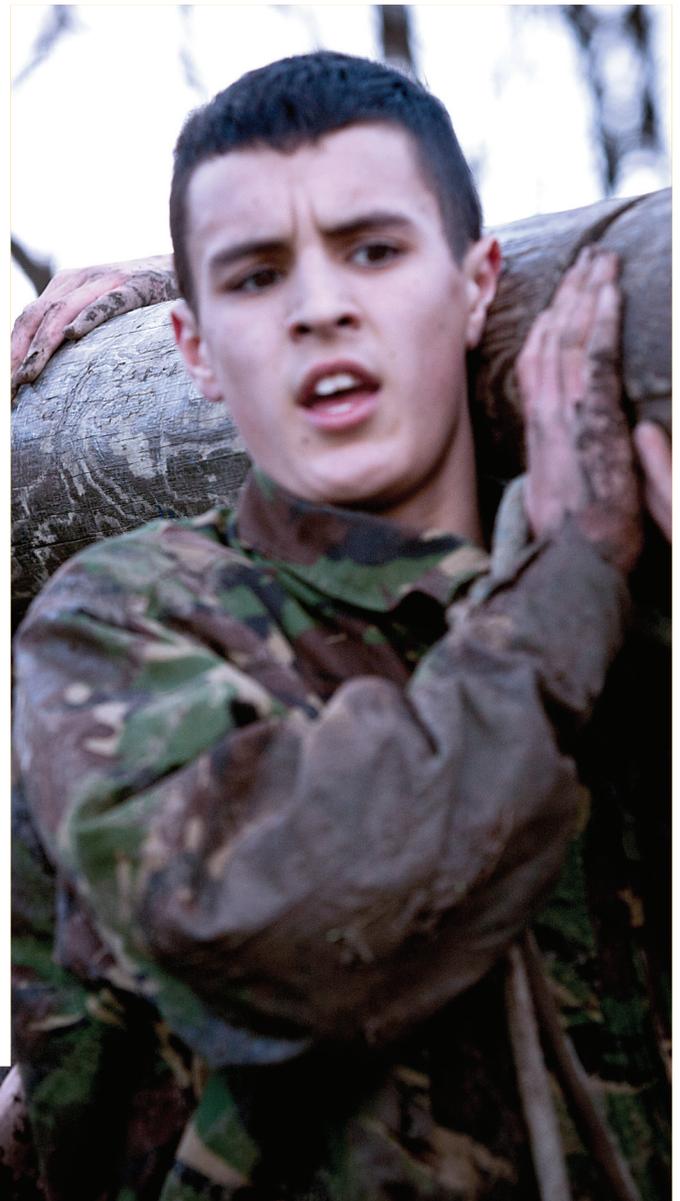
NCG has ensured its SMF aligns to the four integrated and fundamental Merlin principles; Supply Chain Design, Commitment, Conduct and Review. In as much as the Merlin Standard has been designed to recognise and promote sustainable excellence and partnership working within supply chains, we will also provide guidance to those seeking to achieve it.

The SMF assists us in the selection of delivery partners in an open, fair and transparent way. If you are successful in becoming a delivery partner, the framework will also be used to assist in qualitative, financial and relationship management throughout the life of your contract.

The SMF, in addition to addressing the fundamental steps in the process of subcontracting, also reviews the role of commissioning, including the procurement process and how the supply chain behaviour is affected by our behaviour. The procurement aspect of the framework has been developed to ensure compliance with UK public procurement rules which regulate procurements of public authorities and certain other entities within the UK by creating open, fair and transparent competition for all subcontracting opportunities.

The aim of the framework is to set a consistent standard for the management of delivery partners throughout the Group and thereby drive the behaviours required to operate to the benefit of the funding body providing value for money at every stage.

More information about the Merlin Standard can be found [here](#).



What is a Dynamic Purchasing System?

A Dynamic Purchasing System (“DPS”) is an electronic tendering system for the application and selection process of organisations that comply with minimum service requirements. It does not operate in the same way as a traditional contract or framework in that it is an ‘open market’ product designed to provide access to join a list of pre-approved providers, which can be constantly refreshed.

Tenders for specific contracts can then be invited exclusively from organisations admitted to the DPS and providers may choose whether to compete for competitions advertised through the DPS.

Establishing a DPS with multiple providers creates an environment, which encourages fair competition and is designed to allow suppliers to join at any time during the life of the DPS.

NCG Dynamic Purchasing System for Delivery Partners

NCG has established a DPS for the Provision of Delivery Partners for NCG and its divisions. Our DPS opened on 18 December 2015 and runs to 18 June 2017 with options available to extend until 25 January 2021.

A General Specification has been developed that outlines the minimum requirements for providers along with the requirements of the services.

DPS Selection Criteria

A response form has been developed for the evaluation of applications.

Providers will be allowed to submit an application for admission to the DPS at any time during its operation.

During the application and admission process you will stipulate which categories of services (“Lots”) you can supply to NCG.

All providers that meet the minimum selection criteria and submit an application compliant with the specification will be admitted to the Lot(s) of the DPS you have selected within your application.

Requirements and Offers

Once you have been successfully admitted to the DPS, you will be invited to submit offers to deliver specific education and training services as required by NCG.

When NCG identifies a requirement for partner organisations, it will create and distribute via the DPS System a mini-competition to all the pre-approved providers admitted to the Lot for which the services are required. A mini-competition is the name used for a tender requirement in the DPS System.

All notifications of a mini-competition requirement will be completed through NCG’s e-tendering portal hosted by ProContract (<http://www.procontract.due-north.com>).

How to apply

Interested organisations will need to register for a login to ProContract to submit an application to become a Pre-Approved Partner.

If you are interested in submitting an application to join the NCG DPS for Delivery Partners please go to ProContract (<http://www.procontract.due-north.com>).

Alternatively, copy and paste the following URL into your web browser to be taken directly to our opportunity: (<https://procontract.due-north.com/Advert?advertId=66fec5e7-8da5-e511-8107-000c29c9ba21>)

Further guidance on the application process can be found in the next section.

For queries, please contact the NCG Group Contracts & Procurement Team on 0191 200 4290 or by email at procurement@ncgrp.co.uk.



How to become a Delivery Partner of NCG

New to ProContract Providers should go to <https://procontract.due-north.com/Register>

Complete the supplier registration steps to complete your registration to ProContract. You will receive an email confirming your login details which you will need to use to access the site.

Once you have received your login details, log into the site, click on **"Find Opportunities"** and go to "narrow your results". Select **"NCG Corporation"** from the drop down menu and click "update"

Click on **"Delivery Partner Dynamic Purchasing System"** from the list of Opportunities & then click on **"Register interest in this opportunity"**

Once your interest has been accepted you must select **"My activities"** from the menu bar and then select **NCG** from the "Narrow your results" box and click update to view the DPS opportunity. Locate the current application round from the events listed and click on most current application round to begin your application.

If you don't complete your application all at once you can come back to it at a later date and everything you've already done will be saved. When you log back into the system go to **"My activities"** from the menu bar and then select **NCG** from the "Narrow your results" box click update to view the DPS opportunity and locate the current application round from the events listed to continue working on your DPS response.

Once you have completed the online DPS response form click **"Submit Response"** to send your application to NCG.

If you wish you may submit an improved response at any time

You will receive an automated message confirming your response has been submitted. NCG will aim to assess your application within 10 working days upon closing the DPS application round.

Does your submission meet the minimum requirements to be admitted to the DPS?

NO

You will be notified via ProContract correspondence that you did not meet the minimum requirements & will be told the areas in which you were below the required standard

YES

You will be notified via ProContract correspondence that you have been successfully admitted to the Lot(s) of the DPS you have selected within your application.

Suitable opportunities for Delivery Partner services will be notified via ProContract correspondence & invited to submit a bid specific to the requirements

All bids will be assessed by NCG within the timescales identified in the specification

Was your bid successful?

NO

You will be notified via ProContract correspondence that you have been unsuccessful in your bid. You will be provided with both scoring & feedback to assist you in bidding for future Delivery Partner opportunities

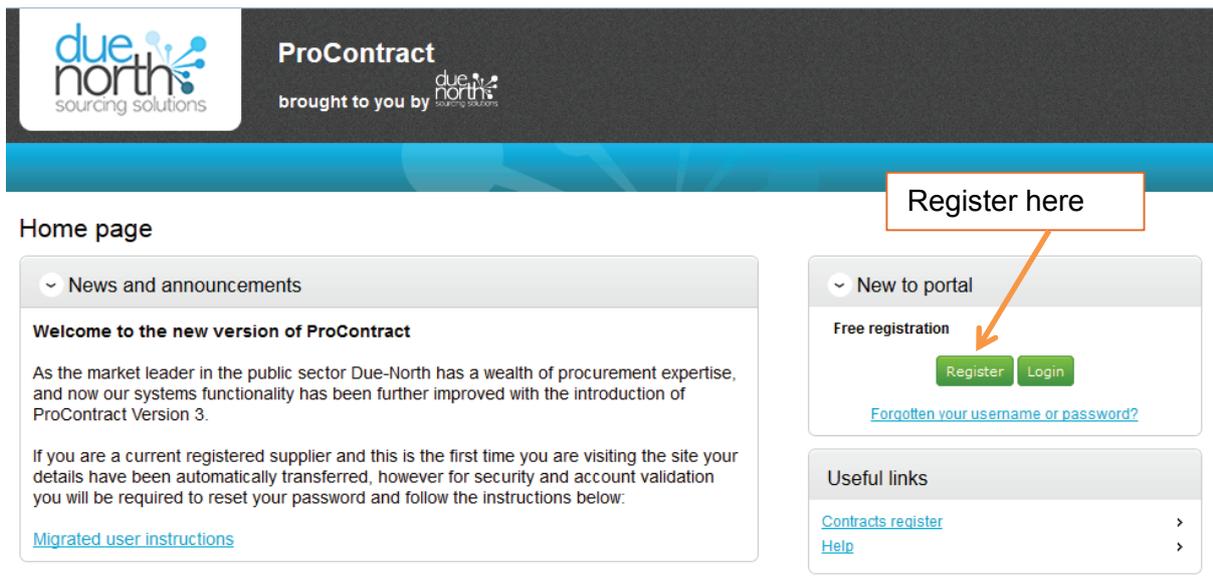
YES

You will be notified via ProContract correspondence that you have been successful in your bid.

Before you start

To take part in any exercise and to be able to express an interest to NCG's DPS contract opportunity, you must first register on ProContract with details of yourself and also the company that you work for.

To register please go to: <https://procontract.due-north.com/Register>



Once registered you will receive an email enclosing your user name and password to enable you to log in to the system from ProContract, if you do not, please contact Due North support@due-north.com.

If your organisation is already registered on the ProContract portal, but you have forgotten the password, user details, or are unsure whether you hold an account, please contact **support@due-north.com** for advice.

STAGE 1: How to register your interest to NCG's Dynamic Purchasing System

1. Log into ProContract portal <http://www.procontract.due-north.com> using your login username and password then follow the simple instructions shown below.

Log In

User Name

Password

[Forgotten your username or password?](#)

Welcome to ProContract

Already registered?
Simply enter your chosen username and password and click 'Continue'

New to ProContract?
Suppliers - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

Migrated from ProContract Version 2?
If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - [First time login following migration](#)

Still need help?
Please visit the [help center](#) where you can access an extensive help library, FAQ's, videos and guides

2. On the main page click on the link "Find opportunities"

Home **Find opportunities** **My activities** **My contracts** **Help**

Home

Home page

Activities [View full screen](#)

Active Recently added Last viewed

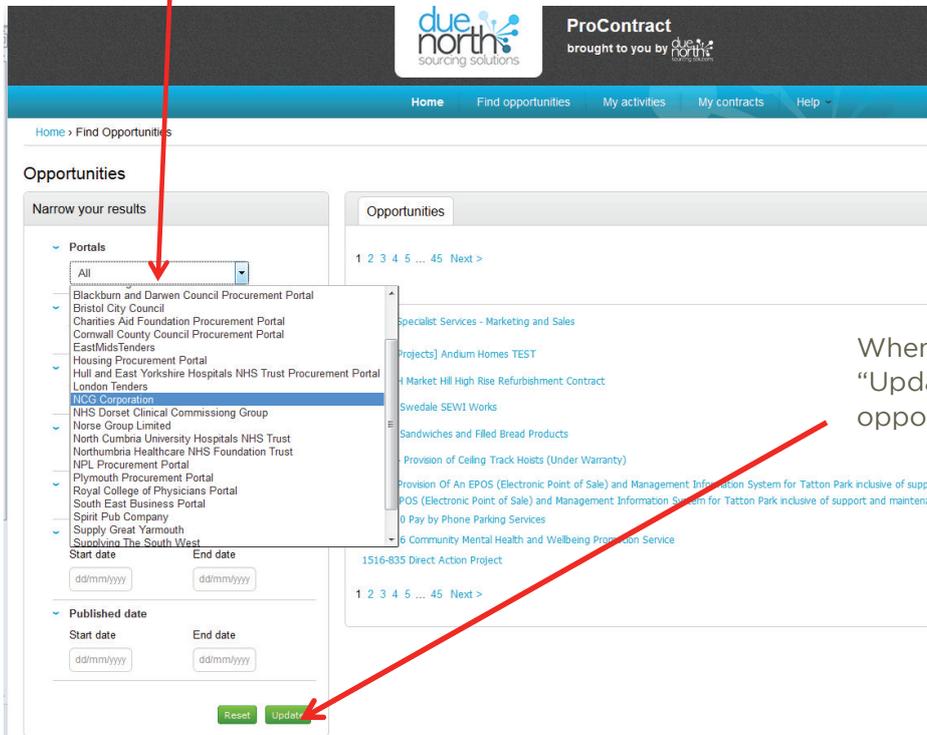
-- Please select -- Search

Please select a buyer from the dropdown and click on the 'Go' button

Opportunities [Find opportunities](#)

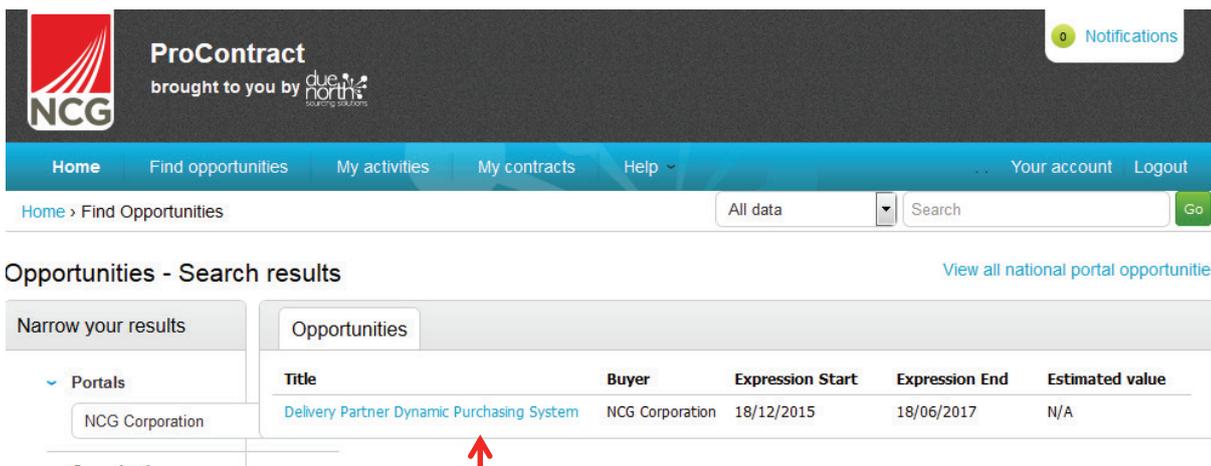
To search and view all of the latest opportunities available on the Due North portal, please click on the 'Find opportunities' link above

3. You will now see a list of live ITTs listed as **“opportunities”**. To view NCG’s opportunities go to **“narrow your results”** and select **NCG Corporation** from the drop down menu list of portal Contacting Authorities.



When you have done this, click **“Update”** to view NCG’s DPS opportunity.

4. This will take to you to NCG’s list of live sales opportunities.



Select “Delivery Partner Dynamic Purchasing System”

5. You can now review details of the DPS opportunity such as title, description, current status and closing date.

Home Find opportunities My activities My contracts Help Your account Logout

Home > Find opportunities > Delivery Partner Dynamic Purchasing System

Delivery Partner Dynamic Purchasing System [Return to find opportunities](#)

Main contract details

Opportunity Id DN1040
Title Delivery Partner Dynamic Purchasing System
Categories 80000000-4 - Education and training services
Description NCG invites you to become a Delivery Partner on DN1040 Provision of Delivery Partner Dynamic Purchasing System (DPS) for the procurement of Delivery Partners to be used by NCG and / or its divisions. NCG is proposing to appoint Providers through the establishment of a Dynamic Purchasing System (DPS).
Region(s) of supply UNITED KINGDOM

Expression of interest registered

Date 18/12/2015 16:41:09
Workgroup admin

Expression of interest window

From 18/12/2015 16:00 to 18/06/2017 12:00

[Register interest in this opportunity](#)

NOTE: Registering your interest to the DPS is not the end of the process: you now need to complete the DPS questionnaire and submit your response.

When you have reviewed this information, click **“Register interest in this opportunity”** to register your interest.

STAGE 2: How to submit your DPS application

6. First click on **“My activities”** from the menu bar.

Home Find opportunities **My activities** My contracts Help

Home > My activities [All data](#)

My activities

Narrow your results

- Buyer**
 - NCG Corporation
- Event type**
 - All
 - Advert
 - RFX
- Status**
 - All
 - New action

[Update](#)

Active activities Archived activities Last viewed activities

Please select a buyer from the narrow results panel and click on the

Select NCG Corporation from “Narrow your results” buyer option.

Click “Update” to view NCG’s DPS opportunity.

7. NCG's "Delivery Partner Dynamic Purchasing System" should now be listed as one of your "Active activities" as below.

USEFUL TIP: New activities are presented in ProContact by a blue star symbol: ★

8. To view the opportunity, locate the current Application Round from the Events listed and select.

USEFUL TIP: The current Application Round will also be listed as the last event and advertised with a "Respond by" date set in the future.

9. To begin your application click on “start your response”.

The screenshot shows the 'NCG Corporation - DPS' page with a response ID of 116281. It includes a 'Time remaining' section showing 401 days, 8 hours, 42 minutes, and 31 seconds. The 'Response controls' section contains a green 'Start my response' button, a blue 'Register intent to respond' link, and a blue 'No longer wish to respond' link. A red arrow points to the 'Start my response' button.

Click here to start your response.

10. The DPS Response Wizard will take you through each step to respond.

The screenshot shows the 'Create DPS response' wizard. The progress bar indicates four steps: 1. Details, 2. Additional information, 3. Question sets, and 4. Attachments. The 'Question sets' step is currently active. Below the progress bar, there are input fields for 'Supplier reference (optional)' and 'Response information (optional)'. A table lists the question sets, with one entry: 'DPS for Delivery Partners Pre Qualification Questionnaire' with an 'Edit response' link. A red arrow points to the 'Edit response' link.

USEFUL TIP: Here you may add any additional information for your organisation’s own internal use.

Click “**Edit response**” to start your response.

11. You can now access the questions, and create a response.

View evaluation questions

Your progress will be shown in the “progress bar” and your progress is recorded for each question.

USEFUL TIP: Scroll down to view all questions.

To respond to each question simply click on “Answer question”. Your response to each question and your progress will be saved should at any stage you need to log out.

12. Each question includes a “help” box where you will find additional guidance.

Licensing and Registration | Question 2 of 2

USEFUL TIP: When answering a **mandatory question** always read the guidance we provide in the Help section.

Your response to each question and your progress will be saved should at any stage you need to log out by clicking on the relevant “save” option shown above.

13. After you have completed your response click on the “back” at the bottom of the screen to continue.

View evaluation questions

Title	Section status	Status	Flag
Supplier Information	Complete section		
Grounds for mandatory exclusion	Complete section		
Grounds for discretionary exclusion - Part 1	Complete section		
Grounds for Discretionary Exclusion - Part 2	Complete section		
Economic and Financial Standing	Complete section		
Additional PQQ Modules	Complete section		
Declaration	Complete section		

Back

Click on “Back” to return to the DPS response wizard.

14. If you have any additional attachments you would like to make in support of your response, click “Add attachment”. Once attached, click “Finish”.

Create DPS response

Details Additional information Question sets 4 Attachments

No attachments

Add attachment

Finish Reset Cancel Back

Click on “Finish” to return to the response control screen.

15. Click “Submit your response”.

Home Find opportunities My activities My contracts Help Your account Logout

Home > My activities > Delivery Partner Dynamic Purchasing System > Delivery Partner Dynamic Purchasing System

My response 576905 Draft

Additional information Edit

Supplier reference: John's Response

Title	Action	Progress
DPS for Delivery Partners Pre Qualification Questionnaire	Edit response	

Attachments Add attachment

Response controls

Submit response

Open response wizard

Submission checklist

Evolution criteria/question sets

Audit history View audit history

USEFUL TIP: The “Submit Response” button will be greyed out until all the mandatory sections have been completed.

Pop-up screen will now appear, asking “are you sure you want to submit this response? You must click on “submit response” to submit your response.

16. After you have submitted your response the screen will refresh confirming your response has been successfully “Submitted” and a confirmation email shall also be issued by ProContract.

The screenshot shows the ProContract interface for a Delivery Partner Dynamic Purchasing System (DPS) submission. The main details section includes the title 'Delivery Partner Dynamic Purchasing System', a response deadline of 18 June 2017, and a description of the procurement process. The attachments section lists two files: 'Delivery Partner DPS Specification 2015.doc.pdf' (224 KB) and 'NCG Standard Terms & Conditions.pdf' (227 KB). The evaluation criteria section shows a table of questions.

Title	Questions		
	Mandatory	Online	Internal
DPS for Delivery Partners Pre Qualification Questionnaire	39	48	0

The 'Time remaining' section shows a countdown timer at 401 Days, 3 Hours, 19 Minutes, and 22 Seconds. A green 'Submitted' button is visible, with a red arrow pointing to it from the text on the right.

Confirmation you have successfully submitted your DPS response is displayed here.

Once your application has been submitted, the assessment process shall commence on the closure of the application round and we will be in touch via the ProContract portal to inform you of the outcome or request any additional information.

If at any point you need any help, support or advice in completing your DPS application please call NCG Procurement directly to speak to a member of the team for further assistance:

Telephone: 0191 200 4290 **Email:** procurement@ncgrp.co.uk

Online guidance is also available here <http://supplierhelp.due-north.com/>

Next Steps

If your application meets the required standard you will be notified that you have been placed onto the DPS.

If your application to join the DPS is rejected due to you not meeting the selection criteria outlined in the Specification, NCG will provide feedback to allow you to rectify any issues and reapply, if appropriate.

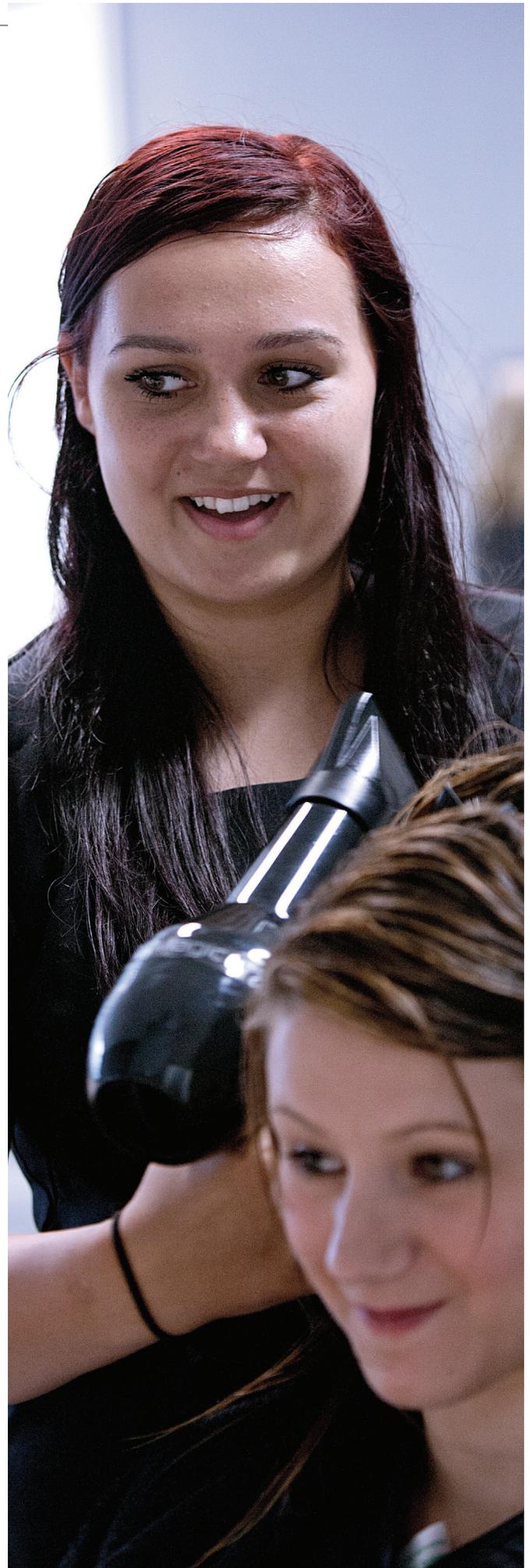
You may apply again at any time.

If you are successful in being placed on the DPS it is your responsibility to keep the information you have submitted as part of your application up to date and inform us (via ProContact) of any changes to your circumstances. If up to date information is not held by us you could miss out on potential opportunities.

Periodically, we will ask you to review your last application and ensure all of your information is up to date. If you submit any new information your application will be re-assessed by us to confirm your organisation still meet the required standard. If you fail to update any part of your application which has expired your organisation may be removed from the DPS.

Please note: removal from the DPS may result in any contract awarded following a mini-competition to be terminated with immediate effect and without financial compensation.

We look forward to receiving your application and partnering with you in the future.





DISCLAIMER

The information in this document does not purport to be comprehensive or to have been independently verified. It is not intended to provide the basis of any decision and should not be considered as an invitation to negotiate. Any errors in this document shall not invalidate any stage of the procurement process, the SMF and/or the DPS, or release pre-approved partners from any obligations under a contract. Errors or omissions corrected by NCG that affect the provision of services will be made by agreement.

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www.intraining.co.uk

www.westlancs.ac.uk

www.rathboneuk.org

www.discoveryschool.org.uk