



Department  
for Work &  
Pensions

# Dynamic Purchasing System Market Update Scotland Group

## Hints and tips for the Dynamic Purchasing System

- Ensure your offer complies with the instructions provided for submitting the Offer Factsheet – maximum of 2 pages of A4 in Arial font 12
- Ensure that the fact sheet uploaded is relevant to the service category you are targeting – check the Employability Journey narrative
- Be precise with your offer, describe exactly what will be delivered and how, rather than providing background information about your organisation.
- Is your supplier service offer in the most suitable category? – check the Employability Journey narrative.
- Performance Management – ensure that you have included details of how performance will be managed within your offer.

When potential suppliers are submitting their PQQ for accreditation in Bravo, they must ensure they have saved the FVRA template under the correct Excel version (excel 97 –2003 workbook)

Do not offer a range of performance expectations e.g. between 30 and 60% job outcomes. Potential suppliers should articulate exactly what they can achieve.

The Instructions to Bidders explained that following application of the filters a shortlist of Potential Suppliers is produced and that a score is awarded for each of the four questions asked using the information provided within the detailed description section of the Supplier Service Offer Factsheet. Buyers have identified that some additional and important information, such as the client group provision is targeted at, is mentioned in the description of the

Item but not included in the actual detailed description of the Supplier Service Offer Factsheet resulting in lower scores being given. Suppliers are encouraged to review the narrative contained within the Item list and ensure that all relevant information is contained within their Supplier Offer.

## Key Priorities

The Four District Operational Teams in Scotland have identified the following key priorities

Details provided are current at the time of publication.

### Central Scotland

District	Target group	Gap
Central Scotland	Older Workers 60+ Service Category 4	Digital skills to improve job search techniques and IT skills to help move into vacancies available in today's job market.
Central Scotland	ESOL – Service Category 4	Enhanced ESOL type provision focussing on language used in Job Interviews and the work environment. Work experience or volunteering could be used as an introduction to employers.
Central Scotland	Mental Health – Service Category 2	Provision required supporting customers with Mental Health issues to understand the nature of their illness, improve confidence and motivation, demonstrating that work can assist in their recovery.
Central Scotland	Ex ESA customers now claiming JSA – Service Category 2	Improving the confidence and motivation of clients who until recently have been on a health related benefit, providing support back into employment.
Central Scotland	Ex-Offenders Service Category 4	Working with this client group, addressing other barriers that may contribute to their offending lifestyle, e.g. drugs and or alcohol. Provide help with sourcing possible employment with advice on how to disclose their criminal record to future employers.
Central Scotland	Addiction issues –	Addressing the barriers presented by these addictions to support

	<b>Service category 3</b>	<b>customers in job search and moving closer to employment, signposting where applicable to additional support groups.</b>
<b>Central Scotland</b>	<b>Literacy and Numeracy – Service Category 4</b>	<b>Short sharp intensive support to customers with these barriers to help them move at pace into employment.</b>
<b>Central Scotland</b>	<b>Lone Parents Service Category 4</b>	<b>Support required improving motivation, confidence and job search skills. Work experience or volunteering could be an ideal opportunity to introduce these customers to a working environment.</b>
<b>Central Scotland</b>	<b>Skills Training – Routeway 4</b>	<b>Short certificated training in various sectors leading to employment in that field.</b>
<b>Central Scotland</b>	<b>MAPPA – Service Category 3</b>	<b>Provide help with sourcing possible employment with advice on how to disclose their criminal record to future employers.</b>
<b>Central Scotland</b>	<b>Digital Skills for all Customers – Service Category 4</b>	<b>Computer course to help people learn the basic essential skills to use computers with confidence, be more productive e.g. create and use an email account, use the internet for jobsearch activities to support UCFS.</b>
<b>Central Scotland</b>	<b>ESA/WR/UC JSA. Long Term Unemployed. Barriers to Work - Service Category 4</b>	<b>Entrenched worklessness, low confidence, lack of work experience, limited employer marketability. Support to address the barriers and move individuals closer to the labour market.</b>

## **North of Scotland**

<b>District</b>	<b>Target group</b>	<b>Gap</b>
<b>North of Scotland</b>	<b>All – Service Category Routeway 4</b>	<b>Construction – CSCS cards and work experience</b>

North of Scotland	All – Service Category Routeway 4	Security – SIA licences and work experience
North of Scotland	Support for customers transitioning from ESA – JSA – Service Category 2	Looking at assisting with motivation, confidence, digital skills and helping them to identify their strengths and being able to consider suitable work options for them to consider/steps required in order for them to look at moving forward to work
North of Scotland	Support for 50+ customers – Service Category 5	Motivation, confidence building and looking at alternative careers and digital skills
North of Scotland	Support for younger jobseekers 18 – 24 – Service Category 5	Intensive “kick start” for those without recent work experience
North of Scotland	ESA/JSA/UC Claimants with mental health issues – Service Category 2	Condition management, confidence building, motivational skills
North of Scotland	Digital Skills for all claimants – Service Category 4	Computer course to help people learn the basic essential skills to use computers with confidence, be more productive e.g. create and use an email account, use the internet for jobsearch activities to support UCFS.
North of Scotland	Long Term Unemployed – Service Category 3	Launchpad – Intensive support to become job ready/confident, if required on a 1-2-1, life skills, working with others and ideally supported work placement
North of Scotland	Job Club for all Groups – Service Category 7	Job club – on-going support with digital jobsearch, group support
North of Scotland	All Groups with Health Conditions. Service Category 2	Condition Management Programme which was previously run in conjunction with local health board
North of Scotland	WP Returners, 25+, 50+, 18-24 (JSA and UC), ESA (WRAG), LPs	Digital skills, Basic computing, confidence and motivation, recognizing transferrable skills, mock interviews, online job search/applications, personal

	– Service Category 4	presentation, ex offender support and how to deal with convictions when looking for jobs, drug and alcohol, Production line skills
North of Scotland	Support for customers with Health conditions-all benefits - Service Category 2	We will be looking at provision similar to J2E looking at soft skills, confidence. But for any customer with long term health condition.
North of Scotland	Support for Lone Parent customers – Service Category 2	Support for Lone Parents both JSA and IS claimants to overcome barriers and move closer to work. Support for people who are unlikely to look for work without some help to increase motivation and confidence
North of Scotland	Sector Based Work Academies – Routeway 4	JCP will look support and existing industries in the local area. Sector-based Training will be required in the area throughout the year in particular Hospitality and Retail

## East and South East Scotland

District	Target group	Gap
East and South East Scotland	Long Term Unemployed. (ESA/JSA/UC) Service Category: 5	Entrenched worklessness, low confidence/motivation, limited work history, identification of transferrable skills. Support with personal presentation, interview skills, cv preparation. Support for those where work is a realistic prospect once the barriers are addressed.
East and South East Scotland	All customer groups. Basic Skills (literacy and numeracy) Service Category: 4	Support to overcome practical barrier to work, individuals lacking sufficient basic literacy and numeracy skills to conduct effective jobsearch activities.
East and South East Scotland	Lone Parents Service Categories: 2 & 5	Support required to increase confidence, motivation, jobsearch skills. For those individuals who are unlikely to look for work without support. Use of volunteering or work experience opportunities for those

		that have the motivation and confidence to engage in the labour market with view to moving them into work.
East and South East Scotland	All customer groups In Work Support Service Category:8	Assistance to help all customer groups but particularly ESA/Lone Parents/Long Term Unemployed to increase work retention rates and deliver in work progression by engaging with customers and employers once they move into employment.
East and South East Scotland	Ex-offenders JSA/UC all ages Service Category: 4	Support for ex-offenders, JSA/ UC all ages, Identifying barriers, dealing with disclosure, motivation, and support with job-hunting skills. Support for those customers where work is an immediate realistic prospect once barriers are addressed.
East and South East Scotland	Older Workers 50+ UC/ESA/JSA Service Category: 4	Support this particular group of customers in improving their digital skills to help improve on line jobsearch activities and increase competitiveness in labour market.
East and South East Scotland	Health Conditions including Mental Health ESA Service Category 2	Working with ESA/JSA/UC customers including those waiting for Work Capability Assessment who are unlikely to look for work without assistance. Support customers with solution focussed provision that helps with motivation, confidence and identifies realistic options to support individuals moving forward.
East and South East Scotland	All customer groups Service Category 3.	To provide customers with the basic Digital Skills that will increase their confidence and ability to use IT devices. Support job seekers in the use of digital means for jobsearch activities and interacting with DWP as Universal Credit Full Service rolls out.

## West of Scotland

District	Target group	Gap
West of Scotland	Health conditions – all benefits – Service Category 2	Support for people with health conditions including mental health issues to overcome barriers to employment, including customers

		who have previously been receiving ESA but have failed the Work Capability Assessment.
West of Scotland	Ex-offenders – Service Category 4	Support for ex-offenders, JSA all ages, including identifying barriers, dealing with disclosure, motivation, and support with job searching skills. Support for those customer where work is an immediate realistic prospect once barriers are addressed.
West of Scotland	50+ Service Category 2	Support customers to identify transferrable skills and develop a realistic plan to move into work. Support customers to be proficient and self- sufficient in job searching.
West of Scotland	Long Term Unemployed – Service Category 2	Support for customers long term unemployed with multiple complex barriers to move into work including build confidence and motivation, discipline, literacy and numeracy to move nearer to the labour market. Support to improve motivation and confidence and overcome practical barriers to work.
West of Scotland	Lone Parents – Service Category 5	Support for Lone Parents to help them move closer to employment. Support for customers who are unlikely to look for work without some help to increase motivation and confidence.
West of Scotland	Basic Skills – Service Category 2	Support for those with Basic Skills needs who cannot read or write sufficiently well to do their own independent job search. Find jobs where written English is not required. Support for those where work is an immediate realistic prospect once barriers are addressed.
West of Scotland	All customer groups – Service Category Routeway 4	Provide skills training for customers who could secure employment in sectors identified from analysis of local labour market.