

Appendix 1 - Explanation of how the PDPS is likely to operate:

1.1 The PDPS

The PDPS aims to identify a number of learning providers with the relevant knowledge and experience to deliver learning in the County when opportunities arise.

When the PDPS is open for applications on ProContract, a link is provided on the Council's own webpage. Applicants are provided with the terms and conditions of the PDPS and an overview of the process of making a call on the PDPS. The application stage also includes a specification document which sets out the Council's requirements for any individual or business interested in joining the PDPS. This includes requirements such as, but not limited to, learning providers being expected to have experience of providing learning and to have received a 'Good' or 'Outstanding' rating as a result of Ofsted inspections at existing settings.

- 1.2 Applicants are required to complete a selection questionnaire in order to be considered for the PDPS. This includes questions on the applicant company to ensure it meets the requirements of the Council. For example, ensuring any company applying is registered and has the correct insurances in place.
 - 1.3 Once the application window has closed, the questionnaires are evaluated and vetted. This is the Council's opportunity to check that the applicant meets the standards set out in the specification and that the companies meet the requirements of the Council. Applicants who meet the criteria set out in the specification and who have passed the vetting would be invited to join the PDPS. The PDPS will open for new applications annually.
 - 1.4 Once successful, providers accepted onto the PDPS will be monitored to ensure they continue to meet the standards set out in the specification. For example, if a provider's Ofsted rating changes to a level that would fail the evaluation, we would not call upon them when making a call on the PDPS, until their Ofsted rating is considered acceptable, or until we are satisfied that appropriate measures are in place that address any concerns.
- ### 2. Call on the PDPS
- 2.1 When a demand for specific learning is identified, procurement will put a call on the PDPS to identify interest. This call would usually take the form of a mini competition which would include a short specification and a few questions. Interested learning providers will then be scored, most likely against the requirements of the call and quality, to determine which provider would be offered the learning opportunity.
 - 2.2 Should the Council be faced with the closure of a subcontractor at short notice, a call on the PDPS could identify an alternative learning provider who has the ability to respond quickly and establish a new learning setting at short notice, thus saving time on tendering and also reducing the gap in provision for adults.
 - 2.3 Alternatively, it is possible to directly award a contract to providers who we know can deliver and provide the required learning. This may be an option when learning is required within a very short timescale.

2.4 The contract for each opportunity would be agreed for a period of time, such that would mirror the funding agreement length that CCC has with CPCA, regardless of the term that the PDPS had left to run