

December 2025

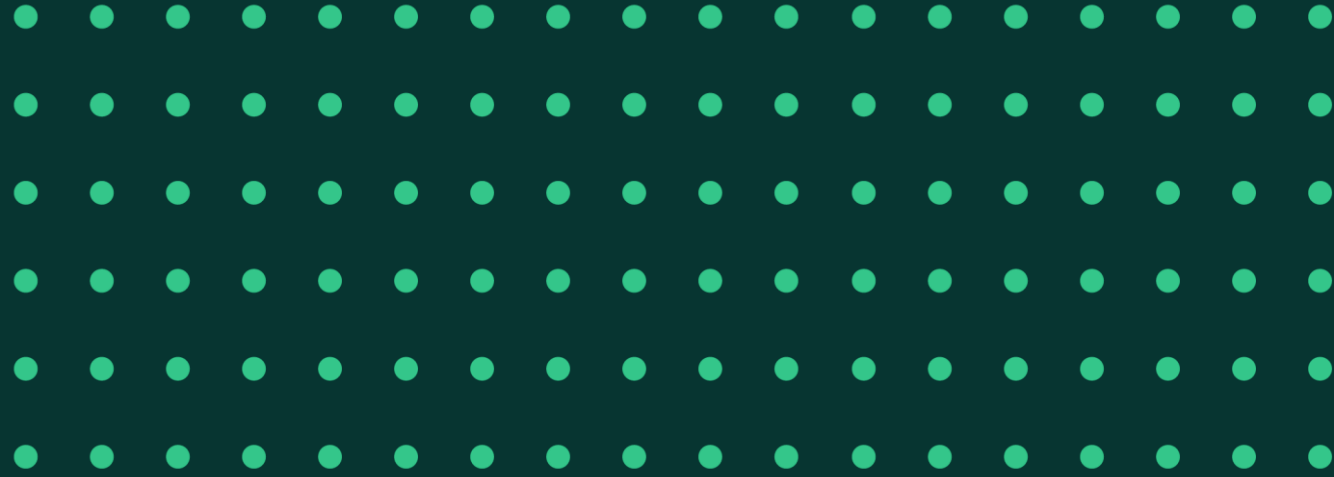
# Adult Skills Fund

Competitive Tendering Process



# Agenda

Topic	Speaker
Introduction / Background	Vicky Wright – YNYCA
Timescale Projection	Debbie Walton – YNYCA
Adult Skills and Learning Dynamic Purchasing System	Vicky Wright and Debbie Walton



# Introduction

Vicky Wright  
Adult Skills Fund Manager

# Adult Skills Fund Strategic Skills Plan

<https://yorknorthyorks-ca.gov.uk/wp-content/uploads/2025/06/ASF-Strategic-Skills-Plan-25-28-200625.pdf>



# Adult Skills Fund Strategic Priorities



**Widen Access & Participation:** ASF as a gateway to learning and progression



**Embed Basic & Transferable Skills:** ASF providing foundations to higher skills and employment



**Unlock Progression Pathways and Underutilised Talent:** ASF providing routes to higher skills and better paid jobs



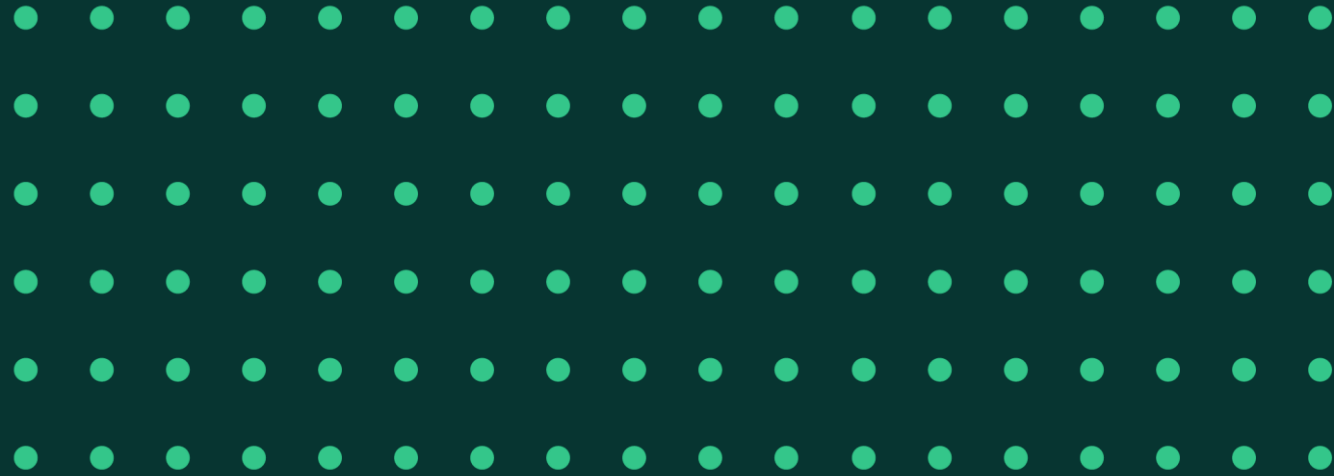
**Develop Flexible Provision:** to meet the needs of learners and businesses



**Build Capacity and Capability:** to enable an integrated, flexible and responsive provider base



**Enable Effective Collaboration:** partnership working between providers



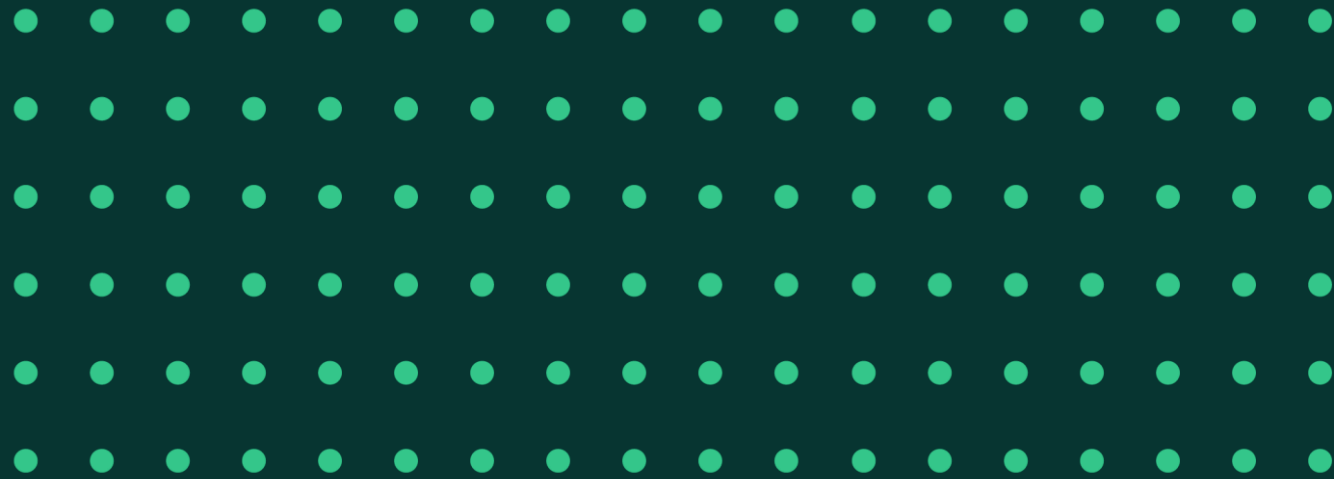
# Procurement Timescales

Debbie Walton  
Commissioning and Contracting Officer

# Anticipated Procurement Timescales

December 2025 – February 2026	Suppliers Appointed to DPS
February / March 2026	Tender Exercise
April / May 2026	Scoring
May / June 2026	Notification of Award
June / July 2026	Issuing Contracts
June / July 2026	Inception / Mobilisation
August 2026	Contract Start Date

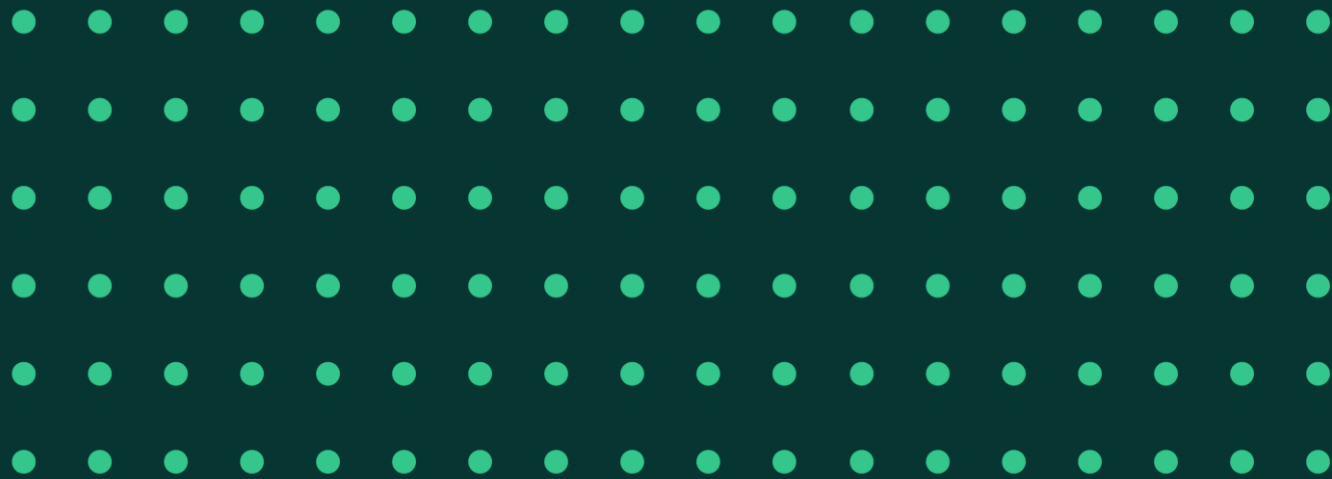
Please Note – all timescales are subject to change.  
Communication will be issued if major milestones change.



# Adult Skills and Learning Dynamic Purchasing System (DPS)

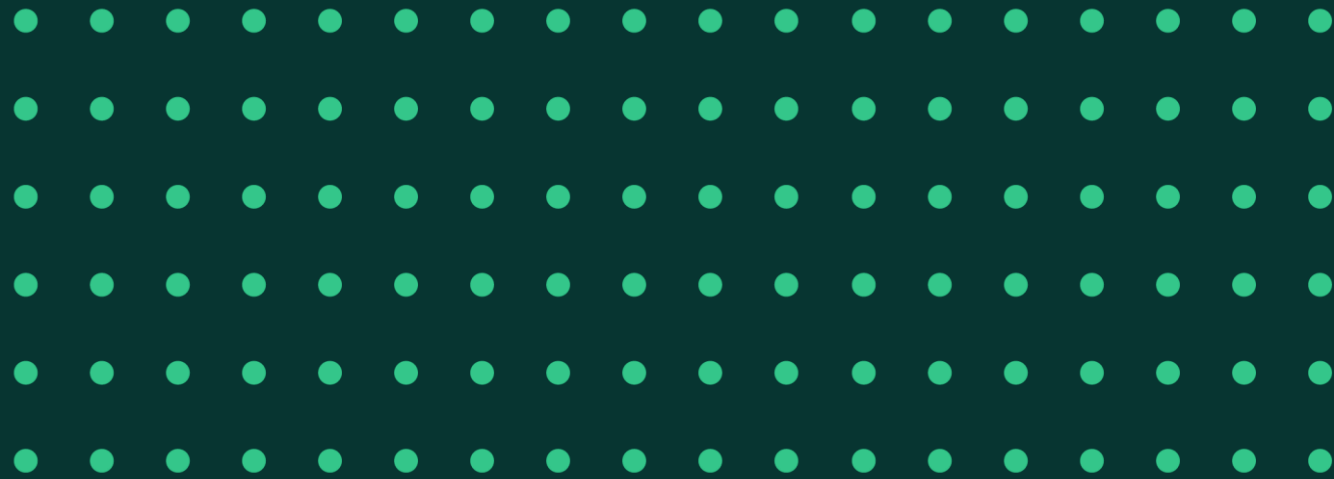
Vicky Wright and Debbie Walton





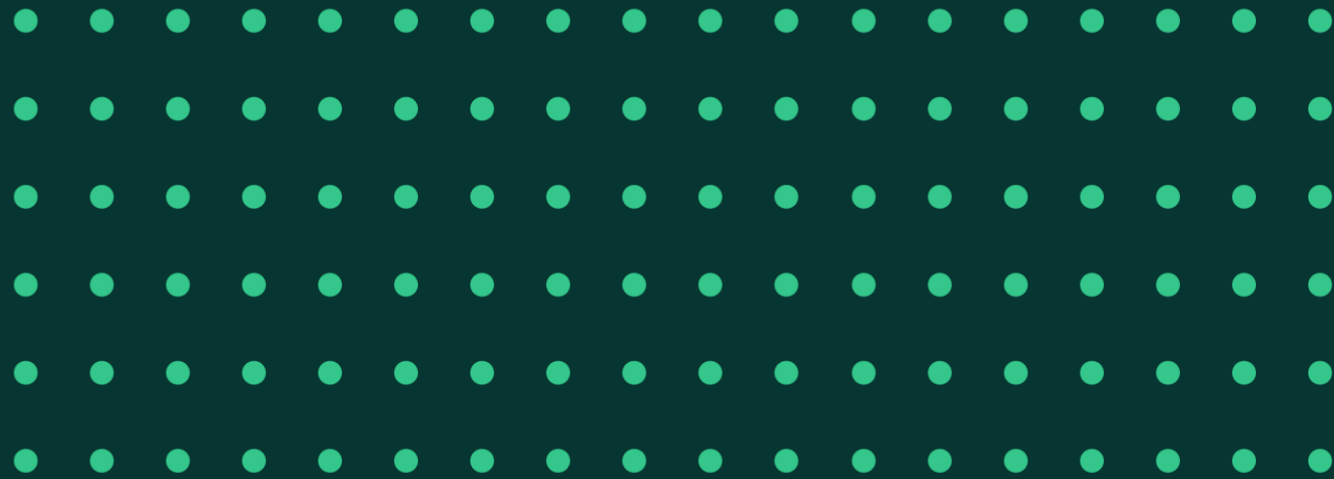
What is a DPS?

- A DPS is a type of commercial agreement available through Crown Commercial Services (CCS). DPS's typically offer a range of services and products that allow contracting authorities to 'call off' on.
- A DPS has the mechanism and flexibility to onboard suppliers any time during the agreement's life. Meaning, you can join whenever.
- There will be checks and balances to go through and complete. If successful, your organisation will then be able to participate in opportunities advertised by York and North Yorkshire Combined Authority.
- Registration to the DPS is free
- Management Levy - There is a 1% fee for which businesses who secure a contract through the DPS that you would be accountable for. This fee covers the management of the DPS.



# DPS Key Information

DPS ID	RM6348
DPS Name	Adult Skills and Learning
DPS duration	4 years and 2 months
Start date of DPS	16 August 2024
End date of DPS	27 October 2028
Scope of DPS	Publicly funded skills training for adults (aged 19+) and young adults (aged 16 to 18) in the general public
Buying options	Further competition only (no direct awards are available)
Who can buy using the DPS?	All UK public sector bodies, including combined authorities, devolved administrations, local authorities, educational institutions, and central government departments and their agencies



How do you join the DPS?

CCS have helpfully created help guides and videos to show businesses how to register and apply to become a supplier on the DPS.

- Stage 1 – Register as a supplier on the Supplier Registration System
- Stage 2 – Download and read the bid pack which will show you the stages, and what you need to provide
- Stage 3 – Complete the Selection Questionnaire (SQ) document
- Stage 4 – Continue through the steps on screen and complete the Dynamic Purchasing System Questionnaire (DPSQ)
- Stage 5 – CCS will review your responses to the questionnaires, and ensure you pass all selection criteria detailed within the documents
- Stage 6 – If passed stage 5, stage 6 will require agreement to the DPS agreement, when agreed, you will then be a supplier on the DPS
- Stage 7 – You will need to sign up to the e-sourcing portal to bid for contracts and opportunities
- Stage 8 – If you have been appointed, you will be asked to provide your insurance and cyber essential certificates
- Stage 9 – Subject to stage 8, you will then be awarded a Crown Commercial Services contract.

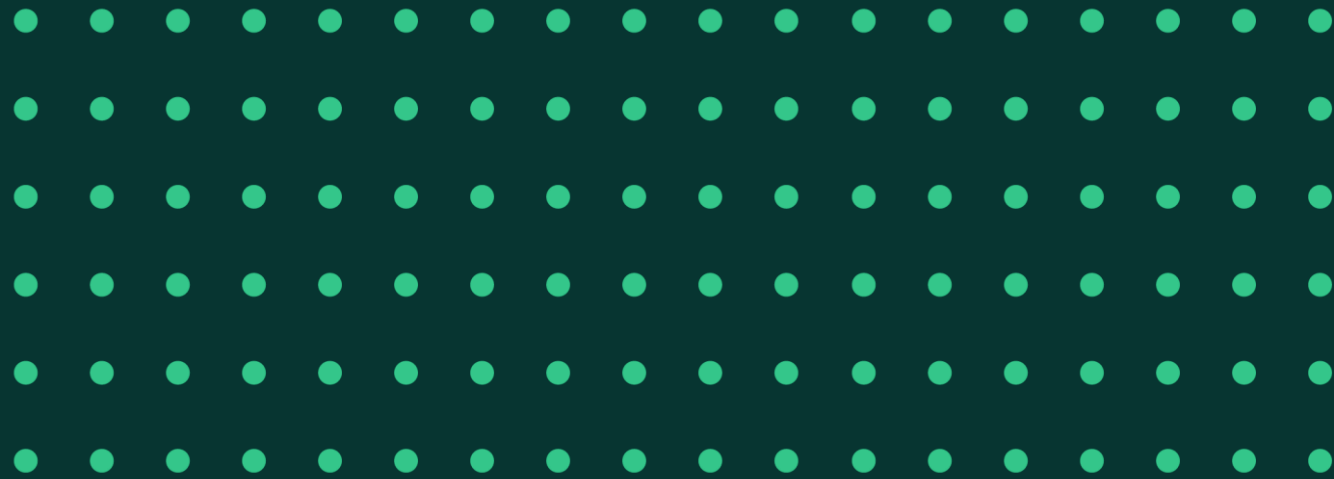


What are the minimum requirements  
for you to join?

CCS have designed their DPS to ensure the appropriate bodies and businesses are appointed. To achieve this, they have set the below minimum requirements which your business must be able to meet.

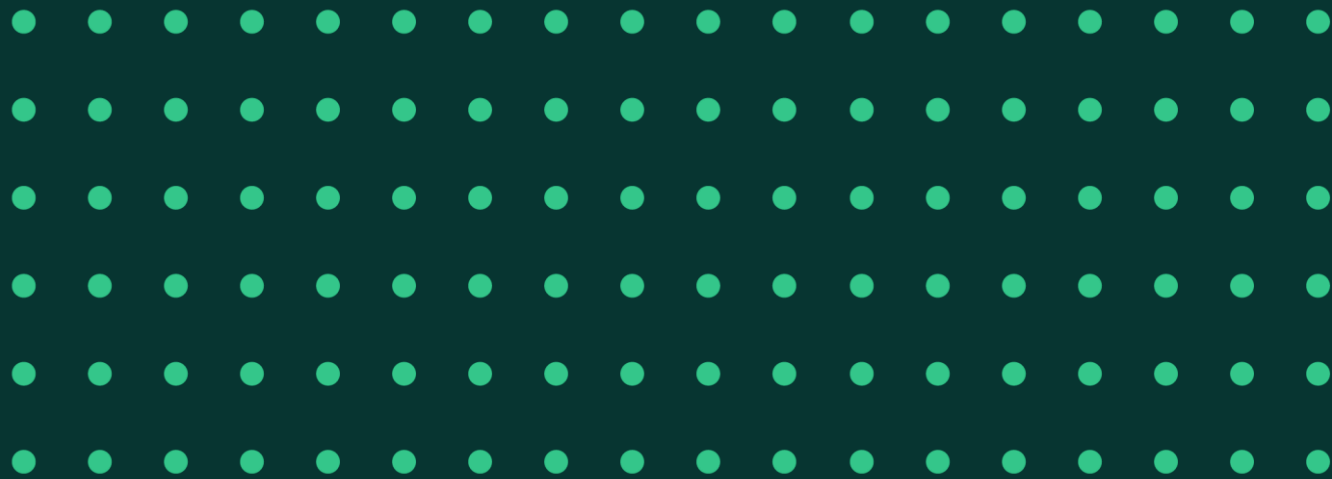
- Cyber Essentials basic certification
- Minimum insurance requirements:
  - Employer's liability insurance of £5,000,000
  - Public liability insurance of £5,000,000
  - Professional indemnity insurance of £1,000,000
- Compliance with the Supplier Code of Conduct and Modern Slavery Act
- Pass a Financial Viability and Risk Assessment (FVRA)
- Provide a valid UK Provider Reference Number (UKPRN) from the UK Register of Learning Providers
- Agree to help contracted buyers to achieve their social value objectives





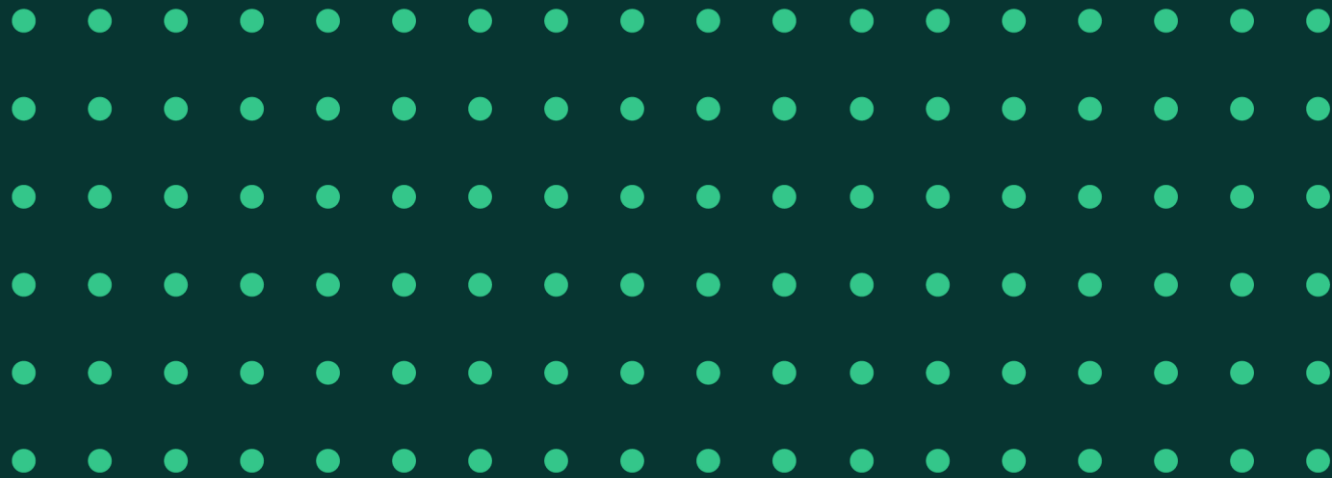
What happens when you join,  
and what do you need to know?

- Once you have joined the DPS via CCS, you will then have access to many help guides along with contact information if your matter cannot be resolved in the help guides.
- When York and North Yorkshire Combined Authority advertises an opportunity, you will receive an alert of this which will then allow you to view the tender and if interested, submit a bid.
- For any consortium bids, you can work and collaborate with other suppliers/legal entities to form a consortium. If this route is taken, a lead member will need to be named and nominated and that is who must submit the tender bid. Each member who forms the consortium must be named in the tender documents (Your request to participate document).
- Any clarifications you wish to raise must be raised through the CCS system, during the tender period. York and North Yorkshire Combined Authority will not be able to respond to clarifications outside of the system and past the deadline. All suppliers on the DPS must be given the same information, and the same opportunity.



Next Steps

- York and North Yorkshire Combined Authority are continuing to work at pace with the procurement and it is envisaged a procurement will be ready for publication February 2026. Any changes will be communicated
- Next steps for businesses is to start their registration process on the DPS via Crown Commercial Services. It is vital your organisation is registered on the DPS to bid for opportunities. If you are not registered, you will miss opportunities.
- Please use the below link to start your signing up process.  
Register for an account at the following link:  
<https://supplierregistration.cabinetoffice.gov.uk/organisation/register>
- If you are already registered please 'sign in' to your account via the below link:  
<https://supplierregistration.cabinetoffice.gov.uk/login>.



## Helpful Links

- Please use the below link to start your signing up process:  
<https://supplierregistration.cabinetoffice.gov.uk/organisation/register>
- If you are already registered sign in to your account via the below link:  
<https://supplierregistration.cabinetoffice.gov.uk/login>
- The following will take you direct to the DPS information:  
<https://supplierregistration.cabinetoffice.gov.uk/dps#learning>
- The following will take you to clarifications already raised, and the workspace where you can raise clarifications. Unless commercially sensitive, this will be a public Q&A:  
<https://supplierregistration.cabinetoffice.gov.uk/dashboard/clarifications?cid=%40JNT08%3DUFVWVVR6Sk5lazA9Nj>

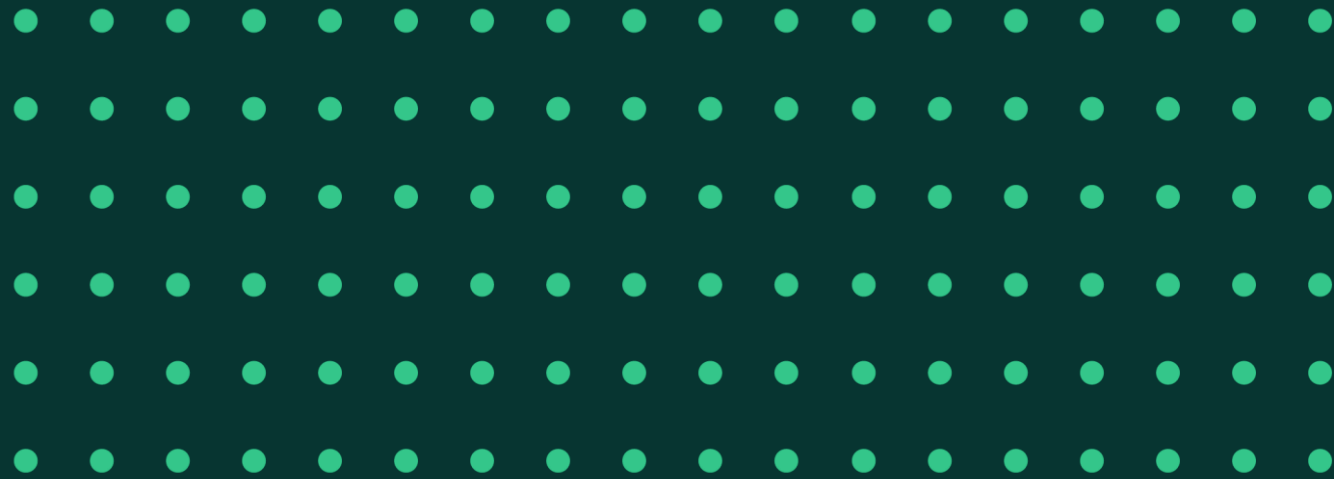
# Please Register Now

Crown Commercial  
Service

Dynamic Purchasing  
System

Adult Skills and Learning  
(RM6348)





# Frequently Asked Questions



# Thank you

Vicky Wright  
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York & North Yorkshire Combined Authority  
[yorknorthyorks-ca.gov.uk](http://yorknorthyorks-ca.gov.uk)