The Improvement and Efficiency West Midlands (IEWM) DPS for Associate Support is a fully IR35 and OJEU compliant offer available for use by Local Authorities and public sector partners in England and Wales, providing fast access to quality assured subject matter experts in a number of fields including:

- Adult Services
- Children’s Services
- Commissioning and Commercial Development
- Leadership and Culture Change
- Business and Process Improvement
- Performance and Knowledge Management
- Digitalisation, including Social Media
- Developing the Role of the Third Sector

If you have a project that you consider is suitable to be promoted via the Improvement and Efficiency West Midlands (IEWM) DPS for Associate Support then this ‘How To’ guide explains the procedure to follow. Referring to the “Flow Chart IEWM mini-competition” document hosted on the [http://www.westmidlandsiep.gov.uk/what-we-do/Associates_Pool/](http://www.westmidlandsiep.gov.uk/what-we-do/Associates_Pool/) web page will also be of assistance.

NB. Commissioners must go through the appropriate channels and services within their own organisations if they are seeking to employ people on a permanent basis or for interim roles. The IEWM DPS for Associate Support is not a suitable vehicle for these types of roles.

Procedure for using the IEWM DPS for Associate Support:

* The Commissioner approaches one of the IEWM team for support. This may be through direct contact with someone you already know from the team or, if you have never worked with us before, you can contact Tony Ashfield: tashfield@westmidlandsiep.gov.uk, Tele: 07771372616. Whichever member you work with, they will act as the IEWM Relationship Manager going forward.

* The requirements of the piece of work are clarified between the Commissioner and the IEWM Relationship Manager who will also set out the terms and conditions for using the IEWM Associate Pool and associated charges that will be applied.

* At this stage the Commissioner will be required to sign the Service Level Agreement provided by Worcestershire CC (WCC). This will assist with IR35 compliance as well as providing assurance of commitment to the resources (budget etc) being released by the commissioning organisation. **NB. At this stage the Commissioner must evidence that they have the authorisation of their financial, procurement and legal services to proceed with using the IEWM Associate Pool.**

* The Commissioner completes the IEWM Project Scoping document for signing off by the IEWM Relationship Manager and uploading on to the IN-Tend purchasing platform.
Worcestershire CC may ask for some clarity around the Project Scoping document e.g. evaluation criteria. Once clarified, the project details will be uploaded and circulated for IEWM associates to quote against. Because all of our Associates are pre-registered on the IEWM DPS for Associate Support, the mini-tender process is significantly shortened.

All accepted tenders will be circulated for evaluation. This will be carried out by the Commissioner and the Relationship Manager who will be look at the Quality criteria. The Price criteria will be evaluated by a member of the Worcestershire Procurement team, without exception.

The Commissioner raises a Purchase Order for IEWM to be able to proceed and under the terms of the previously signed SLA. The value of the PO will be determined by the final agreed price with the successful Associate plus the value of the IEWM charges agreed for using our service. (See charges matrix below as a guide).

Worcestershire CC will pay the Associate according to the payment and delivery milestones for the piece of work concerned. At the end of the project, final payment will be held until satisfactorily signed off by the Commissioning organisation and receipt of feedback to IEWM regarding the performance of the Associate concerned to support the continuous performance management of the IEWM DPS Associate Support offer.

Documents to be read in conjunction with this ‘How To’ guide are hosted on the [http://www.westmidlandsiep.gov.uk/what-we-do/Associates_Pool/](http://www.westmidlandsiep.gov.uk/what-we-do/Associates_Pool/) web page. They are:

1. Flow chart of IEWM mini competition process;
2. Draft SLA document between Worcestershire CC and Commissioner;
3. IEWM Project Scoping Template

The IEWM charging structure is set out over the page.
IEWM Charging Structure:

Improvement and Efficiency West Midlands is a Public Sector organisation, hosted by Worcestershire County Council and supporting collaborative working. The charging structure set out below is intended to cover the costs of setting up, administering and developing the IEWM DPS for Associate Support to assist with its sustainability going forward. These charges are intended as a guide for Relationship Managers and Commissioners to use acknowledging that some projects may be more complex than others and require more IEWM time to support them.

<table>
<thead>
<tr>
<th>Project Scope</th>
<th>DPS Charge</th>
<th>IEWM Management Charge</th>
<th>Development Costs</th>
<th>Total Chargeable to Commissioning Organisation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum charge for all projects</td>
<td>£200</td>
<td>£250</td>
<td>£75</td>
<td>£525</td>
</tr>
<tr>
<td>For projects whose delivery duration is between 3 to 6 months</td>
<td>£200</td>
<td>£500</td>
<td>£75</td>
<td>£775</td>
</tr>
<tr>
<td>For projects whose delivery duration is between 6 to 12 months</td>
<td>£200</td>
<td>£750</td>
<td>£75</td>
<td>£1,025</td>
</tr>
<tr>
<td>For projects whose delivery duration extends beyond 12 months</td>
<td>£200</td>
<td>£1,000</td>
<td>£75</td>
<td>£1,275</td>
</tr>
<tr>
<td>For each change of a project e.g. scope, duration, milestone targets that require IEWM/ WCC input</td>
<td>£200</td>
<td>£250</td>
<td></td>
<td>£450</td>
</tr>
<tr>
<td>Cancellation of a project other than where associate underperformance is the cause.</td>
<td></td>
<td></td>
<td></td>
<td>A fee of £1000 will be applied plus any contracted fees applicable to the associate under the terms and conditions for that project</td>
</tr>
</tbody>
</table>