

# HOW TO GUIDE FOR ASSOCIATES WORKING WITH IEWM



This guide sets out how Improvement and Efficiency West Midlands (IEWM) source associates to network with us and form a pool of subject matter experts who can then be invited by our public sector partners and organisations working with us to support projects and programmes in the region.

If you are considering applying to be one of the IEWM Associates then the first step is to get yourself registered on Worcestershire County Council's In-Tend e-procurement system as a supplier. You will need to go to <https://www.in-tendhost.co.uk/worcestershire.aspx/Home> and register. The IEWM Associate tender is set up as a Dynamic Purchasing System (DPS) and new suppliers can register to be included at any time during the duration of the DPS.

Once registered to In-Tend you will need to login, in order to apply to IEWM Associate DPS tender. To do this, within the IN-Tend portal you will need to:

- \* Click on "Tenders" on the top of the screen.
- \* From the drop-down box, choose "Current".
- \* In the Search box type IEWM - this will take you to the advert to apply to join the Improvement and Efficiency West Midlands (IEWM) DPS for Associate Support.
- \* You need to express an Interest by clicking the button at the bottom right of the page.
- \* Clicking the ITT tab at the top of the page will allow you to view and download the documents.
- \* Click the green 'Opt In' button
- \* Complete the Selection Questionnaire and upload all documents requested. Before you complete the Selection Questionnaire please be sure to read the Selection Questionnaire Guidance Document.
- \* Please note that in Section 6 Technical and Professional ability, you are required to provide details of one contract for each of the categories you are applying for. If you cannot provide details then you must complete Q82 with an explanation for this.
- \* The IEWM Associate DPS is reviewed on a regular basis for new applications and you will receive an acknowledgement confirming your acceptance or not, within ten days of applying. You will not be able to apply to be considered for any projects during this period.

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The IEWM Associate DPS will periodically invite Associates to submit mini-tenders for new projects we are facilitating for our partners or we may be delivering directly. These 'mini-tenders' will be promoted only to the Associates within the appropriate themes for that piece of work and they will automatically receive notification. Instructions for applying for these will be sent on a case by case basis for each of the projects.

Please Note:

1. Being accepted on to the IEWM Associate DPS is not a commitment guaranteeing work; only by being successful through the mini-competition process will an Associate receive commitment via a Contract/Purchase Order.
2. Performance will be managed through evaluating the outputs and outcomes delivered for each project and programme let through the IEWM Associate DPS using the Project Closure and Evaluation Template, a copy of which can be viewed via the link on the Associates Pool home page. Successive poor delivery or under performance may lead to an Associate being suspended from the IEWM Associates Pool for a period of time.
3. 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 provides further details regarding how the pool will operate.