Government Commercial Agency

Quick supplier guide

Applying to become an appointed supplier on the Apprenticeship Training Dynamic Marketplace

This is a quick guide to applying to become an appointed supplier on the Apprenticeship Training Dynamic Marketplace (DMP). For the list of services and apprenticeship standards covered under the DMP, see the 'Apprenticeship Services Matrix' in the Bid Pack. Ensure that you read the 'READ FIRST RM6102' document in the Bid Pack before applying, as it explains what is required of suppliers in joining the DMP, and contains full guidance on how to apply.

Minimum Requirements

- Cyber Essentials basic certification
    - Note that some buyers may require you to have Cyber Essentials Plus
- Minimum insurance requirements:
    - Employer's liability insurance of £5,000,000
    - Public liability insurance of £1,000,000
        - Professional indemnity insurance of £1,000,000
- Be on the Apprenticeship Provider and Assessment Register (APAR).
- Provide a UK Provider Reference Number (UKPRN)
- Equality and diversity policy that complies with current legislation
- Compliance with the Supplier Code of Conduct and Modern Slavery Act
- Provide a contract example and reference details for an existing customer
- Pass an assessment of your economic and financial standing by Dun & Bradstreet

Applying

If you get stuck at any stage, you can watch this video for a detailed walkthrough.

Step 1

V3. This document is for guidance only and is not a legal document. This document's accuracy is not guaranteed. It is not an exhaustive list of requirements or actions required to become an appointed supplier.

Register as a Supplier on the Supplier Registration System (SRS).

- If you don't have one, register for a free DUNS number

Step 2

Read the Apprenticeship Training Bid Pack. Click Access as a supplier and sign in.

Step 3

Complete the Selection Questionnaire (SQ).

- Skip questions 134, 135, 137, 143, 147-149, 150-154, 157-161

Step 4

Complete the Dynamic Purchasing System Questionnaire (DPSQ). You must upload insurance and Cyber Essentials certificates.

Step 5

Once you've submitted your questionnaires, your application will be marked as 'Assessing' and reviewed by GCA. If you meet all of the selection criteria, your application will be marked as 'Qualified'.

- We'll email you if we need clarification on anything or any extra information

Step 6

Once you're in 'Qualified', upload your generic prospectus, and an individual prospectus and pricing matrix for each apprenticeship standard you provide.

Step 7

Review and agree to the DPS Agreement. Once agreed, you will automatically be appointed as a supplier on the Apprenticeship Training Dynamic Marketplace.

Step 8

You will be emailed by any buyers who would like to award you a contract based on the information you've provided (this is called a rapid award).

If a buyer chooses to run a further competition, they will email you to invite you to bid. If your bid is scored highest by the buyer, the buyer can award you the contract.

Support

For any questions on the Apprenticeship Training Dynamic Marketplace, its terms, and what is required of suppliers, you can ask a clarification question.

For technical support on the SRS system or help with system navigation, you can contact NQC (our system provider) on 0161 413 7982, via email on support@nqc.com, or use the system's chat function.

For anything else, you can contact GCA on 0345 410 2222 or via email on info@gca.gov.uk. Quote ‘RM6102 Apprenticeship Training’ and your query will be directed to the right team.