

Withdrawn

This publication is withdrawn.
The publication is no longer current.

Annex 3 – Working with Sub-Contractors

This Annex pertains to referrals to Work Choice made **prior** to the current contracts' extension period in England and Wales which commenced in April 2017, and to referrals in Scotland up to 31st March 2017.

For guidance pertaining to all referrals to Work Choice in England and Wales made **during** the current extension period, specifically referrals from 25th April 2017 for contracts originally awarded in 2010, and from 7th April 2017 for Remploy, please see "Work Choice Provider Guidance: Post-April 2017" version which will be found on GOV.UK :

<https://www.gov.uk/government/collections/dwp-provider-guidance>

Sub-Contractors

A3.1 Our contract is with **you** and it is therefore **your** responsibility to ensure that any sub-contractors / Supported Businesses you employ work to the same standards specified by DWP.

A3.2 You are responsible for ensuring they understand the objectives of the provision and their part in the delivery of those objectives, including meeting the needs of the labour market in your area, so that there is no compromise to the levels of quality and performance expected of you.

A3.3 You will need to demonstrate effective contract management and close support of sub-contractors, and ensure that they have appropriate administrative systems in place.

A3.4 You will need to have in place suitable arrangements for checking that health and safety requirements are also met by any sub-contractors. You must also bring this Provider Guidance, including all amendments, updates and changes to the attention of all sub-contractors.

A3.5 In line with the terms of your contract with DWP, you will need to ensure that DWP has right of access to your sub contractors.

A3.6 Additional DWP Generic Guidance on working with sub-contractors can be found in [Chapter 2 - Delivering DWP Programme Division](#) of the Generic Provider Guidance and also Work Choice Terms and Conditions Part 10, clause 24.

Merlin Standard

A3.7 DWP will have worked with suppliers to develop the Merlin Standard during the procurement process. This new Standard provides a means of assessing the success of supply chain behaviours equally through procurement rounds and once contracts are implemented.

A3.8 The Merlin Standard underpins the contractual requirements of the Code of Conduct already part of the Prime Contract. Additionally it links to a mediation and arbitration service where there is evidence that suppliers are acting in breach of the contractual obligations of the Code of Conduct.

A3.9 Further information can be found in The Merlin Standard: A Guide for Prime Providers, to be found via this link: [The Merlin Standard publication page](#)

Guidance for Remploy Ltd April 2015

Providers working with DWP are expected to achieve the Merlin Standard, encouraging excellence in supply chain management.

Please note, your contract states: The Prime Contractor shall apply for Merlin Standard accreditation within 6 months of the Commencement date and to achieve full Merlin accreditation within 12 months of Contract award

Please see your contract for full details, in particular how this applies to sub-contractors.

Universal Credit

You are reminded that you must ensure that all sub-contractors are aware of the impact of Universal Credit and have read and understood the UC variations and updates to this guidance and to Generic DWP Provider Guidance.

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Work Choice Provider Guidance

