# EN:PROCURE BUILDING COMMUNITIES IN YORKSHIRE & HUMBER

#### **DPS Flow Chart**

## Phase One - Establishing the DPS

- Identify and finalise list of Lots (if any).
   DPS are for commonly used purchases, the characteristics of which are generally available on the market.
- **2.** Agree admittance criteria selection criteria found in Section 58 of the Public Contracts Regulations 2015

- **3.** Produce indicative documentation including (if available);
  - Specification
  - Pricing information
  - Award criteria
- **4.** Market engagement opportunity (this can be done before the contract notice is published or during the minimum 30 day period).
- 5. Publish the contract notice in OJEU.

The first batch of applicants have a minimum of 30 days from the dispatch date to respond.

**5.** Evaluation of initial batch of applications. There is not a prescribed period of time for this evaluation and the time needed will largely depend on volume of applications.

**Remember:** The DPS is closed to new applicants during this time and no competitions can be run under the DPS during the initial evaluation period. After the evaluation is complete the DPS is re-opened to new applicants.

**6.** Alert the initial batch of bidders as to whether they have been successful or not. They can re-apply if they have not been successful.

No standstill period is necessary.

There is no requirement to publish any information about who has been admitted into the DPS.

#### 7. DPS GOES LIVE

Competitions can now be run under the DPS.

The DPS is now open to new applications. Applications are expected to be processed within 10 days of receiving them. (This can be extended to 15 days if the application is considered 'complex').



## **DPS Flow Chart**

# Phase Two - Competitions under the DPS

- **1.** Identify the competition requirement.
  - Which Lot
  - Single client?
  - Group of clients?

Remember: no direct awards to capability criteria are permitted under the DPS

**2.** Produce competition documents including pricing, specification, award criteria and form of contract documentation.

**3.** Invite <u>all</u> suppliers in the DPS / appointed to the Lot to participate. A minimum of 10 days should be given to respond.

This timescale can be shortened to below the minimum of 10 days but only with agreement from all potential bidders.

The tender process must be undertaken completely electronically.

**4.** Once the bids have been returned the evaluation can begin.

There is no time restriction on this evaluation process.

5. All bidders should be notified of the award decision.

There is no requirement to enter in to a standstill period or provide bidder feedback but there may be an expectation from the bidders that they will receive some feedback.

**6.** A contract award notice must be published every time a contract is awarded under the DPS.

Above threshold - to OJEU

Below threshold – to Contracts Finder

This must be published no later than 30 days after award.

Where there is a high number of call offs being made, award notices can be published on a quarterly basis. They must be published no later than 30 days after the end of each quarter.

The award notice should be published in the name of the contracting authority awarding the contract.