



DPS Flowchart Guide



General information



A Dynamic Purchasing System (DPS) is unlike a traditional framework for the supply of goods, works or services. A DPS is an electronic system which suppliers can join at any time. A DPS is designed to give buyers access to a pool of pre-qualified suppliers.

A DPS can be divided into categories of works, services or goods, known as Lots, suppliers can apply to be listed on single or multiple lots within a DPS. Benefits for Suppliers of being on a DPS include:

- Suppliers don't have to demonstrate suitability and capability every time they wish to compete for a public sector contract
- The approval process is often quicker and simpler than a framework
- Improved accessibility for small to medium enterprises (SMEs)
- Award of individual tenders can be quicker
- A DPS remains open to new suppliers throughout the period of the agreement
- Suppliers can apply for additional lots throughout the life of the DPS should their business expand into new areas



General information



Inclusion on the Dynamic Purchasing System is a 2 stage process

Phase 1: Suppliers complete a standard Pre-Qualification Questionnaire (PQQ.) From there all suppliers who meet and pass the exclusion and section criteria in the PQQ must be admitted to the DPS to the relevant categories. Rejected suppliers are given useful feedback to help them re-apply should they wish to at a later date. Pricing information is usually not required at this stage

Phase 2: Approved buyers, or contracting authorities, award individual contracts through the DPS. The buyer invites all suppliers on the DPS (or for a particular DPS category) to compete and bid for a specific contract. Suppliers are not obliged to bid.

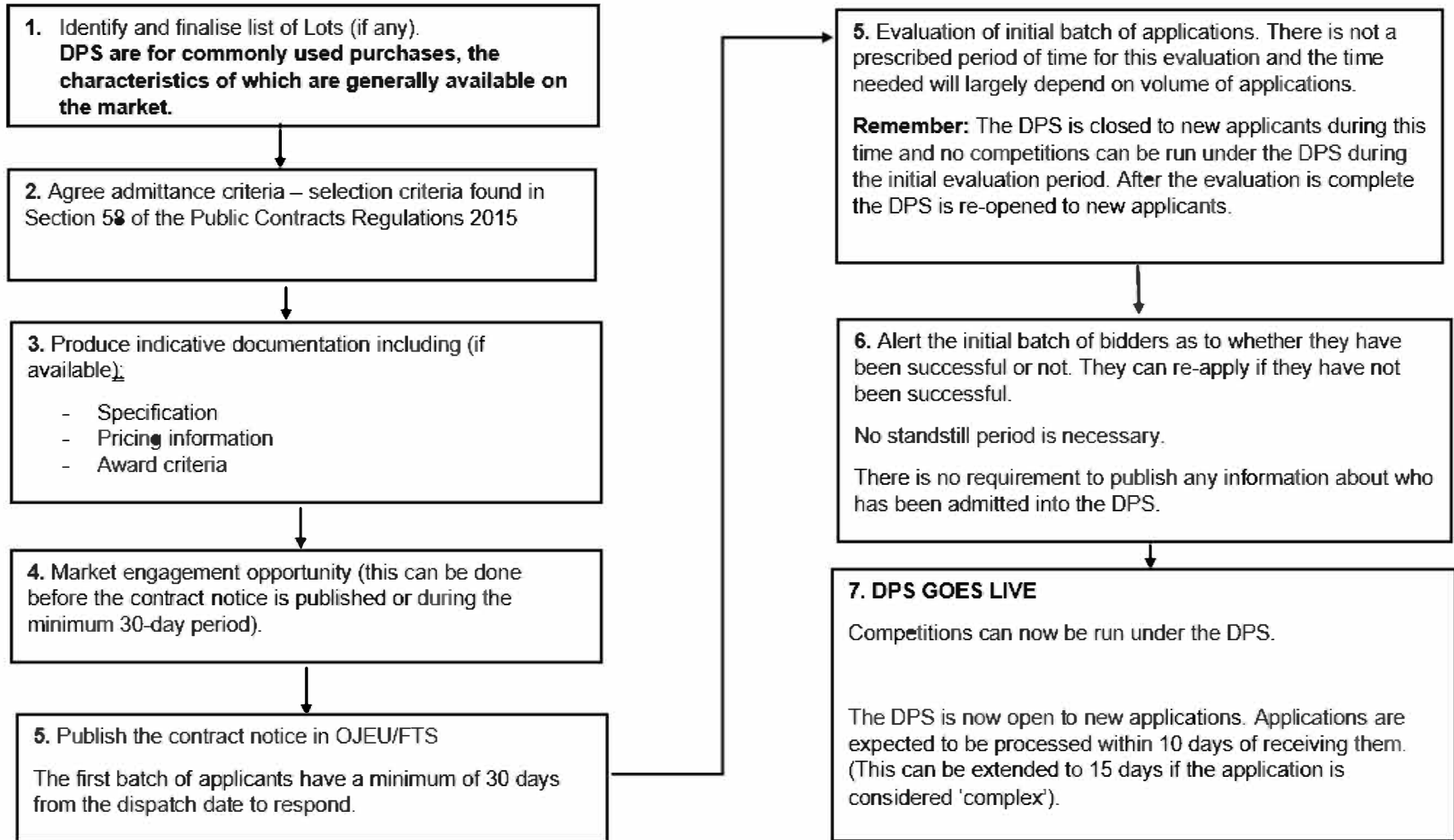
(See flowcharts below)



Flowchart 1



Phase One – Establishing the DPS



Flowchart 2



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 all 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 into 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/FTS

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.