

# Highway DPS

updated January 2024

A guide to joining North Somerset's dynamic purchasing system (DPS) for highway services – including civils, structures and, surface treatments.



# Background

Our highway network is our most expensive and most used council-owned asset. To the people who live here, the tourists who visit and the workers who commute, our network is vital to their day-to-day movements.

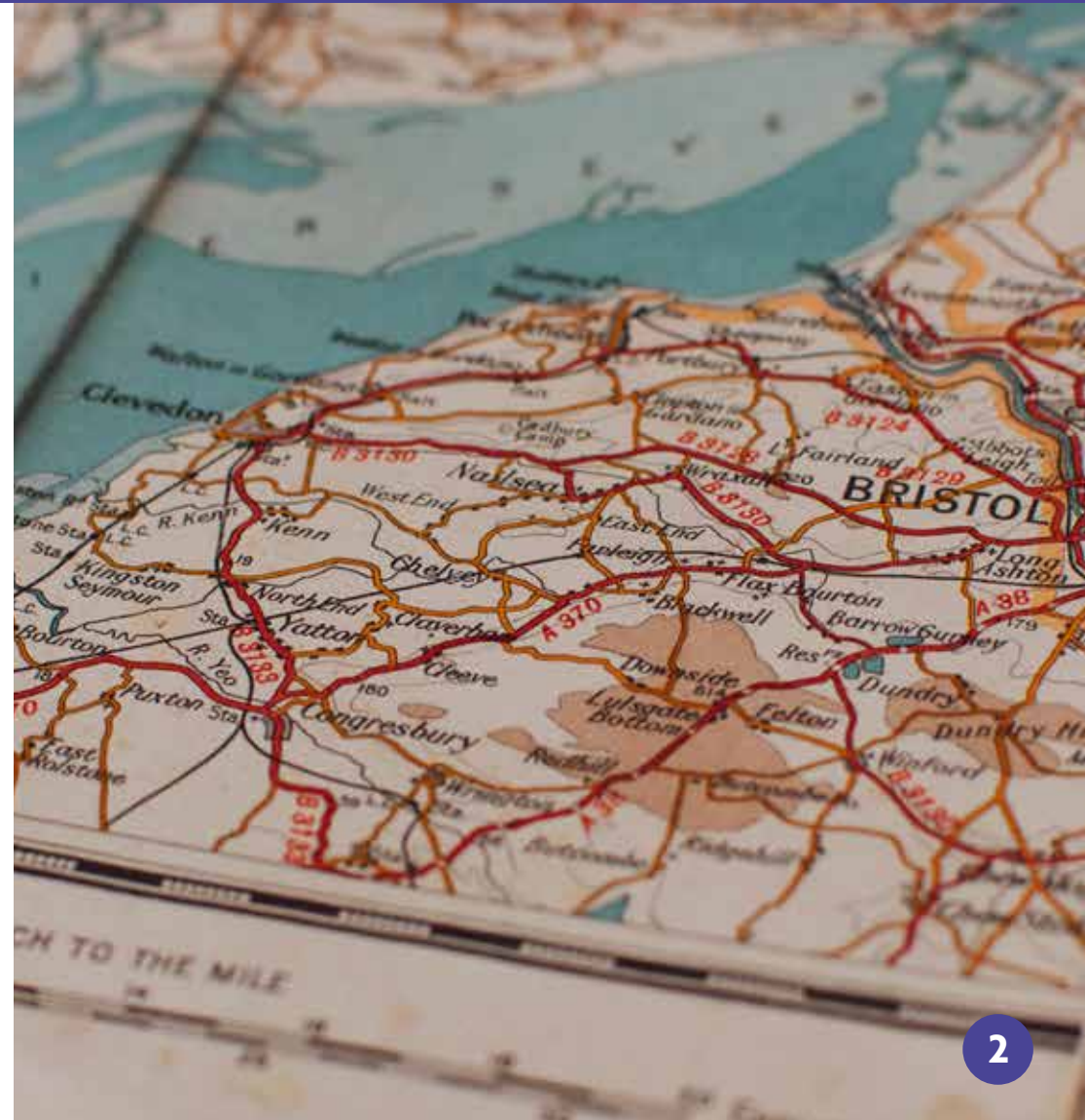
As a council, we have previously used what is called a Single Provider to undertake the majority of our highway work. We have then partnered with other smaller suppliers to deliver more niche pieces of work.

In an ever-changing economic and commercial environment, we are adapting and changing our ways of working to deliver not only our statutory duties and provide value for money on behalf of our residents but to also strive to use innovative new technology and materials, and to work with local and smaller suppliers to boost our local economy.

## So, what are the differences between a normal tender (or single provider framework) and a dynamic purchasing system (DPS)?

A DPS operates in an open market and, as its name suggests – is ‘dynamic’, meaning you can apply to join at any time during its life span. This allows us, as the Contracting Authority, to continually expand our network of suppliers, contributing to our local economy and grow skills in our area.

Once you’ve passed the initial checks in Stage 1, your business is one step closer to being open to an range of collaborative working opportunities with us.





# About the DPS

## Duration of the Dynamic Purchasing System

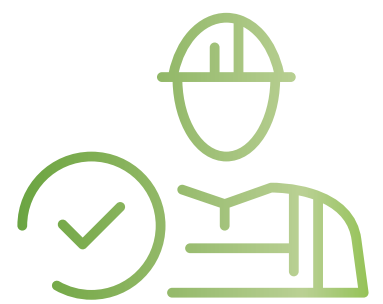
You can apply to join this DPS anytime during its 7-year lifespan.

## Estimated value of works within the dynamic purchasing system

This package of works presents opportunities with a total value of approximately £12 million.

## Types of work you bid for:

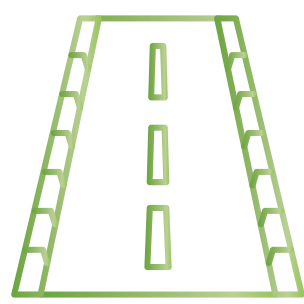
Three lots are included in this dynamic purchasing system. You can join one, two or all three of them.



### Civils:

- Highway Drainage
- Smaller Improvement Schemes
- Road Safety Schemes
- Active Travel Schemes
- Flood Protection

Potential Civils works to support street lighting contracts



### Surface Treatments:

- Micro Asphalt
- Slurry Sealing
- Preservation Treatments
- In-situ recycling
- Retexturing
- High Friction Surfacing
- Crack Sealing/ Joint infill



### Structures:

- Repairs
- Maintenance
- Improvement projects to bridges, wall and other highway structures



# Contents

<b>Contact us</b>	<b>5</b>
<b>Stage 1: Applying to join the Dynamic Purchasing System</b>	
Part 1: Your Information and The Bidding Model	7
Part 2: Exclusion Grounds	7
Part 3: Selection Questions	8
Evaluation Criteria	11
The Next Steps	12
<b>Stage 2: Competing for work through Mini-Competitions</b>	
Deadline for submission of Tenders	13
Evaluation of Tender Exercise	14
<b>Stage 3: Contract Awards</b>	
The Awards Process	15
<b>General conditions of the Dynamic Purchasing System</b>	<b>16</b>
<b>Confidentiality</b>	<b>18</b>
<b>Consortium Bids</b>	<b>19</b>
<b>Freedom of Information</b>	<b>20</b>
<b>Glossary</b>	<b>21</b>



# Contact Us

If have any questions about the Selection Questionnaire, here's how to get the answers:



Send your questions using the messaging feature within the Portal. It's easy to use and will help you communicate with us.



For any technical issues related to accessing, filling out, or submitting procurement documents, please contact the Portal Helpdesk at [procontractsuppliers@proactis.com](mailto:procontractsuppliers@proactis.com). They're here to assist you.



In case of urgent inquiries, use the Emergency Contact number **0330 005 0352**.

We are here to help you every step of the way.





# Stage 1: Applying to join the Dynamic Purchasing System

## The South West Portal

Firstly, you will need to sign up to the Supplying the South West Portal.

We advertise all our tender opportunities through the Portal, providing suppliers, such as yourselves, with a user-friendly interface to apply for opportunities to work with us and other local authorities across the South West.

**To ensure you receive all the latest updates on new tenders, clarifications to ones you've expressed interest in, and any significant updates (such as extensions), make sure you keep your contact details up to date.**

Search "North Somerset Council" to find a list of all our job opportunities.

Once you have selected the Dynamic Purchasing System you wish to join, you will need to 'register interest in this opportunity'. Afterwards, go back to 'Home' page and click on 'Recently Added'. You will see the DPS listed, click on the blue DPS title, then Round event. Here you can download the 'Selection Questionnaire'. Please complete the Selection Questionnaire form as Stage 1 of the application process.

This questionnaire is a tool we use to check that you meet all our key requirements. We need to be satisfied that you meet the exclusion and selection criteria and are technically and financially capable of undertaking Call-Off Contracts. You can apply to be on the DPS at any point during its lifecycle.

No Mini-Competitions will be posted in the first 30 days of it going live to give applicants a chance to complete their requests to join.

## Key points to note:

- This is an online application through the Portal only; no hard copy documents will be shared or accepted at any time.
- Your application must be in English (UK) and follow the requested format.
- You must complete all sections
- Keep your answers within the word limit set in the Selection Questionnaire.
- Only send the attachments we ask for and ensure the files are named uniquely and unambiguous, following the format requested.
- Where a question gives you multiple options to respond, ensure you select all relevant options in your answer.
- When asked to 'self-certify' that you can provide a document, ensure that you have a copy ready for when we request it. Failure to provide the document promptly could delay your application.
- Don't answer questions by cross-referencing other questions or materials (e.g an annual report on a website). Each question must be answered independently.



# Stage 1: Applying to join the Dynamic Purchasing System

## Part 1: Your information and the bidding model

This section is fairly self-explanatory and should be straightforward.

Complete the details about your company, including any information on your parent company if you have one.

You are asked to indicate which Lots you wish to apply for. You can select as many as you want, as long as you can later demonstrate your experience in these areas.



## Part 2: Exclusion Grounds

You will be excluded from participating in this DPS if there is evidence of convictions relating to specific criminal offences, including but not limited to bribery, corruption, conspiracy, terrorism, fraud, and money laundering. Additionally, exclusion may occur if an Applicant has been the subject of a binding legal decision that found a breach of legal obligations to pay tax or social security obligations, except where this is disproportionate (e.g., only minor amounts involved).

We, as the Contracting Authority, retain the right at our sole discretion, to reject your Request to Participate in the DPS if any statements in response to discretionary grounds for rejection apply. If you cannot answer 'no' to every statement, your application may be rejected. If any statements do apply, you should provide full details of the relevant incident and any remedial actions taken. We will consider any information provided when deciding whether you can proceed further in this procurement.

**The grounds for exclusion are detailed in the Public Contract Regulations Act 2015 regulations, available in full on the Gov.UK website, including the consequences for not declaring relevant information.**

In certain circumstances, we are required by law to exclude Applicants from participating in any of our procurement opportunities. As the Contracting Authority, we are entitled to not admit an Applicant to the DPS if they cannot meet the Essential Criteria under the Lot they are applying for.



# Stage 1: Applying to join the Dynamic Purchasing System

## Part 3: Selection Questions

### Economic and Financial standing:

The primary objective of financial appraisal is to assess your financial capability and determine if you can fulfil the contract.

During financial vetting, we will examine your recent accounts and those of any parent company (if applicable). These are scrutinized for audit qualification issues and analysed for turnover, contract capacity, profitability, liquidity, net worth, asset/debt position, and stability. An Experian compact report is also obtained and reviewed.

Initially, basic checks are made on the Applicant's title and any relevant registration details (e.g., registered number at Companies House). We would check whether you are trading or dormant and whether you have a parent company. The status of the accounts is also determined to check whether accounts submitted are for the last accounting period for which statements have been filed and whether there are later accounts that are overdue.

We will examine your balance sheet and determine the net tangible worth of the organisation and that element that can be mobilised in a financial crisis. We would also look at the debt (gearing) ratio, total liabilities against shareholders' funds, and interest cover, interest paid against profit before interest and tax.

The contract limit is the size of contract that is considered 'safe' to award to a bidder, based on a simple comparison of the annual contract value to the annual turnover of the organisation. This gives the council an idea of financial strength to ensure that the bidder can cope financially with this size of contract. The council assesses the capacity issue of whether the bidder has the resources to carry out the work. The council also considers whether the bidder will become over-dependant on the contract in question.

Considering all these factors, the council evaluates the financial standing of bidders and any parent company, making judgments regarding the level of risk they pose to the council.

If the bidder is considered unable to perform the contract or presents an unacceptable risk, they are excluded from further consideration.

### Please note:

The council awards contracts based on the submitted company accounts. If the parent company's accounts are submitted, the contract can be with the subsidiary, but a parent company guarantee will be required.

New start-ups and sole traders must provide information requested in **5.1 (d)** – alternative means of demonstrating financial status if any of the above are not available (e.g., forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts, or an alternative means of demonstrating financial status).





# Stage 1: Applying to join the Dynamic Purchasing System

## Part 3: Selection Questions

### Technical and Professional Ability:

At this stage, we require you to demonstrate the experience you have for each Lot(s) you want to apply for. This is necessary to assess your technical ability to perform/fulfil requirements under each Lot.

At least one example of relevant experience is required for each Lot applied for. If no relevant experience is detailed, the application for the relevant Lot(s) will not be considered, and your application to join the DPS will be rejected.

### We require the following information:

- Name of the organisation
- Point of contact for the organisation  
The designated person should be prepared to confirm the information provided.  
If there is no response within seven days, your application may be subject to rejection.
- Email address
- Description of the contract
- Contract start/end date
- Estimated contract value

Your referees should be prepared to provide written evidence to us to confirm the accuracy of the information you have provided. If the contact fails to verify the information provided within 7 days of a written request, we (as the Contracting Authority) reserve the right to reject your application.

### For start-up applicants:

Provide an explanation of how you will meet the requirements. For example, any you have undertaken in the past but not under a contract.



### Additional Questions including Specific Questions:

In order to join our DPS we want you to self-certify that you have some basics in place, this includes:

### Health and Safety policies

All questions in this section must be completed. Your Health and Safety policy must meet a standard that demonstrates competence and compliance with Health and Safety legislation. It will be assessed in relation to the nature of each procurement.

The questions are based on legislative requirements, and responses will be evaluated to ensure that the information provided corresponds to the level of risk associated with the specified work or service activity in the tender.

If you have self-certified that you have SSIP status or ISO 45001, instructions related to your health and safety policy will not apply; however, you may be asked to provide evidence of your status/qualification.



# Stage 1: Applying to join the Dynamic Purchasing System

## Part 3: Selection Questions

### Additional Questions including Specific Questions:



#### Climate emergency Policy

All questions in this section must be completed. If you are required to provide a policy, it must meet a standard that demonstrates competence and compliance with regards to Environmental legislation. It will be considered in relation to the nature of each procurement.

All questions asked are based on legislative requirements, and responses will be evaluated to ensure that the information provided corresponds to the level of risk associated with the specified work or service activities in the tender.

If you have self-certified that you hold ISO 14001, instructions regarding the Climate Change/Environmental policy may not apply; however, you may be asked to provide evidence of your status/qualification.



#### Equality and Diversity Policies

Your equality and diversity policy will be assessed using the following criteria:

- Inclusion of all 9 protected characteristics specified in the Equality Act (age, disability, race, religion or belief, sexual orientation, pregnancy and maternity, marriage or civil partnership, sex, gender reassignment).
- A statement acknowledging compliance with responsibilities under the Equality Act 2010.
- A statement outlining how equality issues are considered by the organization in both employment and service delivery.
- A statement detailing how equality issues are reviewed or monitored in the organization, including the overall responsibility for implementing the policy.
- An action plan outlining how equality issues are being improved across your organization.



#### Risk Assessments

Risk assessments should be relevant to the Lot in which you are applying and adequately cover additional hazards associated with these services. A contractor working on behalf of the Contracting Authority must demonstrate that arrangements are in place to ensure the safety and well-being of both the public and staff.



# Stage 1: Applying to join the Dynamic Purchasing System

## Evaluation Criteria

We will review your responses to assess how well they meet the criteria outlined in the Selection Questionnaire and adhere to regulations.

You can expect to receive feedback on the success of your application within 10 days, but in certain circumstances, this may extend to 15 days.

No bidding requests (Mini-Competitions) will be sent out during the first 20 days of the DPS opening.

**Your Selection Questionnaire will be accessed in the following way:**

## Assessment

Part 1: Your information and the bidding model	Part 2: Exclusion Grounds	Part 3: Selection Questions and Specific Questions
<p style="text-align: center;"><b>For information only</b></p>	<p style="text-align: center;"><b>Pass/Fail</b></p> <p>In certain circumstances, we, as the Contracting Authority, are required by law to exclude applicants from participating in this DPS.</p> <p>The grounds for exclusion are detailed in the Public Contract Regulations Act 2015 regulations, available in full on the Gov.UK website.</p> <p>As the organization in charge, we reserve the right not to accept your request to join our DPS (Dynamic Purchasing System) if any of the statements in response to discretionary grounds for rejection are applicable. If you cannot answer 'no' to each statement, your application may not be accepted.</p> <p>If any of the statements do apply to you, please provide a detailed explanation of the incident and the steps you've taken to address the issue. We will consider this information when deciding whether your application can move forward.</p>	<p style="text-align: center;"><b>Pass/Fail</b></p> <p>If Applicants can self-certify that they can provide ALL the required documentation, they will pass.</p> <p>These questions require Applicants to self-certify that they can provide evidence of these documents (copies) should they be successful at the Mini-Competition stage and move to the Contract award.</p>



# Stage 1: Applying to join the Dynamic Purchasing System

## The next steps

After reviewing your Selection Questionnaire and ensuring it meets the requirements, those who submitted a compliant application will be accepted into the DPS (Dynamic Purchasing System). We'll notify everyone about the evaluation results through the Supply the Southwest Portal.

Being a Listed Supplier in this DPS means you can participate in its tender exercises for the specific Lot(s) you succeeded in. However, being listed doesn't guarantee that you'll be chosen for any specific contracts.

If your Selection Questionnaire didn't meet the requirements, we'll provide feedback explaining why it was rejected. You are welcome to re-apply to the DPS if you so wish.





# Stage 2: Competing for work through Mini-Competitions

As a Listed Supplier, you will have the opportunity to bid on any work advertised on the DPS that is applicable to the Lot you have applied for.

Invitations-to-Mini-Compete will be issued for each bidding opportunity. The documentation will outline specific requirements for the Tender Exercise in question.

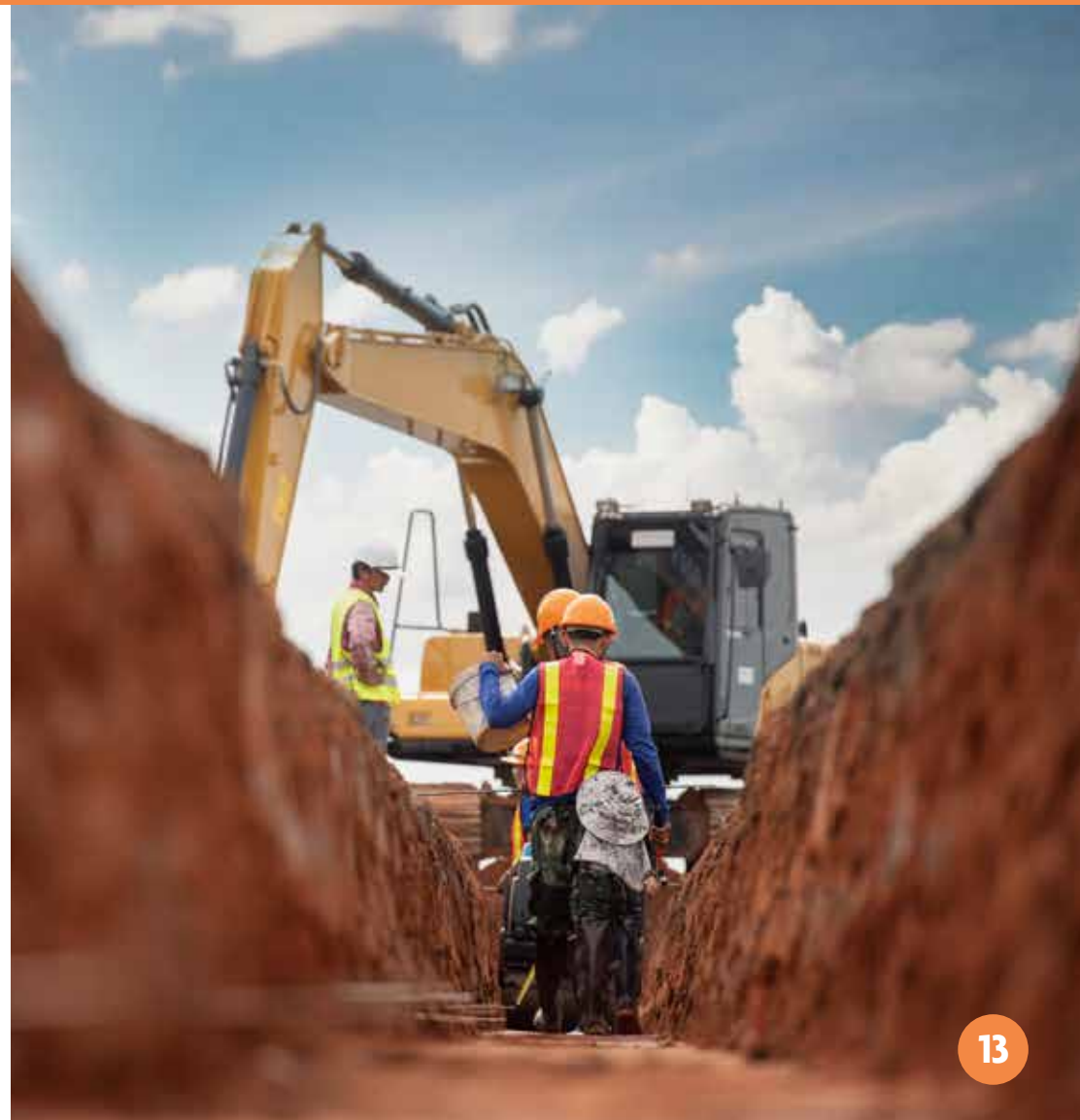
Throughout the life of the DPS, there will be various bidding opportunities, ranging from small projects to larger programmes that include multiple tasks to be completed over time.

The value of each project can vary significantly, from a day's worth of work to a long-term project spanning several months.

## Deadline for the submission of Tenders

There will be individual deadlines for the submission of tenders, with the minimum return expected within 10 days from the date on which the Invitation to Mini-Compete is sent.

This time limit can be reduced by mutual agreement between the Contracting Authority and all Listed Suppliers in the Lot, provided that all Listed Suppliers in the Lot have the same time to prepare and submit their tenders.





# Stage 2: Competing for work through Mini-Competitions

## Evaluation of Tender Exercise

There is no mandatory timescale associated with the evaluation of Tender Returns and the award of any Call-Off Contracts following a Tender Exercise.

Incomplete or non-compliant submissions may result in a Listed Supplier(s) being eliminated from the Tender Exercise.

The award criteria will be set out in the Invitation to Mini Compete related to each Tender Exercise.

We will use the evaluation criteria and weightings set out in the Tender Exercise Documents issued for each Tender Exercise to determine which Listed Supplier(s) will be awarded the Call-Off Contract following a Tender Exercise.

**The specific evaluation weighting for each procurement route is as follows:**

	Social Value	Quality	Price
Procurement Route 1 (PR1)			100%
Procurement Route 2a (PR2a)		15%	85%
Procurement Route 2b (PR2b)		30%	70%
Procurement Route 3 (PR3)	10%	10%	80%
Procurement Route 4 (PR4)	10%	25%	65%
Procurement Route 5 (PR5)	10%	45%	45%

Additional pass/fail criteria may be included where required, and this will be clearly stated within the Invitation to Mini-Compete documentation.

We encourage you to carefully read all the forms of Call-Off Contract (Appendix 3 of Schedule 2 of the DPS Agreement) to understand the rights and obligations that will apply to each party.

The form of the Call-Off Contracts is non-negotiable, both during the setup of the DPS and after an applicant is admitted to the DPS. Accepting the terms of the DPS Agreement and the Call-Off Contracts is a condition of submitting a Request To Participate through the Selection Questionnaire.

The specific Call-Off Contract to be used for each Tender Exercise will be specified within the Invitation to Mini-Compete.



# Stage 3: Contract Awards

## The award process

The award process for Tender Exercises will be outlined in the Invitation to Mini-Compete.

If you are successful, we will write to you and request evidence of the documentation and policies you self-certified during the Selection Questionnaire stage when Requesting to Participate in the DPS.

The term of any Call-Off Contracts awarded is not linked to the duration of the DPS and may end after the DPS expiry date.

There is no obligation for the Contracting Authority to undertake a Standstill Period following the award of a Call-Off Contract, but if a Contracting Authority wishes to undertake one, this will be detailed in the Tender Exercise Document.





# General conditions of the Dynamic Purchasing System (DPS)

## 1 Application of these DPS Conditions

In participating in this competitive procurement process and/or by submitting a Selection Questionnaire/Tender Return it will be implied that you accept and will be bound by all the provisions of the DPS Documentation contained on the Portal. Accordingly, Selection Questionnaires/Tender Returns should be on the basis of and strictly in accordance with the requirements of the DPS Documentation.

## 2 Third party verifications

Your Selection Questionnaire /Tender Return is submitted on the basis that you consent to the Contracting Authority carrying out all necessary actions to verify the information that you have provided, and the analysis of your Selection Questionnaire /Tender Return being undertaken by one or more third parties commissioned by the Contracting Authority for such purposes.

## 3 Information provided to Applicants/Listed suppliers

Information that is supplied to potential Applicant(s) /Listed suppliers as part of this procurement process is supplied in good faith. The information contained in the DPS Documentation and the supporting documents and in any related written or oral communication is believed to be correct at the time of issue, but the Contracting Authority will not accept any liability for its accuracy, adequacy or completeness and no warranty is given as such. This exclusion does not extend to any fraudulent misrepresentation made by or on behalf of the Contracting Authority.

## 4 Applicant(s)/Listed suppliers to make their own enquires

You are responsible for analysing and reviewing all information provided to you as part of this procurement process and for forming your own opinions and seeking advice as you consider appropriate. You should notify the Contracting Authority promptly of any perceived ambiguity, inconsistency or omission in the DPS Documentation and/or in any of its associated documents and/or in any information provided to you as part of this procurement process.

## 5 Amendments to the DPS Documentation

At any time prior to a Selection Questionnaire/Tender Return deadline, the Contracting Authority may amend the DPS Documentation. Any such amendment shall be issued to all Applicant(s)/Listed suppliers, and if appropriate to ensure Applicant(s)/Listed suppliers have reasonable time in which to take such amendment into account, the Selection Questionnaire /Tender Return Deadline shall, at the discretion of the Contracting Authority, be extended. Your Selection Questionnaire /Tender Return must comply with any amendment made by the Contracting Authority in accordance with this paragraph 8.5 or it may be rejected.

## 6 Compliance of Selection Questionnaire /Tender Return

Any goods, services and/or works offered should be on the basis of and strictly in accordance with the DPS Documentation (including, without limitation, any specification of the Contracting Authority and/or the Contracting Authority's requirements, this DPS Guidance and the Call-Off Contracts) and all other documents and any clarifications or updates issued by the Contracting Authority as part of this procurement process.





# General conditions of the Dynamic Purchasing System (DPS)

## Disqualification – If:

- you breach these General DPS Conditions.
- there are any errors, omissions or material adverse changes relating to any information supplied by you at any stage in this procurement process.
- any other circumstances set out in the DPS Documentation, the Regulations and/or in any supporting documents, which entitle Contracting Authority to reject a Selection Questionnaire/Tender Return apply; and/or
- you have done or procured the doing of any of the acts specified in the non-collusion certificate
- the Contracting Authority shall be entitled to reject your Selection Questionnaire /Tender Return in full and to disqualify you from this procurement process. Subject to the “Liability” Condition below, by participating in this procurement process you accept that the Contracting Authority shall have no liability to a disqualified Candidate/Listed supplier in these circumstances.

## Selection Questionnaire / Tender Return costs

You are responsible for obtaining all information necessary for preparation of your RTP/Tender Return and for all costs and expenses incurred in preparation of the RTP/Tender Return. Subject to the “Liability” Condition in paragraph 8.11 below, you accept by your participation in this procurement process, including without limitation the submission of a RTP/Tender Return, that you will not be entitled to claim from the Contracting Authority any losses, costs, expenses or liabilities of whatsoever kind that you may incur in tendering for this procurement irrespective of whether or not your RTP/Tender Return is successful.

## Rights to cancel or vary this procurement process

By issuing the DPS Documentation, entering into clarification communications with Applicant(s)/ Listed suppliers or by having any other form of communication with Applicant(s)/Listed suppliers, the Contracting Authority is not bound in any way to enter into any contractual or other arrangement with any Candidate/Listed supplier. It is intended that the remainder of this procurement process will take place in accordance with the provisions of this DPS Guidance but the Contracting Authority reserves the right to terminate, suspend, amend or vary (to include, without limitation, in relation to any timescales or deadlines) the DPS procurement process/a Tender Exercise by notice to all Applicant(s)/relevant Listed suppliers in writing. Subject to the “Liability” Condition below, the Contracting Authority will have no liability for any losses, costs, expenses or liabilities of whatsoever kind that you may incur as a result of such termination, suspension, amendment or variation.

## Consortium Members and sub-contractors

It is your responsibility to ensure that any staff, consortium members, sub-contractors and advisers abide by these General DPS Conditions and the requirements of the DPS Documentation.

## Liability

Nothing in these General DPS Conditions is intended to exclude or limit the liability of the Contracting Authority in relation to fraud or in other circumstances where the Contracting Authority liability may not be limited.

# Confidentiality

Applicants/ Listed Suppliers shall only use the DPS Documentation, and any other information furnished to them under the DPS Documentation for the purposes of submitting a Selection Questionnaire/Tender Return.



All such documents and information Applicants/ Listed Suppliers receive shall remain the property of the Contracting Authority, shall be kept confidential and shall be returned to the Contracting Authority on request. Reproduction of any part of the DPS Documentation is authorised only for the preparation of the Selection Questionnaire /Tender Return. Applicants/ Listed Suppliers shall ensure that all such copies are destroyed when no longer required in connection with the DPS Documentation.

Applicants/ Listed Suppliers shall not issue any form of publicity or advertisement regarding this process without the prior written consent of the Contracting Authority.

Applicants/ Listed Suppliers shall not transfer, assign or distribute this DPS Documentation to any other company or person without the written permission from the Contracting Authority's Corporate Procurement Department. A failure to gain the required authority will prevent consideration of the Selection Questionnaire /Tender Return.





# Consortium bids

The Contracting Authority requires all Applications to identify whether and which consortium arrangement apply in the case of their Selection Questionnaire. The Contracting Authority will only contract with a single legal entity.

**Applicants proposing a consortium approach should:**



## Nominate a ‘lead applicant’ for the consortium:

The lead Applicant will contract directly with the Contracting Authority and should complete the full Selection Questionnaire. A single response for the Lot specific questions should be submitted on behalf of the consortium.

Each consortium member should complete the ‘Organisation Details’ and ‘Business Conduct and History’ questions. As part of their Selection Questionnaire, Applicants should provide a consortium structure chart, indicating the lead Applicant and the estimated percentage of overall services of the contract that each other Applicant will be taking on if successful. Each consortium member must sign the declaration at the end of this section.

**OR**

## Form the consortium as a single legal entity:

If Applicants are proposing to form a consortium as a single legal entity, each member should complete the ‘Organisation Details’, ‘Business Conduct and History’ and ‘Financial Information’ section. The remainder of the Selection Questionnaire should be completed once on behalf of the consortium as a whole.

As part of their Selection Questionnaire, Applicants should provide a consortium structure chart and relevant details. All consortiums must be established before DPS Agreement award.



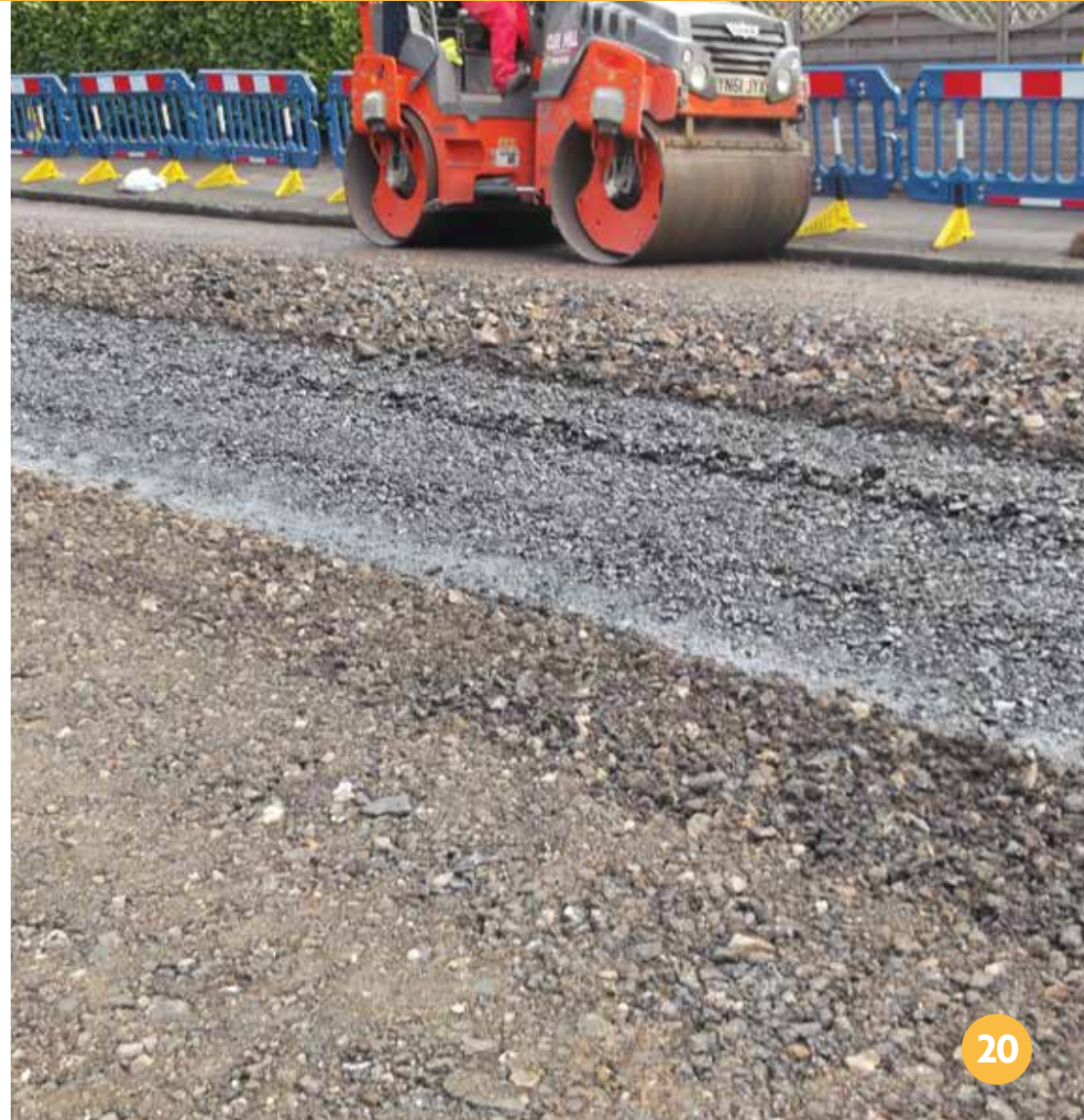
# Freedom of Information

In accordance with the obligations and duties placed upon public authorities by the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 (together the 'Information Laws'), all information submitted to the Contracting Authority may be disclosed in response to a request made pursuant to the Information Laws.

**In respect of any information submitted by a Candidate/Admitted Participant that the Applicants/ Listed Suppliers considers to be commercially sensitive the Applicants/Listed Suppliers should provide the Contracting Authority with the following information:**

- clearly identify which information is considered commercially sensitive; explain the potential implications of disclosure of such information; and
- provide an estimate of the period of time during which the Candidate/Admitted Participant believes that such information will remain commercially sensitive.

Where an Applicants/ Listed Suppliers identifies information as commercially sensitive, the Contracting Authority will endeavour to maintain confidentiality. Applicants/ Listed Suppliers should note, however, that even where information is identified as commercially sensitive, the Contracting Authority might be required to disclose such information in accordance with the Information Laws. Accordingly, the Contracting Authority cannot guarantee that any information marked 'commercially sensitive' will not be disclosed.







# Glossary

<b>Listed Supplier</b>	An applicant who has been admitted to the DPS	<b>FTS Contract Notice</b>	The advertisement for this procurement issued on the Find a Tender System (FTS)
<b>Award Stage</b>	the stage of the procurement under the DPS during which the Contracting Authority carries out a Tender Exercise and Listed Supplier in the relevant Lot submit Tender Returns	<b>Invitation to Mini-Compete (ITMC)</b>	The invitation to submit a Tender Return for a Tender Exercise
<b>Call-Off Contracts</b>	The specific contracts awarded by the Contracting Authority following a Tender Exercise, under the terms of the DPS	<b>Portal</b>	Means the Authority's eTendering portal Pro Actis which can be accessed at <a href="http://www.supplyingthesouthwest.org.uk">www.supplyingthesouthwest.org.uk</a>
<b>Applicant</b>	An economic operator(s) who is interested in participating in the DPS	<b>Appointed Supplier</b>	A Listed Supplier who has been awarded a Call-Off Contract following a Tender Exercise
<b>Contracting Authority</b>	Means - North Somerset Council	<b>Regulations</b>	Means the Public Contracts Regulations 2015 (as amended) (and references to any Regulation is a reference to a Regulation in the Regulations unless stated otherwise)
<b>DPS Agreement</b>	The DPS Agreement to be entered into between the Contracting Authority and an Listed Supplier	<b>Request to Participate (RTP)</b>	An Applicant's application to become an Listed Supplier
<b>Dynamic Purchasing System (DPS)</b>	The electronic system established by the Contracting Authority in accordance with the Regulations to enable it and the Contracting Authority to carry out Tender Exercises or civil and related infrastructure works	<b>Selection Questionnaire (SQ)</b>	The Selection Questionnaire is part of the application to become an Listed Supplier for this DPS
<b>Essential Criteria</b>	Mandatory requirements an Applicant needs to meet, as specified in the Lot specific specifications	<b>Selection Stage</b>	The stage of the procurement under the DPS during which Applicants submit an RTP to apply to become Listed Suppliers
<b>Lots</b>	The categories into which the DPS is split, which are as follows: <ol style="list-style-type: none"> <li>1. Civils and Related Infrastructure Improvement</li> <li>2. Structure</li> <li>3. Surface Treatments</li> </ol>	<b>Standstill Period</b>	Is a period of at least ten calendar days following the notification of an award decision in a contract tendered via the Find a Tender System
<b>Tender Return</b>	Returned documents which are submitted by a Listed Supplier during a Tender Exercise to compete for a Call-Off Contract	<b>Supplier's Account</b>	Account created by an Applicant on the Portal to access procurement opportunities
		<b>Tender Exercise</b>	A competition carried out by the Contracting Authority, to allow Listed Suppliers to compete within the DPS for Call-Off Contracts in an open and transparent manner