



### **Provision of Learning and Development Services via a Dynamic Purchasing System (DPS) – Process**

If you are interested in applying for our Learning and Development DPS, please follow the link below:

<https://procontract.due-north.com/Advert?advertId=ed073b82-df36-e711-80e0-005056b64545&p=08800155-5442-e511-80ed-000c29c9ba21>

Once you have selected this opportunity you will be able to log in, register your interest and download the application documents including the Pre-Qualification Questionnaire (PQQ).

If your organisation is not registered on the portal, you can do this for free, from the link below:

<https://sebp.due-north.com/>

and select "Supplier Registration".

Once you have logged in and registered an interest you will be able to download the documents. You will then need to follow the steps below to submit your application (PQQ):

1. The PQQ needs to be completed offline.
2. Once completed it needs to be uploaded back into the portal, even if you have expressed intent to respond. Intent to respond just provides an indication of whether you plan to submit a PQQ or not. \*\*\*PLEASE ENSURE ALL RELEVANT QUESTIONS ARE COMPLETED\*\*\*
3. When adding your PQQ response to the portal, please ensure you click 'Submit' to complete the process. You'll receive an email confirmation back from the system as soon as this has been done, if it has been submitted correctly.
4. Potential suppliers only need to submit one completed PQQ in the round. If you have already submitted your PQQ and have received the confirmation email from the system, you won't need to re-submit unless you have been unsuccessful.
5. As per the information in the PQQ, rounds are reviewed on a monthly basis, however the authority reserves the right to amend the round frequency as appropriate. When a round is to be closed you will automatically receive an email notifying you of this, but a new round opens again immediately and any application in progress is not lost, it will just be carried over into the next round.
6. When a new round is opened you will automatically be notified however if you are already appointed to a lot you do NOT need to resubmit a PQQ unless you wish to apply for a different lot(s).