



Nottingham

City Council

Frequently Asked Questions Energy Efficient Retrofit Dynamic Purchasing System



What is a Dynamic Purchasing System?

A Dynamic Purchasing System (or 'DPS') is a method of buying commonly used goods, services, or works. It combines a pre-qualification process for suppliers, similar in effect to a 'select' or 'approved' list, with elements of electronic tendering, and aims to streamline the procurement process, reducing the workload and making it more efficient for both buyers and suppliers.

What is this DPS for?

This DPS is being put in place on behalf of the Midlands Energy Hub to give public bodies, primarily Local Authorities and Housing Associations, a route to access qualified consultants and contractors to assist them to deliver projects involving energy efficient retrofits covering a range of measures and technologies.

Initially, we expect it to be used to deliver the *Green Homes Grant Local Authority Delivery Phase 2* scheme, however it is not exclusive to this, and may be used to deliver other energy efficient retrofit schemes.

Do you have any details of the types or work, volumes, etc. required?

Not at the moment. The current stage is for applications to join the dynamic purchasing system, and at this time we are just looking for qualified and capable entities to register with the system. When it goes live, authorities will use the DPS to tender for their projects, and it is only thereafter when there will be any details of the precise works etc. required.

How does it work?

The DPS runs in two stages.

Stage one is pre-qualification; companies and individuals can apply to join the DPS by registering with the Authority's eTendering portal and completing the *Supplier Questions*.

Stage two is tendering. When an organisation wants to call off from the DPS, they will publish a tender pack which is sent to all entities registered against the relevant category. Entities may then decide for themselves whether to submit a tender response or not. All returned submissions will be evaluated against the criteria set out in the tender pack, and the best tender will be awarded the contract.

Can the system be used to make direct awards?

No. A feature of a DPS is that all suppliers registered for a given category must be invited to tender for all work put through it.

How long does it take to run tenders?

The only fixed requirement is that tenders must be published for a minimum of ten working days, and must end on a working day. Beyond that, the timescale is entirely up to the contracting authority.

Will the DPS have a breakdown of costs?

No. The DPS is effectively a mechanism to pre-qualify suppliers who are then invited to tender. All costs are dealt with during the tender part of the process.

Will there be further opportunities to apply once the current deadline has expired?

Yes. After the initial deadline, the DPS will remain open for new applications on a continuous basis throughout its term, so you can submit your application whenever is convenient for you.