



**Nottingham**

**City Council**

**Frequently Asked Questions  
Energy Efficient Retrofit  
Dynamic Purchasing System**



**MIDLANDS**

**NET ZERO HUB**

## **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.

This DPS was primarily set up to help Authorities to deliver BEIS funded schemes, including *Green Homes Grant Local Authority Delivery Phase 2 (LAD2)*, *Local Authority Delivery Phase 3 (LAD3)* and *Home Upgrade Grant (HUG)*; however it is not exclusive to this, and may be used to deliver other energy efficient retrofit schemes.

## **What does the DPS Cover?**

The DPS is split into two parts; Professional Services and Installers. The categories for each are shown in Appendix 1.

## **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.

## **What qualifications / accreditations / certifications are required to apply for the DPS?**

All work must be carried out in compliance with PAS 2035:2019, and contractors must be certified for PAS 2030:2019. Contractors are required to be registered with TrustMark for the appropriate trades for all work they intend to carry out, and where installing microgeneration & renewables will need to be MCS certified for the relevant technologies.

For the Installers DPS, contractors will need to demonstrate appropriate accreditation / certification during application as follows:

- For single installation measures (everything except Categories 7, 18, & 19) contractors are required to be TrustMark and/or MCS accredited themselves to deliver the specific measure.
- For multiple installations (Categories 7, 18, & 19) contractors may register for the DPS as long as they have accreditation / certifications for one or more of the measures listed; where using subcontractors to deliver other measures and relying on their accreditation / certification they will need to demonstrate they have those in place at the time of tendering.

For Professional Services, no accreditations are required to apply for the DPS, however contractors will have to demonstrate they are appropriately qualified / accredited for the specific projects being tendered for at during the tender procedure.

## **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.

## Appendix 1: Professional Services Categories

### Professional Services:

Category	Title
Cat 1	Retrofit Coordinator
Cat 2	Retrofit Assessor
Cat 3	Retrofit Designer
Cat 4	All Retrofit Coordination Steps
Cat 5	EPC Assessment
Cat 6	Retrofit Programme Management
Cat 7	Stock Analysis
Cat 8	Project Management

#### **Categories 1-4 (Retrofit Roles)**

These categories are to carry out the corresponding roles as defined under PAS 2035 by appropriately qualified individuals.

#### **Category 5: EPC Assessment**

EPC Assessment is for qualified energy assessors to assess properties and issue Energy Performance Certificates.

#### **Category 6: Retrofit Programme Management**

Retrofit Programme Management is an administrative role, involving managing a programme or portfolio of works comprising a number of individual projects. Programme management will be less hands-on and potentially with a more strategic overview.

#### **Category 7: Stock Analysis**

Stock Analysis is to carry out analysis of an Authority's housing stock, and may include data-driven desktop analysis, and/or stock condition surveys.

#### **Category 8: Project Management**

Project Management is the role that acts as the client's technical representative and is responsible for the day-to-day management of a project. They will be more directly involved in liaising with design consultants and contractors, and may cover the tasks attributed to e.g. employer's agent, contract administrator roles, depending on the specific project.

## Appendix 2: Installers Categories

### Installers:

Category	Title
Cat 1	Floor Insulation
Cat 2	Cavity Wall Insulation
Cat 3	Solid Wall Insulation (external &/or internal)
Cat 4	Room in Roof Insulation
Cat 5	Loft Insulation
Cat 6	Park Home Insulation
Cat 7	Multiple Insulation Measures (combinations of CWI, SWI, FI, RIR and LI)
Cat 8	Solar PV
Cat 9	Solar Thermal
Cat 10	Air Source Heat Pump
Cat 11	Ground Source Heat Pump
Cat 12	Double/Triple Glazing
Cat 13	Energy Efficient Doors
Cat 14	CHP
Cat 15	High Heat Retention Storage Heaters
Cat 16	Smart Heating Controls
Cat 17	Mechanical Ventilation & Heat Recovery
Cat 18	Integrated Systems (Solar PV, battery storage and heat pump)
Cat 19	Whole House Retrofit Solutions (combinations of any measures)

Single-measure categories (i.e. all but 7, 18, & 19) are intended for installation of the individual measure only.

Category 18 is specifically for installing integrated systems comprising the three measures listed.

Multiple-measure categories (Cats 7, 18, & 19) can be used to install any combinations of the measures as determined by the needs of the project (i.e. any combination of insulation types for Cat 7, and any combination of any measures for whole-house retrofit).

In all cases, call-offs may include associated works either where these are necessary to undertake the works that are central to the call-off (e.g. installing scaffolding for working at heights), or where it would be beneficial to the project to have additional works carried out by the same contractor and the associated works constitute a small part of the overall call-off.