



**DPS Procurement for the provision of Multi Work Steam
Categories**

Encompass DPS

Accent Housing Ltd Reference Tender Reference:

JJ/CC 01-2022

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A restricted competition published in accordance with the Public Contracts Regulations 2015 which will result in the inception of a Dynamic Purchasing System (DPS) for the exclusive use of Accent Group Ltd and its subsidiaries, especially Accent Housing Ltd

**Please note that ALL communication must be directed
through the Proactis ProContract secure messaging area
via the E-Sourcing Portal:**

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

Email submissions will not be considered or processed.

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1 INTRODUCTION

This document provides information, instructions and the terms of engagement for this DPS opportunity.

1.1 Project Background

Accent's vision "With you for your journey". Our mission, as a Registered Provider of Social Housing, is "working to improve people's lives".

The principal activity of Accent is the management and development of affordable housing, and the organisation currently provides around 22,000 homes to around 35,000 customers. We have homes in the following areas:

- North, East and West Yorkshire
- Nottingham, Cambridgeshire, Northamptonshire, Lincolnshire, Rutland and Buckinghamshire
- Surrey, Kent and West Sussex
- Lancashire and Cumbria
- Middlesbrough, County Durham and Newcastle

Further information about Accent is available on our website www.accentgroup.org

This DPS opportunity is being conducted by Accent Housing Limited and is for the benefit of:

- Itself
- Existing and potentially future companies within Accent Group Ltd (and its subsidiaries)

References to "Accent" "we/us" are to be read as references to the Accent legal entity (or anyone acting on behalf of that Accent legal entity) that is seeking to invite suitable suppliers to submit a response.

1.2 Explanation of the DPS process

Accent is conducting a DPS opportunity in accordance with the requirements of the Public Contracts Regulations 2015 to determine the suitability to be included in the short list of Suppliers to be invited to join the Dynamic Purchasing System (DPS).

A call for competition in respect of this DPS opportunity was published in Find a Tender Service (FTS) under reference number 2022/s 000-00123 on 4th January 2022.

There are two (2) Phases which Suppliers are asked to complete.

Phase 1 Selection Questionnaire (SQ) - Company Information:

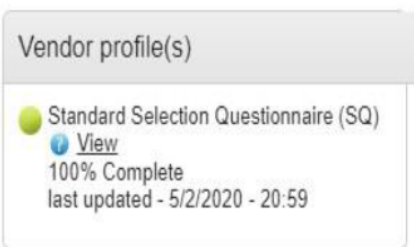
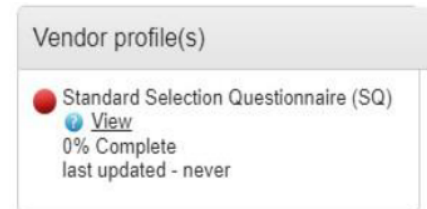
SQ Part 1: Suppliers are asked to complete their company information details in full within the Supplier/Vendor Profile section of the Proactis ProContract portal, failure to complete will result in your submission being excluded from evaluation.

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

On successful completion of the Company Information within Proactis ProContract it will turn green and be marked as 100% complete.

Company Information (Vendor Profile)

Please note that Phase 1 - Standard Selection Questionnaire (SSQ) within the supplier / vendor profile MUST be fully completed and show as GREEN and not RED per the vendor profile examples shown below:



Should you experience difficulties in completing 100% of the Company Information in the first instance please contact Proactis supplier support and also message Accent via the messaging portal within ProContract confirming the same.

Phase 2 Contains Award Criteria Additional Information to assess the qualitative and quantitative (financials) aspects of bespoke submissions for Accent (the Client) this contains pass/fail criteria.

Prior to commencing the preparation of detailed formal response to this DPS, Accent Housing Ltd would strongly recommend that all interested parties to satisfy themselves that they are able to meet, **IN FULL**, the minimum requirements of both Phases.

If, after considering this, you decide not to submit a response, we would welcome a message via the E-Sourcing portal with your reasoning why.

Prior to commencing formal evaluation, all submissions will be checked to ensure they are fully compliant with the requirements set out in this document.

Non-compliant submissions may be rejected (at the solely discretion of Accent) and discounted/removed from the process.

Where a submission requires further clarification, the respondent must respond within the required time limit(s) set out by Accent in the clarification message. At the discretion of Accent, any response which does not meet these requirements may be excluded from all further evaluation.

2 THE OPPORTUNITY

2.1 Dynamic Purchasing System (DPS)

Accent are procuring a DPS for the provision of the following workstream categories:

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
1	Asbestos	To deliver against a planned and reactive programme of works in the provision of Asbestos Services including surveys, testing, consultancy, encapsulation, enclosure, removals, reinstatement, management services and associated other services in accordance with the UK Asbestos Regulations.	UK	National Coverage
			UKC	Tees Valley and Durham Northumberland and Tyne and Wear
			UKD	Cumbria Cheshire Greater Manchester Lancashire Merseyside
			UKE	East Yorkshire & Northern Lincolnshire North Yorkshire South Yorkshire West Yorkshire
			UKF	Derbyshire and Nottinghamshire Leicestershire, Rutland and Northamptonshire Lincolnshire
			UKH	East Anglia Essex Bedfordshire and Hertfordshire
			UKI	Inner London - East Inner London - West Outer London - East and North East Outer London - South Outer London - West & North West
			UKJ	Berkshire, Buckinghamshire and Oxfordshire Surrey, East and West Sussex Hampshire and Isle of Wight Kent

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
2	Electrical	<p>To deliver against a planned and reactive programme of works in the provision of Electrical Maintenance including:</p> <p>The upkeep and preservation of equipment and systems that supply electricity to residential, industrial and or commercial buildings.</p> <p>Replacement of consumer units and or rewires.</p> <ul style="list-style-type: none"> . EICR – and Associated Remedial works (C1/C2) . PAT Testing . CO monitors and alarms* . Smoke and Heat alarms* <p>*Periodic testing and supply and fit</p> <ul style="list-style-type: none"> . Lightning conductor surveys/works 	UK	National Coverage
			UKC	Tees Valley and Durham Northumberland and Tyne and Wear
			UKD	Cumbria Cheshire Greater Manchester Lancashire Merseyside
			UKE	East Yorkshire & Northern Lincolnshire North Yorkshire South Yorkshire West Yorkshire
			UKF	Derbyshire and Nottinghamshire Leicestershire, Rutland and Northamptonshire Lincolnshire
			UKH	East Anglia Essex Bedfordshire and Hertfordshire
			UKI	Inner London - East Inner London - West Outer London - East and North East Outer London - South Outer London - West & North West
			UKJ	Berkshire, Buckinghamshire and Oxfordshire Surrey, East and West Sussex Hampshire and Isle of Wight Kent

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
3	Cyclical Decoration	To deliver against a planned and reactive programme of works in the provision of repairs and cyclical decoration works to internal and external buildings/structures, decorations of external and communal areas (to include but not limited to graffiti and fire precaution paints).	UK	National Coverage
			UKC	Tees Valley and Durham Northumberland and Tyne and Wear
			UKD	Cumbria Cheshire Greater Manchester Lancashire Merseyside
			UKE	East Yorkshire & Northern Lincolnshire North Yorkshire South Yorkshire West Yorkshire
			UKF	Derbyshire and Nottinghamshire Leicestershire, Rutland and Northamptonshire Lincolnshire
			UKH	East Anglia Essex Bedfordshire and Hertfordshire
			UKI	Inner London - East Inner London - West Outer London - East and North East Outer London - South Outer London - West & North West
			UKJ	Berkshire, Buckinghamshire and Oxfordshire Surrey, East and West Sussex Hampshire and Isle of Wight Kent

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
4	Heating	To deliver against a planned and reactive repairs, maintenance, and servicing programme of works in the provision of Domestic, Commercial and General heating. Including but not limited to Central heating (systems) Gas, Electric Heating including water, Hydrogen Boiler (conversion and installation), Radiators, Boiler repairs, servicing, and replacement to include supply and fit and fit only. Landlord Gas Safe Record certification, Gas pipe work checks, testing for tightness on the whole gas system, including installation pipework, visually examine the pipework.	UK	National Coverage
			UKC	Tees Valley and Durham Northumberland and Tyne and Wear
			UKD	Cumbria Cheshire Greater Manchester Lancashire Merseyside
			UKE	East Yorkshire & Northern Lincolnshire North Yorkshire South Yorkshire West Yorkshire
			UKF	Derbyshire and Nottinghamshire Leicestershire, Rutland and Northamptonshire Lincolnshire
			UKH	East Anglia Essex Bedfordshire and Hertfordshire
			UKI	Inner London - East Inner London - West Outer London - East and North East Outer London - South Outer London - West & North West
			UKJ	Berkshire, Buckinghamshire and Oxfordshire Surrey, East and West Sussex Hampshire and Isle of Wight Kent

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
5	Roofing	To deliver against a planned and reactive programme of works and a repairs maintenance programme in the provision of measurement, roofing removals and replacement and repairs maintenance based on multiple pitch types, roofing structures, guttering/rainwater pipes, fascias, soffits, and dormer windows.	UK	National Coverage
			UKC1	Tees Valley and Durham
			UKC2	Northumberland and Tyne and Wear
			UKD1	Cumbria
			UKD3	Greater Manchester
			UKD4	Lancashire
			UK6	Cheshire
			UKD7	Merseyside
			UKE1	East Yorkshire & Northern Lincolnshire
			UKE2	North Yorkshire
			UKE3	South Yorkshire
			UKE4	West Yorkshire
			UKF1	Derbyshire and Nottinghamshire
			UKF2	Leicestershire, Rutland and Northamptonshire
			UKF3	Lincolnshire
			UKH1	East Anglia
			UKH2	Essex
			UKH3	Bedfordshire and Hertfordshire
			UKI3	Inner London - East
			UKI4	Inner London - West
			UKI5	Outer London - East and North East
			UKI6	Outer London - South
			UKI7	Outer London - West & North West
			UKJ1	Berkshire, Buckinghamshire and Oxfordshire
			UKJ2	Surrey, East and West Sussex
			UKJ3	Hampshire and Isle of Wight
			UKJ4	Kent

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
6	Kitchens	To deliver against a planned and reactive programme of works in the provision of measurement, supply, delivery and installation and fit only of a range of Kitchens including adapted (for disability) and electrics where identified. Including the strip out, removals (debris), structural alterations, installation, tiling, floor coverings, pipework, electrics, ventilation, fixtures and fittings, testing and certification.	UK	National Coverage
			UKC1	Tees Valley and Durham
			UKC2	Northumberland and Tyne and Wear
			UKD1	Cumbria
			UKD3	Greater Manchester
			UKD4	Lancashire
			UK6	Cheshire
			UKD7	Merseyside
			UKE1	East Yorkshire & Northern Lincolnshire
			UKE2	North Yorkshire
			UKE3	South Yorkshire
			UKE4	West Yorkshire
			UKF1	Derbyshire and Nottinghamshire
			UKF2	Leicestershire, Rutland and Northamptonshire
			UKF3	Lincolnshire
			UKH1	East Anglia
			UKH2	Essex
			UKH3	Bedfordshire and Hertfordshire
			UKI3	Inner London - East
			UKI4	Inner London - West
			UKI5	Outer London - East and North East
			UKI6	Outer London - South
			UKI7	Outer London - West & North West
			UKJ1	Berkshire, Buckinghamshire and Oxfordshire
			UKJ2	Surrey, East and West Sussex
			UKJ3	Hampshire and Isle of Wight
			UKJ4	Kent

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
7	Doors, Windows, Guttering, Fascia, Soffits & Rain Water Goods	To deliver against a planned programme of works and/or reactive repairs in the provision of measurement, supply and installation and fit only of a range of doors, windows, guttering, fascia, soffits, rain water goods, bargeboards and silicones and fixings. Including but not limited to UPVC, Timber, Aluminium and Composite and Fire products.	UK	National Coverage
			UKC1	Tees Valley and Durham
			UKC2	Northumberland and Tyne and Wear
			UKD1	Cumbria
			UKD3	Greater Manchester
			UKD4	Lancashire
			UK6	Cheshire
			UKD7	Merseyside
			UKE1	East Yorkshire & Northern Lincolnshire
			UKE2	North Yorkshire
			UKE3	South Yorkshire
			UKE4	West Yorkshire
			UKF1	Derbyshire and Nottinghamshire
			UKF2	Leicestershire, Rutland and Northamptonshire
			UKF3	Lincolnshire
			UKH1	East Anglia
			UKH2	Essex
			UKH3	Bedfordshire and Hertfordshire
			UKI3	Inner London - East
			UKI4	Inner London - West
			UKI5	Outer London - East and North East
			UKI6	Outer London - South
			UKI7	Outer London - West & North West
			UKJ1	Berkshire, Buckinghamshire and Oxfordshire
			UKJ2	Surrey, East and West Sussex
			UKJ3	Hampshire and Isle of Wight
			UKJ4	Kent

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
8	Bathrooms	To deliver against a planned and reactive programme of works in the provision of measurement, supply, delivery and installation and fit only of a range of Bathrooms, including adapted (for disability), hoists, wet rooms, wet floor bathrooms, W/C and electrics where identified. Including the strip out, removals (debris), structural alterations, installation, tiling, floor coverings, pipework, electrics, ventilation, fixtures and fittings, testing and certification.	UK	National Coverage
			UKC1	Tees Valley and Durham
			UKC2	Northumberland and Tyne and Wear
			UKD1	Cumbria
			UKD3	Greater Manchester
			UKD4	Lancashire
			UK6	Cheshire
			UKD7	Merseyside
			UKE1	East Yorkshire & Northern Lincolnshire
			UKE2	North Yorkshire
			UKE3	South Yorkshire
			UKE4	West Yorkshire
			UKF1	Derbyshire and Nottinghamshire
			UKF2	Leicestershire, Rutland and Northamptonshire
			UKF3	Lincolnshire
			UKH1	East Anglia
			UKH2	Essex
			UKH3	Bedfordshire and Hertfordshire
			UKI3	Inner London - East
			UKI4	Inner London - West
			UKI5	Outer London - East and North East
			UKI6	Outer London - South
			UKI7	Outer London - West & North West
			UKJ1	Berkshire, Buckinghamshire and Oxfordshire
			UKJ2	Surrey, East and West Sussex
			UKJ3	Hampshire and Isle of Wight
			UKJ4	Kent

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
9	Sustainability	<p>To provide a planned programme of works to deliver on a supply and fit basis sustainability related retrofit components to include but not limited to:</p> <ul style="list-style-type: none"> • Solar panels • Photo-voltaic panels • Thermal cladding • Heat Recovery Systems • Ground Source Heat Pump • Air Source Heat Pump • Building Insulation 	UK	National Coverage
			UKC	Tees Valley and Durham Northumberland and Tyne and Wear
			UKD	Cumbria Cheshire Greater Manchester Lancashire Merseyside
			UKE	East Yorkshire & Northern Lincolnshire North Yorkshire South Yorkshire West Yorkshire
			UKF	Derbyshire and Nottinghamshire Leicestershire, Rutland and Northamptonshire Lincolnshire
			UKH	East Anglia Essex Bedfordshire and Hertfordshire
			UKI	Inner London - East Inner London - West Outer London - East and North East Outer London - South Outer London - West & North West
			UKJ	Berkshire, Buckinghamshire and Oxfordshire Surrey, East and West Sussex Hampshire and Isle of Wight Kent

Work Stream Category	Work Type Category	Outline Specification	Regional NUTS Codes	Lots
10	Recruitment	To provide recruitment solutions to fill permanent, fixed term requirements of Accent Housing Ltd in the context of social housing. Non-exclusive recruitment services with payment on fulfilment of the positions ranging from general (admin), specialist (customer care partners, digital, surveyors, procurement, finance, legal) executive and board/director recruitment. Research and analysis creating recruitment insights and competitive intelligence	UK	National Coverage
			UKC	Tees Valley and Durham Northumberland and Tyne and Wear
			UKD	Cumbria Cheshire Greater Manchester Lancashire Merseyside
			UKE	East Yorkshire & Northern Lincolnshire North Yorkshire South Yorkshire West Yorkshire
			UKF	Derbyshire and Nottinghamshire Leicestershire, Rutland and Northamptonshire Lincolnshire
			UKH	East Anglia Essex Bedfordshire and Hertfordshire
			UKI	Inner London - East Inner London - West Outer London - East and North East Outer London - South Outer London - West & North West
			UKJ	Berkshire, Buckinghamshire and Oxfordshire Surrey, East and West Sussex Hampshire and Isle of Wight Kent

2.2 Awards

Awards under the DPS will be made by way of mini competition.

When Accent requires to run a competition for the works/services noted within the DPS, Accent will access the awarded supplier list based on the Workstream Categories and NUTS Codes (geographical locations) and contact those approved Suppliers regarding the procurement opportunity.

Accent reserves the right to choose the most suitable procurement option to procure its goods, services and works.

Accent reserve the right to run aggregated competitions comprising multiple workstream lots. Only Suppliers on the awarded Supplier List for all of the relevant workstream lots and geographical locations will be contacted regarding the procurement opportunity.

2.3 (Phase 1) Selection Questionnaire (SQ) Part 1

Part 1 to be completed via Proactis ProContract Portal: Company Information - this is a mandatory requirement and must be completed in full.

2.4 (Phase 2) Additional Information

Additional Information contains mandatory Pass/Fail criteria questions, including a Credit Risk check, failure to respond and pass these questions will result in your submission being rejected. This must be completed in full.

You may wish to obtain a copy of your own Dun and Bradstreet report before deciding whether or not to participate. Please note should your company not be registered with Dun and Bradstreet, Accent will require 3 years audited company accounts which Accent will arrange to review to assess your suitability, in which case, Accent's assessment is final.

2.5 (Phase 2) DPS Weighting Table

The following weighting criteria tables Lot 1 through to Lot 10 below will be adopted in the evaluation of the responses submitted for each Lot specified.

All Lots (Lot 1) for the Provision of Asbestos			
Response Requirement	Weighting	Question	Maximum Points available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail.
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail.
		Modern Slavery Information	
		Insurance	
		Health and Safety	

All Lots (Lot 2) for the Provision of Electrical			
Response Requirement	Weighting	Question	Maximum Points available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail.
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail.
		Modern Slavery Information	
		Insurance	
		Health and Safety	

All Lots for (Lot 3) the Provision of Cyclical Decoration			
Response Requirement	Weighting	Question	Maximum Points or Pass/Fail available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail.
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail.
		Modern Slavery Information	
		Insurance	
		Health and Safety	

All Lots (Lot 4) for the Provision of Heating			
Response Requirement	Weighting	Question	Maximum Points or Pass/Fail available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail
		Modern Slavery Information	
		Insurance	
		Health and Safety	

All Lots (Lot 5) for the Provision of Roofing			
Response Requirement	Weighting	Question	Maximum Points or Pass/Fail available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail

All Lots (Lot 6) for the Provision of Kitchens			
Response Requirement	Weighting	Question	Maximum Points or Pass/Fail available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail

All Lots (Lot 7) for the Provision of Doors, Windows, Guttering, Fascia, Soffits and Rain Water Goods			
Response Requirement	Weighting	Question	Maximum Points or Pass/Fail available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail

All Lots (Lot 8) for the Provision of Bathrooms			
Response Requirement	Weighting	Question	Maximum Points or Pass/Fail available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail

All Lots (Lot 9) for the Provision of Sustainability			
Response Requirement	Weighting	Question	Maximum Points or Pass/Fail available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail

All Lots (Lot 10) for the Provision of Recruitment Services			
Response Requirement	Weighting	Question	Maximum Points available per question
Phase 1 Proactis Vendor Profile	100% Completion	Completed on Proactis	Pass/Fail
Phase 2 SQ Additional Information	100% Completion	Additional Information	Incomplete responses may count as a fail.
		Part 1 Sub-Contractors	
		Mandatory Exclusion	
		Discretionary Exclusion	
		Economic & Financial Standing	Pass/Fail
		References and Relevant Experience	Incomplete responses may count as a fail.
		Modern Slavery Information	
		Insurance	
		Health and Safety	

2.6 Instructions and details of the Procurement

Item	Contract Details
Procurement Method	This opportunity is a DPS listed on FTS under Notice 2022/S 000-000123
Contract Description	<p>Joining Agreement Term and Conditions:</p> <p>By participating and supplying a response submission you are agreeing to the Dynamic Purchasing System Terms and Conditions (DPS) and the following additional clauses:</p> <p>When Accent requires to run a competition for the works/services noted within the DPS, Accent will access the awarded supplier list based on the Workstream Categories and NUTS Codes (geographical locations) and contact those approved Suppliers regarding the procurement opportunity.</p> <p>Accent reserve the right to run aggregated competitions comprising multiple workstream lots. Only Suppliers on the awarded Supplier List for all of the relevant workstream lots and geographical locations will be contacted regarding the procurement opportunity.</p>
DPS Contract Term	It is anticipated this DPS will run for a total of 10 Years.
Clarification Instructions	All correspondence communication and clarification questions must be submitted electronically via Proactis ProContract messaging portal. It is the Supplier's responsibility to ensure all clarification are received by Accent within the time period stated. Late questions will be disregarded. (Only applicable in first round).
Submission Instructions	<p>All responses must be submitted electronically via Proactis ProContract portal <u>no later than 10:00 hrs 3rd February 2022.</u></p> <p><u>All submissions received after 10:00 on the due date will be automatically rejected by the Portal Tender Box however, will move into the next sequential "Round".</u></p> <p>Please respond to the DPS using:</p> <ul style="list-style-type: none"> DPS – Phase1 – Part 1 - Company Information – to be completed within Proactis ProContract DPS – Phase 2 – SQ additional information. <p>Documents submitted by Suppliers must not have locks, password protection or cell protection activated other than those already embedded in the documents provided by Accent. No other methods of submission will be accepted.</p> <p>Following the closing date of this opportunity further rounds will become available for potential suppliers to either submit a response or reapply. Each round will stay open for a maximum of 4 months, Accent reserve the right to close any individual round earlier.</p>
Procurement Details	<p>https://procontract.due-north.com</p> <p>This procurement process is a DPS and by definition as a restricted competition</p> <p>This competition is defined as electronic</p> <p>Physical submissions are inadmissible and will not be considered.</p> <p>Accent reserves the right to reject any submission where it does not fully comply with all the above instructions</p>
DPS Return date/time	10:00 Hrs on Thursday 3 rd February 2022

3 THE DPS PROCESS

Document Name	Description	Action
DPS Instruction (this document)	DPS Document; Provides details of the process, the opportunity, instructions, timeline and the evaluation methodology.	MS Word document; Read and Accept
Phase 1	Phase 1 - SSQ – Part 1	<u>Phase 1 to be completed on Proactis ProContract Portal to be completed in full.</u>
Appendix 1	Additional Information SQ	<p>There are Mandatory Pass/Fail questions contained within Appendix 1, failure to Pass these questions may result in your submission being discounted/removed from the competition.</p> <p>The answers you provide in Appendix 1 will be used for all Lot(s). You do not need to answer these questions multiple times.</p> <p>The Standard Selection Questionnaire is a self-declaration, confirming that you do not meet any of the grounds for exclusion.</p> <p>Please provide as part of your answer submission: A copy of your audited accounts for the most recent two years</p> <p>Diagrams/Pictures/CV's/Organisational Structural Charts are permitted in either docx, ODF, or Pdf format. Arial 12-point font to be used, (these will not form part of the word count).</p> <p>To avoid confusion questions answers are to be provided in full, cross-referencing diagrams, pictures, CV's, organisational structural charts only.</p> <p>Word limit responses, which exceed the maximum word count, will be read to the maximum word count of that question, and evaluated/scored accordingly.</p>
Appendix 2	Dynamic Purchasing System Terms and Conditions (Joining Agreement)	Read and Accept.
Appendix 3	Accent DPS Lots	<p>MS Excel document, please input the geographical areas your company covers, this is to ascertain the Lot(s) you are bidding for.</p> <p>Please indicate which workstreams/regions you are applying for by placing an X in the relevant box in the spreadsheet.</p> <p>If you are applying for multiple areas/workstreams, the references provided should cover all of those applied for</p>

4 (PHASE 2) DYNAMIC PURCHASING SYSTEM (DPS)

The following sections outline the processes that will be used.

4.1 The DPS Process

The timetable highlights key phases of the anticipated procurement process are detailed below and should provide Respondent Suppliers with an overview of dates.

Please note the dates provided are for guidance purposes only and whilst Accent does not intend to depart from the timetable, it reserves the right to do so at any stage. Any changes to the timetable will be notified to all Suppliers as soon as practicable via Proactis ProContract portal.

Dates	Description
04 th January 2022	DPS is gazetted on FTS
04th January 2022	DPS published on CCS Contracts Finder and Proactis Portal
04th January 2022	Supplier clarification questions (open)
24th January 2022 (12:00)	Cut-off for receipt of Supplier clarification questions (closes) Late questions will not be accepted
27 th January 2022	Accent Response to clarification questions issued
3rd February 2022 (10:00) am	DPS Response Return Date
04 th February to 14 th February 2022	Supplier Evaluation:
15th February 2022	Notification of proposed appointment (Standstill letters) issued.

4.2 (Phase 2) DPS Responses

A completed submission will only be considered compliant if it has completed and contains the following:

Appendix	Document Title	Action
1	Phase 1 - Proactis Vendor Profile	Complete to 100%
2	Appendix 1 Additional Information SQ	Complete, attach and return
	Your Organisation's last 2 years audited accounts	
3	Appendix 3 Accent DPS Lots	Complete, attach and return

Failure to attach the completed Appendix may result in your submission being discounted/removed from further consideration.

4.3 Order of Precedence for scoring the components of each submission

The components of a Submission will be reviewed in the following order stage:

- 100% Full Completion of Phase 1 – If complete then,
- Acceptance of Accent's T's & C's (Appendix 2) – only if Yes then:
- Completion and return of Appendix 1 (Additional Information SQ)
- Completion and return of Appendix 3 (Accent DPS Lots)

4.4 Communication

To maintain a credible audit trail, all communication must be made via the messaging section within the Proactis ProContract portal and we will respond via the same method. We welcome all appropriate engagement, however, please note that to preserve the integrity of this competition any attempt to solicit unfair advantage by means of direct communication with any individual at Accent Housing Ltd will result in immediate disqualification/removal.

4.5 Confidentiality

Procurement Documents are made available by Accent on condition that Suppliers do not use or copy such Procurement Documents for any purpose other than deciding to enter a submission.

Suppliers should note that some of the Procurement Documents may include confidential information and/or personal data under the Data Protection Act 1998. Such information will be communicated exclusively to Suppliers and will not be made publicly available on the internet. Suppliers must not place Accent in breach of its obligations under data protection legislation or in breach of any duty of confidentiality through the disclosure of such personal data or information. Suppliers may disclose such confidential information only if:

- the disclosure is made for the sole purpose of preparing a submission and the person receiving the information undertakes in writing to keep it confidential on the same terms as set out in this DPS; or
- Accent gives prior written consent to the disclosure.

Accent may disclose any information relating to Suppliers to its members, board members, officers, employees, agents or advisers. Accent may disseminate information about the Contract to all Suppliers, subject to any duty to protect any Supplier's commercial confidence.

The Suppliers should note that Accent may be required to disclose information they provide to Accent under the Freedom of Information Act 2000 unless Accent considers that the information is subject to a duty of confidence or that it is both commercially sensitive and the public interest in maintaining its confidentiality is greater than the public interest in disclosing it.

Suppliers must not undertake or permit any publicity about the Contract to be undertaken at any time, unless Accent has first approved its form and content.

NOTICE TO Suppliers/Contractors/Consultants/Providers

5 INFORMATION

- Whilst the information in this DPS is believed to be correct at the time of issue, neither Accent nor its advisers accept any liability for its accuracy, adequacy or completeness, nor is any warranty (express or implied) given as to its accuracy, adequacy or completeness.
- The above exclusion extends to liability in relation to any statement, opinion or conclusion contained in, or any omission from this DPS and in respect of any other written or oral communication transmitted or otherwise made available to any Supplier, and no representations or warranties are made in relation to such opinions, statements or conclusions.
- Accent will not accept consortia bids nor bids which sub-contract any part of the works/supply/services to an external Supplier,
- Despite the above, Accent do not exclude liability for fraud.
- Suppliers must ensure that they read and understand this DPS.
- This DPS does not purport to provide all of the information which may be necessary or desirable to enable a Supplier to determine whether or not to submit a response to this DPS.
- Other than if Accent becomes aware of any fraudulent misrepresentation, Accent is not under, and does not assume, any obligation to update or supplement this DPS or to correct any inaccuracies or misrepresentations contained in or any omissions from this DPS, which may exist either at the date of this DPS or subsequently. Information contained in this DPS may change from time to time.
- The timeframes specified in this DPS are indicative only and may be revised by Accent from time to time. If they are revised, Accent shall notify all Suppliers who have registered an interest in the DPS via DueNorth Procontract message portal.
- Suppliers are solely responsible for obtaining the information which they consider is necessary in order to make all decisions relating to their responses and to undertake any investigations they consider necessary in order to verify any information provided to them during this procurement exercise.
- Suppliers must form their own opinions, making such investigations and taking such advice as is appropriate, regarding the information contained in the appendices and their responses without reliance upon any opinion or other information provided by Accent or any of its advisers.
 - Any attempt by the Supplier or their advisors to influence the contract award process in any way may result in the Supplier being discounted/removed from further consideration, Specifically, Suppliers shall not directly or indirectly at any time: devise or amend the content of their submission in accordance with any agreement or arrangement with any other person, other than in good faith with a person who is a proposed partner, contractor, supplier, consortium member or provider of finance;
 - enter into any agreement or arrangement with any other person as to the form or content of any other tender/submission, or offer to pay any sum of money or valuable consideration to any person to effect changes to the form or content of any other Supplier;
 - enter into any agreement or arrangement with any other person that has the effect of prohibiting or excluding that person from submitting a tender;
 - canvass Accent or any employees or agents of Accent in relation to this procurement process; or
 - attempt (other than in accordance with the procedures set out within this DPS) to obtain information from any of the employees or agents of Accent or their advisors concerning another Supplier or Respondent
- Suppliers are responsible for ensuring that no conflicts of interest exist between the Supplier and its advisers, and Accent and its advisors. Any Supplier who fails to comply with this requirement may be removed from further consideration from the procurement process at the discretion of Accent.
- All proposals contained in a respondent's submission must be capable of delivery and must have commitment from within the Suppliers' organisation.
- **Please be aware that your success within this procurement process will depend on the answers provided in elements Phase 1 and 2 and the associated appendices. Even if you already provide similar services to Accent or another member of its group, Suppliers are required to answer all questions in full.**

5.1 Variations and other reserved rights

Accent reserves the right:

- not to award any contract(s) as a result of this DPS procurement exercise;
- not to award to any consortia bid;
- to vary the bid timetable as it considers appropriate at any time. Any material changes shall be notified to the person each Supplier has nominated for contact purposes via the DueNorth Procontract portal;
- to withdraw this DPS at any time or to re-invite responses on the same or any alternative basis;
- to seek clarification in relation to the information submitted by the Supplier. The Supplier must respond promptly in writing and by the specified date and time.
- Variant bids will not be accepted.

5.2 Costs to be borne by Supplier

Any expenditure, costs, liability, work or effort undertaken or incurred in proceeding and/or participating in this procurement exercise (including, without limitation, responding to this DPS) ("DPS Costs") is a matter solely for the commercial judgement of the Supplier, and Accent shall not be liable to reimburse or compensate the Supplier in respect of any costs.

5.3 Language

English shall be the official language for all means of communications between Suppliers and Accent on all matters relating to this procurement exercise (including, without limitation, responding to this DPS).

5.4 Governing law

English law shall govern this DPS. The Supplier agrees to submit to the exclusive jurisdiction of the courts of England and Wales.

5.5 Security and confidentiality

- Suppliers shall comply with the instructions regarding communication with Accent as described in this DPS.
- Suppliers are also reminded that Accent's invitation to submit responses to this DPS is conditional upon the Supplier's continued compliance with the terms of this DPS.
- This DPS is made available to Suppliers on the condition that it is used only in connection with the preparation and submission of responses and/or negotiations in relation to this DPS.
- This DPS must not be disclosed to or seen by any unauthorised persons nor be used for any purpose other than responding to this DPS. DPS related material must be returned to Accent upon request, either on completion of the further procurement exercise or earlier if Accent so requires or immediately should a Supplier decide not to submit a response.

Suppliers shall not make any announcement, and shall procure that their employees, sub-contractors, agents and advisors do not make any announcement (including, without limitation, any communication to the public, to any clients or Suppliers of either Accent or each Supplier, to all or any employees of either Accent or each Supplier, and to representatives of the press, radio, television or any other media), regarding the existence, provisions or subject matter of this DPS or containing any information about Accent without the prior written approval of Accent.

5.6 Accuracy of information

The Suppliers must ensure that:

- all information provided in their response or subsequently provided to Accent during this procurement exercise (including, without limitation, responding to this DPS) is true, complete, accurate and not misleading.
- opinions stated in any part of their response are honestly held and reasonable grounds exist for holding such opinion;

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- any suggestions made during any clarification sessions may be incorporated into Accent's requirements; and
 - any change in the status of such information shall be brought to the attention of Accent immediately.

5.7 Intellectual property rights

- All intellectual property rights in this DPS (and all other material issued to Suppliers by Accent or on its behalf or to which the Supplier has been given access for the purposes of this DPS) shall remain the property of Accent or the relevant owner/licensor. Suppliers shall not obtain any right, title or interest to such documentation.
- Each Supplier Licences Accent and its officers, employees, agents, solicitors and advisers to copy, adapt, amend, disclose or do anything else necessary (in Accent's sole discretion) to any material contained in its response (including material in which intellectual property rights of the Supplier or other persons subsist) for the purposes of:
 - engaging in clarifications with the Supplier;
 - evaluating its response;
 - evaluating any subsequent offer made by the Supplier
 - concluding any resultant contract(s) with the Supplier
 - reference during management of the resultant contract(s); and
 - anything else related to the above purposes, including governmental and parliamentary reporting purposes.
- By submitting its response and such supporting information each Supplier shall be deemed to have given consent and licence for such copying and use as set out in section above. It is each Supplier's responsibility to ensure that, prior to submitting the relevant information to Accent, it has obtained all necessary third party consents to enable it to provide the consent and licence set out above.
- Notwithstanding the above, ownership of all intellectual property rights in the material contained in the response shall remain unchanged.

5.8 Accent Standard Terms & Conditions

Acceptance **in full** of Accent Housing Ltd conditions as set out in Appendix 2 is a precondition to participation in the procurement process.

By participating and supplying a response submission you are agreeing to the Dynamic Purchasing System Terms and Conditions (DPS) and the following additional clauses:

When Accent requires to run a competition for the works/services noted within the DPS, Accent will access the awarded supplier list based on the Workstream Categories and NUTS Codes (geographical locations) and contact those approved Suppliers regarding the procurement opportunity.

Accent reserve the right to run aggregated competitions comprising multiple workstream lots. Only Suppliers on the awarded Supplier List for all of the relevant workstream lots and geographical locations will be contacted regarding the procurement opportunity.

5.9 Acceptance of this DPS

By participating in this DPS, Suppliers shall be deemed to have agreed to be bound by the rules, notices and disclaimers contained in this DPS and any further documents issued by Accent during the procurement process and no purported rejection, variation, or addition to the provisions of this DPS made by Suppliers shall have any effect.

5.10 Status of this DPS

This DPS is not and shall not be construed as an offer to any of the Suppliers or the basis for a contract. No guarantees are given, nor are implied as to the value and or volume of services that will be placed with successful Suppliers participating in this procurement process. Awards under the DPS will be made by way of mini competition within the individual lots.

5.11 Additional information, clarifications and information documents

Notwithstanding any other requirements required by this DPS, Accent may require the Supplier to submit additional information and may require it to make a formal presentation for the purpose of explaining its response and to allow further consideration of its response.

5.12 Exclusion of Supplier for breach

If a Supplier breaches any requirement or condition of this DPS then Accent may, at its sole discretion, exclude that Supplier from any further involvement in the process by written notice to that Supplier.

5.13 Notification and debriefing

- Accent will inform all Suppliers in writing of any intention to award a place to its DPS register.
- All unsuccessful Suppliers will be afforded a debrief information letter, which contains the details required by the Public Contracts Regulations 2015.
- Mini Competition and Subsequent Contract Award Notice(s) will be published in accordance with the Public Contracts Regulations 2015.
- Accent will not enter any further communication with unsuccessful Suppliers above such requirements.

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