

Dynamic Purchasing System

Supplier Guide to Further Competitions

HR Services & Payroll

Dynamic Purchasing System (DPS) Summary	
Start Date	07.05.2021
End Date	06.05.2026
Option to extend	Annual intervals, up to a maximum of 5 years
Number of Lots	12 Regional Lots across the following Service areas: HR Services <ul style="list-style-type: none"> - Payroll - HR Services & Payroll
Further Competition period	Throughout duration of DPS
E-Tendering System (Delta eSourcing):	https://www.delta-esourcing.com/respond/K99PW33DNU
Rebate Percentage:	2.5%
Terms and Conditions of Contract:	For the DPS Agreement: "EB.HRP.DPS Section C Overarching Terms and Conditions" For the DPS Agreement: "EB.HRP.DPS Section C Overarching Terms and Conditions"
Public Contracts Regulations 2015	Fully compliant, particularly with regard to Regulation 34 (Dynamic Purchasing Systems)

About

This DPS is being managed by 2buy2.com Ltd, acting as 'procurement agents' on behalf of Churchmarketplace Limited and the Painsley Catholic Academy. This DPS shall be marketed and available under the 'Education Buying' service of 2buy2.com Ltd which is accessible to any educational establishment (free sign-up) in the United Kingdom. Further information can be found at <https://educationbuying.com/>.

When to apply for the DPS

The DPS will run for an initial period of 5 years, with the option to extend for a further 5 years in annual increments. The primary advantage of a DPS is that a supplier may request to be admitted onto it at any time (but will only be invited to Further Competitions once admitted to the DPS, thus the earlier the better) – this provides the following advantages over other procurement types:

- No hard deadline, allowing suppliers to apply to be on the DPS at their own pace and when they have the capacity to do so (however, we recommend applying as soon as possible so as not to miss out on Further Competition tenders).
- Allows a supplier to apply for additional Lots during the lifetime of the DPS; for example, where they have grown/merged into a new location.
- Where a supplier is not currently on the DPS, and an education client of theirs is proposing to run a Further Competition, they can apply to the DPS prior to that Further Competition being run.
- New and expanding companies, who might be unsuitable for the DPS immediately, can apply once they are more established.
- The questions being asked at the Selection Questionnaire stage (for admittance onto the DPS) are purely backward looking. Forward looking questions (about a specific contract/ service) are only asked at Further Competition stage – this is less administration for the supplier applying to be on the DPS and it facilitates innovation due to the flexibility (a particular advantage during unprecedented times) of not having already assessed a supplier on certain criteria.

How does a DPS work?

A DPS is a type of tender process that is conducted via electronic means and split into two stages:

Stage 1

Candidates apply to be admitted onto the DPS by submitting a single 'Selection Questionnaire'. Candidates can self-certify that they meet the criteria here but may be required to provide evidence at a Further Competition stage. Candidates may apply at any time during the duration of the DPS.

Once admitted onto the DPS, suppliers will be asked a single question per Lot (which they have applied for) confirming their intention to continue in that Lot (yes/no response).

Stage 2

Educational establishments in need of HR and/or Payroll services issue a 'Further Competition' under the DPS on Delta eSourcing, with the intent to award a contract. All Candidates from the relevant geographical Lot are invited to participate (tender) in this Further Competition. The competition involves the asking of 'award criteria' questions (i.e. question specifically around the contract in question).

Lots

The Lots are split into the areas outlined below:

Geographic Location	HR Services	Payroll	HR Services & Payroll
East Midlands	1A	1B	1C
East of England	2A	2B	2C
London	3A	3B	3C
North East	4A	4B	4C
North West	5A	5B	5C
South East	6A	6B	6C
South West	7A	7B	7C
West Midlands	8A	8B	8C
Yorkshire and Humber	9A	9B	9C
Northern Ireland	10A	10B	10C
Scotland	11A	11B	11C
Wales	12A	12B	12C

Candidates who have already been admitted to the DPS, but for only a limited number of Lots, may subsequently 're-apply' to the DPS (by completing a new Selection Questionnaire) for the new/additional Lot(s) to which they wish to be admitted.

Participating in a Further Competition

Step 1

Educational establishment **drafts the specification and tender documents** and determines Lot.

Step 2

All suppliers within the relevant Lot **invited to the Further Competition** to run for a minimum of 10 days (a longer period will be encouraged)

This will be administered by 2buy2.com Ltd (on behalf of an educational establishment), using Delta eSourcing and Suppliers will receive an automatic notification to the email address associated with their account.

Step 3

Supplier **reviews the Further Competition document, prepares and submits a tender.**

Any queries/questions need to be raised as a clarification, via Delta eSourcing, prior to the deadline.

Step 4

Further Competition closes and the educational establishment is provided with all tenders
Tenders are **evaluated** in line with the published criteria and highest scoring bidder is identified.

Step 5

Suppliers are **informed** of the outcome via Delta
Acceptance of successful Supplier's offer, **Contract is formed.**

Should the successful Supplier decline the contract or subsequently be disqualified, then the educational establishment may contact next highest scoring Supplier or decide not to award the contract.

Step 6

Service commencement.
Ongoing contract management/outcomes delivered.

When an educational establishment intends to run a Further Competition, it shall identify the Local Authority district in which it sits. Where there are multiple sites for one group, spanning across more than one Local Authority boundary, the Lot selection will be based on the Local Authority district which covers the predominant number of schools, as determined by the educational establishment.

As this is a Most Economically Advantageous Tender (MEAT) DPS, both Quality and Cost evaluation criteria must be used in a Further Competition tender process. The starting evaluation criteria for a Further Competition tender shall be 50% Quality and 50% Cost. These weightings may be adjusted up to +/-20% in line with the educational establishment's requirements.

The following criteria for Quality may be used:

Criteria		Weighting (%)	Sub-criteria under the criteria listed to the left can be introduced where relevant to the requirement. The weighting of the criteria can be amended depending on importance to the requirement with a maximum of 20 percentage points (it is acceptable for some criteria to be adjusted to 0% where it has little relevance/importance).
Cost		50%	
Quality		50%	
	Mobilisation	5%	
	Service Delivery, Resource & Customer Service	15%	
	SLA	15%	
	Quality Assurance	15%	
TOTAL		100%	

The successful Supplier will enter into a contract directly with the educational establishment for the services. The Supplier will also enter into a separate DPS Agreement with 2buy2.com Ltd at the same time; this will govern the requirements on reporting, rebates etc.

Specification

An indicative draft specification can be found attached to the DPS documents, entitled "EB. HRP.DPS Section B Overarching Background, Service Information and Specification". Please note that the requirements may be changed at the Further Competition stage as each educational establishment will provide more detailed information on the level of the service they require / how they currently operate in this area.

Rebate

For Suppliers who are successful in securing contract awards following Further Competitions, 2buy2.com Ltd requires a percentage rebate based on the total annual cost of the contract(s) awarded. This cost will enable 2buy2.com Ltd to fund the management and marketing of the DPS and would need to be built into the cost tendered by all suppliers participating in a Further Competition process.

This rebate would be payable by the successful Supplier over the course of the contract to 2buy2.com Ltd. The total value of the rebate shall be 2.5% unless a different percentage is expressly stated at the Further Competition stage. This shall not be a point for negotiation.

Contract

The Terms and Conditions of Contract shall not be amended in any material way.

The educational establishment shall only consider amendments to the Terms and Conditions during the clarification question stage of the Further Competition tender process. Any supplier raising queries outside of this period or submitting amendments with their tender submission will be deemed to have failed these mandatory criteria, which may result in them being disqualified and their tender submission not being evaluated further. Where a supplier wishes to suggest an amendment, they should provide the clause reference, the part of the clause that they would like to amend and provide suggested wording.

Delta eSourcing

Please use this link <https://www.delta-esourcing.com/respond/K99PW33DNU> in association with this DPS. Should you have any technical difficulties, please refer to the user guides on Delta eSourcing or contact their helpdesk on 0800 923 9236 or email helpdesk@delta-esourcing.com. Candidates are responsible for the successful upload of their responses.