

**Dynamic Purchasing System
Supplier Guide to Further Competitions**

MIS FMS Budgeting Systems

DPS Summary

Start Date:	Dec 2024
End Date:	Dec 2028
Option to Extend:	N/A
Number of Lots:	4 - Please see the breakdown further below
Further Competition Period:	Throughout the duration of DPS
E-Tendering System (Delta eSourcing):	https://www.delta-esourcing.com/respond/R9TJ2W75DD
Rebate Percentage:	1%
Terms and Conditions of Contract:	As per the document attached to the DPS documents, entitled "EB.MIS.DPS Section Ci Further Competition Terms and Conditions"
Public Contracts Regulations 2015	Fully compliant, particularly with regard to Regulation 34 (Dynamic Purchasing Systems)

INTRODUCTION

This DPS for Educational Management Information Systems, Financial Management Systems and Budgeting Systems is being managed by 2buy2.com Ltd, acting as 'procurement agents' on behalf of Education Buying Group Ltd. This DPS shall be marketed and available under the 'Education Buying' branch of Education Buying Group 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 a period of 4 years. 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 educational 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.

DPS – HOW IT WORKS

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 MIS/FMS/Budgeting systems and solutions issue a 'Further Competition' under the DPS on Delta eSourcing, with the intent to award a contract. All Candidates 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).

SPLIT OF LOTS

The Lots are split into specific system requirements as outlined below:

Lot 1 – Provision of Management Information Systems (MIS)

Lot 2 – Provision of Financial Management Systems (FMS)

Lot 3 – Provision of Budgeting Systems

Lot 4 – Provision of a combination of MIS/FMS

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 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 Candidates will receive an automatic notification to the email address associated with their account.



Step 3 Candidate **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 the highest scoring bidder is identified.



Step 5 Candidates are **informed** of the outcome via Delta Acceptance of successful Candidate's offer, **Contract is formed.**

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



Step 6 **Service commencement.**

Ongoing contract management/outcomes delivered.

Award/Evaluation Criteria

The award criteria will be based on the Most Economically Advantageous Tender (MEAT). In evaluating this stage, each of the criteria is currently weighted as follows (from a total of 100%):

The current (below) evaluation criteria percentages may be adjusted +/- 20%, with one or more of the criteria set to 0% if they are irrelevant to your requirements.

Criteria	Weighting (%)	
Cost	50%	
Quality (Including below)	50%	
Conformance with Specification	15%	
Quality	25%	
Systems Demonstrations	10%	<i>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). For example, Cost (currently 50%) can be adjusted anywhere between 30% and 70%.</i>

The successful Candidate will enter into a contract directly with the educational establishment for the services. The Candidate 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.MIS.DPS Section B Outline 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 Candidates 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 1% 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/R9TJ2W75DD> 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.

CONTACT

Should you have any queries which are not directly related to a Further Competition (which should be submitted as a clarification via Delta eSourcing) or a technical difficulty (contact Delta eSourcing helpline) then you can contact 2buy2.com Ltd at:
dpscleaning@educationbuying.com