



Crown
Commercial
Service

Vehicle Conversions Dynamic Purchasing System

Customer guidance document (RM3814)



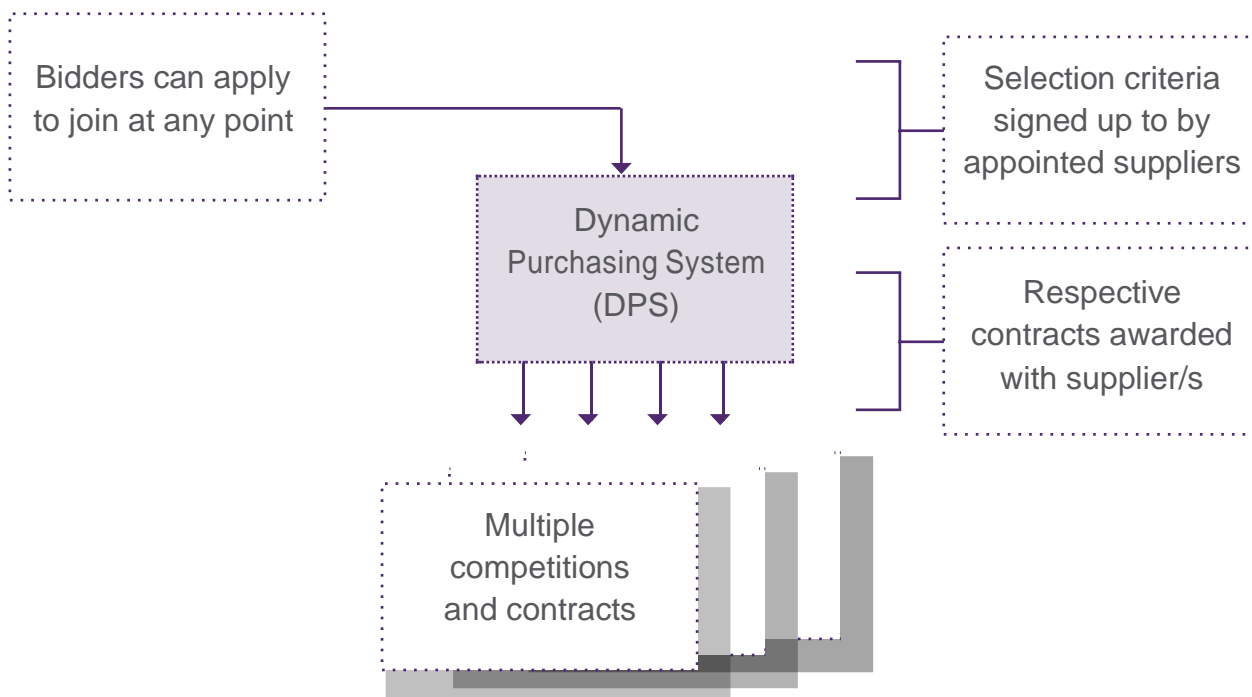
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What is a Dynamic Purchasing System (DPS)?

A DPS is a public sector sourcing tool for services and goods ([Public Contracts Regulations 2015](#)). It is similar to an electronic framework, but new suppliers can join at any time. This is an electronic way of sourcing which means that both suppliers and customers do not need any special IT equipment. It therefore eliminates unnecessary activity for the supplier upfront.



The DPS is a 2-staged approach:

- 1) Firstly, CCS publish a contract notice. Suppliers then have a 30 day window to apply for a place on the DPS prior to it being formally launched and open for business. New suppliers can apply to join at any point during the life of the DPS.
- 2) After the initial 30 day start up period has elapsed, customers can access the DPS, compete their requirements with suppliers and award their contracts.

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Key benefits for customers and suppliers

The DPS offers a number of key benefits for both customers and suppliers:

- Simpler, quicker process** - perfect for SMEs looking to access public sector business
- Automated, electronic process** - using existing supplier selection tools and systems available to CCS
- Flexible** - new suppliers can apply to join at any point, increasing the potential capacity for conversion services
- Choice** - increased scope/scale of service offerings and public sector business
- Filtering of supplier offering** - ensures suppliers receive notifications of relevant competitions
- Dynamic** - customers can build specifications, competitions and contracts in a way to suit them
- Supports localism and social value** - enabling suppliers to bid for business either locally, regionally or nationally. Allows customers to undertake competitions between both national and local suppliers to suit their requirements.
- Opportunity to access wider supply chain** - for specialist services or where supplier may previously have been a subcontractor

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Vehicle Conversions DPS scope

Public sector fleet teams frequently need to convert their vehicles to be suitable for different operational purposes. Some level of vehicle modification is supported by the vehicle manufacturer, however, there are many vehicle changes which require a specialist conversion.

The CCS Vehicle Conversions DPS fulfills this requirement; upon application to join the DPS, suppliers indicate which elements and services they are able to bid for under the DPS. The elements are organised into a matrix of filters, comprising:

- Geography
- Sector
- Vehicle type
- Service types
- Product and sub-product

Full details can be found in [Annex 1](#).



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The customer journey

Customers are able to access the Vehicle Conversions DPS via GOV.UK and undertake a competition amongst suppliers. Customers will need to:

1. Register on [Supplier Registration Service](#)
2. Navigate to the DPS for Vehicle Conversions and access by agreeing to terms of use. (Under “Fleet” select ‘Access as a buyer’ and ‘Register’. Choose type of Organization “Buyer”)
3. Use filters to reflect contract requirements and filter appropriate suppliers (see Annex 1)
4. Export list of suppliers from Supplier Registration Service. Note, it is recommended that the exported supplier list is used within 2 working days, as new suppliers may be applying to join at any point, thus changing those eligible to compete.
5. Create a competition on the customer’s chosen eProcurement system, inviting the identified DPS suppliers and detailing the specification, evaluation criteria and contract format
6. Conduct competition and evaluate (allowing at least 10 days for supplier responses).
7. Determine intention to award to supplier/s
8. Return to Supplier Registration Service and request any required evidence from winning supplier/s
9. Supplier/s share evidence through system (recommended to do so within 2 days)
10. If satisfied with evidence, proceed to award
11. Inform CCS of contract award via Supplier Registration Service.
12. Where appropriate, issue Contract Award Notice/Contracts Finder notice

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Undertaking a competition

Once customers have drawn down their list of relevant suppliers to invite to competition from the system, it is important that they run the competition within 2 days of identifying the suppliers capable of meeting your requirements from the DPS. Customers are able to carry out the competition on the eProcurement system of their choosing.

What have CCS already done?

Via the [Supplier Registration Service](#), CCS has already invited suppliers to populate

their responses to the [Standard Selection Questionnaire](#). CCS has not mandated suppliers to provide evidence up front, rather, they are self-certifying that they are able to meet the required standards. When customers have completed their competition and intend to award to a supplier, they can request selection questionnaire evidence from the relevant supplier, and review. This evidence can be requested and viewed via the [Supplier Registration Service](#) system.

How do I structure the competition?

Under a DPS, customers are able to determine how they structure their contract, competition and evaluation criteria to best suit their requirement, in accordance with public procurement regulations. This gives you flexibility dependent on your requirement, for example you may want a short, or long term may want to appoint a single supplier for all your conversions design and works, or you may want to separate out your conversions by vehicle size or operational use, to award separate contracts.

In either case, best practice for competitions would use the following steps:



Step 1: Developing a specification

The specification sets out a full and accurate statement of what is required and forms part of the documentation that is sent out to all suppliers when inviting them to quote.

It has 3 main aims:

1. To communicate to potential suppliers what is required
2. To provide a clear and transparent evaluation criteria for proposals to be measured against
3. Ensure that open competition is achieved

A good specification should:

1. Provide a clear and concise description of what is required
2. Highlight the features that are essential to you
3. Provide an opportunity for suppliers to offer technical solutions
4. Allow potential suppliers to provide a price for the services they offer

Pricing / cost model

Customers should design a pricing schedule that best fits the end requirement, ensuring clarity and fairness. Best practice would be to consider using whole life cost or total cost of ownership models.

Evaluation criteria and weightings

Evaluation should concentrate on the supplier's ability to best meet the outlined requirements and pricing/cost model. The evaluation weightings should be issued upfront and follow what was set out in the DPS agreement; under this DPS, you have the flexibility to determine the specific weightings and measures.

Delivery - Customers should carefully consider delivery and timescales requirements. Ensure that timescales factor in the ordering and delivery of the base vehicle, where needed, the free issue of any items to be fitted into the vehicle, time for design review/sign off and of course, sufficient time for policy or statutory testing. Good practice would require suppliers to share their build project plans and regularly communicate updates on delivering against these timescales.

Financial standing - CCS has tested appointed suppliers' financial standing at the point of them joining the DPS, and will monitor them through the life of the DPS. A threshold Dunn and Bradstreet (D&B) score of 51 is set, so all appointed suppliers have met/exceeded this threshold, or their accounts have been reviewed and sufficient financial assurance has been provided.

Insurances

In order to join the DPS, suppliers have confirmed that they comply with all statutory requirements surrounding insurances. Customers can determine levels and types of insurances they require as part of their contract, and test through competition.

Sub-contractors

It is advisable that customers seek detail and assurances of any subcontractors that will be used by the supplier they appoint. This can be asked as part of the competition, and the contract terms can reflect the requirement to keep the customer updated as to any sub-contractor changes.

Does your Invitation to Quote (ITQ) include sensitive or confidential information?

Customers may wish to protect the content of their competition from being released into the public domain. Whilst there are confidentiality clauses in place within the contract template under this DPS, these do not apply until a contract is signed between the customer and the successful supplier.

Therefore, customers may choose to include an additional layer of confidentiality to protect their brief and the information contained within it during the further competition phase, by using a Non-Disclosure Agreement (NDA).

Step 2: Invitation to Quote

To ensure compliance with current procurement regulations, customers must issue the ITQ to ALL capable suppliers. Under a DPS, this means all suppliers on the shortlist obtained after filtering against specific customer requirements.

Details of the procurement process, timeline, award criteria and evaluation procedure must be published to all capable suppliers at the same time the ITQ is published.

If suppliers ask any questions during the ITQ process, all suppliers must be treated fairly and equally without discrimination. Any questions received must be anonymised, making sure that they do not reveal the identity of the originator, or reveal any potentially commercially sensitive information relating to the originator. Appropriate responses must be issued, sharing both the question and answer to all participating suppliers, at the same time.

Customers should allow a reasonable amount of time for proposals to be submitted. Under a DPS, at least 10 calendar days must be allowed for suppliers to submit their bids.

You may use whichever eProcurement system you deem suitable. Customers are also able to make use of the CCS [eSourcing Suite](#) which enables them to:

- Respond to supplier clarification questions
- Track bid responses
- Send reminders to bidders
- Communicate to successful and unsuccessful suppliers
- Provide feedback to all parties

For information on how to do this, please refer to the [eSourcing Suite user guidance](#).

Step 3: Evaluation

After the closing date, responses need to be evaluated in accordance with the evaluation criteria and procedures that were set out. Customers must ensure that they maintain a fully documented audit trail of the results and final award decision.

Step 4: Award

Following evaluation, customers can then proceed to request access to supporting evidence from the supplier(s) intending to be awarded. This evidence can be accessed via the system, using the original transaction used to shortlist the suppliers. Suppliers will receive notification via the system, and can choose to share documentation they have already uploaded to the system, or to add new evidence which may be relevant to a specific contract. Once satisfied with the evidence provided, and with the outcome of the competition, customers can proceed to award by notifying suppliers through the eProcurement system used to undertake the competition, and also informing CCS of the award by using the system.

There is no requirement to submit any form of award notice to OJEU following the setting up of the DPS, or when new suppliers are added to the DPS. There is a requirement to publish contract award notices (which must be sent to the Publications Office within 30 days of award) for specific contracts awarded under the DPS.

However, authorities can choose to group DPS contract award notices on a quarterly basis, which must be sent within 30 days (after) the end of each quarter. Authorities should abide by the requirements for publication on Contracts Finder about contracts awarded, as explained under [Procurement Policy Note 03/15](#)

Step 5: Placing an Order

This DPS includes a standard set of suggested contract terms and conditions (Schedule 4 of the DPS Agreement which can be found on the [framework web page](#)); this contract sets out the legal relationship between the customer and the supplier. At the time of ordering, the supplier will need to send a signed copy of the contract to the customer, to confirm that the project has been accepted.

Step 6: Contract management

Once the supplier has been awarded, customers should manage them to ensure they are performing to meet requirements. CCS can be used as an escalation point to support, if customers have any issues with under performance during the life of the contract.



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FAQs

Can direct awards be made under a DPS?

No, direct awards **cannot** be made under a DPS

How do new suppliers join the DPS?

Simply by registering on the [Supplier Registration Service](#), and completing the additional relevant questions for the DPS they wish to be appointed to.

Are supplier numbers restricted?

No, supplier numbers cannot be restricted under a DPS.

How long will the DPS operate for and how long can resulting contracts last?

The Vehicle Conversions DPS will be established for an indeterminate period, with CCS agreeing to provide 3-months notice should it wish to terminate the arrangement.

Will the Vehicle Conversions DPS support SMEs and [social value](#)?

Yes, the very nature of a DPS with its electronic, automated and standardised approach to selection supports both SME access and social value, by being “light-touch” until suppliers are invited to compete and customers can determine the format of their contract, to further support the outcomes required.

Can customers determine their own specification, evaluation and contract terms?

Yes, customers can decide upon their own specification, how they wish to evaluate and the contract format they require (number of years, turnkey supply or a single service).



Annex 1

Matrix of filters & DPS Level specification

Geography

- Filters based on NUTS areas down to Local Authority area level

Sectors

All Sectors

- Central Government
 - Defence
 - Environment
 - Other Central Government
- Wider Public Sector
 - Education
 - Fire and Rescue
 - Health
 - Local Government
 - Not for Profit (Charitable)
 - Police
 - Housing Association
 - Other Wider Public Sector

Vehicle Types

- Car
- Light to Medium Commercial vehicle, up to, but not including, 7.5T
- Medium to Heavy Commercial vehicle, 7.5T and above
- Motorcycle, including quad bike and scooter
- Bus and Coach
- Trailer, including semi-trailer, and de-mountable
- Boat (water going vessel)
- Other

Products

- Service Types
 - Design, consultancy and advisory services for conversions
 - Conversion services
 - Decommissioning
 - Other services
- Livery
 - Livery, wraps, vinyl, signage and graphics including origination, design and application
 - Other livery goods and services
- Electrical
 - Lighting and sounding including lightbars, beacons, emergency lighting, interior/ exterior lights, sirens and other related items
 - Power including on-board power generation, electrical power, power management and other related items and including the testing of such items
 - Electrical control units including in-cab and saloon control units and other related items
 - Other electrical conversions
- Communications
 - Services including installation and deinstallation of telematics/GPS equipment
 - Services to install and deinstall wireless communication networks and other related items
 - Services for the installation and deinstallation of cameras, CCTV system and other related items
 - Other communications installations and services

- **Standard Modifications**
 - **Modifications to include racking, lockers, cupboards, bulkheads, lining and other storage items**
 - Modifications to glazing including privacy glass, blinds and other glazing items
 - Modifications to provide external storage fixture options, such as ladder loading, roof racks, glass racks and other related items
 - Towing equipment
 - Security installation and deinstallations including immobilisers and alarms, door lock protectors, catalytic converter protectors, tool/equipment vaults and other secure storage and other related items, Run Lock Systems, deadlocks and slamlocks
- **Specialist Modifications**
 - **Specialist Electrical for Emergency Services Network (ESN)**
 - Installation only of emergency service specialist equipment including communication systems and associated ancillaries
 - Fully Managed vehicle equipping service for specialist equipment, including installation and design
 - Maintenance Services of in-service vehicle mounted specialist equipment, including the management and operation of a mobile service for repair/maintenance
 - FCS 1362 Communication Installation engineer's standard
 - Deinstallation and decommissioning of existing ESN equipment
 - Other ESN services
 - **Welfare Facilities**
 - Services for installation and deinstallation to include hot water, toilets, washing, rest spaces, catering and other facilities
 - Other welfare facilities
 - **Accessibility Modifications**
 - Services for accessibility modifications including powered and manual ramps and lifts, safety steps, rails, hoists and platforms, wheelchair accessible and other related services
 - Other accessibility modifications
 - **Heating, Cooling & Ventilation**
 - Services including installation, testing and deinstallation of air conditioning, ventilation units, refrigeration units/systems, independent heating units, climate control systems and other related items
 - Other heating, cooling & ventilation
 - **Utility, Drainage & Jetting**
 - Services including installation and deinstallation of jetting, pumps, drainage equipment and other related items
 - Other Utility, Drainage & Jetting
 - **Waste Management, Streetscene and Grounds Maintenance**
 - Bin Lifters and Loaders
 - Dynamic Weighing Systems
 - Underground/Above Ground Waste Collection
 - Refuse collection vehicles
 - Vehicle mounted cutters and mowers
 - Vehicle mounted spreaders and sprayers
 - Vehicle mounted wood chippers and shredders
 - Other Waste Management and Streetscene

- Police, Traffic and Covert

- Traffic and response vehicles
- Cell and beat vehicles
- Prisoner transport vehicles
- Armoured vehicles
- Animal transport vehicles
- Vehicles for HART (Hazardous Area Response Team)
- Command & control and incident support vehicles (including trailers)
- Services for the conversion of covert and high security vehicles
- Services for the installation and deinstallation of public warning equipment and related services
- Other Blue Light vehicles

- Medical Vehicles

- A&E Ambulances
- Patient Transport Services (PTS) vehicles
- Command and control vehicles
- Response vehicles
- Screening & Scanning units/fitments
- Other Medical vehicles

- Fire and Rescue

- Fire and Rescue support vehicles, excluding Fire Appliances
- Other Fire & Rescue conversions

Annex 2

Contract template

View Schedule 4 on the [framework web page](#)

Annex 3


CCS Guidance on DPS

View Schedule 2 on the [framework web page](#)

Further information

For further information please contact your framework manager, by

 fleet@crowncommercial.gov.uk

 0345 410 2222

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