



Crown  
Commercial  
Service

# Dynamic Purchasing System (DPS) Needs

RM3824 – Heat Networks and Electricity  
Generation Assets (HELGA)



## Contents

<b>Welcome</b>	3
<b>What 'we' and 'you' means</b>	4
<b>Who can request to participate?</b>	4

RM3824 – Heat Networks and Electricity Generation Assets (HELGA)  
Bid Pack – Dynamic Purchasing System Needs v1.0  
© Crown Copyright 2018

<b>Part 3 - Economic and Financial Standing</b>	7
<b>What is a Dynamic Purchasing System (DPS) Agreement?</b>	9
<b>Timelines for the request to participate</b>	10
<b>When and how to ask questions?</b>	10
<b>What you can expect from us:</b>	11
<b>What we expect from you:</b>	11
<b>General:</b>	13
<b>Updating Answers in the Selection Questionnaire, Dynamic Purchasing System Questionnaire (DPSQ) section:</b>	13
<b>If CCS accept your DPS Submission:</b>	15
<b>The DPS Agreement sign-off:</b>	15
<b>Call for Competition:</b>	15

## **Welcome**

We invite you to join a Dynamic Purchasing System (DPS) to provide Services for the RM3824 – Heat Networks and Electricity Generation Assets (HELGA) **What is a Dynamic Purchasing System (DPS)?**

A DPS is a public sector sourcing tool for common goods and services under regulation 34 (Dynamic Purchasing Systems) of the [PCR 2015](#). Suppliers can apply to join at any point and don't require any special IT equipment as a DPS eliminates unnecessary activity for the Supplier, up front. The DPS has to be run as a completely electronic process.

## **Bid Pack**

The CCS participation bid pack includes the following documents:

1) **DPS Needs :**

- what 'we' and 'you' means
- who can request to participate
- how to request to participate
- economic and financial standing
- what is a DPS Agreement
- timelines for the request to participate
- the rules, obligations and rights between you and us;
- the DPS Agreement sign-off process;
- call for competition overview;

2) **Customer Needs** – everything you need to know about what the customer needs.

3) **DPS Agreement** – This is the contractual agreement between CCS and you. You will need to agree to electronically sign up to these T&C's which are non-negotiable.

4) **Attachment 1** – Heat Networks and Electricity Generation Assets (HELGA) Filters Matrix

5) **Attachment 2a** - Service 1 - Energy Advisory, Design & Technical Services Contract Order Form and Template Contract Terms. This is the contractual agreement between the customer and you and should be inserted into your DPS Agreement at Schedule 4 – following award of a contract.

**Attachment 2b** - Service 2 - Delivery Services Contract Terms Guidance. This attachment provides guidance for the use of the Contract terms for Service 2.

6) **Attachment 2c** - Service 3 - Energy Purchase Agreement Contract Terms Guidance. This attachment provides guidance for the use of the Contract terms for Service 3.

7) **Attachment 2d** - Service 4 - Commoditised Products Contract Order Form and Template Contract Terms. This is the contractual agreement between the customer and you and should be inserted into your DPS Agreement at Schedule 4 – following award of a contract.

8) **Attachment 2e** - Service 5 - One Stop Shop Solution Contract Terms Guidance. This attachment contains information relating to the use of the Contract terms for Service 5.

9) **Attachment 3** - Management Information (MI) Reporting Template

10) **Attachment 4** – Financial Assessment Template

11) **Attachment 5** – Additional Sub-Contractors – please complete this if you have more than 20 sub-contractors that you are detailing within the Selection Questionnaire

(SQ). Detail the first 20 in the SQ and any additional sub-contractors over 20 must be recorded on this Attachment 4.

- 12) **Attachment 6** – PAS91 Requirements Checklist – a supporting document to assist Suppliers in evidence gathering for PAS91
- 13) **Attachment 7** - Insurance Requirements
- 14) **Attachment 8** – Group of Economic Operators

Make sure you read all the guidance, information and instructions that we provide – they are there to help you to complete your request to participate.

We hope everything is clear – if it is not, we explain in ‘how to request to participate’ when and how you can ask questions.

### **What ‘we’ and ‘you’ means**

When we use “CCS”, “Authority” “we”, “us” or “our” we mean Crown Commercial Service; When we use “you”, “your”, “suppliers” or “bidders” we mean your organisation, or the organisation you represent, in this competition.

We are the central purchasing body that procures common goods and services for customers including central government departments and the wider public sector.

The Public Contracts Regulations 2015 regulate how we procure. This means that we and you have to follow processes that are fair, transparent and equitable for all Suppliers.

### **Who can request to participate?**

We are running this competition using the ‘restricted procedure’. This means that anyone can submit a request to participate (submit a bid) in response to the published OJEU contract notice.

You can submit a request to participate as a single legal entity. Alternatively, you can work together with other legal entities to form a Group of Economic Operators. If you do, we ask the Group of Economic Operators to choose a lead member who will submit the bid on behalf of the Group of Economic Operators and you will have to identify what each of the parties is contributing to the bid. You can do this in **Your Request to Participate**.

We recognise that arrangements in relation to Sub-Contracting and Groups of Economic Operators may be subject to future change, and may not be finalised until a later date. However, any changes to those arrangements may affect your ability to deliver the HELGA requirements, you must therefore tell us about any changes to the proposed Sub-Contracting or to the Group of Economic Operators. If you do not, you may be excluded from participating in this competition.

We do not require all Sub-Contractors to be disclosed. You need only disclose those SubContractors who directly contribute to your ability to meet your obligations under the DPS Agreement (including under any Contract Agreement following a Call for Competition). There is no need to specify Sub-Contractors providing general services to the supplier (such as window cleaners etc.) that indirectly enable the supplier to perform the DPS Agreement. Please read the definition of Sub-Contractor in the DPS Agreement.

If you are successfully appointed to the DPS and are awarded a RM3824 – Heat Networks and Electricity Generation Assets (HELGA) DPS Agreement, any changes to arrangements in relation to Sub-Contracting and Group of Economic Operators which are made following the award will be dealt with in accordance with Clause 25 (Supply Chain Rights and Protection) of the DPS Agreement.

### **Getting started - How to register on the Supplier Registration Service (SRS)?**

1. All Suppliers are required to register on the SRS system prior to submitting a 'Request to Participate' (in accordance with the section below 'How to Request to Participate').
2. To register for the SRS system please follow the instructions below:
  - 'register for an account' at the following link <https://supplierregistration.cabinetoffice.gov.uk/organisation/register>
  - Step 1 - Select 'Supplier'
  - Step 2 – **Click on the DUNS number radio button** (this ensures the correct DUNS number is utilised for your organisation)
3. If you are already registered to SRS please 'sign in' to your account via the attached link <https://supplierregistration.cabinetoffice.gov.uk/login>. Please ensure the DUNS number associated to your registration details is the DUNS number you will be using in your SQ at Question Number 4 of the SQ for RM3824
4. In the event that your DUNS number does not reflect the DUNS number you wish to use for your RM3824 submission please contact Dun and Bradstreet at the following link <https://www.dnb.co.uk/> to make the necessary amendments to your Dun and Bradstreet registration before proceeding with your SQ submission for RM3824.
5. NB – When registering at D&B please ensure you include any Trading Names you wish to use for the DPS Agreement, as the name you input as part of your D&B registration process will be the name generated when registering on the Supplier Registration Service when using your D&B number (as per Step 2 above)
6. **DPS Supplier journey** – (Please note the illustration does not specifically reference RM3824 – Heat Networks and Electricity Generation Assets (HELGA), however the supplier journey is the same).
7. You must, in addition, register your organisation on the CCS eSourcing tool to ensure that, if your organisation is appointed to the DPS, that you are invited to Calls for Competition. Guidance on how to register on the CCS eSourcing tool and how to respond to Calls for Competition through the tool can be found here:  
<https://www.gov.uk/government/publications/esourcing-toolguidance-for-suppliers>.
8. Your bid must be completed by the organisation that will be responsible for providing the services, if appointed on to the RM3824 DPS.
9. Any supporting evidence will be requested via the SRS and/or the DPS Mailbox messaging facility.
10. Do not upload any attachments we haven't asked for.
11. Make sure you answer every applicable question within the SQ.
12. Only select the services in the SQ that can be delivered by your organisation.  
**Selection process:**
13. You must complete and submit your SQ via the Supplier Registration Service.
14. Following submission of your SQ you will be placed in to 'Assessing' stage.

15. CCS will begin to complete compliance checks of your SQ to ensure you have provided everything that CCS have requested as part of the selection criteria
16. If CCS are satisfied with the response you have provided, you will be appointed to the DPS. We will amend your DPS status from 'Assessing' to 'Appointed'.
17. CCS may seek clarification of any information you provide to validate and verify your responses. Don't forget to check for messages regularly at frequent intervals in the SRS messaging and your internal mailbox system throughout the competition.
18. If you are unsure about how to complete any part of the SQ, you can raise a question via the SRS messaging system or the DPS Mailbox [helgadps@crownccommercial.gov.uk](mailto:helgadps@crownccommercial.gov.uk) **Selection criteria:**
19. We may reject your bid or exclude you from the competition at the selection stage for any of the following reasons:
  - i) If you receive a "Fail" for any of the selection questions.
  - ii) Where any of the information you have provided proves to be false or misleading.
  - iii) Where you have broken any of the competition rules (as detailed in this DPS Needs document), or not followed the instructions given.
20. We will tell you if your bid has been rejected or if your organisation has been excluded at the Selection Stage via the SRS messaging system and/or the DPS Mailbox.

## **Part 2 - Grounds for Exclusion**

21. In certain circumstances the Authority is required by law to exclude Suppliers from participating if you cannot answer 'No' to every statement in Part 2 (Mandatory grounds for Exclusion) of the Selection Questionnaire. Your request to participate shall then be excluded from further participation in the SQ (except where disproportionately small amounts of tax or social security obligations are involved).
22. The Authority is entitled (in its sole discretion) to exclude a Supplier from further participation if any of the statements in response to Part 2 (Discretionary grounds for exclusion) of the Selection Questionnaire apply. If you cannot answer 'No' to every statement it is possible, that you will be excluded from this request to participate.

## **'Self Cleaning' (Covering both mandatory and discretionary exclusion):**

23. If you provide sufficient evidence that remedial action has taken place subsequently that effectively "self cleans" the situation, the Authority may decide that you shall not be excluded from this request to participate. As a minimum, you will have to demonstrate that you have:
  - (a) paid or undertaken to pay compensation in respect of any damage caused by any criminal offence or misconduct;
  - (b) clarified the facts and circumstances in a comprehensive manner by actively collaborating with the investigating authorities; and

- (c) taken concrete technical, organisational and personnel measures that are appropriate to prevent further criminal offences or misconduct.
24. The measures you have taken will be considered taking into account the gravity and particular circumstances of the criminal offence or misconduct.
25. The detailed grounds for mandatory and discretionary exclusion of an organisation are set out on this [webpage](#), **which should be referred to before** completing these questions in the SQ.

### Part 3 - Economic and Financial Standing

26. We will undertake an assessment of your economic and financial standing using the DUNS number (as provided by Dun and Bradstreet) for your organisation which you input when registering on the SRS registration system at the following link:  
<https://supplierregistration.cabinetoffice.gov.uk/organisation/register>
27. If you indicate as part of the standard SQ that a financial guarantor will be provided, as you do not initially meet the required credit reference agency score as described in paragraph 29, the Authority will perform an assessment of the proposed financial guarantor's economic and financial standing.
28. The report provided by the credit reference agency (Dun and Bradstreet) will be used to determine the level of financial risk you represent. If the score provided by the credit reference agency meets or exceeds the Minimum Threshold Score, for the Service, and Project Value, which you have selected (as referenced in Table A - Financial Assessment Matrix) then your Request to participate will continue to proceed in the DPS Selection process.

*N.B In the event that a Supplier is required to meet more than one of of the Minimum Financial Threshold scores as detailed in the table below, Suppliers will be assessed against the higher Minimum Threshold Score in the relation to service and project value you have selected.*

(a) **Table A - Financial Assessment Matrix**

Project Value	Service 1 Minimum Threshold Score	Service 2 Minimum Threshold Score	Service 3 Minimum Threshold Score	Service 4 Minimum Threshold Score	Service 5 Minimum Threshold Score
£0 - £1,000,000	35	35	35	35	35

£1,000,000 - £5,000,000	35	45	45	35	45
£5,000,000 - £10,000,000	35	45	45	35	45
£10,000,000 - £25,000,000	35	65	65	35	65
£25,000,000 +	35	65	65	35	65

29. If any of the following circumstances arise:
- a. the score provided by the credit reference agency is less than the Minimum Threshold Score for the Service(s) and Value(s) you have selected and/or;
  - b. no standard credit reference agency score is available for your organisation,
  - c. then the Authority may ask you to provide a copy of your audited accounts for the most recent two years and/or one or more of the following in respect of your organisation or the proposed financial guarantor (as the case may be):
    - a statement of your turnover, profit and loss account/income statement, balance sheet/statement of financial position and statement of cash flow for the most recent year of trading;
    - a statement of your cash flow forecast for the current year and a bank letter outlining the current cash and credit position; and/or
    - an alternative means of demonstrating financial status.
30. The Authority will use this information as detailed in paragraph 29(c) above, in addition to a detailed credit reference agency report (where available) to assess whether your organisation's or your proposed financial guarantor's financial risk is acceptable. This will be performed using the Authority's financial assessment template that can be viewed at Attachment 4 of the RM3824 participation bid pack, which covers a range of financial risk indicators.
31. If the Authority then determines that the financial risk is acceptable, then your request to participate will continue to proceed through the DPS Selection Stage process.
32. If the Authority determines that your financial risk is determined as being unacceptable, then the Authority may (in its sole discretion) request that you nominate a financial guarantor. If you nominate a financial guarantor, a financial assessment will be undertaken of your nominated guarantor. In the event that your nominated guarantor fails to meet the Minimum Threshold Score, for the service(s) and Project Value(s) which you have selected (as referenced in Table A - Financial Assessment Matrix), the Authority will undertake the steps as detailed at paragraph 29(c) above in respect of the proposed financial guarantor.



33. If, after evaluating all the information requested and provided, the level of financial risk is still deemed unacceptable, or where the requested information has not been provided, **then you will be rejected as an interim measure from further involvement in the RM3824 procurement, until you are able to provide the required financial information.**
34. If you are bidding as Lead Contact for a Group of Economic Operators, the assessment of economic and financial standing will be carried out in respect of each member of the Group of Economic Operators. If one or more members of the Group of Economic Operators is determined as having an unacceptable risk level following this assessment, then the relevant member(s) will be required to obtain a DPS Guarantee. The Authority will undertake the steps as detailed above in respect of the proposed financial guarantor. If a financial guarantor cannot be provided and the level of financial risk remains unacceptable, then the Group of Economic Operators will be excluded from further involvement in this Procurement.

#### **Selection Questionnaire – Not Applicable questions:**

35. There are questions in the Selection Questionnaire that are not applicable for this RM3824 – Heat Networks and Electricity Generation Assets (HELGA) procurement, therefore Suppliers must please note, a response is **NOT** required to the questions as detailed below:

- *Part 2: (Contract Example 1) – Q133*
- *Part 2: (Contract Example 2) – Q134*
- *Part 2: (Contract Example 3) – Q135*
- *Part 2: (Public Liability Insurance) - Q141*
- *Part 2: (Professional Indemnity Insurance) - Q142*
- *Part 2: (Product Liability Insurance) - Q143*
- *Part 3: (Supply Chain Management) Q147 - Q149*
- *Part 3: (Past Performance) Q150 – Q154*
- *Part 3: (DOH Questions) Q157 - Q161*

#### **What is a Dynamic Purchasing System (DPS) Agreement?**

36. A DPS Agreement sets out terms and conditions for Suppliers satisfying the selection criteria and therefore accepted onto the DPS Agreement and for customers when awarding contracts (competition) throughout the entire duration of the DPS Agreement.
37. If you are a successful Supplier, the RM3824 DPS Agreement will be signed up to electronically and managed by CCS and you. Customers can then use the RM3824 DPS Agreement to publish calls for competition to meet their individual service requirements. Each call for competition agreement will be signed and managed by the customer and you. There may be multiple contract agreements under one RM3824 DPS Agreement.

38. There are general terms and conditions for the RM3824 DPS Agreement. One of the schedules of the RM3824 DPS Agreement Schedule 5 (Call for Competition Procedure) sets out the general terms and conditions for each relevant Service of the call for competition procedure. You can see the terms and conditions as part of the bid pack for this procurement.

### Timelines for the request to participate

39. These are our intended timelines. We will try to achieve these but, for a range of reasons, dates can change as the competition progresses. We will tell you if and when timelines change:

Submission of the OJEU Contract Notice	10th October 2018
Start Date - Open DPS to Suppliers to request to participate	12th October 2018
DPS Open to Customers for call for competition	13th November 2018

### When and how to ask questions?

40. If you have any questions you need to ask them as soon as possible after the publication of the OJEU Contract Notice. This will give you the chance to check that you understand everything before you submit your request to participate via the link detailed above.
41. You need to send your questions through the SRS supplier messaging system or the DPS Mailbox address [helgadps@crowcommercial.gov.uk](mailto:helgadps@crowcommercial.gov.uk) and as detailed in the OJEU Contract Notice, both options can be used to communicate with Suppliers. Try to ensure your question(s) is specific and clear.
42. The SRS messaging [helgadps@crowcommercial.gov.uk](mailto:helgadps@crowcommercial.gov.uk) and the DPS Mailbox facilitates all messages sent between CCS and you in relation to this DPS. It is the Suppliers' responsibility to access messages during this procurement process therefore please ensure that you access and review messages through the SRS system and your internal designated mailbox address on a regular basis. This will ensure you have sight of all relevant information and have access to all messages that we have sent to you.
43. If you feel that a particular question should not be published, you must tell us why when you ask the question. We will decide whether or not to publish the question and response or return a response to you confidentially via the DPS Marketplace for clarification questions.
44. Remember that you can ask us questions about the DPS Agreement and contract terms but please do not try to 'negotiate' the terms as this is not permitted within the Public Contract Regulations (PCR). All DPS appointments will be made under identical terms.

### Making the competition work

45. We run our competitions so that they are fair and transparent for all Suppliers. This section (Making the competition work) sets out the conditions of participation for this

competition. It needs to be read together with the DPS Agreement and with the Customer Needs which can be located within the RM3824 HELGA Bid Pack.

### **What you can expect from us:**

46. We will not share any information from your request to participate bid with third parties, apart from other central government bodies (and their related bodies), which you have identified as being confidential or commercially sensitive. However, we may share this information but only in line with the Regulations, the Freedom of Information Act 2000 (FOIA) or any other law as applicable.

### **What we expect from you:**

47. Make sure you have read and understood the request to participate and corresponding participation bid pack before you complete the SQ.
48. Please make sure you have read through all the information available to you. This includes any of the responses provided by CCS to any of your questions raised.
49. You must comply with the rules in this participation bid pack and any other instructions given by us. You must also ensure (where applicable) members of your Group of Economic Operators or sub-contractors comply also.
50. You have not fixed or adjusted any element of the response by agreement or arrangement with any other person.
51. You have only selected the filters for the services that your organisation can deliver.

### **Involvement in multiple bids**

52. If you are connected with another bid for this procurement, we may make further enquiries. For example, where:
  - you submit a bid in your own name or as member of a Group of Economic Operators connected with a separate bid; or
  - you submit a bid in your own name which is similar to a separate bid from another Supplier within your group of companies.
53. This is so we can be sure that your involvement does not cause:
  - potential or actual conflicts of interest;
  - supplier capacity problems; or
  - restrictions or distortions in competition.

We may require you to amend or withdraw all or part of your request to participate if, in our reasonable opinion, any of the above issues have arisen or may arise.

### **Contracting Arrangements**

54. Only you, your nominated sub-contractors or Group of Economic Operators (as set out in your SQ) can provide services through the RM3824 – Heat Networks and Electricity Generation Assets (HELGA) DPS Agreement.

### **Contracting Arrangements for Group of Economic Operators**

55. We may require a Group of Economic Operators to form a specific legal entity when signing a RM3824 DPS Agreement as per the PCR. In this instance a member of the Group of Economic Operators will electronically sign the DPS Agreement on behalf of the legal entity.
56. If you are the lead member of a group of economic operators and have therefore selected 'Yes' to question 19 in the Selection Questionnaire (Are you bidding as the lead contact for a group of economic operators)? You are required to complete 'Attachment 8 – Group of Economic Operators' in the bid pack providing the required information for each member of your group of economic operators and sending your Attachment 8 – Group of Economic Operators to [helgadps@crowncommercial.gov.uk](mailto:helgadps@crowncommercial.gov.uk).

### **Supplier conduct and conflicts of interest**

57. You must not attempt to influence the Request to Participate process. For example, you must not directly or indirectly at any time:
- Collude with others over the content and submission of bids. However, you may work in good faith with a proposed supplier, Group of Economic Operators member or provider of finance in the event that a guarantor is required.
  - Canvass our staff or advisors in relation to this competition.
  - Attempt to obtain information from any of our staff or advisors about another Supplier or bid.
58. You must ensure that no conflicts of interest exist between you and us. If you do not tell us about a known conflict, we may exclude you from the competition. We may also exclude you if a conflict cannot be dealt with in any other way.

### **Confidentiality and Freedom of Information**

59. You must keep the contents of this bid pack confidential (including the fact that you have received it). This obligation shall not apply insofar as:
- enabling you to submit a bid; or
  - compliance with a legal obligation.

### **Publicity**

60. You must not publicise the services or the award of any individual contract unless we have given express written consent. For example, you are not allowed to make statements to the media regarding any bid or its contents.

### **Our rights:**

61. We reserve the right to:
- Waive or change the requirements of this bid pack from time to time without notice.
  - Verify information, seek clarification or require evidence or further information in respect of your bid.
  - Exclude you if:
    - you submit a non-compliant bid;

- your bid contains false or misleading information;
  - you fail to tell us of any change in the contracting arrangements between your request to participate and appointment onto the DPS. Or, if you do tell us, allowing the change in the contracting arrangements would result in a breach of law;
  - for any other reason set out elsewhere in this bid pack; and ➤ for any reason set out in the Public Contract Regulations 2015.
- Terminate the DPS Agreement at any time.
  - Make any changes to the timetable, structure or content of the competition.

### **General:**

#### **Bid costs**

62. The Authority will not pay your bid costs for any reason e.g. if we terminate or amend the competition.

#### **Warnings and disclaimers**

63. We will not be liable:
- where parts of the bid pack are not accurate, adequate or complete; or
  - for any written or verbal communications.
64. You must carry out your own due diligence and rely on your own enquiries.
65. This bid pack is not a commitment by us to enter into a contract.

#### **Intellectual Property Rights**

66. The bid pack remains our property. You must use the bid pack only for this competition.
67. You allow us to copy, amend and reproduce your bid so we can:
- run the competition;
  - comply with law and guidance;
  - carry out our business.
68. Our advisors, sub-contractors and other government bodies can use your bid for the same purposes.

#### **Updating Answers in the Selection Questionnaire, Dynamic Purchasing System Questionnaire (DPSQ) section:**

69. You are able to update your responses as described in the sections below, however please be aware that all Suppliers who update their service requirements will re-enter into the 'assessing' stage, to enable CCS to monitor changes to submissions to ensure an effective audit trail.
70. Once you have completed the update answers process, CCS will contact you by email or via the SRS system to confirm approval of the requested change and to advise that your status is in 'agreeing' stage. You are then required to complete an electronic sign off within the supplier registration service portal as directed.
71. Following completion of above, your status will revert to 'appointed'. **Assessing**

72. If your organisation enters in to the assessing stage as detailed at *'If Suppliers enter into an 'assessing' status'* as below, and following our assessment of your Selection Questionnaire, if CCS are not satisfied with the response(s) you have provided, we will transfer your organisation from the 'Assessing' stage to 'registered 1' stage.
73. Once your submission has been returned to 'registered 1' stage, you will be able to update your answers to 'Quality Assessment – Section 1' and 'Quality Assessment – Section 2' of the DPSQ section of the Selection Questionnaire.
74. To update these answers select the 'Respond' option which can be located on 'Your Dashboard' by setting your 'Questionnaires' filter to 'HELGA DPS', and your 'Status' filter to 'Assessing'.
75. All your previous answers will be pre-populated and you can navigate through the DPSQ, where you can amend your responses(s) as appropriate and re-submit your submission to CCS for further assessment.

### **Agreeing**

76. If your organisation successfully meets all of the selection criteria for RM3824 – Heat Networks and Electricity Generation Assets (HELGA) DPS, CCS will advance your DPS submission from the 'Assessing' stage to the 'Agreeing' stage, which will require your sign off to enable 'appointment' to the DPS.
77. Once your submission has been assessed and is in the 'Agreeing' stage, you will be able to update your answers to 'Quality Assessment – Section 2' questions only within the DPSQ section of the Selection Questionnaire.
78. To update your answers in the above section, select the 'View' option on your DPS submission, which can be located on 'Your Dashboard' by setting your 'Questionnaires' filter to 'HELGA DPS', and your 'Status' filter to 'Agreeing'.
79. By completing the above process, you will be navigated to an overview of your answer sheet, where you are required to select 'Update HELGA DPSQ' from the 'Options' section on the right hand side of the screen.

All your previous answers will be pre-populated and you can navigate through the DPSQ, where you can amend your response(s) as appropriate and re-submit your submission to CCS.

### **Appointed**

80. If your organisation is successfully appointed to the DPS, you can update your answers and/or contact details provided in the 'Quality Assessment – Section 2' only of the DPSQ section of the Selection Questionnaire.
81. To update your answers in the above section, select the 'View' option on your DPS submission, which can be located on 'Your Dashboard' by setting your 'Questionnaires' filter to 'HELGA DPS', and your 'Status' filter to 'Appointed'.
82. By completing the above process, you will be navigated to an overview of your answer sheet, where you are required to select 'Update HELGA DPSQ' from the 'Options' section on the right hand side of the screen.
83. All your previous answers will be pre-populated and you can navigate through the DPSQ, where you can amend your response(s) as appropriate and re-submit your submission to CCS.

**If Suppliers enter into an ‘Assessing’ status:**

84. If a Supplier enters into the ‘Assessing’ status, CCS undertake the necessary review of Supplier responses to the SQ to determine which question(s) has triggered a risk flag.
85. CCS and the Supplier have a maximum of fifteen (15) working days to work jointly to rectify the issue where possible in accordance with Regulation 34 (Dynamic Purchasing Systems) of PCR 2015.
86. In the event that the issue cannot be rectified within the 15 working days, CCS will ‘reject’ the Suppliers DPS submission as an interim measure whilst the necessary further actions are undertaken. The Supplier can then reapply to join the DPS the following day via the SRS platform.

**If CCS accept your DPS Submission:**

87. Once a Supplier response has been fully electronically assessed and is considered as having met the published selection criteria, they will be appointed to the DPS.

**The DPS Agreement sign-off:**

88. If you are successful and therefore ‘appointed’ on to the DPS, the RM3824 – Heat Networks and Electricity Generation Assets (HELGA) DPS Agreement will be electronically signed and managed by CCS and you.
89. The RM3824 DPS Agreement Terms and Conditions that you agreed to comply with at the beginning of the SQ, will require your final sign off.
90. To ensure a legally binding RM3824 DPS Agreement between CCS and you is complete, you must select ‘Yes’ in the required box on the summary page that you are presented with at the end of the SQ and prior to appointment.
91. Failure to select ‘Yes’ at this stage will prevent you from securing your appointment on to the DPS for RM3824 as there will be no legally binding RM3824 DPS Agreement between CCS and you.
92. If you are submitting a tender as part of a consortium bid, and you are acting as the lead Supplier, please note that in selecting ‘Yes’ you are signing the DPS Agreement electronically on behalf of all the consortium members.

**Call for Competition:**

93. Customers may award contracts by inviting all Suppliers to the relevant Service to bid in accordance with regulation 54, with the minimum timescale for return of tenders being ten (10) days. They will do this in line with RM3824 – Heat Networks and Electricity Generation Assets (HELGA) DPS Agreement Schedule 5 (Call for Competition Process).

**TUPE Transfer of undertakings (Protection of Employment):**

94. We consider that the Transfer of Undertakings (Protection of Employment) Regulations 2006 (“TUPE”) may apply at the Call for Competition.
95. It is your responsibility to take your own advice and consider whether TUPE is likely to apply in the particular circumstances of the contract and to act accordingly, you are therefore encouraged to carry out your own due diligence exercise.