

Automation Marketplace DPS

RM6173



Customer guidance



Crown
Commercial
Service

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1. How do you buy through this DPS?

Step 1: Shortlisting suppliers

The following steps provide more detail around the buying process.

1. Register as a buyer on the Dynamic Purchasing System Marketplace.
2. Navigate to the Automation Marketplace DPS under Technology
3. Select the "Access as a buyer" option and confirm your acceptance of the customer access agreement.
4. On your Manage your DPS Category Exports page you now have 2 options:
 - a. View appointed suppliers
 - b. Click on the link to create a new category export. This is how you filter the suppliers that can meet your requirements
5. When creating a new category use the filtering tool (select all that apply) to specify your requirements and create your supplier shortlist. Search results will show all suppliers who can meet all service requirements (the search works on an 'AND' basis not 'OR').
6. Save your filtered list of capable suppliers by clicking the Save Category option and give the shortlist a unique name specific to your competition. From your Manage your Category Exports page you can then export the list of suppliers and contact details (export is to an Excel spreadsheet).
7. Leave the DPS

Top Tips

Tip 1: The list is valid for only 2 working days, from the date of its creation, because new suppliers can join the DPS at any point.

If your Call for Competition excludes eligible suppliers it potentially breaches procurement regulations.

You will need to get a fresh supplier list (steps 3 to 5) if you don't use your list within 2 working days by clicking the Search Again option for your export.

Step 2: Running a mini competition

1. Use the shortlist of eligible suppliers to invite suppliers to a Further Competition.
2. Before running this competition you will need to prepare your Statement of Requirements (SORs) and tender documents to send to all eligible shortlisted suppliers. Your SORs should set out:
3. the specifics of the service being procured (specification)
 - timescales for responding
 - the expected format of the response
 - how bids will be evaluated

There are four key elements covered in tenders:

- supplier proposed solution
 - examples of experience
 - personnel
 - price
4. Your SORs must be sent to all eligible Suppliers who are then invited to submit a tender to fulfil these requirements.
 5. You will invite Suppliers to bid by conducting an Order Procedure for its Deliverables in accordance with the Regulations and in detail in DPS Schedule 7 Order Procedure and Award Criteria.
 6. Suppliers will submit prices for order contracts, against staff roles and the SFIA grade structure set out in Annex 1 of DPS Schedule 1.

Top Tips

- Tip 1:** You must keep an audit trail of any dialogue and communication with the potential suppliers. This can be done using your own procurement system, emailing suppliers or the free [CCS eSourcing tool](#).
- Tip 2:** The [CCS eSourcing tool](#) gives an auditable approach to the tender process. It can be used to: respond to clarification questions, track bid responses, send reminders to bidders, communicate with Suppliers.
- Tip 3:** While you are waiting for suppliers to bid, we recommend setting a reasonable clarification window. This gives potential suppliers the opportunity to ask questions about your requirement.
- All questions asked, and their responses, must be published to all potential suppliers.
- Tip 4:** If the Supplier's bid has additional detail that you would like included in the contract, insert the Supplier's bid in Order Schedule 4 (Order Tender).
- Tip 5:** Your tender process should be proportionate to the value and complexity of your requirement.

Step 3: Evaluation

1. All suppliers will provide you with a written proposal in response to your specification. You will need to evaluate these supplier responses.

During your bid evaluation, you must treat all suppliers equally and fairly using the [most economically advantageous tender \(MEAT\)](#) criteria.

Top Tips

Tip 1: We recommended that you assign a minimum of 3 people to evaluate the proposals as this makes reaching an objective decision easier.

Tip 2: It is vital you keep an audit trail to make sure that you have evaluated all bids in the same way you said you would in the evaluation criteria.

Step 4: Award

Stages of the award process:

Intent to award

1. Issue 'Intent to Award' letter to successful supplier, and debrief letters to the unsuccessful bidders. These letters are not a formal commitment.
2. Request from the winning supplier(s) any required evidence that they can meet your requirements. Set them a deadline for submitting evidence of 2 days.

Standstill

3. Once you have identified the winning bid, we recommend you apply a standstill period - usually a minimum of 10 working days.

Award

4. After the standstill period, provided the Supplier has provided the evidence required, you are now ready to award your contract. The Order Contract can be sent out to the winning supplier and the contract is officially awarded.
5. Where appropriate, notify of the award on Contracts Finder.
6. You must also inform all the suppliers of the final outcome of the competition by email or letter.

Feedback to unsuccessful bidders

7. Unsuccessful suppliers should receive feedback from you detailing the relative advantages of the successful bid.

Top Tips

Tip 1: Providing feedback is part of the EU procurement regulations; and it is also invaluable information for suppliers, which may help them improve their future bids.

Tip 2: Non-compliant buying will directly impact the legality and reputation of the DPS agreement and is strictly prohibited. Buyers who do not follow the correct buying processes will be at risk of legal challenge, fines and claims for loss of earnings, and the terms of the framework may be null and void in these cases.

Further information

If you require any further information please contact:

info@crowcommercial.gov.uk 0345 410 222

Website:

crowcommercial.gov.uk

Twitter:

[@gov_procurement](https://twitter.com/gov_procurement)

LinkedIn:

[Crown Commercial Service](https://www.linkedin.com/company/crown-commercial-service)