

RM6242

Power to your procurement

Construction Professional Services DPS

Buyer Guide



Crown
Commercial
Service

Key information

Category	Description
Agreement ID	RM6242
Agreement name	Construction Professional Services DPS
Agreement duration	7 years 3 months
Start date	3 November 2021
End date	23 February 2029
Maximum contract length	There is no maximum contract length
Scope of the agreement	Access to a range of products and services relevant to building, refurbishment, extension, maintenance, project management, architectural and urban planning, and environment and sustainability services.
Buying options	Further competition only
Can be used by	This agreement can be used by all UK government and public sector bodies
Contract notice	Find a Tender Service (FTS) Contract Notice
Contact details	info@crowncommercial.gov.uk 0345 410 2222
Glossary	Procurement terms glossary

What is a DPS?

A Dynamic Purchasing System (DPS) is an electronic tool that is used to purchase goods and services that are commonly used by the buyer and easy to find on the market. It's similar to a framework but has the functionality to add new suppliers at any time and is 100% electronic. The DPSs CCS currently offers can be found [here](#).

DPS suppliers

Suppliers can apply to join the DPS at any point during the agreement time frame. You can access the current list of suppliers by using the DPS Marketplace. Go to the section 'Register on the DPS Marketplace' for more information on how to access this platform.

DPS pricing

Pricing will be determined through further competition and should be assessed based on the individual customer's requirement.

How to buy

This list shows a step-by-step process of how to buy from this agreement.

Step	Instruction
	Access agreement Register on the DPS Marketplace Check your sourcing tool
	Engage with suppliers Conduct pre-market engagement
	Create specification and assessment criteria Define your requirements Design an evaluation approach
	Create your supplier shortlist Use filters to shortlist suppliers Consider doing a capability assessment
	Run a competition Invite suppliers to bid Review proposals and evaluate suppliers Request evidence from suppliers Notify your supplier
	Complete your order contract Put together and sign your contract Publish your decision

1. Access agreement

To use this agreement, you need to register on the Dynamic Purchasing System Marketplace (DPS Marketplace).

You will also need to register on this agreement by completing [the DPS customer user agreement \(CUA\) template](#) and sending it to info@crownccommercial.gov.uk.

Once you have done this, you will receive your dedicated project number in 24 hours which you should reference in all communications

Before using this agreement, you should ensure that you have applied for, and received, the necessary budget approval and agreed your procurement strategy with your internal teams.

Buyers from the Central Government (including arm's length bodies) also need to follow the Cabinet Office Spending Controls when buying common goods and services. Please check [spend controls guidance](#) to check whether your tender requires pre-approval. You should also ensure that you follow the guidelines provided in [The Sourcing Playbook](#) published by the Cabinet Office.

You should also start thinking about what your requirements are, so you can obtain valuable insight from suppliers during market engagement. See section 'Create specification and assessment criteria' for more information on what you should be considering when drafting your requirements.

Register on the DPS Marketplace

To access the DPS marketplace, follow these five steps. You can also find a walkthrough of this process on this ['How to use the DPS system' video](#).

1. Go to the [Supplier Registration page](#). You can register as a buyer on this page.
2. Scroll down to find the DPS you are interested in, in this case Construction Professional Services, and access by agreeing to terms of use
3. There are several links under the introduction to your chosen DPS. Click on the link labelled 'Access as a buyer'.

4. After signing in, read the Buyer Access Agreement. Click on the button labelled 'Confirm' to accept this agreement. This will lead you to the DPS home page.

Check your sourcing tool

To communicate with suppliers and run the buying process, you will need to use email, or a sourcing tool. This can be your organisation's sourcing tool, or CCS's eSourcing tool. To use this tool, you need to complete the [eSourcing registration form](#). You can find more information about this tool in the [eSourcing buyer guide](#).

You should check whether the value of your purchase is over the threshold indicated on [Public Contracts Regulations 2015 transparency requirements](#). If it does, you will need to publish the contract information on Find a Tender (FTS). You should also check whether you need to publish these notices on [Contracts Finder](#), [Public Contracts Scotland](#), [Sell2Wales](#) and [eTendersNI](#).

Some sourcing tools communicate directly to FTS. Check whether your current sourcing tool is on the [list of eSenders](#). If it is not on the list, you are recommended to contact the provider of your tool for an update, and to [register on FTS](#).

2. Engage with suppliers

Pre-market engagement allows you to informally gather information to help shape your needs. Through this engagement, you can find out about new products and understand if there are any market developments that could influence requirements.

Conduct pre-market engagement

Conducting pre-market engagement will allow you to further shape your specification, gather ideas on new innovative products, and understand changes taking place in the marketplace that may influence your requirements.

There are different ways to conduct pre-market engagement. CCS recommends that you publish a Prior Information Notice (PIN) on Find a Tender. This is useful especially if you are interested in finding out about suppliers not currently registered on the DPS. You should include clear instructions for interested suppliers on how to

join the DPS and ensure that this activity is undertaken in a fair and transparent way providing each supplier in your shortlist with an equal opportunity. You should also contact all suppliers from your shortlist, provide a reasonable time limit to email requests to make sure suppliers know when they need to respond by, and keep an audit trail of all communication with said suppliers.

If you decide to speak to industry ahead of your call for competition, you should prepare an outline of your specification using a draft specification, to present to your suppliers. You can engage with suppliers currently on the DPS by emailing them to ask for information or issuing a formal Request for Information (RFI). You can issue your RFI through your own procurement platform or using the CCS eSourcing tool. If suppliers do not engage at this stage, you should not assume that they do not want to participate - all suppliers shortlisted from your marketplace search should have the option to bid when you issue your call for competition.

3. Create specification and assessment criteria

A specification is also known as a 'statement of requirements'. This is a description of the goods and services the supplier will provide during the contract. To evaluate how different suppliers will deliver against your specification, you will need to develop assessment criteria. Assessment criteria are usually divided into quality and price.

Define your requirements

Defining your requirements or 'specification' communicates to your suppliers what you need, ensuring a successful purchase. You can see CCS' guide on '[How to write a specification](#)' for general advice. There is also the option of using a capability assessment to identify the suppliers that can meet your requirements.

Your completed specification along with all other relevant documents must be issued to all shortlisted suppliers unless they have deselected themselves in a capability assessment. This can be done through the CCS eSourcing tool, your organisation's own procurement tool or by emailing suppliers.

Using a portal gives an auditable approach to the tender process, and can be used to:

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

Design an evaluation approach

Once you have defined your requirements, you have to decide how you will evaluate suppliers against these. To do this, you have to assess the quality and price of each of their offers.

Below are some examples of potential criteria within 'price' and 'quality', and the weightings you can give to each of these categories. These weightings could vary depending on whether you are using a further competition or a direct award.

Quality criteria

To evaluate quality, you can consider:

- approach to delivery of the services/methodology, including the strategies, expertise, methods, materials, and procedures in the proposal
- service delivery outlined by the supplier, including the transfer of skills and knowledge
- technical merit, including the competence, skills, and experience of the management, professional, and technical personnel proposed for the project
- method of account management proposed by supplier
- fitness for purpose & associated resourcing and continuous improvement approach
- ways of working, including the proposed management systems and methods, project management tools, software, touchpoints, etc.

- social value and environmental characteristics (according to [PPN 06/20](#) it should account for a minimum of 10% of award criteria in central government tenders)

Price criteria

To evaluate price, you can consider:

- time and materials, including all costs over the duration of the contract including fixed capital costs, variable tender costs and special adjustments during the contract period, and maintenance and operating costs

Weightings

Evaluation Criteria	Weighting
Quality	Between 0% and 70%
Social Value	Between 10% and 30%
Price	Between 20% and 80%

4. Create your supplier shortlist

Once you have registered on the DPS Marketplace, engaged with suppliers, defined your requirements, and designed your evaluation approach, you will have to create a supplier shortlist. See below instructions on how to do this.

To create a supplier shortlist, follow the seven steps below:

1. Go to the DPS Marketplace home screen. There is a grey box on the right of the screen. Under this box, click on the button 'Create a new category'
2. Select the filters that best fit your requirements. On this framework, the filters pertain to technical and professional services, industry sector of supplier experience, geographical regions, and additional capability. See section 'Filter categories' for more information on available filters. You can also see available filters when downloading the [filter matrix](#).

3. Once you have selected your filters, scroll to the bottom of the page, and click on the button labelled 'Filter'. The more filters you choose, the fewer suppliers will appear.
4. When you are happy with your supplier shortlist, scroll to the bottom of the page and click on the button labelled 'Save category'.
5. Type a name for your shortlist and click on 'Save category'. This will take you back to the home screen.
6. On the home screen, click on 'Export' to download your shortlist. This exports a spreadsheet of supplier names and contact details. Use this supplier shortlist when you come to invite suppliers to bid. Remember that this list is valid for only 2 working days, from the date of its creation, because new suppliers may apply to join at any point.
7. Once you have created your supplier shortlist you can run your competition. You also have the option to conduct a capability assessment of the shortlisted suppliers. This will allow you to filter suppliers once more before running the competition.

Consider running a capability assessment

A capability assessment is a list of yes or no questions you can send all suppliers to check that they meet your requirements. CCS recommends a 5 working day turnaround for capability assessments. You can use a series of yes and no questions, in which suppliers must be able to answer yes to all the questions to become shortlisted and progress to the main stage of the tender. You should use questions that relate to key requirements only at this stage, and not those you could score in the written stage. Remember that doing a capability assessment is optional.

Also, you should note that you do not need to send the final specification to suppliers who have deselected themselves in a capability assessment unless you make discernible changes to the specification as a result of the exercise.

You can use the [capability assessment template](#) provided by CCS.

5. Run a competition

Once you have your supplier shortlist, you can run a competition to choose your selected supplier. You should allow up to 8-12 weeks to complete the entire process, which is from the date of issuing your competition to contract award and installation of non-complex products and services. You should note that this timescale will inherently increase as the complexity of the project increases.

Invite suppliers to bid

Before you invite your suppliers to bid, prepare all the documents you need, including:

- Invitation to Tender (ITT): a formal procurement document which invites suppliers to bid for the contract. This document should include a timetable, instructions for suppliers on submitting a bid or asking clarification questions, your specification or statement of requirements, and your assessment or award criteria.
- Draft contract: a draft version of the 'Order Form'. See section on Complete your contract for more information on how to do this.

Once you have prepared these documents, you can invite suppliers to bid. You can do this by sending them an email, or through your chosen sourcing platform. This can be the procurement platform used by your organisation, or CCS's [eSourcing tool](#).

Once you have invited suppliers, you should leave sufficient time for them to respond to your further competition. Ten working days is generally considered the minimum timescale for a supplier to respond to an ITT. You should also indicate when and how suppliers can ask clarification questions. Answers to these questions must be shared to all suppliers invited to tender.

When using CCS agreements, you are not required to follow UK procurement policies regarding the publishing of contract opportunities. However, it is still good practice to do so. This is especially the case when using a DPS, as it can lead to new suppliers joining the DPS. For more information on publication obligations

depending on contract value, see the [Public Contracts Regulations 2015 transparency requirements](#)

Review proposals and evaluate suppliers

After the deadline for submissions has passed, you can evaluate supplier responses. To do this, you have to score supplier responses against your assessment criteria. CCS recommends that you use three people to evaluate proposals. You should maintain a full document trail of the results and final award decision.

Request evidence from suppliers

Before you award the contract to the winning supplier, you should conduct compliance checks. As part of this, you can ask the winning supplier for the evidence they submitted in order to join the DPS, including Cyber Essentials and ISO accreditations. This could include customer references, contact examples, or insurance certificates. To carry out a compliance check, follow these steps:

1. Go to the DPS system homepage and find the supplier shortlist you used. Click on 'View suppliers'.
2. Find the winning supplier and click on 'View evidence'. If the supplier hasn't yet uploaded evidence, click on 'Request evidence'.
3. The supplier will then be sent a notification to grant you access to see the evidence within the DPS system. It is recommended to allow 2 days for non-complex projects, and more time for complex projects.

Notify your supplier

You should be able to identify a successful supplier from scoring suppliers at the evaluation stage. Once you have identified a successful supplier, you should notify them through your sourcing platform or by email. Though you don't have to notify and provide feedback to other participating suppliers, CCS considers it best practice to do so.

For high value contracts, a standstill period of 10 days is recommended. This gives unsuccessful suppliers an opportunity to consider feedback, request information, or

call for a review of the award decision. Once this has passed, you can begin your contract with the winning supplier.

6. Complete your order contract

When buying through CCS agreements, you have to put together and sign a contract with the supplier, this is called the 'order contract'. See below instructions on how to put together and sign your contract.

Put together and sign your contract

Follow the steps below to guide you through the process of putting together and signing your contract:

1. Download the [order form](#). This document is the basis of your contract. Note that this document changes from one agreement to another, so make sure you check you are using the correct one.
2. Select the annex which contains the terms and which terms and conditions you want to apply to your contract. On this agreement, you can choose between the following:
 - a. The Public Sector Contract (Annex A)
 - b. NEC4 Professional Service Contract terms (Annex B)
 - c. NEC3 Professional Service Contract terms (Annex C)
 - d. JCT Consultancy Terms (Annex D)
3. Fill in the sections where input is required from the buyer.

If you are using The Public Sector Contract:

1. Note that there are certain terms and conditions agreed on by CCS and the suppliers when the agreement was created. These are found in the [core terms](#), and the DPS schedules on the [RM6242 webpage](#). These apply to every purchase made through the agreement and can only be changed through the introduction of 'special terms'. See step 6 for information on doing this.

2. As well as the Core Terms and DPS Schedules, there are other terms and conditions that might be relevant to your contract. These are the joint schedules and order schedules which are also found on the [RM6242 webpage](#). Some of these schedules are mandatory and others are optional. Optional schedules will be highlighted in yellow and in square brackets on the Order Form. You will have to delete those which you don't want to include in your contract.
3. Check whether you need to fill in any information on the schedules you have selected. This will be indicated in each of the schedules.
4. When you have selected your schedules, you have to decide whether you want to add any 'special terms'. These are terms and conditions you want to include but are not covered by available schedules.
5. Publish your draft contract together with your Invitation to Tender (ITT).

Once you have chosen your supplier, you need to complete and sign the contract. Once you have made any changes, send the contract to your supplier. Your supplier should be the first to sign the contract. After this, you can sign the final contract.

Publish your decision

Once you have awarded and signed your contract you must complete the DPS award notification form and submit it via info@crownccommercial.gov.uk. Use the subject header 'RM6242 Award Notification'. This form can be found in the documents section of the [RM6242 webpage](#).

You should also check the [Public Contracts Regulations 2015 transparency requirements](#), and publish the award on Contracts Finder if required. According to these regulations, you are required to publish:

- the full company name of the winning contractor
- the date on which the contract was entered into, known as the award date
- the total value of the contract in pounds sterling
- an indication of whether the contractor is an SME or a VCSE

If you have already published the opportunity on Contracts Finder, you should update it to include the award decision. For sub-central contracting authorities, information must be published on Contracts Finder within 90 calendar days of the contract award date. For central government authorities, information must be published on Contracts Finder within 30 calendar days of the contract award date.

You can also choose to update contract award notices in groups on a quarterly basis. This means you can send a single notice setting out the volumes you have procured under each framework or DPS. This notice should be sent to Contracts Finder within 30 calendar days of the end of each quarter.

Filter categories

This section outlines the four different filter categories available to shortlist suppliers within the DPS Marketplace. You can see all the available filters when downloading the [filter matrix](#).

Filter category: Technical and professional services

Filter 1 can be further broken down into for example:

- architectural and design services
- civil and structural engineering services
- environmental engineering
- public health engineering
- energy and utility related services
- building services
- fire and hazard advisory services
- cost management
- geophysical and geological consultancy services and surveys

Filter category: Industry sector of supplier expertise

Filter 2 can be further broken down into for example:

- blue light (emergency services)
- education
- energy and utilities
- clinical, health, social care
- housing and buildings
- justice
- defence and security
- transport

Filter category: Geographical regions

Filter 3 can be further broken down into for example:

- Tees Valley and Durham
- Northumberland and Tyne and Wear
- Cumbria
- Greater Manchester
- Lancashire
- Cheshire
- Merseyside
- East Yorkshire and Northern Lincolnshire

Filter category: Additional capability

Filter 4 can be further broken down into:

- contract / fee value
- security clearance level
- data security

Note that while the DPS requirement for entry will be Cyber Essentials, suppliers will be required to note if they hold Cyber Essentials Plus and ISO27001 as a shortlisting filter. There are buyers whose security requirements may mean that they have Cyber Essentials Plus and others who may require Cyber Essentials and ISO27001 together as a minimum requirement.