

# APPENDIX B

## PS25001 – DPS Management



Department for  
Science, Innovation  
& Technology

**Dynamic Purchasing System (DPS) on behalf of The Department for Science, Innovation & Technology (DSIT)**

**Subject: Scientific Research and Advice for Government Dynamic Purchasing System (DPS)**

**Sourcing Reference Number: PS25001**

## **PART 1: INTRODUCTION**

### **1 GENERAL INFORMATION**

#### **DPS Overview**

- 1.1 The DPS has not been divided into Categories.
- 1.2 Application and Award to the PS25001 – Scientific Research and Advice for Government DPS will mean that you have access to bid for any Mini Competition (MC) advertised under the DPS.

#### **Period of validity of the DPS**

- 1.3 The anticipated period during which the DPS will be valid (i.e. during which Contracts for Scientific Research and Advice for Government may be entered into) will be three years and 10 months (28<sup>th</sup> April 2025 – 23<sup>rd</sup> February 2029) or when the DPS exceeds its advertised value of £9,000,000.00 excluding VAT, whichever occurs first.
- 1.4 Contracts may be entered into at any time during the period of validity of the DPS. It is possible that the term of any Contract entered into under the DPS may extend beyond the period of validity of the DPS.

#### **DPS value**

- 1.5 The estimated value of the Scientific Research and Advice for Government DPS is £9,000,000.00 excluding VAT over the full term.
- 1.6 The need for Contracts will be driven by the requirements of the Contracting Authorities or Contracting Bodies. The DPS does not guarantee any minimum spend and there will be no form of exclusivity or volume guarantee under this DPS.

#### **Availability of documents**

- 1.7 The DPS will be hosted on the Jaggaer eSourcing Portal ("the DPS Portal") <https://beisgroup.ukp.app.jaggaer.com/>. Should you wish to apply to join the DPS, you will need to register on the Jaggaer eSourcing Portal and the details of how to do this are set out within the above link
- 1.8 The DPS Documentation will remain electronically accessible and available for the duration of the DPS and can be accessed via the Jaggaer eSourcing Portal.
- 1.9 Information about the DPS (including the DPS Documentation) will also be publicly available on the Contracts Finder website. <https://www.contractsfinder.service.gov.uk/Search> .

### **Communications**

- 1.10 All queries in relation to the DPS must be made in writing and submitted electronically via the DPS Portal.
- 1.11 The Contracting Authority reserves the right to publish all queries and the responses to them on the Jaggaer eSourcing Portal. This is to ensure transparency. Should you consider your query to be commercially sensitive, you must clearly specify this in the subject line of your communication. The decision on whether or not to publish a query and/or the response to it will however rest with the Contracting Authority.
- 1.12 All communications and documents (including Application Forms and Tenders) must be prepared in the English language and be submitted electronically via the DPS Portal.

## **PART 2: APPLYING TO JOIN THE DPS**

### **2 TIMETABLE**

- 2.1 Suppliers can apply to join the DPS either at the "Initial Joining Stage" or at any time during the period of validity of the DPS ("Ongoing Joining Stage"):
- 2.1.1 **Initial Joining Stage:** This relates to Application Forms submitted on or before the Deadline for Applications for the Initial Joining Stage (as defined at paragraph 3.3 below). **Note.** The Contracting Authority will have an extended initial evaluation period as permitted by Regulation 34 (18) of the Public Contract Regulations. In accordance with Regulation 34 (19) the extended evaluation period is provided in the timetable below at 2.2 of this document.
- 2.1.2 **Ongoing Joining Stage:** This covers any Applications submitted after the Deadline for Applications for the Initial Joining Stage.
- 2.2 The indicative timetable for the procurement to initially establish the DPS is set out below. This is intended as a guide and, whilst the Contracting Authority does not intend to depart from the timetable, it reserves the right to do so at any time.

<b>Date</b>	<b>Activity</b>
Friday 21 <sup>st</sup> February 2025	Posting of Contract Advert to Find a Tender and Contracts Finder.
Friday 21 <sup>st</sup> March 2025 14:00pm	Deadline for potential Suppliers to submit clarifications for the Initial Joining Stage
Monday 31 <sup>st</sup> March 2025 11:00am	<b>Deadline for Applications for the Initial Joining Stage.</b> Closing date and time for Bidder to submit their response ('the Deadline').
Monday 31 <sup>st</sup> March 2025 – Wednesday 16 <sup>th</sup> April 2025	Review and evaluation of the Initial Joining Stage submissions.

Week Commencing Monday 21 <sup>st</sup> April 2025	Notification of the outcome of the evaluation and successful bidders are added to the Initial DPS List.
Week Commencing Monday 28 <sup>th</sup> April 2025	Anticipated DPS Contract Start Date. Initial DPS List published.

- 2.3 Once the Initial DPS List is published, the Contracting Authority or Contracting bodies may undertake Mini Competitions (MC's) with Suppliers who are on the DPS List in accordance with the procedure set out below.
- 2.4 Suppliers are also able to apply to join the DPS **at any time**, during the period of validity of the DPS (including after the Deadline for Applications for the Initial Joining Stage) should they wish to do so (see Ongoing Joining Stage described at paragraphs 3.8 to 3.13 below).

### 3 ADMISSION PROCEDURE

#### Registration (applies to both the Initial Joining Stage and the Ongoing Joining Stage)

- 3.1 The DPS will be hosted on the Jaggaer eSourcing Portal. Suppliers wishing to apply to join the DPS will need to register on the Jaggaer eSourcing Portal in order that they can complete and submit their Application Forms electronically.
- 3.2 For technical support or queries in relation to use of the Jaggaer eSourcing Portal, Suppliers should contact <https://beisgroup.ukp.app.jaggaer.com/>

#### Initial Joining Stage

- 3.3 Suppliers, who wish to be included on the Initial DPS List, must submit their Application Form on the DPS Portal on or before 11:00 am on Friday 28<sup>th</sup> March 2025 ("the Deadline for Applications for the Initial Joining Stage").
- 3.4 The Contracting Authority will review and evaluate each Application Form to determine whether the Minimum Selection Criteria are met. The Contracting Authority will endeavour to review and evaluate Application Forms within 10 working days, however this may be extended to 15 working days because of the need to examine additional documentation or to otherwise verify whether the selection criteria are met. It is anticipated that there may be a high volume of Application Forms received at the Initial Joining Stage which may affect this timeframe, and the Contracting Authority have therefore opted to apply an extended initial evaluation period in accordance with Regulation 34 (18) of the Public Contracts Regulations 2015. The Contracting Authority expects to complete the review and evaluation of all Application Forms for this stage by Wednesday 16<sup>th</sup> April 2025.
- 3.5 The Contracting Authority will notify both successful and unsuccessful Suppliers of the outcome and will publish the Initial DPS List. The Contracting Authority anticipates that the Initial DPS List will be published the week commencing Monday 28<sup>th</sup> April 2025.

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- 3.6 Where a Supplier makes a written request for information in relation to its unsuccessful Application Form via the DPS Portal, the Contracting Authority will, within 15 calendar days of that request, give the Suppliers reasons for the rejection of its Application Form.
- 3.7 Suppliers are permitted to re-apply to join the DPS after an initial rejection of their Application Form.

**Ongoing Joining Stage**

- 3.8 If a Supplier does not submit their Application Form before the Deadline for Applications for the Initial Joining Stage, the following procedure will apply.
- 3.9 Suppliers who wish to join the DPS List must submit their Application Form on the Jaggaer eSourcing Portal. Application Forms can be submitted at any time during the period of validity of the DPS.
- 3.10 The Contracting Authority will review and evaluate each Application Form to determine whether the Minimum Selection Criteria are met, notify the Supplier as to whether its Application Form was successful or unsuccessful and update the DPS List within 15 working days of receipt of the Application Form. **Note.** The Contracting Authority require 15 working days because of the need to examine additional documentation or to otherwise verify whether the selection criteria are met, as permitted by Regulation 34 (17) of the Public Contracts Regulations 2015.
- 3.11 Suppliers are only entitled to submit Tenders and be awarded Contracts under the DPS after they have been both formally notified that they are successful, and their name has been added to the DPS List.
- 3.12 Where a Supplier makes a written request for information in relation to its unsuccessful Application Form via the DPS Portal, the Contracting Authority will, within 15 calendar days of that request, provide reasons for the rejection of the Application Form.
- 3.13 Suppliers are permitted to reapply to join the DPS after an initial rejection of their Application Form.

**4 APPLICATION FORM SUBMISSION INSTRUCTIONS**

- 4.1 The Application Form is the same for both the Initial Joining Stage and the Ongoing Joining Stage. The form must be completed and submitted electronically on the Jaggaer eSourcing Portal.
- 4.2 Suppliers should note the requirements in the Application Form in respect of the page limits for attachments. Bidder guidance is provided in the Jaggaer eSourcing Portal at each question where guidance is deemed beneficial.
- 4.3 In completing the Application Form, Suppliers should not assume that the Contracting Authority has any prior knowledge of the Suppliers, its practice, reputation or its involvement in existing services, projects or procurements.

In evaluating Application Forms, the Contracting Authority will only consider information requested in the Application Form.

- 4.4 Further information about the Application Form is set out below including how the information in the form will be taken into account by the Contracting Authority in reviewing and evaluating a Suppliers 's Application Form.
- 4.5 Suppliers must complete all relevant sections and questions of the Application Form. The Contracting Authority reserves the right to reject Suppliers who have submitted an incomplete Application Form or who have not completed the Application Form correctly.
- 4.6 The Contracting Authority will require Suppliers to submit supporting documents alongside the Application Form to enable the Contracting Authority to verify that the Exclusion Grounds do not apply (subject to self-cleaning) and that the Minimum Selection Criteria are met.
- 4.7 In addition, the Contracting Authority may at any time during the life of the DPS require Suppliers who have been admitted to the DPS to submit renewed Application Forms and supporting documents to verify that the Exclusion Grounds continue to not apply (subject to self-cleaning) and that the Minimum Selection Criteria continue to be met.

## **5 APPLICATION FORM CONTENT AND EVALUATION**

- 5.1 The Application Form is divided into the following sections:
  - (a) Part 1 requests information about Suppliers.
  - (b) Part 2 contains the Exclusion Grounds and is assessed on a pass/fail basis.
  - (c) Part 3 contains a number of general selection questions which apply to all Lots. These questions are assessed on a pass/fail basis.
  - (d) Qualification Questionnaire contains questions on DPS Governance and confirmation of acceptance of the DPS Incorporated Terms
  - (e) Social Value Questionnaire contains questions on Social Value Commitments required under this DPS
  - (f) DPS Core Contacts requests the relevant contact information which will be applicable to this DPS
  - (g) Technical and Professional Ability requests Supplier information on relevant Technical Contract examples
- 5.2 Full details of each question, bidder guidance, exclusion grounds and minimum selection criteria are given in the DPS Portal.

## **6 PASSING THE APPLICATION STAGE**

- 6.1 In order to pass the Application stage and be admitted to the DPS List, the Suppliers must complete all relevant sections of the Application Form and achieve a "pass" for all relevant sections and questions in the Application

Form. A failure in any section or for any question will result in the Application Form being rejected.

- 6.2 The basis on which Suppliers may be excluded (i.e. may Fail) is explained in the Applicant Guidance for each question contained within the Application Form.

### **PART 3: THE OPERATION OF THE DPS: THE TENDER PROCESS**

#### **7 MINI COMPETITION (MC)**

- 7.1 The Contracting Authority or Contracting Bodies may award Contracts to Suppliers who are on the DPS List by following the procedure set out below.
- 7.2 Where the Contracting Authority or Contracting Bodies wish to use the DPS to meet its requirements for Services, it will complete a Mini Competition (MC).
- 7.3 A Template Mini Competition will be provided as part of the DPS Buyers guide once the DPS is launched. Whilst not mandatory to utilise, this is designed to support streamlined procurements for Suppliers.
- 7.4 The Mini Competition will contain a Specification of requirements and details of how the evaluation criteria that the Mini Competition will be evaluated against.
- 7.5 The Contracting Authority or Contracting Bodies reserves the right to adapt the Template Mini Competition at any time during the period of validity of the DPS including to meet their requirements in respect of specific Contracts (for example to evaluate on a price only basis).
- 7.6 All Suppliers who are Awarded on the DPS List will be invited to tender for Contracts.
- 7.7 If a Suppliers is invited to tender, it may choose whether it wishes to submit a Tender or not. Suppliers are therefore not required to tender for any work. Similarly, there is no guarantee of any Contracts or volumes under the DPS.
- 7.8 The Mini Competition will be sent to the email address provided on registration with the DPS Portal. It is the responsibility of the Suppliers to maintain the validity of this email address and check it for any Mini Competitions.

#### **8 AWARD CRITERIA**

- 8.1 The Award Criteria and weightings which will be used to evaluate the best Tender for a Contract will be set out in the MC. The precise Award Criteria to be used will depend on the Contracting Authority or Contracting Bodies requirements in respect of that particular Contract.

- 8.2 The table below provides an indication of the Award Criteria and weightings which The Contracting Authority intends for use in Mini Competitions under the DPS. The Contracting Authority or Contracting Bodies may use some or all the indicative Award Criteria shown in the table below in any given Mini Competition and more precisely formulated Award Criteria/sub-criteria/factors and weightings may be used to suit the particular requirements of the Contract to be awarded. This flexibility is required due to the needs which will vary from Contract to Contract.

<b>Criteria</b>	<b>Percentage Weightings</b>
Technical	5% - 95%
Social Value	0% - 10%
Commercial	95% - 0%

## **9 MINI COMPETITION (MC) SUBMISSION REQUIREMENTS**

- 9.1 The Contracting Authority or Contracting Bodies will define within its Mini Competition documentation how Mini Competition responses must be submitted. The Supplier is advised that failure to comply with the advertised mini competition submission rules may result in their bid response being disqualified.
- 9.2 Tenderers must submit a full response for every Technical, Social Value and Commercial question (where applicable) and, where requested, must upload attachments. Unless specifically requested, please do not include appendices or additional documents to support your response as these will not be considered.
- 9.3 All attachments must be submitted in pdf form (unless otherwise specified) and must clearly indicate which question they relate to. The attachments must not exceed the maximum page limit specified for each question. The specified Maximum Page Limit refers to sides of A4 when printed out in hard copy.
- 9.4 All responses to Mini Competition questions and any attachments must comply with the following parameters:

Font	Arial
Font size	Minimum of 11pt
Font spacing	Normal
Font scaling	Normal
Line spacing	Single
All margins	2.54cms

- 9.5 Responses to the Technical and Social Value questions (including any requested attachments) that exceed the stated maximum page limit for a question will be cropped at the limit set. Any excess words over the limit will not be evaluated.



## **10 ABNORMALLY LOW MINI COMPETITIONS**

- 10.1 Where the Contracting Authority or Contracting Bodies receives a Mini Competition response which is abnormally low, it will require the Tenderer to explain in writing the Commercial submission. The Contracting Authority or Contracting Bodies will assess the information provided by the Tenderer and may reject the response where the evidence supplied does not satisfactorily account for the low level of Commercial response proposed.

## **11 TIME PERIODS FOR THE RETURN OF MINI COMPETITIONS**

- 11.1 The deadline for return of Mini Competitions will be specified in the Mini Competition document.
- 11.2 Where practicable, the Contracting Authority or Contracting Bodies intends to allow a minimum period of 10 calendar days for the return of Mini Competition responses, however the Contracting Authority or Contracting Bodies reserves the right to specify a longer period in appropriate circumstances.
- 11.3 The Contracting Authority or Contracting Bodies reserves the right to reject Mini Competition responses that are submitted after the deadline for the return of responses.
- 11.4 The Contracting Authority or Contracting Bodies may sometimes make purchases from outside of the DPS. There is no requirement for the Contracting Authority or Contracting Bodies to use the DPS in all situations.

## **12 CONTRACT AWARD**

- 12.1 The Contracting Authority or Contracting Bodies is not bound to accept the lowest or any Mini Competition response.
- 12.2 If and when a Tender is successful and a Contract award decision made, a written notification will be sent to all Suppliers who submitted a Mini Competition response for that Contract informing them whether they were successful or not.
- 12.3 There is no requirement for the Contracting Authority or Contracting Bodies to run a "standstill period" before awarding a Contract to a Supplier. In some instances, the Contracting Authority or Contracting Bodies may decide to run a short standstill period (in which case Suppliers will be notified of this when they are notified whether their response has been successful or not) however this shall be in the Contracting Authority or Contracting Bodies absolute discretion.
- 12.4 Suppliers are reminded that no Contract is entered into until the relevant contractual documents have been duly signed on behalf of the Contracting Authority or Contracting Bodies, the successful Supplier and all other relevant parties and declared unconditional. No dialogue or communication

with the Contracting Authority or Contracting Bodies shall imply acceptance of any offer or constitute an indication that the Supplier will be awarded the contract.

## **PART 4: THE OPERATION OF THE DPS: CONTRACT PERFORMANCE**

### **13 SPECIFICATION**

- 13.1 The Mini Competition documentation will set out the requirements to be provided under the DPS.

### **14 CONTRACT TERMS AND SCHEDULES**

- 14.1 The DPS Incorporated Terms and Schedules which will apply to Contracts awarded under the DPS will be those set out in the AW4.1 DPS Incorporated Terms. The Contracting Authority and Contracting Bodies reserve the right to amend, include, or remove the supporting Schedules as are required for their individual Call-Off Contract.

### **15 PERFORMANCE AND MANAGEMENT INFORMATION**

- 15.1 Supplier performance will be assessed in accordance with the key performance indicators (KPIs) and Management Information requested in DPS Schedule 5 – DPS Management. Where a Supplier fails to achieve three of those KPIs in a given Review Period giving rise to a Material Breach of the Contract (as defined in the Contract), the Contracting Authority shall be entitled to suspend the Supplier's appointment to the DPS by giving notice of the Material Breach and the suspension and requesting details of how the Supplier proposes to prevent such failures occurring on future Contracts.
- 15.2 If the Contracting Authority provides notice to the suppliers of a suspension, the Supplier shall be suspended from the DPS until the information requested in the notice has been provided to the Contracting Authority and until the Contracting Authority confirms that the information provided is satisfactory.
- 15.3 Suspension from the DPS shall not affect other Contracts which have been awarded to the Supplier prior to the date of the notice of suspension. However, Suppliers will not be invited to tender for new Contracts during a suspension period.
- 15.4 For the avoidance of doubt, the Contracting Authority reserves the right to request Suppliers to provide an updated Application Form and supporting documentation at any time in the life of the DPS (as confirmed at paragraph 4.7 above), but in particular where there have been failures to meet KPIs. The Contracting Authority will reassess the Application Form in accordance with the process outlined at paragraph 5 above.

## **PART 5: IMPORTANT NOTICES**

### **16 GOVERNING LAW**

- 16.1 The DPS procurement and operation (including all Mini Competitions procedures run and subsequent Contracts awarded under the DPS) will be subject to English law and the exclusive jurisdiction of the English courts.