

The DPS will be hosted on the Crown Commercial Service (CCS) e-Sourcing system, suppliers wishing to provide an Indicative Tender (bid) must first be registered on the CCS e-Sourcing Suite. If you have not yet registered on the e-Sourcing Suite, this can be done online at <https://gpsesourcing.cabinetoffice.gov.uk> by following the link 'Register for GPS e-sourcing'. Please note that the registration process requires you to input a valid DUNS number (as provided by Dun and Bradstreet) for the potential provider for which you are registering and who will be entering into a contract if invited to do so. Full instructions for registration and use of the system can be found at <http://ccs.cabinetoffice.gov.uk/i-am-supplier/respond-tender>

Copies of the full documentation relating to the use of the DPS can be accessed via the following link <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>

When registered on the e-sourcing Suite, a user can express an interest for a specific procurement by emailing supplier@crownccommercial.gov.uk

Your email must clearly state: the name of the event you wish to register for (HMRC 2016 Executive Search, Selection and Executive Assessment Services Dynamic Purchasing System); the name of the registered supplier; and the name and contact details for the registered individual sending the email. CCS will process the email and then enable the supplier to access the procurement online via the e-Sourcing Suite. The registered user will receive a notification email to alert them once this has been done. For technical assistance on use of the e-Sourcing Suite please contact CCS help desk, freephone: [+44 3450103503](tel:+443450103503).

Email: supplier@ccs.gsi.gov.uk

Process for inclusion on the DPS:

- The DPS will remain Open from 24.2.2016 for suppliers wishing to provide indicative bids;
 - When access to the e-Sourcing system has been provided, suppliers will be required to complete Questionnaires which will form their 'Indicative Tender (bid)';
 - The questions will be evaluated on a Pass/Fail basis;
 - The questions will be set to enable HMRC to establish the potential provider's capability in delivery of the specific service requirements as well as their overall technical ability, compliance with tax affairs and level of data security processes;
 - Potential providers will be able to access a specification which includes the nature of the services via <http://ccs-agreements.cabinetoffice.gov.uk/contracts/ps-2016-ps-services>
 - The Authority shall complete the evaluation of an Indicative Tender (bid) within 15 calendar days from the date of its submission or such longer period as the Authority may determine if no invitation to tender for a specific campaign/assignment is issued under the system within the 15 day period;
 - If the Indicative Tender (bid) is successful the potential provider will be added to the DPS and invited to all future campaigns/assignments within the DPS;
 - Any potential providers who do not meet the criteria outlined in the Indicative Tender (bid) will not be admitted onto the DPS and will be notified accordingly. There will however be an opportunity to re-apply for admittance onto the DPS at a later stage should they be able to demonstrate that the criteria can be met.
- Competition for campaigns/assignments within the DPS:
- All suppliers within the DPS will be issued with an ITT for any new campaign/ assignments for the specific Lot to which they are included;
 - The ITT will include a full job role specification and the services required from the supplier.

The ITT will include the call-off evaluation criteria which will typically be in the region of 70 % for Technical/Quality and 30 % for Cost. The Contracting Body will have the option to set a minimum Technical/Quality measure for tenders which, if met, will then be evaluated further for Cost. Contracts for campaigns/assignments will be awarded under the DPS to the contractor who submits the tender which best meets the award criteria specified in this contract notice and supplemented by more precise criteria for the specific invitation to tender. All tender submissions will be evaluated and both successful and non-successful potential providers will be notified