Quick supplier guide

# Applying to become an appointed supplier on the Adult Skills and Learning DPS

This is a quick guide on how to apply to become an appointed supplier on the Adult Skills and Learning dynamic purchasing system (DPS). For the scope of services covered under the DPS, see the bid pack (you can download this from the [DPS website](https://supplierregistration.cabinetoffice.gov.uk/dps#learning) under the in the Adult Skills and Learning section). It is essential that you read the ‘RM6348 - DPS Needs’ document in the bid pack before applying, as it explains what is required of suppliers in joining the DPS, and contains full guidance on how to apply.

## Minimum requirements summary

* [Cyber Essentials](https://www.ncsc.gov.uk/cyberessentials/overview) basic certification
* Minimum insurance requirements:
  + Employer’s liability insurance of £5,000,000
  + Public liability insurance of £5,000,000
  + Professional indemnity insurance of £1,000,000
* Compliance with the [Supplier Code of Conduct](https://www.gov.uk/government/publications/supplier-code-of-conduct) and [Modern Slavery Act](https://www.gov.uk/government/collections/modern-slavery-bill)
* Pass a Financial Viability and Risk Assessment (FVRA)
* Provide a valid UK Provider Reference Number (UKPRN) from the UK Register of Learning Providers
* Agree to help contracted buyers to achieve their social value objectives

## **Applying**

If you get stuck at any stage, [watch this video](https://www.youtube.com/watch?v=1gMaIEIqEyY) (from 1:50) for a detailed walkthrough.

### Step 1

Register as a supplier on the [Supplier Registration System (SRS)](https://supplierregistration.cabinetoffice.gov.uk/organisation/register).

* If you don't have one, register for a [free DUNS number](https://www.dnb.com/duns).

### Step 2

Download and read the bid pack from the [Adult Skills and Learning section of the DPS website](https://supplierregistration.cabinetoffice.gov.uk/dps#learning) (note: the link may take you to a different one of our agreements). Click ‘Access as a supplier’ and sign into the correct DPS.

### Step 3

Click the link to complete the Selection Questionnaire (SQ), which can be found on the right-hand side of your dashboard. **Make sure to access the SQ from the Adult Skills and Learning DPS - do not use the generic SQ on the SRS homepage.**

* If you are unsure about how to complete any part of the questionnaires, read the [clarification questions](https://supplierregistration.cabinetoffice.gov.uk/dps#learning). If your question isn’t listed, you can ask a question from the same page.
* If you have any technical queries, [contact NQC](https://supplierregistration.cabinetoffice.gov.uk/contact), our service provider.

### Step 4

Continue through the DPS system to complete the Dynamic Purchasing System Questionnaire (DPSQ).

### Step 5

Once you have submitted your responses to the questionnaires, your application will be marked as ’Assessing’ and reviewed by our team. This may take a few days. If you meet all the selection criteria and pass the Financial Viability and Risk Assessment, your application will be marked as ‘Agreeing’.

* We’ll email you if we need clarification on anything or any extra information.

### Step 6

Once in ‘Agreeing’, you’ll be invited to review and agree to the ‘DPS Agreement’. Once agreed, you will automatically become an appointed supplier on the Adult Skills and Learning DPS.

### Step 7

Once you have been appointed, sign up for our [eSourcing portal](https://crowncommercialservice.bravosolution.co.uk/web/login.html). This enables you to bid for contracts by responding to tenders that are published there. Note though that buyers may use a different procurement portal – they’ll let you know.

* For help, read the [eSourcing tool guidance](https://www.gov.uk/government/publications/esourcing-tool-guidance-for-suppliers).

### Step 8

Once you have been appointed, you will be asked to send proof of insurance and a copy of your Cyber Essentials certificate (unless you have already uploaded these).

### Step 9

When a buyer runs a call-off competition, they’ll email you to invite you to bid. If you best meet the buyer’s requirements, the buyer can award you the contract.