

Coastal Partnership East Coastal Management – Dynamic Purchasing System Provider Introduction Guide (PROC187)



Working in partnership along the coast:
Great Yarmouth Borough, North Norfolk, and Easts Suffolk Council

1. Dynamic Purchasing System (DPS)

Dear Provider,

Thank you for your interest in the Dynamic Purchasing System (DPS).

This DPS Introduction guide has been prepared by East Suffolk Procurement Team on behalf of Coastal Partnership East. Coastal Partnership East brings together the coastal management resources and expertise from Great Yarmouth Borough Council, North Norfolk District Council, East Suffolk Council.

This guide is to be used by providers who are interested in accessing the Dynamic Purchasing System (DPS) and once qualified; providers may wish to bid on a number of opportunities to provide Works, Services and goods through individual tenders under this DPS.

The Work will be divided into lots to which group similar opportunities together. Projects will then be defined and are anticipated to be of varying sizes to provide work for large and smaller providers simultaneously.

In order to be a part of the DPS it is advised that you read the qualifying requirements carefully, understand the ways the DPS and successive tenders will work, and what you need to deliver in terms of the qualifying, specification and preliminaries.

The DPS will be hosted by Delta e-sourcing systems and will be a fully electronic process. The Procurement will be carried out on behalf of the partnership by East Suffolk Procurement Team.

If you have any queries, regarding any of the information in this introduction guide, please contact **Craig Hughes** via the messaging service within the Delta eSourcing System.

We would like to take the opportunity to wish you the best of luck with your application.

East Suffolk Procurement Team & Coastal Partnership East



2. Who is Coastal Partnership East?

Coastal Partnership East brings together the coastal management expertise from four local authorities into a single team. The Maritime Local Authorities of Great Yarmouth Borough, North Norfolk, East Suffolk Council face significant, diverse but also common challenges of a dynamic coastline.

Coastal Partnership East is responsible for 92km of the 173km of coastline in Norfolk and Suffolk, from Holkham in North Norfolk to Landguard Point in Felixstowe. There are approximately 352,000 people who live in the direct coastal zone and many more that work on and visit our coast. The Norfolk and Suffolk coast is of recreational, environmental and cultural importance but it is also home to industry (energy, ports and logistics, digital, food and drink and creative sector) agriculture and tourism. In addition, there are a large number of second and holiday homes situated in our coastal towns and villages.

Coastal Partnership East is responsible for repairs and maintenance on in excess of 58km coast protection defences along the coastline between Holkham in north Norfolk to Landguard Point in Felixstowe. This is an extremely important part of the work we do. We maintain structures such as groynes, revetments, promenades, seawalls, beaches and rock armour. This responsibility includes annual repairs and maintenance and larger scale repairs or capital works schemes where necessary.

Total length of linear defences managed by Coastal Partnership East 58km



Total number of assets managed by Coastal Partnership East 959



3. Key Terms

Term	Definition
Authority	East Suffolk Council, North Norfolk District Council, Great Yarmouth Borough Council or any future authorities who become members of Coastal Partnership East
Call – Off Contract	The Contract signed between the Provider and Authority
Client	Those Authorities which sign a Call-Off contract with a Provider
Clients Representative	The person appointed by the Council to represent the Council in all matters related to the Call-Off
Commencement Date	Commencement date of the Contract Notice.
Dynamic Purchasing System (DPS)	A Dynamic purchasing system (DPS) is a completely electronic system established by a contracting authority to purchase commonly used goods, works and services.
OJEU	OJEU stands for the Official Journal of the European Union (previously called OJEC - the Official Journal of the European Community). This is the publication in which all tenders from the public sector which are valued above a certain financial threshold according to EU legislation must be published.
Provider	The Provider of any Goods, Services or Works
GYBC	Great Yarmouth Borough Council
ESC	East Suffolk Council
NNDC	North Norfolk District Council

Further Glossary of Terms can be found on our website:

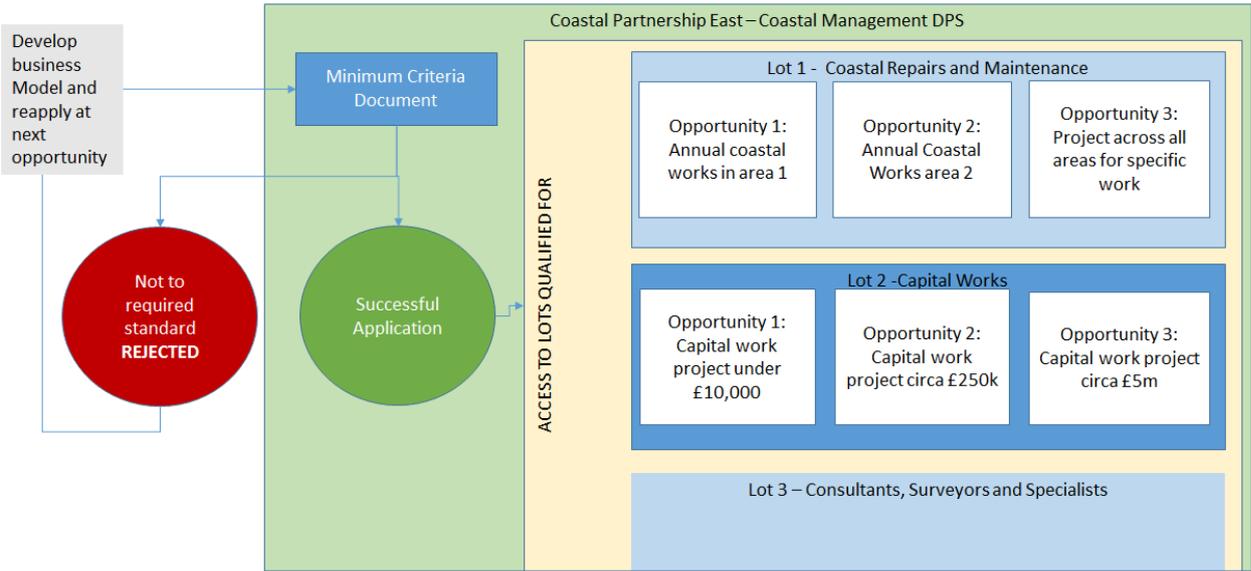
<https://www.eastsuffolk.gov.uk/assets/Your-Council/Procurement/Procurement-Glossary.pdf>

4. What is a Dynamic Purchasing System

This tender utilises a Dynamic Purchasing System (DPS), which prequalifies a number of Providers who are then eligible to bid for the subsequent tender opportunities linked to the agreement.

Tenders under the Dynamic Purchasing System will be let on a provider-by-provider basis unless otherwise notified, and via a competitive tender procedure only - no direct selection of Providers is available.

Please see the below diagram for more information on how this DPS will operate.



Notes on diagram:

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- The diagram above only shows 2 lots in full however this is purely for visual convenience. All lots will work in this way.
- By applying for access to the DPS you will be inside the green box area until approved or rejected.
- Once your application has been approved you will move to the yellow area.
- We will review the lots you have applied to included in and once confident you are able to carry out this work you will proceed to all the blue (lot) areas for which you are approved.
- This will give you access to apply for individual opportunities under that lot area as long as you meet the requirements on that opportunity (white boxes). You may apply for as many opportunities as you have the resources to deliver.

5. Why Should I use this DPS?

Successful applications for the DPS gets providers access to work in as much or little of the region as you wish to cover.

Our standard arrangements simplify relationships between Providers and our members.

The DPS offers the opportunity for Providers to enter the agreement at any point meaning missing the start of the process does not exclude you from opportunities for the following time it is available.

We have plans for further expansion of members within the regions covered and neighbouring areas which may increase opportunities for work.

A DPS reduces the amount of paperwork involved in a tender exercise – by pre-qualifying for work many of the documents asked for repeatedly will have already been submitted, saving time and effort for the provider.

The DPS allows providers to bid on all work that is suitable to their company size – work cannot be directly awarded and therefore must always be competitively tendered.

Suppliers may join the DPS at any time therefore allowing for increased competition. It also means suppliers are not locked out of the opportunities as would be true in a traditional framework.

Opportunities for Small and Micro Providers

For some lots work is anticipated generally to be locally delivered and may be in smaller parts which, gives greater opportunities for SME's to get involved in working with the Authorities.

Where the lot category is very broad, division may also be by specialisms e.g. Consultancy may be sub categorised into distinct work streams e.g. management consultants, business case development, coastal strategies etc.

Furthermore, the minimum criteria for qualification for the Dynamic Purchasing System are set at an accessible level to facilitate access for smaller Providers.

Opportunities for Medium and Large Providers

Some opportunities at tender stage, may have increased minimum requirements dependent on the value or complexity/risk factor of the tender e.g. as the value of work increases minimum financial thresholds on turnover, insurance levels etc. may increase as well as requirements on certification.

6. Process for joining the DPS

The DPS is a procedure available for contracts for works, services and goods commonly available on the market in which;

- The DPS will be run as a completely electronic process using the Delta eSourcing system.
- Access to the DPS is controlled by a set of minimum requirements which are submitted via an electronic questionnaire.
- Approval will be notified within 10 days of submission of this minimum Standard Questionnaire
- New providers can join at any time during the life of the DPS system.
- From the published Date of the OJEU Contract Notice there will be a 30-day (initial) opportunity for perspective Providers to apply to join. The DPS will then reopen after this date

Gaining Work under the DPS is a two-stage process;

1. In the initial setup stage, all suppliers who meet the selection criteria must be admitted to the DPS.
2. Individual contracts are awarded during the second stage via restricted tenders among providers on the DPS who can deliver the required Goods, Services or Works. Approval to award the contracts, will be carried out in line with the Councils Constitution and Contract Procedure Rules 2015

Regular meetings will be established for those on each list to keep providers informed of opportunities and developments.

7. Timetable for DPS

DPS Contract Notice live from:	Wednesday 2 nd May
Closing date for initial applications:	Friday 1 st June
Evaluation of minimum requirements:	Thursday 15 th June
First Opportunities for work published from:	Monday 18 th June

8. Bidding for Opportunities under the DPS

The authority may award specific contracts using the DPS by inviting all suppliers admitted to the relevant category to bid minimum criteria for specific work may be more restrictive than that of the DPS depending on the value, technical requirements or other associated risks e.g. as the value of work increases minimum financial thresholds on turnover, insurance levels etc. may increase as well as requirements on certification.

Coastal Partnership East – Coastal Management PROC187 – Introduction Guide to the Dynamic Purchasing system (DPS)

The minimum timescale for return of tenders for opportunities is 10 days.

There will be no minimum or maximum number of providers on any lot. If a Provider makes the minimum criteria thresholds they will have access to the opportunities.

The DPS is anticipated to last 4-6 years with opportunities to join the lists at any point in time.

It is imperative to understand that access to the DPS does not guarantee any work.

9. Value of Work Opportunities

The estimated value of the DPS in total is approximately £50 million however the actual final values will be dictated by the funding secured.

The table below summarises estimated annual works budgets.

Summary

Estimated Works by Years (£k)	2018	2019	2020	2021	2022	2023
LOT 1 - R&M and small works	714	692	812	812	812	812
LOT 2 - Capital Projects	0	2,600	5,700	9,225	8,800	13,460
LOT 3 - Consultants relevant to Coastal Management	715	590	430	530	845	1114
LOT 4 - Surveyors and Specialists relevant to Coastal Management	22	22	22	22	22	22
Sub-Total	1,451	3,904	6,964	10,589	10,479	15,408

10. Lot Details

The DPS fulfils the requirement to issue Contracts in lots; upon application suppliers can review and indicate which elements they are able to bid for.

The lots are organised by Service type.

The Authority is planning to award tenders for;

Lot 1 Repairs and Maintenance
Lot 2: Capital Works
Lot 3: Consultancy relevant to Coastal Management
Lot 4: Surveyors and Specialists relevant to Coastal Management

PLEASE NOTE THAT A DYNAMIC PURCHASING (DPS) AGREEMENT DOES NOT CONSTITUTE A CALL OFF CONTRACT AND ALL CONTRACTS LET UNDER THE DPS WILL BE PROCURED IN ACCORDANCE WITH THE REGULATION SET OUT IN PCR 2015.

11. Lot Summary Information

Lot 1 – Coastal Repairs and Maintenance	
LOT SUMMARY	
<p>The works covered by this contract are defined as coastal defence works and may include repair or replacement of sections of coastal defences of varying types, handrail and fencing repairs and maintenance as well as other minor civil engineering and general building works. The scope of works is further expanded to include cliff top areas to include footpaths and fencing as well as minor repairs to cliff and promenade areas.</p> <ul style="list-style-type: none"> ● Day to Day Repair and maintenance includes (but not limited to): <ul style="list-style-type: none"> ○ Works to repair and maintain concrete, timber, rock and geotextile structures. ○ Demolition, making safe and removal of structures. ○ Public safety warning, control and exclusion works. ○ Local redistribution of beach material. ○ The replacement, repair and recoating of Navigational Aids. ○ The repair and replacement of public access and amenity structures. ○ Short notice response to asset damage and / or storm and flood tide warnings. ○ Significant temporary works are often required to give access for permanent works. ○ The Contract includes a requirement for an out of hours Emergency Response service ● One off repair projects (up to approximately £250k per project) including (but not limited to): <ul style="list-style-type: none"> ○ Works to concrete, timber, rock and geotextile structures. ○ Demolition, making safe and removal of structures. ○ The repair and replacement of public access and amenity structures. ○ Promenade resurfacing. ○ Slope stabilisation. ○ Structure foundations or scour protection. ○ Public access (ramps, steps, footpaths, etc) and amenity structures 	
APPROXIMATE VALUE OF WORK	
Day to day repairs:	£2.5m across the anticipated life of the DPS.
One off repairs:	£2.5m across the anticipated life of the DPS.
HOW WORK WILL BE AWARDED	
<p>The day to day repair works will be let on geographic locations, likely based on member authority boundaries. It is anticipated that the geographical locations will increase as the DPS continues. Contracts will be awarded to cover 3 year periods subject to annual performance reviews.</p> <p>One off localised repair works (up to approximately £250k) will be procured on a project by project basis.</p>	
WHAT CONTRACT WILL BE USED	
NEC4 Short contract or JCT MTC contract depending on the local authority's requirements	

Coastal Partnership East – Coastal Management PROC187 – Introduction Guide to the Dynamic Purchasing system (DPS)

WHAT ADDITIONAL MINIMUM REQUIREMENTS MAY BE USED

Projects may be limited by turnover to protect authorities and Providers. Any cap will be based on: Work Value must be less than or equal to 50% of previous years turnover

TUPE

TUPE may be appropriate for 2 contractors currently employed in Day to Day Repairs and maintenance in the East Suffolk Council districts.

Lot 2 – Capital Works

LOT SUMMARY

The works covered by this lot are defined as capital coastal defence works. These works may include (but not limited to):

- Promenade resurfacing.
- Slope stabilisation.
- Beach recycling or nourishment.
- Structure foundations or scour protection.
- Public access (ramps, steps, footpaths, etc) and amenity structures.
- Coastal erosion and management structures using concrete, timber, rock and steel.
- Design and Build work

APPROXIMATE VALUE OF WORK

£40 million across the life of the DPS

HOW WORK WILL BE AWARDED

Work will be awarded on a project by project basis

WHAT CONTRACT WILL BE USED

The contract to be used will depend on the individual projects however it is likely to be one of the following:

- NEC4 Short Contract
- NEC ECC Option A
- NEC ECC Option C

WHAT ADDITIONAL MINIMUM REQUIREMENTS MAY BE USED

- Demonstrate current membership of CHAS, SSIP or equivalent scheme.
- Larger scale or higher risk projects may have increased insurance requirements
- Projects may be limited by turnover to protect authorities and Providers. Any cap will be based on: Work Value must be less than or equal to 50% of previous years turnover

Lot 3 – Consultants
LOT SUMMARY
<p>The provision of experts or experienced professionals in a range of fields and has a wide knowledge of the particular subject matter on a consulting basis.</p> <p>Work should cover but is not limited to expertise, provided on a temporary basis, engaging with all relevant stakeholders to deliver efficiencies or improvements in service, or value in assets (including physical, financial or personnel).</p> <p>Services may include but are not limited to:</p> <ul style="list-style-type: none"> • Coastal engineering services, • Project managers, • Coastal strategies • Business case development • Support our Funding Manager • Construction Supervision • Construction Project Management
APPROXIMATE VALUE OF WORK
£4.2 Million across the life of the DPS
HOW WORK WILL BE AWARDED
Work will be awarded on a project by project basis
WHAT CONTRACT WILL BE USED
NEC4 PSC
WHAT ADDITIONAL MINIMUM REQUIREMENTS MAY BE USED
<ul style="list-style-type: none"> • Appropriate level of membership to a professional body relevant to the working being undertaken • Projects may be limited by turnover to protect authorities and Providers. Any cap will be based on: Work Value must be less than or equal to 50% of previous years turnover

Lot 4 –Surveyors and Specialists
LOT SUMMARY
<p>Work should cover but is not limited to expertise, provided on a temporary basis, engaging with all relevant stakeholders to deliver efficiencies or improvements in service, or value in assets (including physical, financial or personnel).</p> <p>Services may include but are not limited to: Topographic surveyors, Bathymetric surveyors Drone surveying, Geotechnical / ground investigations Environment / ecology specialists Geotechnical</p>
APPROXIMATE VALUE OF WORK
£200,000 across the life of the DPS
HOW WORK WILL BE AWARDED
Work will be awarded on a project by project basis
WHAT CONTRACT WILL BE USED
NEC 4 PSC
WHAT ADDITIONAL MINIMUM REQUIREMENTS MAY BE USED
<ul style="list-style-type: none"> • Appropriate level of membership to a professional body relevant to the working being undertaken • Projects may be limited by turnover to protect authorities and Providers. Any cap will be based on: Work Value must be less than or equal to 50% of previous years turnover