



Department for  
Energy Security  
& Net Zero

Department for Energy Security & Net Zero  
3-8 Whitehall Place  
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Wednesday 10<sup>th</sup> September 2025

## **RM6322 Fund Administration & Disbursement Services Delivery Partner 2**

Good afternoon,

The Department for Energy Security and Net Zero (DESNZ) is seeking to procure a Supplier to administer the Delivery Partner 2 ("DP2") to support the delivery of the Warm Homes: Social Housing Fund and Warm Homes: Local Grant schemes. This procurement is being run through the Dynamic Purchasing System (DPS) - RM6322 Fund Administration & Disbursement Services.

This procurement is related to the now "Closed" Pre-Tender Market Engagement PIN on Contracts Finder: <https://www.contractsfinder.service.gov.uk/Notice/bfb52010-04d2-41b6-95ad-a30184e7096d>

The purpose of this letter is to provide the market with:

- 1) The targeted Invitation to Tender ("ITT") publication date;
- 2) Instructions on how to register for the DPS;
- 3) Instructions on how to register for Jaggaer (the Department's e-sourcing platform) to access the DP2 Data Room and DP2 ITT;
- 4) Updated scheme and ITT information via the Pre-Market Engagement PIN.

**Suppliers are to note that this letter is For Information Only and DESNZ will not be accepting any further questions or feedback from the market at this point.**

### **1) Targeted ITT Publication Date**

The Department is aiming to publish the DP2 ITT on **Monday 6<sup>th</sup> October**. Suppliers must be registered on both the DPS *and* Jaggaer by this point to ensure they can bid and access the ITT on the date of publication, respectively.

The Department reserves the right to alter this date and will update the market should any changes occur.

### **2) RM6322 DPS Registration**

This procurement will be run through RM6322 Fund Administration & Disbursement Services DPS with the following filters:

**Central Government, Full Programme Management, >£5,000,000, East Midlands, East of England, Greater London, North East England, North West England, South East England, South West England, West Midlands, Yorkshire and the Humber**

If you have not done so already, please register for the DPS to ensure you are eligible to bid for this opportunity. Please follow these instructions to register for the DPS: <https://supplierregistration.cabinetoffice.gov.uk/dps/RM6322>

Suppliers are advised to download the 'Bid Pack' found in the link above and read the 'RM6322 FAADS Supplier Guidance'. To apply or update responses, Suppliers should click 'Access as a Supplier' found in the link above.

### **3) Jaggaer Registration**

#### **a) Registering for the Data Room**

A Data Room for the DP2 procurement was created on the 20<sup>th</sup> of March 2025 under **itt\_2015** on the Department's eSourcing portal, Jaggaer - <https://beisgroup.ukp.app.jaggaer.com/> (please register via this link and see instructions below in Section 3(b)).

The purpose of this Data Room is to share information from the Department and any incumbent suppliers with the market, prior to the release of a tender. Due to the confidential nature of some of this information, Suppliers must sign and return a mandatory Non-Disclosure Agreement (NDA) to [hthcommercial@energysecurity.gov.uk](mailto:hthcommercial@energysecurity.gov.uk) to be invited to the Data Room. If you have

registered for Jaggaer and signed the NDA, but do not yet have access to the Data Room, please contact the aforementioned email address.

#### **b) Accessing the DP2 Tender ITT**

A separate ITT (from that of the Data Room) will be set up for the purpose of releasing the DP2 tender documents on the Jaggaer platform.

The Jaggaer platform allows for all ITT documents to be viewed and downloaded, bids to be submitted, and clarification questions to be asked and responded to. Suppliers will need to be registered to this platform to view the full suite of ITT documents and submit a bid for this opportunity - <https://beisgroup.ukp.app.jaggaer.com/>. Please use the 'Helpdesk' function within Jaggaer for any registration issues.

It is strongly recommended that Suppliers who are bidding for this opportunity obtain access to the Data Room (itt\_2015), along with the DP2 Tender ITT, to ensure they have access to all information shared in relation to this requirement. It will be down to the discretion of the Supplier to ensure this and is not the responsibility of the Authority.

#### **4) Updated Scheme & ITT Information**

Suppliers are encouraged to review the suite of existing documents attached to the Pre-Tender Market Engagement PIN on Contracts Finder. This includes:

1. Information about the RM6322 DPS, and instructions on how to sign up
2. Pre-Market Engagement documents
3. Draft DP2 Schedule 20 (as of 14/03/2025) – **Please note an updated version of the requirements will be released with the tender.**

An additional slide pack has been attached to the PIN, summarising the scope of works for DP2 and updated contract information.

All existing documents and the additional slide pack can be accessed via the following link: <https://www.contractsfinder.service.gov.uk/Notice/bfb52010-04d2-41b6-95ad-a30184e7096d>

Kind regards,

The DP2 Team