



Crown
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Service

Quick supplier guide

Applying to become an appointed supplier on the Learning & Training Services DPS

This is a quick guide to applying to become an appointed supplier on the [Learning & Training Services](#) dynamic purchasing system (DPS). For the list of services covered under the DPS, see the [bid pack](#). It is essential that you read the 'RM6219 - 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

- [Cyber Essentials](#) basic certification
- Minimum insurance requirements:
 - o Employer's liability insurance of £5,000,000
 - o Public liability insurance of £1,000,000
 - o Professional indemnity insurance of £1,000,000
- Equality and Diversity Policy that complies with [current legislation](#)
- Compliance with the [Supplier Code of Conduct](#) and [Modern Slavery Act](#)
- Pass an assessment of your economic and financial standing. You need a Dun & Bradstreet score of 50 or higher. If your score is lower than 50, our team will ask for additional information to assess if you can still be appointed.

Applying

If you get stuck at any stage, [watch this video](#) (from 1:50) for a detailed walkthrough.

Step 1

Register as a supplier on the [Supplier Registration System \(SRS\)](#).

- If you don't have one, register for a [free DUNS number](#).

Step 2

Read the [Learning & Training Services Bid Pack](#). Click [Access as a supplier](#) and sign into the DPS.

Step 3

Complete the Selection Questionnaire (SQ), which can be found under the heading 'Get Started' on the right hand side of your dashboard. **Make sure to access the SQ from the Learning & Training Services DPS - do not use the generic SQ on the SRS homepage.**

- Skip questions 147-149 and 150-154

- If you are unsure about how to complete any part of the questionnaires, read the [clarification questions](#). If your question isn't listed, you can ask a question from the same page.
- If you have any technical queries, [contact NQC](#), our service provider

Step 4

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. If you meet all of the selection criteria, your application will be marked as 'Qualified'.

- We'll email you if we need clarification on anything or any extra information

Step 6

Once you're in 'Qualified', complete the prospectus and pricing information for the services you can provide.

Step 7

Once completed, your application will be marked as 'Agreeing' and you will be invited to review and agree to the 'DPS Agreement'. Once agreed, you will automatically become an appointed supplier on the Learning & Training Services DPS.

Step 8

Once you have been appointed, sign up for our [eSourcing portal](#) – this enables you to bid for contracts by responding to tenders that are published there.

- For help, read the [eSourcing tool guidance](#)

Step 9

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 10

When a buyer runs a further competition, they will email you to invite you to bid. If your bid is scored highest by the buyer, the buyer can award you the contract.

For off-the-shelf training, some buyers will run a rapid award. You will be emailed by any buyers who would like to award you a contract based on the prospectus and pricing information you've provided.