

Demand Management and Renewables (DMR) DPS

Please review this document before registering as a supplier on DMR. If you have any questions, please use the contact email addresses at the end of this document. Thank you for your interest.'

To become a government supplier

Crown Commercial Service (CCS) set up the Demand Management and Renewables DPS for Suppliers to register (at any time) from October 2022. In order to be a supplier and be eligible to bid for contracts on this agreement, you will need to become an appointed supplier of the DMR Dynamic Purchasing System (DPS)

What is the DMR Dynamic Purchasing System?

- A public sector tool for procuring goods and services to which a supplier can apply to join at any time.
- Providing the supplier meets the DPS selection criteria and agrees to the DPS Terms and Conditions, they will be appointed to the DPS. Following which, suppliers can respond to Call for Competitions for relevant contracts advertised by Buyers.
- Sets out the terms and conditions for all bidders satisfying the selection criteria

Who are CCS?

- Crown Commercial Service are the central purchasing body that procures goods and services for Buyers, including central government departments and the wider public sector.

Why register with DMR?

- DMR allows you to register with Crown Commercial Service (CCS) to provide your products and services to government departments and the wider public sector.
 - 'The DMR DPS is used by wider public sector organisations such as local councils and authorities and is routinely used by central government departments such as BEIS and NHS across the whole of the UK.

How to register

Initially you will need to access the DMR DPS and complete two questionnaires:

- The first is the standard **Selection Questionnaire (SQ)** used across government for all suppliers
- The second. is the shorter Dynamic Purchasing System Questionnaire (**DPSQ**), relating specifically to DMR where you are able to add your offerings / services



Registering as a supplier

Initially, go to the [Dynamic Purchasing System Marketplace](#) and locate Demand Management and Renewables DPS.

You should then look at the Bid Pack (particularly the 'READ FIRST - DMR DPS Needs' document within the General zip folder)

Select "Access as a Supplier" and continue to the next step.



Demand Management and Renewables

This dynamic purchasing system (DPS) is to support the decarbonisation strategies and Carbon Net Zero targets of Central Government and Wider Public Sector. It will provide a route to market for products and services that will manage an organisations energy demands and carbon emissions.

This (DPS) is available to all UK central government departments, wider public sector organisations and charities. The services available are:

- Allows buyers access to a range of services from design and feasibility to installation and maintenance of wider energy assets
- Allows buyers access to procure renewable energy products from solar photovoltaic to wind turbines
- Supports government policy delivery within wider energy technologies
- Agility and flexibility to meet the wider governments CNZ 2050 target and any future decarbonisation legislation
- Accessible route for suppliers to apply at any time
- A dynamic filtering system, giving buyers flexibility based on requirements
- A simplified filter system allowing suppliers to select their bespoke offerings
- Quality and price can be assessed based on individual buyer's requirements
- Fully compliant with UK procurement legislation

Buyers: To learn more about this commercial agreement and to find out how to run your procurement, first read the 'Customer guidance' within the 'Documents' section of the agreement's webpage:

<https://www.crowncommercial.gov.uk/agreements/RM6313>

Once you're ready to create your supplier shortlist, click 'Access as a buyer' below to login/register. You can watch this video for help with how to use the DPS system:

<https://www.youtube.com/watch?v=bD01XW-MoMg>

Suppliers: To find out how to become a supplier on this commercial agreement, download the Bid pack and read the 'Supplier guide - how to apply'.

To apply, or to update your responses, click 'Access as a supplier' below to login/register.

Registration is free and there is no limit on the number of suppliers who can join this DPS Marketplace.

To join this DPS, view current suppliers or access more information, use the links below.

[Bid pack](#) [Clarifications](#) 0 [View suppliers](#) [Access as a buyer](#) [Access as a supplier](#)

The next screen is where you will need to read and accept the Terms & Conditions

DPS Supplier Terms

By ticking the box below, you are confirming that you have read and agree to the following terms

5) Payment of Management Levy
Confirm that you understand and will meet all of the obligations set out for the provision of Payment of Management Levy to CCS.

6) Privacy notice
Confirm that you understand the way your data will be stored, used and communicated as outlined [here](#) and agree to such use.

7) NQC Terms of Use
Confirm that you accept the Terms of Use, which can be found [here](#).
unreservedly and without amendment.

☐ I accept the above terms

[Confirm](#) [Cancel](#)

- Selecting '**Continue**' at the bottom of the following screen will then take you to the first questionnaire

NB - If you have previously completed a questionnaire, there will be an option to re-use the existing one.

For information :

- * Not all questions within the SQ need to answered (information available in the Bid Pack)

Selection Questionnaire – Not Applicable questions:

61. There are questions in the Selection Questionnaire that are not applicable for this RM6313 Demand Management and Renewables procurement, therefore please note, a response is **NOT** required to the questions as detailed below:

- Part 1: (Contract Example 1) – Q133
- Part 1: (Contract Example 2) – Q134
- Part 1: (Contract Example 3) – Q135
- Part 2: (Economic Standing) Q129
- Part 3: (Steel) Q147 - Q149
- Part 3: (Supply Chain) Q150 – Q154
- Part 3: (NHS Questions) Q157 – Q161

*There is a complete set of questions from both the SQ and DPSQ within the Bid Pack This 'Supplier Registration Guidance' just contains selected screenshots to help clarify the process



Part one of the application: DMR specific questions (DPSQ)

You can now begin the first questionnaire (it will show as 0%)

- After completion of the last question, you will be presented with a unique SQ reference number. If there are any queries, it is useful to have a note of this number.

Home > Your dashboard > Selection Questionnaire - [REDACTED]

Submission

You are **99%** through this questionnaire

Your Selection Questionnaire is now complete.

Please note your unique Selection Questionnaire Reference, which can be used to identify your submission.

Selection Questionnaire Reference

This is your standard Selection Questionnaire reference.
SQ-SP6K5RK/1

Submitting your Selection Questionnaire

Guidance

Before completing your response, please ensure that this standard Selection Questionnaire addresses any specific contract opportunity requirements and that all of the information is up to date.

Please check that you have reviewed and wish to submit the information detailed within 'Part 1: Section 1 - Potential Supplier Information', 'Part 1: Section 1 - Bidding Model', 'Part 2: Section 2 - Grounds for mandatory exclusion', 'Part 2: Section 3 - Grounds for discretionary exclusion'.

Press '**Complete and Exit**' to save your Selection Questionnaire.

To review your answers before submitting, press '**Save and view answers**'.

You may be asked at a later date to submit any supporting evidence that you have indicated you can provide.

Complete and Exit [Previous question](#) [Save and view answers](#)

- '**Complete and Exit**' to save and automatically move on to the **DMR DPSQ**

- At this point you are able to review your answers, or



Part two of the application: DMR specific questions (DPSQ)

- You are now at the second questionnaire

In the DPSQ you are able to select which services and offerings you can supply

Home > Your dashboard > [Redacted]

Welcome

You are **0%** through this questionnaire

You can now start an application to this [Redacted] DPS.

- Select '**continue**' at the bottom of the screen to begin completing the questionnaire

Home > Your dashboard > [Redacted]

Group of Economic Operators

You are **99%** through this questionnaire

47. Please review the answers you have provided in the previous sections of your DPSQ submission and select the following tick box to confirm that the responses provided are correct.

Please note, you are unable to change responses in previous sections: Equality and Diversity, Data Protection, Supplier Code of Conduct, Cyber Security, Group of Economic Operators, once you have selected the tick box to confirm the responses provided are correct and you select 'Continue'.

☒ I Confirm

[Continue](#) [Previous question](#) [Save and view answers](#)

Select '**I Confirm**'
and then '**Continue**'



This will take you to the next set of questions.

- Once they have been completed, you will arrive at the last page

The screenshot shows a 'Sign Off' page for a questionnaire. At the top, it says 'Sign Off' in bold. Below that, it states 'You are 99% through this questionnaire'. A thank you message follows, with redacted text: 'Thank you for completing the [redacted] [redacted] DPS questionnaire.' A paragraph of text confirms the user's role as an authorised representative and states that the information provided is true and honest. Below this, instructions are given to review answers and click 'Save and view answers' or to submit the questionnaire by clicking 'Continue'. At the bottom, there are three buttons: an orange 'Continue' button, a blue link 'Back to 'Contact Details Confirmation'', and a blue link 'Save and view answers'.

- Again you are able to review your answers or, to move on, select the **Continue** button
- You will then receive confirmation that the questionnaires have both been completed and sent to our DPS team for assessment

Finally :

- CCS will complete compliance checks of your SQ to ensure you have provided everything requested as part of the selection criteria as detailed in the DPS Needs document.
- This could take between 1 and 15 days, but the process may take longer if information is missing or if any further checks need to be made including the submission of your **Financial Viability Risk Assessment Document (Attachment 3a)**
- If CCS are satisfied that you have met all of the selection criteria, your DPS status will change from 'assessing' to 'agreeing'. You will be notified of this change in status.



- **You will be required to accept the Terms & Conditions to enable your organisation to move from the 'agreeing' stage to the 'appointed' stage and be visible to Buyers.**
- In the unlikely event that your DPS submission is not approved, CCS will let you know which of the DPS selection criteria you failed to meet and offer assistance in any way they can.

If you have any questions about this process, further advice can be found in the Bid Pack or you can email the Team at: rm6313@crowncommercial.gov.uk

- **If you need to review your application and/or make any changes to your offerings or contact information, you are able to do this by accessing DPS again:**
- Sign into dashboard and locate 'Appointed' assessment
- Select 'Update DPSQ' from the hyperlink options on the application
- Navigate through already pre-populated assessment up to where you want to make your amendments - fields can be edited to include new information
- Submit application and return to Assessing whereby the CCS DPS team will update the application status back to agreeing
- You will need to accept the T&C's to return to the 'appointed' status and your updates will be visible to Buyers

If you need any assistance with this, the best people to speak to are the platform hosts, NQC

- Phone: 0161 413 7982 (General service desk)
- Email: Support@nqc.com