

Date: 25th June 2018

Dear Sir/ Madam,

**Reference number: LJMU 1823 – Dynamic Purchasing System (DPS) for Professional Services – Associate Network for Liverpool Business School**

Thank you for accessing the Selection Questionnaire (SQ) and supporting documentation for the above requirement issued by Liverpool John Moores University.

The DPS is a two-stage process:

**Stage One**

In the initial setup stage, all suppliers who meet the selection criteria and are not excluded will be admitted to the DPS. There will no limit on the number of suppliers that may join the DPS for each Service category. New suppliers can also apply to join the DPS at any point during its lifetime.

**Stage Two**

Individual contracts are awarded during the second stage. In this stage, LJMU will invite all suppliers on the DPS for the services category required to bid for a specific contract.

**Stage One Application**

LJMU is now formally inviting you to participate in the first stage of this process.

LJMU is working to develop and maintain the DPS for professional services – Associate Network for Liverpool Business School

Applicants need to register as a supplier on the In-Tend portal. There is no charge to any supplier for registering interest in the DPS or to any supplier admitted to the DPS following evaluation of the completed SQ.

Suppliers not already registered with In-tend will be not able to complete the DPS documentation online. The application will be through the submission of a Selection Questionnaire (SQ), agreement to sign up to the DPS Agreement and Call-Off Terms and Conditions, and on assurances that the requirements of the DPS will be met.

The SQ sets out the information which is required by LJMU in order to assess the suitability of Suppliers in terms of their technical knowledge and experience, capability/capacity, organisational and financial standing to meet the DPS requirement.

The link to access the In-tend Supplier portal: <https://in-tendhost.co.uk/ljmu/aspx/home>

Any communication relating to this SQ exercise must be sent through the e-mail messaging service on the In-Tend portal in order to keep an accurate record of all activity relating to the SQ.

Prior to applying to join the DPS you must ensure that you have read and understood the full version of the OJEU Contract Notice and the supporting documentation referred to below.

The following documents are available for you to download from the In-Tend portal. These will enable you and/or your Organisation to formally register your interest.

The completed SQ will be used by LJMU to assess your suitability accordingly. Please ensure that all questions are completed in full, and in the format requested. Failure to do so may result in your submission being disqualified. If the question does not apply to you, please state clearly ‘N/A’.

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| **Document Name** | **Description** |
| **Guidance Notes and Selection Questionnaire for Applying to join the Dynamic Purchasing System for Professional Services - Associate Network for Liverpool Business School** | This document sets out the SQ particulars and includes instructions for submission of the completed SQ.  This document is the format for your Organisation’s expression of interest. It enables your Organisation to demonstrate its relevant experience, capabilities and compliance with legislation |
| **DPS Agreement** | This document must be fully understood and accepted by your organisation and the tick box completed on the landing page, to confirm your acceptance of this agreement.  It should be noted that any other terms and conditions or any general reservations which may be printed on any correspondence emanating from the SQ Applicant in connection with this DPS, will not be applicable to this DPS. |
| **Supplier E-Tendering Guide** | Supplier help guide to LJMU E-Tendering system |

You may submit you SQ response at any time during the validity of the DPS and may re-submit at any time e.g. for additional service categories and/or values. The initial expressions for the DPS should be completed and submitted by 12:00 noon on the 24th July 2018.

**Important Notice**

**Grounds for Mandatory Rejection**

If you answer ‘yes’ to any question in SQ section 2, part 2 ‘Grounds for Mandatory Rejection’ your application will not be accepted; you should contact us for advice before completing the SQ.

**Grounds for Discretionary Rejection**

The Authority is entitled to exclude you from the procurement exercise if any of the questions in SQ section 3, ‘Grounds for Discretionary Rejection’ apply but may decide, having considered all the relevant circumstances, to allow you to proceed further. If you answer ‘yes’ to any question, please set out (in a separate Annex) full details of the relevant incident and any remedial action taken subsequently. LJMU will evaluate this evidence before making a decision on whether to exclude you.

I look forward to receiving your completed SQ submission

Yours sincerely

**Lyndsay Miles**



**Procurement Services**