



Scottish Government
Riaghaltas na h-Alba
gov.scot

Scottish Procurement suppliers guide

Digital Services – Dynamic Purchasing System (DPS)

Contract Ref

Version

Contents

Section	Buyer's Guide	Page
1	Foreword and acknowledgements	3
2	Introduction	3
3	What is a dynamic purchasing system	3
4	Duration	3
5	How a DPS works	3
6	Scope	4
7	Benefits	5
8	How to join	5
9	Issuing the ITT	7
10	Inviting suppliers to tender	7
11	What is included in the ITT	7
12	Awarding contracts	8
13	Contact details	9

1. Foreword and acknowledgements

Scottish Procurement aims to deliver benefits to the people of Scotland through improved value for money for taxpayers, improved goods and services for all our citizens and economic opportunities for Scotland. This is achievable through effective collaboration throughout the procurement cycle.

2. Introduction

Scottish Procurement have created the Digital Services - Dynamic Purchasing System (DPS) to provide Scottish public sector and third sector bodies with a quick route to market for digital services and cyber security services. This guide has been developed to assist suppliers who are interested in joining the DPS.

3. What is a dynamic purchasing system?

A DPS is a system available to buying organisations and allows them to buy works, services and goods commonly available on the market. As a procurement tool, it has some aspects that are similar to an electronic framework agreement, however new suppliers can join at any time.

It has its own specific set of requirements and it is run as a completely electronic process, and is set up under regulations as set out in Regulation 35 of the Public (Contracts) Scotland Regulations 2015.

4. Duration of the DPS

The DPS is expected to initially run for a period of one year with the option to extend this by a further year. There are no time limit restrictions on a DPS and Scottish Procurement reserve the right to stop the operation of the DPS at any time.

5. How a DPS works

A DPS is a two stage process:

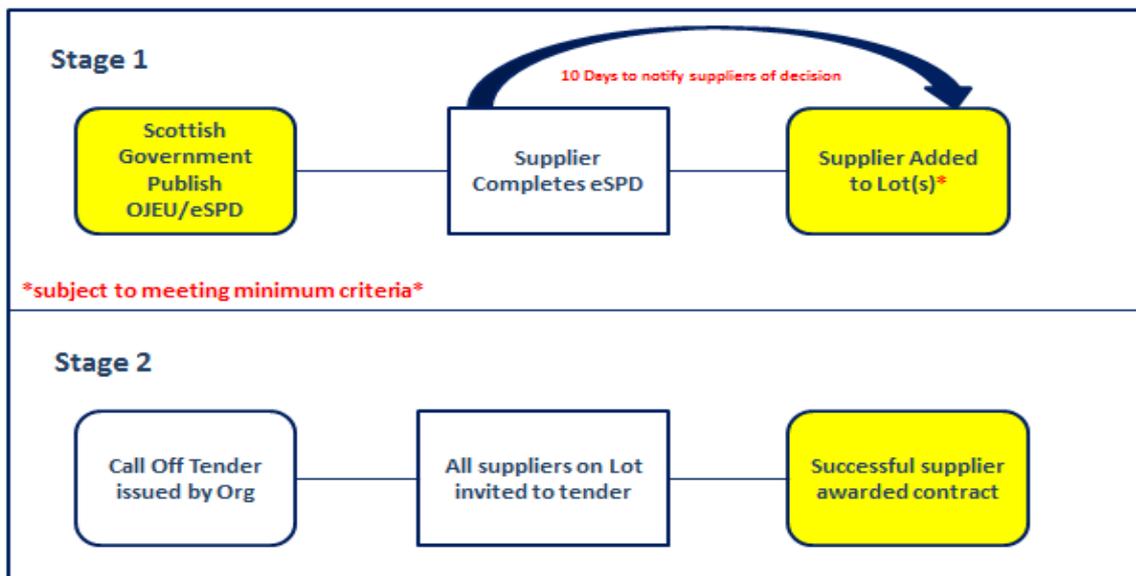
1. Supplier requests to participate by completing the European Single Procurement Document ESPD - suppliers are required to complete this and meet a minimum selection criteria.

NOTE: Stage 1 has already been completed by Scottish Procurement for DPS set up. New suppliers can still apply to join the DPS at any time during its term.

2. Call off contracts are tendered via the DPS by public sector organisations - Suppliers can bid for call-off contracts that are issued via the DPS.

The diagram below offers a simple high level illustration of how the DPS operates.

The diagram below illustrates the basics of how the DPS operates.



- there is no maximum or minimum number of suppliers within each lot
- Suppliers have the option to join the DPS at any time
- There are no restrictions on the number of Lots suppliers may apply for

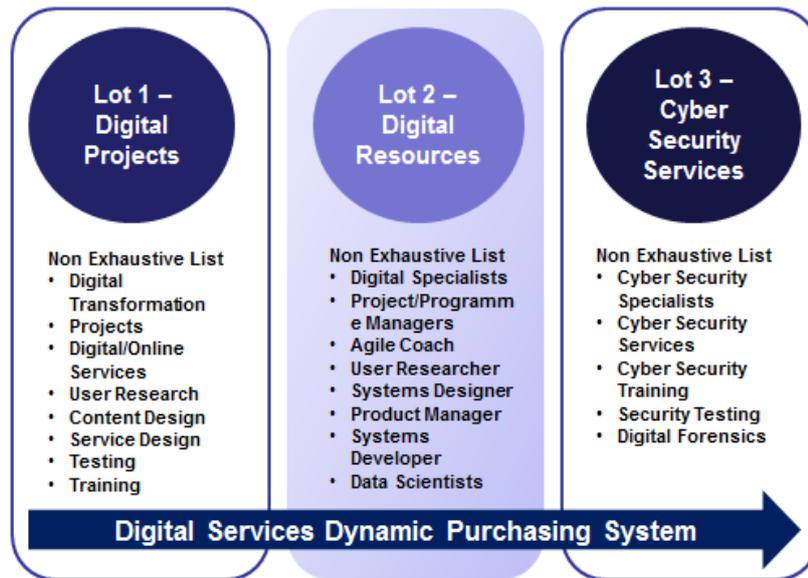
6. Scope

There are 3 lots and suppliers can choose which lots they wish to be part of. The lots are:

- Lot 1 Digital Projects
- Lot 2 Digital Resources
- Lot 3 Cyber Security

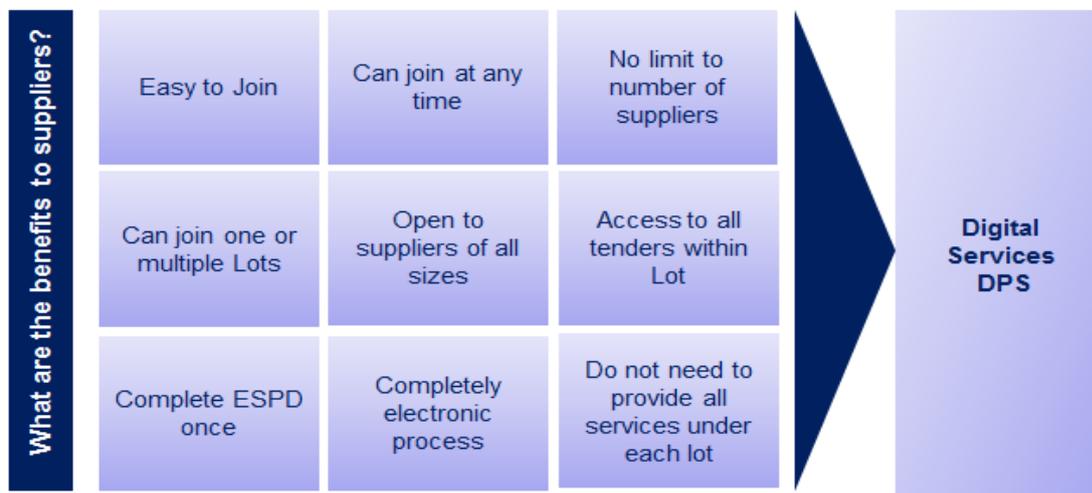
Suppliers can apply to participate in any lot that is relevant to their business and there is no restriction on the number of lots a supplier can be on.

Some examples of the types of services to be delivered under each lot can be seen in the diagram below:



7. DPS – the benefits

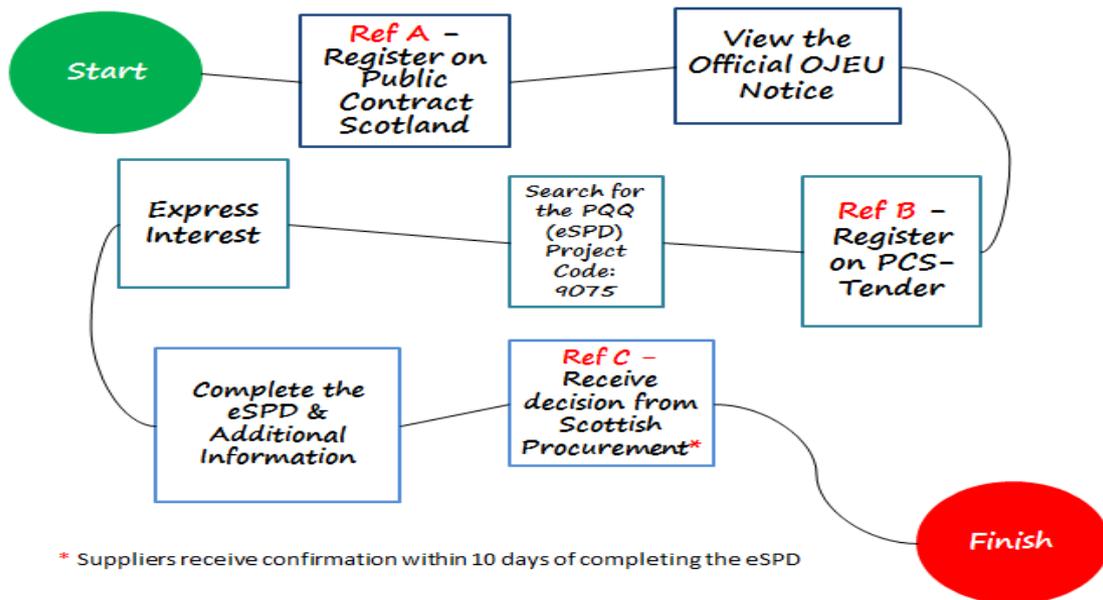
A DPS is a very simple procurement procedure that benefits both suppliers and buyers. Below are just some of the benefits suppliers can expect when signing up to the DPS:



8. How to join the DPS – the process

Applying to join the DPS is a simple process. The DPS must be operated electronically and Scottish Procurement have ensured the systems used are ones which suppliers may be familiar with.

The diagram below illustrates the simple steps suppliers must undertake to join and it highlights the systems utilised during the process:



Ref A - Public Contract Scotland Contract Notice

Suppliers can view the live contract notice on the [Public Contracts Scotland](#) portal at any time during the DPS lifetime. The contract notice gives suppliers instructions on where to find the live eSPD on the PCS-T system.

Ref B - Public Contract Scotland Tender (PCS-T)

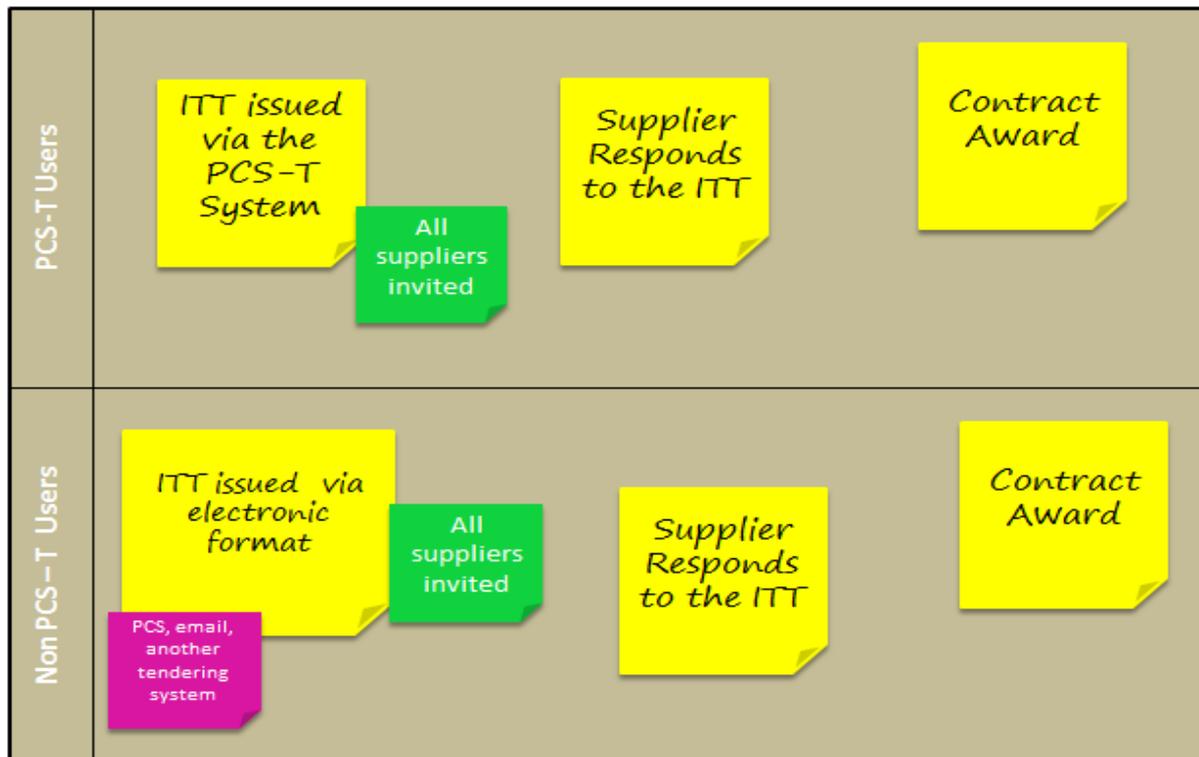
Suppliers are invited to note an expression of interest on the [PCS-T system](#). The system contains the ESPD to join the DPS. Suppliers should search for the DPS under the PQQ section in PCS-T. The ESPD title is 'Scottish Procurement – Digital Services – Dynamic Purchasing System' and the PQQ number is 3054. Suppliers can also use project code 9075 to search for the ESPD form.

NOTE: A full set of how to guides are contained within the help file area of the system.

Ref C – Suppliers receive decision from Scottish Procurement via the PCS-T message board or email within 10 working days.

9. Issuing the ITT - Electronic Options

Public sector buying organisations have electronic options when issuing tenders. The main option is PCS-Tender however other systems or processes may be used. An illustration of the options are demonstrated in the diagram below:



10. Inviting suppliers to tender

All suppliers must be given the opportunity to submit a tender for each specific procurement exercise conducted under each lot, for example, if a buyer was looking to procure through Lot 1 Digital Projects, all suppliers within Lot 1 must be given the opportunity to bid for the contract. Suppliers should note there is no Direct Award procedure under a DPS.

The Digital Services DPS has been designed to support an agile way of working, helping to deliver digital procurement projects in an agile way. Buyers can request full service or elements of Alpha, Beta and so on, should the requirement dictate that this is the best method for delivery. Suppliers should note that in light of this buyers may wish to award a contract to single or multiple suppliers depending on the requirement.

11. What is included within the ITT

The invitation to tender documents should include both a technical and commercial envelope aimed at assessing the suppliers ability to deliver the requirement and the

cost of doing so. Both the technical and commercial envelopes will be developed by the contracting authority. The award criteria will include both cost and quality of service. The weightings will be determined prior to the issue of the tender documents.

Please note that the overall weightings will be within the following ranges:

- Quality/technical: 40-80%
- Price: 20-60%

Suppliers should be given a minimum of 10 days to respond to all ITT's however some procurement exercises may take longer depending on the type of requirement.

12. Awarding contracts

Contracts will be awarded in an open, fair and transparent manner at all times and winning supplier will offer the most economically advantageous tender (MEAT).

There is no obligation to undertake a standstill period when awarding a contract under the DPS. Any standstill period will be assessed on a case by case basis. All contracts awarded will be published via the [Public Contract Scotland](#) portal within 30 days of the award.

13. Contact Details

Scottish Procurement point of contact

Margaret Anne McKeown

Margaretann.mckeown@gov.scot

Senior Portfolio Specialist, Scottish Procurement

The Scottish Government, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

Phone 0141 242 0111

Andy Scott

andy.scott@gov.scot

Portfolio Manager, Scottish Procurement

The Scottish Government, 5 Atlantic Quay, 150 Broomielaw, Glasgow, G2 8LU

Phone 0141 242 5920