



Co-operative Councils

Innovation Network

Consultancy Dynamic Purchasing System Frequently Asked Questions

1. Q: Who can access the CCIN's DPS?

A: The multi-supplier DPS allows all CCIN Members and Associate Members (and the CCIN itself) to select from a specialist, prescribed pool of organisations to help in developing policy, implementing prototypes and building capacity, both in communities and inside the organisation.

2. Q: What are the Terms and Conditions of the Contract and are they available for Local Authorities to send out when they launch a mini competition?

A: These are available from Officer Leads at Member Councils. Copies are also available from Emily.molden@oldham.gov.uk.

3. Q: As well as the common set of 'Terms and Conditions' that have been agreed by Suppliers, what else has been checked in order for Suppliers to become approved Suppliers?

A: Oldham Council as Accountable Body for the CCIN undertook a comprehensive Pre-Qualification Process, including finance checks, company background, insurance checks, previous technical and co-operative experience which was evaluated by Members of our Values & Principles Board.

4. Q: How much does it cost Local Authorities to access the DPS?

A: There is no cost to CCIN Members and Associate Members to access the DPS and there is no charge levied by the CCIN. Access to the DPS is a Member Benefit.

5. Q: When does the DPS go live?

A: The DPS runs from 1 April 2020 until 31 March 2025.

6. Q: Is there a specific format for the mini competition that Local Authorities should follow?

A: As long as Local Authorities are clear about how they are going to assess bids then it is fine to have a format which works for your LA.

7. **Q: What sort of projects does the CCIN see the DPS being used for?**
A: There is no limit to type of work that a Supplier might be sought to deliver. The key thing is that using the Co-operative Values and Principles we are seeking to find new co-operative ways of working with partners and with communities, in order to do things differently across Local Government. *Once Councils are using the DPS we would like to capture these examples as Case Studies which we can promote on the website so encourage other LAs to use it and some of the advantages from doing so.*
8. **Q: Can Local Authorities make Direct Awards through the DPS?**
A: No, all contracts are promoted as a mini competition.
9. **Q: How do non-Chest users access the DPS? What's the process for transferring the information from Chest to a local authority's own procurement system?**
A: We are not able to transfer the information/DPS system over to other procurement systems. If an authority does not use the Chest, they will have to set up the mini competition manually.
10. **Q: Are there any templates for Acceptance and Rejection letters including 'detailing the relative advantages of the successful bid'?**
A: No, authorities are able to use their own.
11. **Q: Is it possible for a Local Authority to undertake a 'hybrid' competition whereby it can ask DPS Suppliers to submit an Expression of Interest for a specific contact which will then go out to open tender?**
A: Yes, as long the process is open, fair and transparent.

CONTACT DETAILS FOR FURTHER ASSISTANCE

Please refer any queries relating to the DPS that you are unable to resolve to:
Emily.Molden@Oldham.gov.uk.

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