



# Consultancy Dynamic Purchasing System User Guide

## BACKGROUND

As Co-operative Councils, our members are at the cutting edge of policy innovation – and it can be a tough place to be. Councils often need to move quickly and flexibly to be on the front foot when it comes to ‘doing things differently’.

Sometimes it is necessary to bring in extra capacity and specific expertise to be able to do this, and there can also be a need to seek independent challenge to test assumptions and policy design. The CCIN recognises this and wants its members to be as enabled as possible to develop practical policy solutions as quickly and informed as possible – and this is where the Consultancy Dynamic Purchasing System (DPS) comes in.

## INTRODUCTION

In 2019 the Co-operative Councils’ Innovation Network (CCIN) undertook a tender process to find organisations that could:

- inspire and design innovative co-operative policy over several policy areas and themes, with a focus on delivering differently and redesign of public services in line with cooperative values and principles
- demonstrate the ability to build capacity and leave a legacy that continues to deliver outcomes even after the funding and supporting resources have moved out
- bring credibility and profile to the work of the CCIN reaching across a wide range of sectors and agencies.

A Dynamic Purchasing System (DPS) is a completely electronic system to purchase goods, works or services. Unlike a traditional framework, suppliers can apply to join at any time. It is an ‘open market’ solution designed to provide buyers with access to a pool of pre-qualified suppliers.

Our 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. The DPS has been split into 2 lots;

- Lot 1 – Policy Development & Testing
- Lot 2 – Capacity Building

The DPS period runs from 1<sup>st</sup> April 2020 — 31<sup>st</sup> March 2025. The tender was managed by Oldham Council (Reference number: DN429149 OJEU | Contract Notice number: 2019/S 160-394569). The potential maximum value of the DPS is £30m.

Suppliers awarded to the DPS have agreed to and signed Oldham Council's standard Terms and Conditions.

## PROVIDERS

A current list of CCIN Consultancy DPS organisations and further information on each is available at: <https://www.councils.coop/resources/dps/>.

## ACCESSING THE DYNAMIC PURCHASING SYSTEM

### *Step 1 – Project Specification*

Draft a Project Specification and establish the cost of the work, this might include:

About the project  
Timescales  
Aims/Objectives  
KPIs  
Milestones  
Outputs  
Costs



### *Step 2 - Mini Competition*

Issue the 'mini competition' invitation documents to all suppliers listed on the DPS.

Please be aware, to be compliant with procurement law your 'mini competition must be conducted in accordance with the following:

- You must invite all DPS suppliers to bid
- Your mini competition invitation documents must clearly describe your requirements and inform suppliers the basis on which you will evaluate their offers.

The criterion for award of the mini competition is as follows:

- Quality to be determined by Contracting Authority 0% - 100%
- Social Value to be determined by Contracting Authority 0% -100%
- Price to be determined by Contracting Authority 0% - 100%

You must allow suppliers sufficient time to prepare and submit their bids:

- 2 weeks is considered a minimum
- Bids must be submitted via an electronic portal. If your authority uses the Proactis e-procurement portal please inform Oldham Council and they will provide access to the DPS however if not then you should run the mini competition via your own electronic portal.
- You must inform suppliers of the closing time and date for submitting their bids.
- You must treat all suppliers equally and fairly, and evaluate all bids in the way you have described in your mini competition documents

Once evaluated and the successful bidder identified, prepare the acceptance and rejection letters. In the rejection letters you must provide the scores of the bids and constructive feedback, detailing the relative advantages of the successful bid.



### Step 3 – Conclude

Notify the CCIN at [hello@councils.coop](mailto:hello@councils.coop) and Oldham Council at [Emily.molden@oldham.gov.uk](mailto:Emily.molden@oldham.gov.uk) of the appointment and commences the implementation with successful Contractor.

### Good Practice

- Pre-market engagement prior to issuing the mini competition invitation documentation is permitted under the DPS and is welcomed by all Contractors.
- It is a useful tool for Contracting Authorities to determine the best route and seek support in developing specifications and refining requirements.
- Industry days, one to one meetings, group meetings and site visits are a good way to pre-engage with the Contractors.
- A good practice is to share with the Contractor's your timescales (if aware) so they can plan resources in advance.
- When engaging with the Contractors please ensure this is done on a fair, open and transparent basis (i.e. allow the opportunity for engagement with all Contractors on the Framework and provide all with the same information during the pre-market engagement exercise).

### MEMBERS OF THE CONSULTANCY DPS

| Lot       | Supplier             | Contact Name       | Email address                                                                      | Telephone number | Mobile        |
|-----------|----------------------|--------------------|------------------------------------------------------------------------------------|------------------|---------------|
| Lot 1 & 2 | 4OC                  | Matt Wells         | <a href="mailto:Matt.wells@the4oc.com">Matt.wells@the4oc.com</a>                   | 020 3965 3948    | 07985 420 111 |
| Lot 1 & 2 | Centrifuge           | Alastair Thomson   | <a href="mailto:alastair@centrifuge.coop">alastair@centrifuge.coop</a>             |                  | 07912 756 079 |
| Lot 1 & 2 | CLES Consulting      | Stuart MacDonald   | <a href="mailto:stuartmacdonald@cles.org.uk">stuartmacdonald@cles.org.uk</a>       | 0161 832 7871    | 07545 609511  |
| Lot 1     | Climate Positive     | Andrew Shadrake    | <a href="mailto:Andrew@greenenterprise.org.uk">Andrew@greenenterprise.org.uk</a>   |                  | 07976 743 461 |
| Lot 1 & 2 | Collaborate CIC      | Fanny Olsson       | <a href="mailto:fanny@collaboratecic.com">fanny@collaboratecic.com</a>             | 0207 815 8297    | 07771 694 220 |
| Lot 1 & 2 | COOP Brand           | Nicola Huckerby    | <a href="mailto:hello@branding.coop">hello@branding.coop</a>                       |                  | 07813 687 292 |
| Lot 1 & 2 | Co-operative Futures | Jo White           | <a href="mailto:jo.white@futures.coop">jo.white@futures.coop</a>                   |                  | 07879 415550  |
| Lot 1 & 2 | Co-operative College | Sarah Alldred      | <a href="mailto:sarah@co-op.ac.uk">sarah@co-op.ac.uk</a>                           | 0161 819 3000    | 07854 379 313 |
| Lot 2     | Co-operatives UK     | James de le Vingne | <a href="mailto:James.delevingne@uk.coop">James.delevingne@uk.coop</a>             | 0161 214 1774    |               |
| Lot 1 & 2 | Crellin Consulting   | Debbie Crellin     | <a href="mailto:Debbie@crellinconsulting.co.uk">Debbie@crellinconsulting.co.uk</a> |                  | 0787 2429075  |
| Lot 1 & 2 | Ideas Alliance       | Helen Sharp        | <a href="mailto:helen@ideas-alliance.org.uk">helen@ideas-alliance.org.uk</a>       |                  | 07711 093942  |
| Lot 1 & 2 | Made Open            | Robert Woolf       | <a href="mailto:robert@madeopen.co.uk">robert@madeopen.co.uk</a>                   | 01872 862 547    | 07813 604209  |
| Lot 1 & 2 | Mutual Ventures      | Andrew Laird       | <a href="mailto:andrew@mutualventures.co.uk">andrew@mutualventures.co.uk</a>       | 0203 714 3901    | 07779 754 553 |
| Lot 1 & 2 | Peopletoo            | Michael Curnow     | <a href="mailto:michael.curnow@peopletoo.co.uk">michael.curnow@peopletoo.co.uk</a> | 0115 8240 040    | 07825 115 021 |
| Lot 1 & 2 | RedQuadrant          | Benjamin Taylor    | <a href="mailto:tenders@redquadrant.com">tenders@redquadrant.com</a>               |                  | 07931 317 230 |
| Lot 1     | Ruby Star Associates | Isla Wilson        | <a href="mailto:isla@rubystarassociates.co.uk">isla@rubystarassociates.co.uk</a>   | 0844 358 577     | 0777 330 290  |
| Lot 1 & 2 | The Behaviouralist   | Jesper Akesson     | <a href="mailto:jesper@thebehaviouralist.com">jesper@thebehaviouralist.com</a>     | 0203 355 0240    | 07754 370 524 |



|           |                     |              |                                                                                                  |               |               |
|-----------|---------------------|--------------|--------------------------------------------------------------------------------------------------|---------------|---------------|
| Lot 1 & 2 | Trueman Change      | Lucy Trueman | <a href="mailto:hello@truemanchange.co.uk">hello@truemanchange.co.uk</a>                         | 01254 584310  | 07715 001 140 |
| Lot 1 & 2 | Unlimited Potential | Chris Dabbs  | <a href="mailto:chris.dabbs@unlimitedpotential.org.uk">chris.dabbs@unlimitedpotential.org.uk</a> | 0161 743 4502 | 07834 646 345 |

## 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](mailto:Emily.Molden@Oldham.gov.uk).

### Nicola Huckerby

Communications, Membership and Events  
Co-operative Councils' Innovation Network

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