



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 1st April 2020 — 31st 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 and Oldham Council at 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).

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.

Nicola Huckerby

Operations and Communications
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ASSOCIATE



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