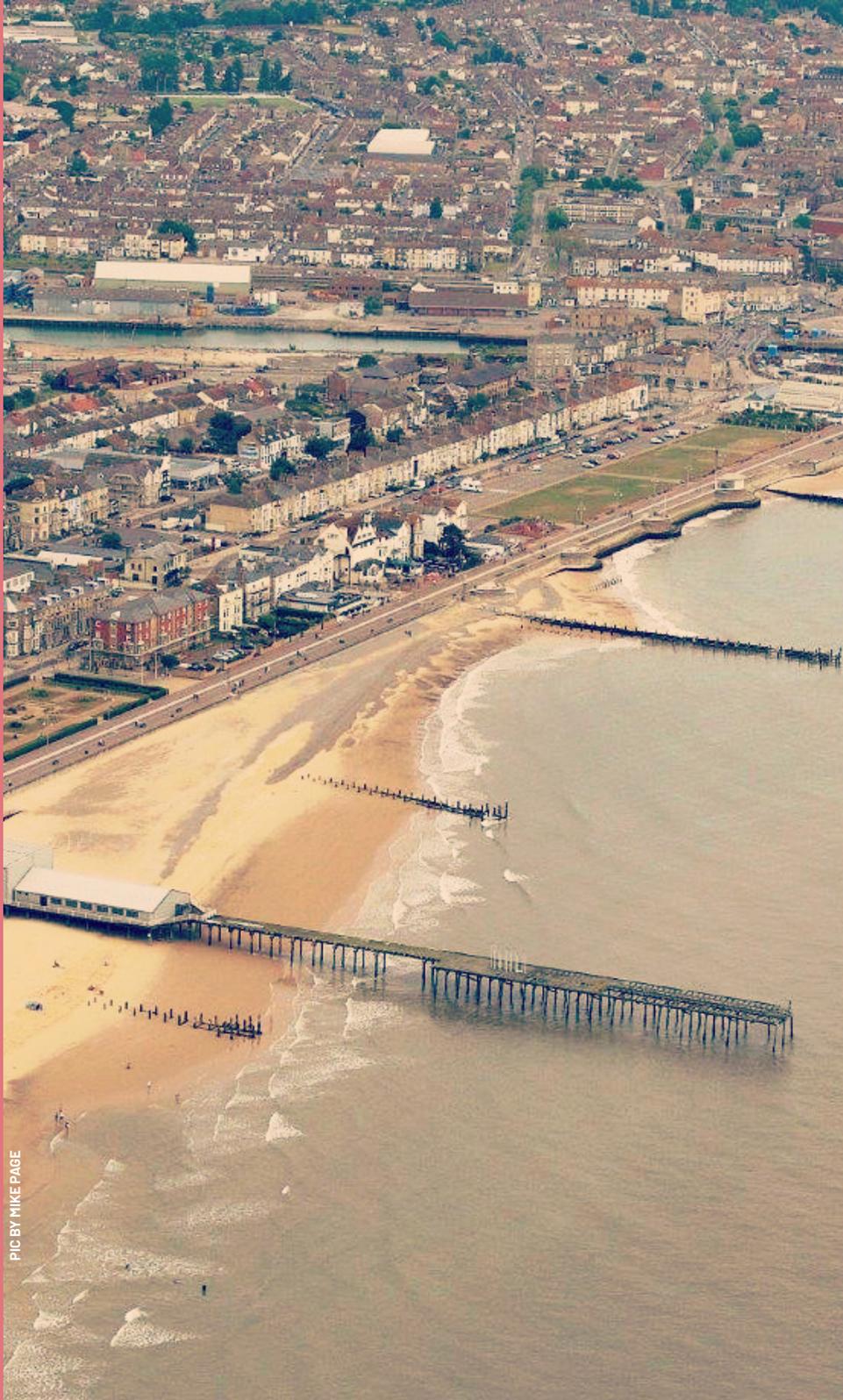




LOWESTOFT

DYNAMIC PURCHASING SYSTEM



PIC BY MIKE PAGE

INTRODUCTION

Thank you for your interest in working with East Suffolk Council. This guide is an introduction for those who are interested in providing Works and Services to support the delivery of the multi-million-pound Lowestoft Town Investment Plan, through a Dynamic Purchasing System (DPS). The DPS will provide a full range of procurement activities over the next 10 years, for which providers can register their interest and, once qualified, may bid on opportunities through individual tenders under this DPS.

Projects within the Lowestoft Town Investment Plan, along with any similar projects which may arise in the future and fall within the programme scope, have been grouped into lots. Pre-qualified providers will be able to see and be notified of all advertised projects in a lot which will enable businesses to submit a tender response. Projects on all lots are of varying sizes and will provide exciting contracts for large and small, local, regional and national providers throughout the lifetime of the 10-year Lowestoft Investment Plan.

The DPS will be hosted by In-tend eSourcing systems and will be a fully electronic process. The East Suffolk Council Procurement team will manage the process and will be happy to help provide guidance and support to business wishing to register their interest.

If you have any queries, regarding any of the information in this introduction guide, please contact Amy Moye via procurement@eastsoffolk.gov.uk.

DISCOVER THE BENEFITS
OF SUPPORTING OUR
MULTI-MILLION-POUND
INVESTMENT PLAN

WHAT IS THE LOWESTOFT TOWN INVESTMENT PLAN?

The Investment Plan sets out ambitious plans for future development and investment in Lowestoft over the next 10 years. It covers Lowestoft and the immediate surrounding area and will drive real change through long term economic and productivity growth, investment in land use, economic assets, cultural assets, skills and enterprise infrastructure. In addition, it will be a key to the recovery of the town following the COVID-19 pandemic. Key themes of the plan are:

- Economy, enterprise and skills
- Transforming our town centre; retail & leisure
- Celebrating our culture & heritage
- Living your life in Lowestoft
- Collaboration and connectivity

The Investment Plan builds on the investment currently being undertaken through the development of the Lowestoft Flood Risk Management Plan, The Gull Wing River Crossing and improvements to the Jubilee chalets. A full programme of the ambition and concept projects which make up the Investment Plan can be found on the link below:

[Lowestoft-Town-Investment-Plan.pdf \(eastsuffolk.gov.uk\)](#)

Over £30 million of projects have been secured for delivery over the next five years, with this amount set to increase on an annual basis as more funding is secured and more projects approved. The estimated value of the DPS in total is approximately £150 million over a 10-year period. Many of the projects are at concept stage and so this is an estimate at this point.





WHAT IS A DYNAMIC PURCHASING SYSTEM?

A Dynamic Purchasing System (DPS) functions as an approved supplier list. Providers who complete the pre-qualification documents and are approved join a “lot” and are then able to bid for the subsequent tender opportunities linked to the lot.

EXAMPLE OF HOW THE DPS WILL WORK

- Provider reads the lot information and chooses which one(s) they intend to apply for.
- Provider downloads the pre-qualification documents for the relevant lot(s) and submits via In-tend.
- East Suffolk Procurement Team review the submitted documents and either approve or reject the provider within 10 days.
- If approved, the provider joins the lot. Once approved, the provider remains on the lot unless they decide to leave.
- Relevant tender opportunities are advertised to those providers on the lot and responses are invited by a deadline.

Tender responses received by the deadline are evaluated in line with the criteria in the tender documents and a provider is appointed and a new contract signed. The process repeats from the last bullet point every time a new tender is published.

BID ON UNIQUE OPPORTUNITIES
THAT AREN'T ADVERTISED
ELSEWHERE

FEATURES OF THE DPS

- The DPS will be run as a completely electronic process using the In-tend eSourcing system.
- Access to the DPS is controlled by a set of minimum requirements which are submitted via an electronic questionnaire.
- Approval will be notified within 10 days of submission of this minimum standard questionnaire.
- New providers can join (or leave) at any time during the life of the DPS.
- Providers do not need to prequalify every time a new tender is published.
- There will be no minimum or maximum number of providers on any lot. If a provider makes the minimum criteria thresholds, they will have access to the opportunities.
- Access to the DPS does not guarantee any work, only access to the tender documents.

WHY SHOULD I USE THE DPS?

- Various lots split by size mean you are competing with your peers for work.
- Joining the DPS puts you on a shortlist, meaning competition is low enough to make bidding commercially viable.
- Joining the DPS gets you access to bid on opportunities that will not be advertised outside of the relevant lot in the DPS.
- Work cannot be directly awarded and therefore it will always be competitively tendered giving you the opportunity to win it!
- The pipeline allows you to see what works are coming and ensure you have resource available at the right time, or take jobs where you have capacity.
- Prequalification makes tenders simpler – your main information is added once rather than with every opportunity, saving you time and effort.
- Be part of something that will change the town!





OPPORTUNITIES FOR LOCAL BUSINESSES

Work is anticipated to be of varying sizes which will give greater opportunities for local business and/or SMEs to get involved in working with the Council.

Where the lot category is very broad, division may also be by specialisms e.g. consultancy may be sub categorised into distinct work streams e.g. management consultants, business case development, etc. and this will be made clear in each tender advert meaning that your time will not be wasted reading through every detail in tender documents, you will be able to decide quickly if the opportunity is of interest to you or not.

If you are unable to bid directly on opportunities, we want to make sure that local businesses can still be involved, through encouraging regional and national companies to make use of the local supply chain and subcontractors in larger contracts.

Ultimately the work is about investing in and developing Lowestoft and we welcome bids from local businesses whose expertise and interest will be key to helping this plan be successful.

Where possible, the minimum criteria for qualification for the Dynamic Purchasing System will be set at an accessible level to facilitate access for smaller providers.

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**WE HAVE OPPORTUNITIES
AVAILABLE TO SUIT MANY
LOCAL BUSINESSES**

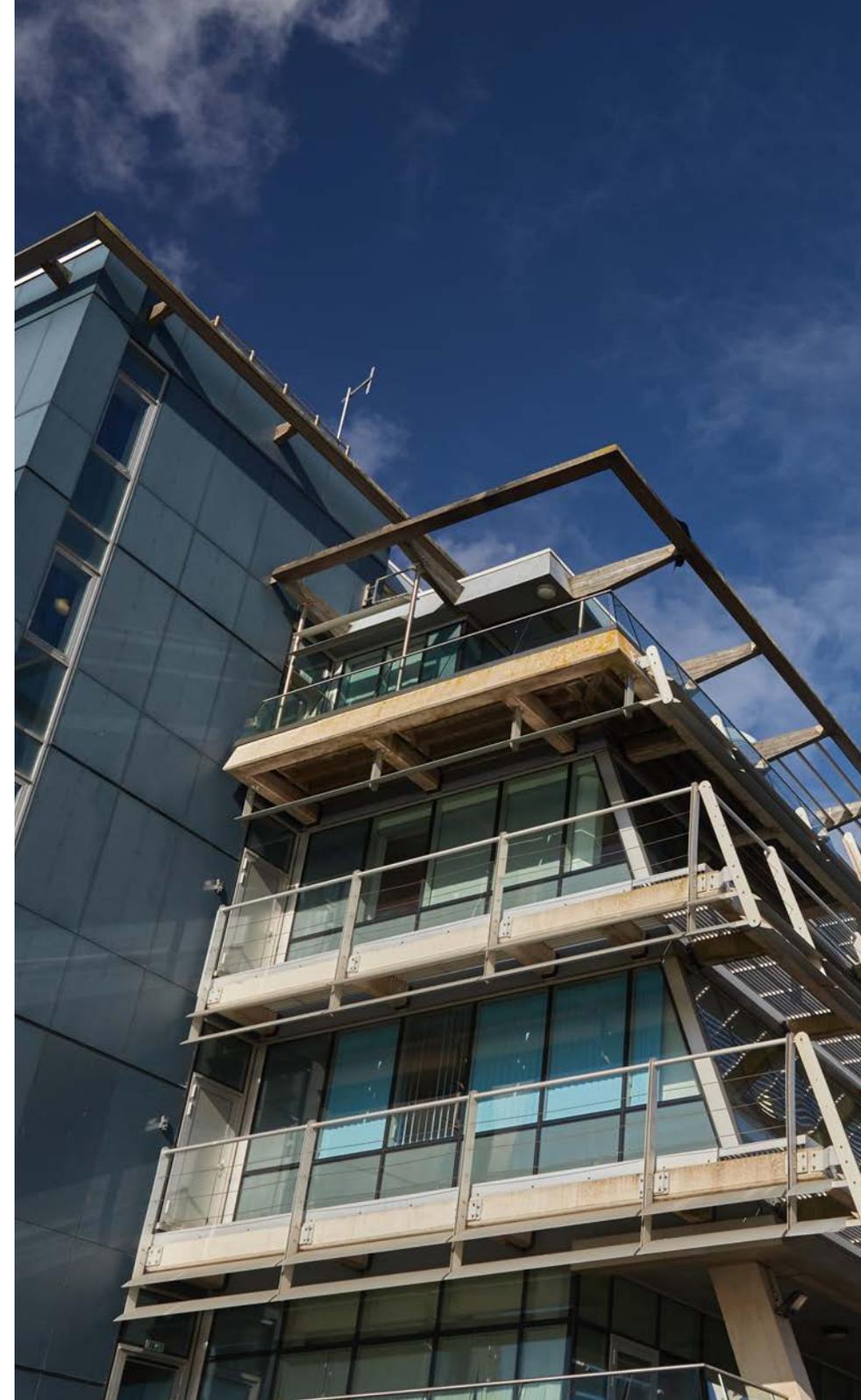
OPPORTUNITIES FOR REGIONAL AND NATIONAL BUSINESSES

We hope to attract providers of all sizes throughout the lifetime of the DPS. Some opportunities at tender stage may have increased minimum requirements dependent on the value or complexity/risk factor of the tender e.g. as the value of work increases minimum financial thresholds on turnover, insurance levels etc. may increase as well as requirements on certification.

In line with East Suffolk Council's Strategic Plan, we are looking at ways to care for our environment and become greener in our works contracts. Tender specific criteria may include questions around sustainability, local employment and use of local supply chains, carbon footprint reduction, minimising waste and reusing materials.

For contracts over a certain value in line with the Public Services (Social Value) Act 2013, social value will be included as an evaluation criterion. We are keen to involve local businesses wherever possible and to develop the pool of skills in the Lowestoft area during the lifetime of this DPS. Therefore, larger businesses will be required to demonstrate how they will positively contribute to the skills pool in Lowestoft and surrounding area over the longer term.

**WE ARE LOOKING AT
WAYS TO CARE FOR
OUR ENVIRONMENT
AND BECOME GREENER**



WHAT QUALIFICATION CRITERIA WILL BE REQUIRED?

There may be two tiers of minimum criteria required. For the first tier, there will be minimum criteria, such as information on your business's finances, which is required for all providers joining the DPS. The second level of criteria will be specific to the lot such as specific accreditation for specialist services. Individual tenders could have additional criteria which will be made clear in the tender documents for each project.

LOT SUMMARY

The lots are organised by type - either services or works (broken down by approx. contract value). The Authority is planning to award tenders in the following categories for:

Lot 1: Architectural and Design Services

Lot 2: Specialist Services relating to Works

Lot 3: Surveys and Studies

Lot 4: Consultancy

Lot 5: Works with contract value <£500,000

Lot 6: Works with contract value > £0.5 < 1.5 million

Lot 7: Works with contract value > £1.5 < £5 million

Lot 8: Works with contract value >£5 million

PROPOSED TIMETABLE FOR THE DPS

Invites for Market Engagement Event from:

Thursday 17th February 2022

Market Engagement Event:

Thursday 17th March 2022 10am-12pm via Microsoft Teams

Anticipated go live date for the DPS:

April 2022

The maximum time-scale for approval to joining the DPS is 10 days.

The minimum time-scale for return of individual tenders for opportunities is 10 days.

The DPS is anticipated to last for a minimum of five years up to a maximum of 10 years (subject to an annual review) with opportunities to join the lists at any point in time.

GET INVOLVED IN SHAPING
THE FUTURE OF LOWESTOFT.
START YOUR JOURNEY TO
SUPPORT THE DELIVERY OF
OUR MULTI-MILLION-POUND
INVESTMENT PLAN

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#THELEADINGLIGHT

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