



Supplier Onboarding Guide

RM6241 Housing Maintenance and Repair DPS

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Welcome



Thank you for your interest in the Housing Maintenance & Repair Dynamic Purchasing System (DPS) from the Crown Commercial Service (CCS).

Over the next few slides we hope to make the onboarding process to the DPS as simple as possible, to ensure all successful suppliers can take part in the fantastic public sector tendering opportunities through this DPS.

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Before We Begin



To take part in further competitions through the DPS, all suppliers will need to be successfully onboarded to the DPS, also known as 'appointed'. In order to do this you must follow all of the necessary steps set out in this presentation and further described in the 'READ FIRST RM6241 - DPS Needs' document available from the bid pack on the DPS Marketplace.

Simply registering on the DPS Marketplace by creating a login does not mean you are onboarded/appointed,

and you will not be able to take part in further competitions. The next few slides note the process that is necessary for you to follow to be fully appointed.



Guidance for Suppliers



What you'll need:

- Professional indemnity insurance: £5m
- Public liability insurance: £5m
- Employers' liability insurance £5m

- Cyber Essentials (Basic) - Renewed annually to remain on the DPS

- Service specific certifications i.e. PAS 2030

- Buyers can also request at competition additional specific accreditations if required based on their requirements e.g ISOs.

These must be continually held and renewed upon expiry throughout the lifetime of the DPS and subsequent order contracts placed through it. If you fail to hold any of these, CCS have the right to suspend you from the agreement and prevent you from taking part in further competitions until they are held.

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Guidance for Suppliers



All Suppliers are required to register on the DPS system, also called the Supplier Registration Service (SRS) system, prior to bidding on any invitations to tender. To register for the DPS system please go to:

<https://supplierregistration.cabinetoffice.gov.uk/organisation/register>

You'll be asked to complete a variety of information about your company and the services you can provide. This will include 2 different questionnaires that include information such as:

- Basic details like name, company registration number and registered address
- Your DUNS number, available here - <https://www.dnb.co.uk/duns-number/lookup.html>
- A selection questionnaire to ensure suppliers work to an appropriate code of conduct and commit and conform to various social, environmental and legislative requirements
- Proof of required insurances, Cyber Essentials Basic and any service specific certifications required
- Financial Viability Risk Assessment (FVRA)
- The services you can provide, which is a simple tick list of everything you are able to offer to customers

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Standard Selection Questionnaire



A selection questionnaire has to be completed in order to apply for public sector contract opportunities. This questionnaire cross references questions from the DPSQ (covered over the next few slides) and is only answered once throughout the onboarding process

This enables you to make a self-declaration on behalf of your organisation in the following areas:

- Organisation and proposed bidding models
- Grounds for exclusion from procurement procedures
- Financial standing

In this questionnaire, you will answer questions such as:

- Organisation details
- Are you an SME?
- Modern Slavery Assessment Tool
- What assurances/insurances do you hold

Standard Selection Questionnaire



Whilst the questionnaire looks very in depth, there are some questions you answer only if applicable. There are also some that do not apply to the Housing Maintenance & Repair DPS, listed below:

A response is NOT required to these questions:

- Part 1: (Contract Example 1) – Q133
- Part 1: (Contract Example 2) – Q134
- Part 1: (Contract Example 3) – Q135
- Part 3: (Steel) Q147 - Q149
- Part 3: (Supply Chain) Q150 – Q154

Evidence submission stage for the following questions

- Q166 – Q172;
- Q176; and
- Q179 – Q185

Standard Selection Questionnaire



Q144 - Q146: Apprenticeships and skills development

- We fully understand this is a crucial area, and the questions ask for your commitment to support it, and if you would be willing to provide evidence of this, when requested.
- Following on from these questions, Q177 & Q178 asks you to submit evidence to support your commitment following on from Q144-Q146.
- At this stage, without an order contract in place, this may be difficult, and due to this if you are unable to provide evidence at this stage, don't worry. Simply leave Q177 & Q178 blank. This will not impact the onboarding process.
- Once you are onboarded, CCS and the Buyer may request this evidence, particularly if an order contract is awarded to yourselves.



Housing Maintenance and Repair DPS Questionnaire (DPSQ)



Separate to the standard selection questionnaire, the topics covered in the DPSQ include:

- Upload of FVRA tool
- Necessary Assurances
- Sub contractors information
- Services you as an organisation can provide through the DPS
- Locations your organisation cover
- Building types (level of floors) you can carry work out in
- Contract value

This questionnaire ultimately determines where you sit in the shortlist when Buyers are inviting you to tender.

FVRA Tool

The Financial Viability Risk Assessment (FVRA) is a tool that is used for understanding your organisation's financial standing.

We have created a presentation specifically for the FVRA, available in the bid pack, but below I have included some key points. This process is not Pass/Fail. Even if red risk flags are produced, it just means that the next step in the process would be to ask for further information from yourselves.

For each bidder the following is required:

- Review a bidder populated “Financial Viability Risk Assessment” (“**FVRA**”)
 - Validate data input, review supporting documentation and assess using ratios
- Complete an “**FVRA Evaluation**”
 - Conclude risk assessment with supporting narrative
 - Define mitigating actions if necessary
- FVRA evaluation and outcome to be quality assured (with at least 2 people reviewing)
- DPS FVRA - 10 Working days

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FVRA Tool



- The expectation on the Bidder is to populate the FVRA template to the point that it matches its submitted published accounts (or draft accounts if provided). This is so CCS can verify the figures, it is noted that the FVRA template can look a little overwhelming with a significant amount of data lines available. It is made this way so that each line on a set of published accounts can be replicated on the FVRA template.
- It is expected that an Income Statement (P&L) and Statement of Financial Position (Balance Sheet) of a bidder are input onto the FVRA template.
- All information is handled in the strictest of confidence.

A link to the in depth FVRA presentation can be found in the Supplier Bid Pack on our [website](#).



Carbon Reduction Plan Support



- [PPN 06/21 policy note and guidelines](#)
- [frequently asked questions about PPN 06/21](#)
- The [technical standards](#) documentation helps show what is needed in each area.
- Template that is downloadable from the PPN page [here](#)

Your CRP needs to state clearly :

- Your commitment to Net Zero on or before 2050
- A base year with scopes 1, 2 and required scope 3 emissions data
- Current year with scopes 1, 2 and required scope 3 emissions data
- Your plans or steps that you as an organisation are taking to help you reach your Net Zero target
- A signed and dated declaration with the signatory's designation.

For additional information we have training to assist in the creation of your CRP which is available for you to attend free of charge, you can register for this training [here](#). We have various online documents available, including the technical guidance on creating your CRP that you can access [here](#).

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Final Steps



- Once you're registered on the DPS system, you can then browse all current tenders available from the Housing Maintenance & Repair DPS.
- Customers will filter their requirement, and all suppliers who have selected the combination of filters will be invited to tender for the opportunity.
- Customers as part of their tender will use the standard bid pack template on our website
- You will need to follow the instructions set by the customer on how to tender, and they may ask for additional insurances and accreditations to those asked for when onboarding to the DPS.
- The category team are aiming to regularly publish a customer opportunity pipeline so you can plan your bidding activity
- If you're awarded a contract, CCS will be in touch about next steps. This will involve the submission of Management Information (MI) each month to report on the spend from any contracts awarded under this DPS. More information can be found in DPS Schedule 4 - DPS Management



Keep in touch



Please send any questions to:
rm6241housing@crowncommercial.gov.uk

0345 410 2222

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