



Dynamic Purchasing System - Routine Grounds Maintenance Services for Schools

Frequently Asked Questions (FAQs)

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The following is a record of frequently asked questions (FAQs) regarding the provision of Routine Grounds Maintenance services - dynamic purchasing system (DPS).

No.	Question	Answer
1	Can I apply to join the DPS by printing and posting my paperwork?	No. The DPS must operate as a completely electronic system. If you download and complete the selection questionnaire by hand, you must scan in or photograph it, upload and submit it via the iSupplier Portal.
2	How will I be notified as to whether or not I have been successful in being appointed to the DPS?	Service Providers will be informed via the i-supplier portal as to whether or not they have been successfully appointed onto the DPS. If unsuccessful, the reasons why the application was unsuccessful will be provided.
3	If I am unsuccessful in being appointed to the DPS will I be able to reapply?	Yes.
4	What are the mini competitions?	Each time a contract for Grounds Maintenance needs to be let, this is the process by which the Authority invites Service Providers appointed to the DPS to tender for the contract. It is at this stage Service Providers submit a price for the contract or contract(s) advertised as a Batch. Mini-competitions will take the form of an RFQ via the i-supplier portal.
5	How do I bid for the Grounds Maintenance contracts?	The RFQ will be issued via the LCC i-supplier portal and a notification of the opportunity will be sent with further instruction for submitting your proposal.
6	Are contracts let on price only?	The majority of contracts let from this DPS will be based on price only. However some mini-competitions may have additional project specific questions included as part of the evaluation. Service Providers will be notified whether this is the case at the time of being invited to submit a tender.
7	How will I be notified that I have been successful in bidding for a Grounds Maintenance contract?	Service Providers will be informed via the i-supplier portal if they have been successfully awarded a contract following mini-competition.
8	Why is the tendering process so complicated?	The Authority is governed by the Public Contracts Regulations 2015 (and any such regulation succeeding this). Whilst each contract let under the DPS may be small in its own right, the Authority has to consider the total number of contracts that may be let over the lifetime of the DPS and consider the overall total value of all these contracts put together. This value means that the Authority must follow strict procurement procedures as prescribed in the Public Contracts Regulations 2015.

9	Does this DPS affect contracts that are currently running?	No. If you currently have a contract with the Authority, it will continue under those terms and conditions until that contract terminates (either by expiry or earlier subject to the termination clauses in the contract). From 1 November 2021, any new contracts will be let through the DPS.
10	Can sole traders apply to join the DPS?	Yes, as long as the company is capable of carrying out the work to the requirements of the Specification.
11	How often will mini-competitions be issued?	Mini-competitions will come out at any point throughout the year so it is important for Service Providers to check their emails and/or the iSupplier system to ensure that they do not miss out on invitations to tender.
12	Do I need a Health and Safety policy?	All organisations with more than 5 employees must have a Health and Safety Policy. For organisations that have fewer than 5 employees, the Authority maintains that you must give due regard for your Health and Safety responsibilities and are therefore still required to have a Health and Safety Policy.
13	What can I do if I don't agree with the terms and conditions?	If you do not agree with the terms and conditions relating to this DPS, then you do not have to request to participate or bid for contracts. By requesting to participate (and bidding for contracts if accepted to this DPS) you are agreeing to be bound by the terms and conditions of the DPS.
14	Why do I have to reply within 10 working days of being notified that I have been awarded a contract?	A reply is required so that the Authority knows that you accept the contract(s) awarded to you. The Authority reserves the right to go to the next placed Service Provider if a response is not received.