

# Dynamic Purchasing System (DPS) for Minor Works (Disabled Facilities Grants) (2 Lots)

We would like to invite you to join our Dynamic Purchasing System (DPS) which will provide a list of approved providers considered capable of carrying out minor works to a satisfactory standard. The Council requires the ability to flexibly deliver minor building works funded by Disabled funded Grants in the way it sees fit to none Council owned domestic properties. The DPS is set up initially for 4 years from 24 February 2023 to assist in the procurement of minor works valued up to £60k. The objective is to source a greater range of provision; a wider choice of providers (including small and medium enterprises) in a quicker and more efficient way.

The DPS is a two-stage process:

## Stage 1

In the initial setup stage, all providers who meet the selection criteria and are not excluded will be admitted to the DPS. There is no limit on the number of providers that may join the DPS for each Lot and new providers can apply to join the DPS at any point during its lifetime.

### Register Your Organisation with In-Tend (you only need to do this step once)

- <https://in-tendhost.co.uk/telford>
- Click on the Register tab and complete the fields in Company Details tab.
- Move to the Business Classifications tab. You need to specify the kind of work you're interested in doing for the Council.
- Type in code 45262700-8 for our Minor Works (Disabled Facilities Grants) DPS, click search, then click on the "+" next to the code.
- On the Company Categories tab, you can tick as many of the options shown as required.
- Click Register My Company.



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In order to join the DPS for Minor Works (Disabled Facilities Grants) please complete the application process via In-Tend. The documents are available on the In-Tend website and you must register on this site to be able to respond. To ensure you receive and always have full access to the documentation from In-Tend, you may find it beneficial to register using a shared mailbox.

You may submit a questionnaire response at any time during the validity of the DPS and may re-submit at any time e.g. for additional Lots or to update information.

**Express an Interest in our Minor Works (Disabled Facilities Grants) DPS** (you only need to do this step once)

- Log into In-Tend at <https://in-tendhost.co.uk/telford>
- Select the Tenders tab and click Current.
- Scroll or search to locate the Minor Works (Disabled Facilities Grants) Dynamic Purchasing System (DPS).
- Select View Details.
- Select Stage 1 Selection Questionnaire
- Select Express Interest.

**Apply to Join our Minor Works (Disabled Facilities Grants) DPS** (you only need to do this once but separate applications are required for each LOT)

- Select Opt In (if requested)
- “Lot Status Submitting” – choose the lot(s) you would like to apply to join
- Complete the questionnaire(s) for the lot(s)
- Upload the requested supporting documentation
- Submit your return



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## Stage 2

Individual contracts are awarded during the second stage. In this stage all providers admitted to the DPS for the Lot required can bid for a specific contract.

### Criteria

Constructionline Gold Membership*	SSIP	Employer Liability Insurance (if applicable) £5m	Public Liability Insurance £5m	Signed up to T&W Safe Working Document V.10	Accept "Conditions of Agreement" and "Schedule of Rates"	Modern Slavery – Commitment to follow best practice	Trustmark registered for Home Adaptations – Elderly and Disabled.	Respond to Call-Offs within 3-5 days
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\*contractor to ensure membership is "verified" at all times during the validity of the DPS.