OFF SEN Commercial EXTERNAL

DCMS DPS System Entry Briefing

17th November 2020

DRAFT v0.3

Introduction

- Suppliers who wish to participate in the Gigabit Infrastructure Subsidy DPS call-offs will respond to a Supplier Selection Questionnaire (SQ) as an application to join the DPS. Suppliers that meet the qualifying criteria will be admitted onto the DPS and will then be able to, but not obliged to, participate in call-off competitions which will be run for each of the Gigabit Infrastructure Subsidy Dynamic Purchasing System contracts.
- This document is a guide to entry onto the Dynamic Purchasing System (DPS) indicating how the Supplier Selection Questionnaire (SQ) is constructed, what information will be requested for entry and what is required for maintaining membership on the DPS.
- Applications to the DPS will not be scored and will be evaluated solely on a Pass/Fail basis.
- Please note that any Supplier not on the DPS will not be able to bid on a call-off competition.
- There will be a call-off per bundle
- A separate briefing session will be held in the next few weeks on the call-off process
- Suppliers can apply to join the DPS from its launch and up until the final call-off has been released.
- A separate guide will be developed for using the DPS system including how to submit an application.
- Annual self certification is a requirement for all suppliers on the DPS.

DPS: Entry requirements

To join the DPS, Suppliers have to submit a 3-part questionnaire

Supplier Submission Questionnaire	Submission Requirements
Part 1 - Potential Supplier Information	Organisation details
Part 2 - Exclusion Grounds	These are the grounds set out in regulation <u>57 PCR</u> . If a Supplier satisfies one or more of these grounds for exclusion, BDUK reserves the right to exclude the Supplier from further participation in the application process to join the DPS, subject to the Supplier's ability to self-clean.
Part 3 - Selection Questions	 Economic and Financial Standing Completed Financial Standing Template. Technical and Professional Ability Confirmation that your organisation has experience of delivering gigabit-capable technologies, wholesale access layer network [in rural areas] to over 1,000 premises. Compliance Requirements Appropriate Insurance held Cyber Essentials or Cyber Essentials Plus certification held Compliance with Section 54 of the Modern Slavery Act 2015 Agreement to report costs to the level of detailed outlined in the Cost Categories Schedule Agreement to the Competition Process Agreement Agreement to the DPS Agreement

Part 1: Potential Supplier Information

Section 1 of SQ

Information requested

- Supplier information eg: name, address etc.
- Bidding model the structure of the organisation when bidding on a call-off competition.
- Contact details and signature (electronic is acceptable)

What DCMS will do with the information

This is for information purposes only and will be held securely on the DPS system

What is required on the DPS annual self certification form?

Suppliers will be asked to confirm their details are still correct, and provide any updates to this information.

Part 2: Exclusion Grounds

Section 2 of SQ: Grounds for Mandatory Exclusion Section 3 of SQ: Grounds for Discretionary Exclusion

Information requested

- Grounds for mandatory exclusion (e.g. participation in a criminal organisation) & self-cleaning.
- Grounds for discretionary exclusion (e.g. breach of environmental obligations) & self-cleaning

What DCMS will do with the information

Responses will be evaluated if a Supplier has recorded any grounds for exclusion. The evaluator will need to assess whether the Supplier has put sufficient measures in place to achieve a pass known as self-cleaning. If we do not believe sufficient self-cleaning measures have been followed / put in place the Supplier will not be submitted onto the DPS.

What is required on the DPS annual self certification form?

Supplier to confirm that the information stated in this section is still correct. If the information is still correct then the Supplier is required to confirm this and no further action is required.

If there are any changes to the information submitted in the SQ regarding Exclusion Grounds, Suppliers are required to update that section of the SQ and resubmit this in the annual self certification.

Points to note on parts 1 & 2

- If a potential Supplier, or any organisation they rely on to meet the selection criteria, has breached any of the exclusion grounds, they have the opportunity to explain how and what action they have taken to rectify the situation (this is called self-cleaning).
- We require a completed Part 1 and Part 2 declaration from any organisations that potential Suppliers rely on to meet the selection criteria. These could be parent companies, affiliates, associates, or key subcontractors.

Part 3: Selection Questions

Section SQ 4 & 5: Economic & Financial standing

Information requested

- Economic and Financial Standing
- The last 2 years of audited accounts
- A statement of

A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).

- Wider group information
 - If a Supplier has indicated they are part of a wider group in question (1.1) of the SQ.

What DCMS will do with the information

Documents to prove financial standing will need to be provided here, these will be reviewed to understand if the Supplier has sufficient financial standing to participate in a call-off competition.

What is required on the DPS annual self certification form?

Suppliers will be asked to confirm financial statements will be available if requested, self-certify continued financial viability and confirm that the Contracting Authority has been made aware of any Financial Distress Events.

Part 3: Selection Questions

Section SQ 6.1, 6.2, 6.3 & 8.5: Technical Capability

Information requested

- Relevant experience and contract examples
- Maintenance of healthy supply chains
- Build capacity case studies
- Technology offer

What DCMS will do with the information

The information provided will be evaluated by BDUK and scored on a pass/ fail basis. Where case studies are requested a minimum of 1 and a maximum of 3 examples are accepted.

What is required on the DPS annual self certification form?

Suppliers to confirm that the information stated in this section is still correct from when the SQ was submitted. If there are any changes to the information, Suppliers are required to resubmit that section.

Points to note on Technical capability

Suppliers will be prompted to provide at least two, but no more than three case studies to demonstrate relevant experience and capabilities.

- Where case studies are requested a minimum of 1 and a maximum of 3 examples are accepted.
- The case studies must relate to network solutions delivered in the last 36 months.
- At DPS entry we are asking for evidence of previous experience of delivering gigabit capable technologies that meet our requirements. We are not requesting detailed designs at this stage.
- It is important to review the full requirements for the case studies found in the DPS Application Process document.

Please note; word counts may be applicable

Part 3: Selection Questions

Section SQ 7-8.4, 8.7: Professional Capability

Information requested

- Modern Slavery Act 2015 compliance with the modern slavery act 2015
- Insurance Supplier to confirm they already have, or can commit to obtain, prior to entry to the DPS, the levels of insurance outlined in the DPS SQ.
- Suppliers past performance

What DCMS will do with the information

DPS requirement; if applicable Supplier to confirm complaince with Modern Slavery Act 2015 DPS requirement; Supplier to confirm they have specified insurance levels in place DPS requirement; BDUK may request a certificate proving business has taken place ie: procurement of goods/ services with regard to principal contracts from the past 3 years.

What is required on the DPS annual self certification form?

Modern Slavery; please confirm information submitted when completing the SQ is still accurate Insurance; please self-certify that you have obtained the Insurances and the Insurances are in force and effect and meet in full the requirements set out in Clause 30.

Suppliers past performance; please confirm information submitted when completing the SQ is still accurate

Part 3: Selection Questions continued

Section SQ 7-8.4, 8.7: Professional Capability

Information requested

- DPS agreement
- Cyber essentials
- Supply chain management

What DCMS will do with the information

DPS requirement; confirm agreement to T&Cs

DPS requirement; to confirm you have the relevant cyber security in place. No document required at this stage.

DPS requirement; to confirm you have robust supply chain management in place including adherence to the prompt payment code throughout your supply chain.

What is required on the DPS annual self certification form?

Please confirm continued compliance with the DPS Agreement and that there have been no breaches of its terms.

Please self-certify compliance with the provisions of DPS Schedule 9 (Cyber Security).

Please provide one of the following: Evidence of the renewal of the Cyber Essentials or Cyber Essentials Plus certificate; or continued compliance with the 10 Steps to Cyber Security.

Part 3: Selection Questions continued

Section SQ 8.6: Health & Safety

Information requested

Health and safety - Supplier to provide previous breaches of health and safety legislation in the last 3 years for both themselves and all supply chain members, on comparable projects. Where any breaches have occurred, please provide details of mitigations that have been put in place to prevent future breaches.

What DCMS will do with the information

Information on breaches and mitigations to health and safety in the past 3 years, to be evaluated to understand if you have the correct procedures in place.

What is required on the DPS annual self certification form?

Please confirm information submitted when completing the SQ is still accurate, if there are any changes to this section please update details in this section of the SQ and resubmit in the annual self certification form.

Submitting Suppliers onto the DPS

This will be done via our DPS system

The timeframes for application results during the initial DPS setup and following the launch are different.

Initial setup

Applications submitted following the launch in the new year will be assessed as part of the initial DPS set up. The Contracting Authority is required to assess suitability and capability within the time frame of 30 days. This will then be followed by an internal moderation process resulting in an approved shortlist of Suppliers. Notification of results and accompanying feedback will follow.

DPS lifetime

Following the initial setup of the DPS, the application portal will reopen to Suppliers. The Contracting Authority is required to assess suitability and capability within a timeframe of 10 days, (unless it is justified to extend this period to 15 days).

If the Supplier is not submitted onto the DPS they will be provided with feedback and can choose to repeat the application process at any stage during the programme lifetime.

Continued membership of the DPS

Suppliers have to meet certain conditions to remain on the DPS

All Suppliers successfully admitted onto the DPS will be required to submit a annual self certification confirming key information still meets the standard required for entry to the DPS. There will also be a quarterly meeting with Suppliers to understand how the DPS system is working and collect any feedback on the bundling process and procurement profile.

DPS Quarterly Feedback

Required every quarter from the Supplier.

Information required

- Feedback on the DPS system
- Feedback on the requirement releases
- Risks and Issues with delivering a Gigabit Infrastructure Subsidy DPS Contract

Continued membership of the DPS

DPS Annual Self certification

- Required to be submitted yearly by the Supplier .
- The release of the form will be one month prior to the annual anniversary of the DPS launch.

Contact details

Reconfirm contact details and provide a signature (electronic is acceptable).

Confirmation information submitted on the DPS SQ is still correct including;

- Part 1: Supplier details
- Part 2: Exclusion Grounds
- Part 3: Selection Questions

These are yes/ no questions for the Supplier to complete. If there are any changes, Suppliers are required to submit updated information from the relevant section and upload it to the DPS system.

Final points

- All clarification questions are to be submitted via the DPS system and will be answered via the portal.
- DCMS can require information from any Supplier at any stage if it is necessary to ensure proper conduct of the procurement procedure.
- If you are bidding as part of a consortium; if there are any updates to this or any other part of your bidding model please provide the updated details to DCMS during the procurement process.
- Subcontractors that you rely on to meet the selection criteria must complete a self-declaration part 1 and 2 of the SQ (although subcontractors that are not relied upon do not need to complete the self-declaration) in relation to all the exclusion criteria.
- Please ensure all information provided is accurate and you are not misrepresenting the provider in any way.
- To ensure you will be able to bid on the first call-off, we strongly recommend you join the DPS during its initial launch phase.