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# Scottish Procurement Supplier's Guide

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Digital Technology Services  
Dynamic Purchasing System  
(DPS)

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## 1. Foreword and acknowledgements

Scottish Procurement aims to deliver benefits to the people of Scotland through improved value for money for taxpayers, improved goods and services for all our citizens and economic opportunities for Scotland. This is achievable through effective collaboration throughout the procurement cycle.

## 2. Introduction

Scottish Procurement have created this DPS for Digital Technology Services to continue to provide Scottish public sector and third sector bodies with a quick route to market for digital technology and cyber security services. This guide has been developed to assist suppliers who are interested in joining the DPS.

## 3. What is a dynamic purchasing system (DPS)?

A DPS is a system available to buying organisations and allows them to buy works, services and goods commonly available on the market. As a procurement tool, it has some aspects that are similar to an electronic framework agreement, however new suppliers can join at any time.

It has its own specific set of requirements and it is run as a completely electronic process, and is set up under regulations as set out in Regulation 35 of the Public (Contracts) Scotland Regulations 2015.

## 4. Duration of the DPS

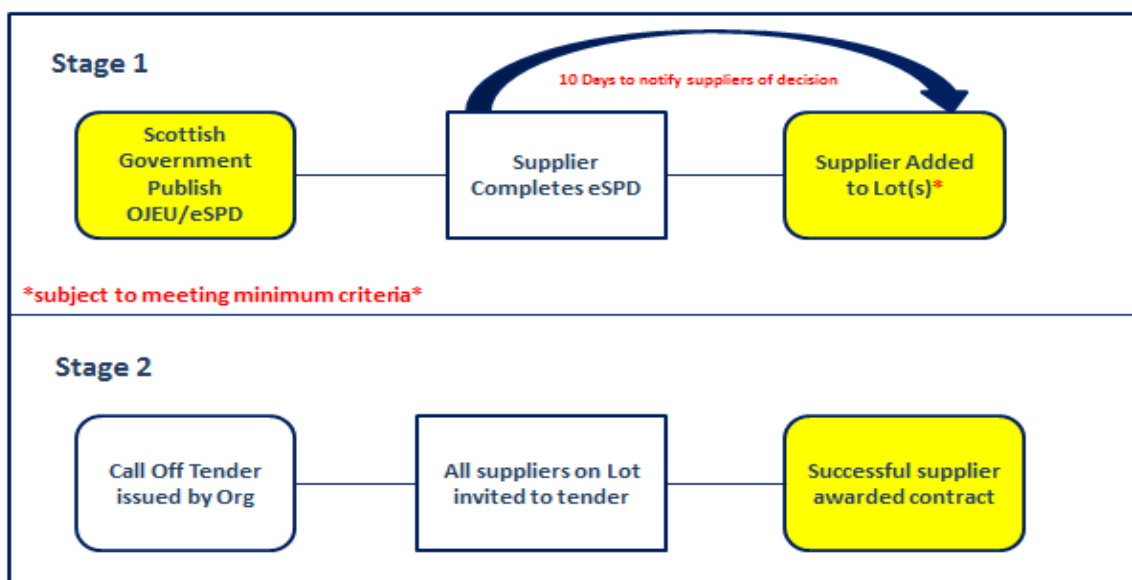
This DPS is expected to run for a period of four years until February 2023. There are no time limit restrictions on a DPS and Scottish Procurement reserve the right to stop or extend the operation of the DPS at any time.

## 5. How a DPS works

A DPS is a two stage process:

1. Supplier requests to participate by completing the European Single Procurement Document ESPD - suppliers are required to complete this and meet a minimum selection criteria.
2. Call-off contracts are tendered via the DPS by public sector organisations - suppliers can bid for call-off contracts that are issued via the DPS.

The diagram below offers a simple high level illustration of how the DPS operates:



- There is no maximum or minimum number of suppliers within each Lot.
- Suppliers have the option to join the DPS at any time.
- There are no restrictions on the number of Lots suppliers may apply for.

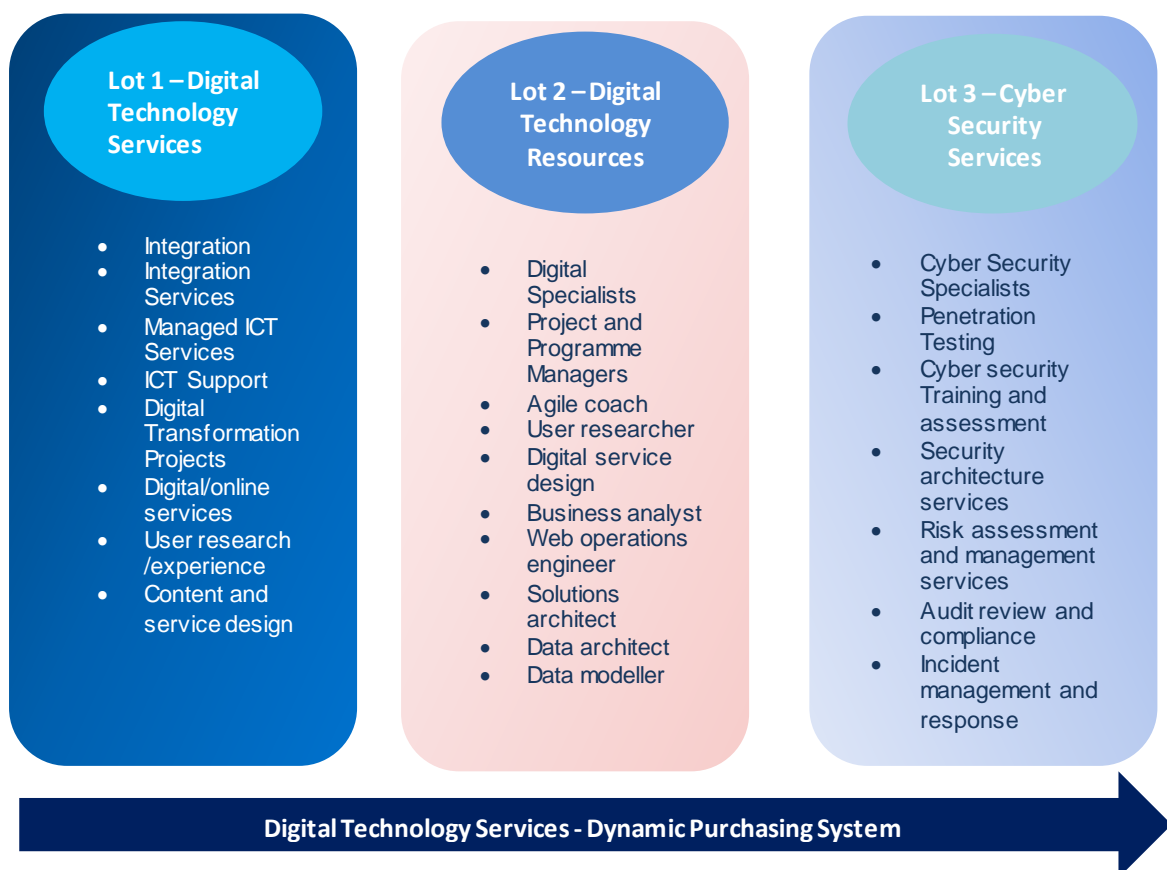
## 6. Scope

There are three Lots and suppliers can indicate which lots they wish to apply for, the Lots are:

- Lot 1 - Digital Technology Projects
- Lot 2 - Digital technology Resources
- Lot 3 - Cyber Security Services

Suppliers can apply to participate in any Lot that is relevant to their business and there is no restriction on the number of Lots a supplier can be on.

Some examples of the types of services to be delivered under each Lot can be seen in the diagram below:



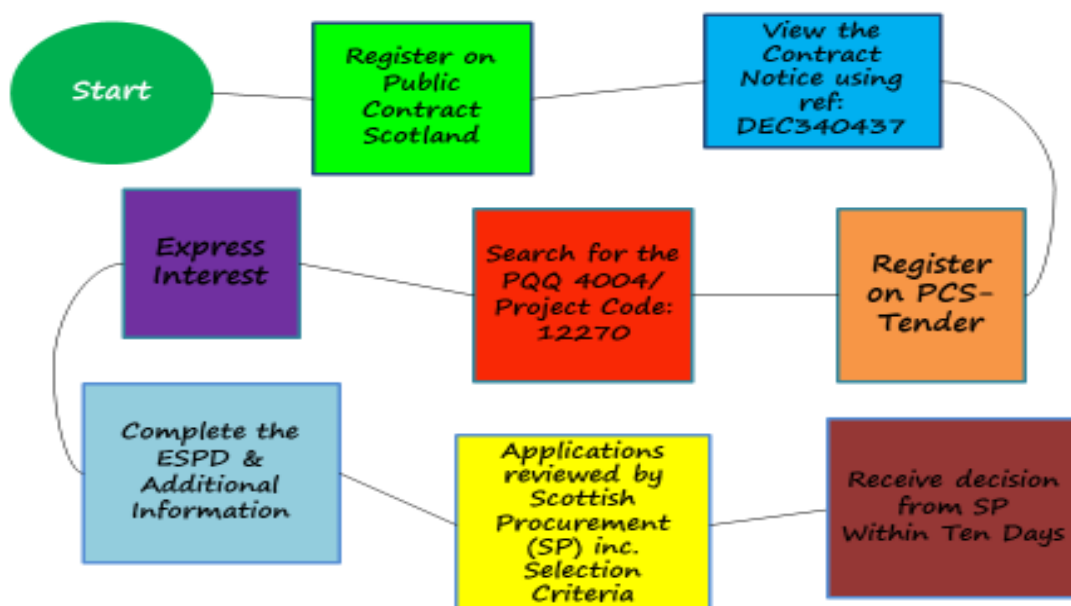
## 7. DPS - the benefits

A DPS is a very simple procurement procedure that benefits both suppliers and buyers. Below are just some of the benefits suppliers can expect when signing up to the DPS:



## 8. How to join the DPS - the process

Applying to join the DPS is a simple process. The DPS must be operated electronically and Scottish Procurement have ensured the systems used are ones which suppliers may be familiar with. The diagram below illustrates the simple steps suppliers must undertake to join and highlights the systems utilised during the process:



## Public Contracts Scotland contract notice

Suppliers can find the live contract notice on the [Public Contracts Scotland](#) portal at any time during the term of the DPS. The contract notice advises Suppliers how to find the ESPD on the PCS-Tender system and a description of the Lots and the minimum selection criteria. Suppliers must register (free of charge) for a login on PCS-Tender to access the PQQ.

### Public Contract Scotland - Tender (PCS-Tender)

To apply to join the DPS, suppliers must complete a European Single Procurement Document (ESPD) which is then evaluated against the selection criteria outlined in the Contract notice. Additional information is provided in section 9 of this document.

Once registered on PCS-Tender, Suppliers should search for the DPS under “PQQs Open to All Suppliers” section on the Dashboard page.

ESPD title: Digital Technology Services – Dynamic Purchasing System

Project Code: 12270

PQQ code: 4004

Suppliers will receive a decision from Scottish Procurement via the PCS-Tender message board or email within 10 working days of submitting their application to join the DPS.

Note: User guides are available in the help file area of PCS-Tender.

## 9. Selection criteria

The DPS has the following minimum mandatory selection criteria requirements as detailed in the contract notice:

[View Notice - Public Contracts Scotland](#)

- 12 months minimum incorporation of your company.
- Part 4B - Confirmation that you hold/commit to holding the following minimum insurance levels:
  - Public Liability Insurance - £1M
  - Employers Liability Insurance - £5M
  - Professional Indemnity Insurance - £1M
- Question 4C.2 - 2 examples (per Lot) of Technical Experience detailing your experience of undertaking similar services.
- Question 4C.6 - Information on the qualifications held by you and/or your staff such as Agile, PRINCE2, Cyber Security specialism, Computer Science/Engineering degrees or other relevant ICT qualifications. A general summation of the qualifications held by your staff is sufficient rather than named individuals.

## 10. Technical Experience – Question 4C.2

Question 4C.2 has a technical experience template attached which provides a structured document to fill out. This template must be completed as part of the process to join the DPS. If this template is left blank, applications will be rejected.

Note: This is a standard document and the format should not be changed.

When applying, you will be asked to provide two different examples of your technical experience for each lot. Each different example must be relevant to that lot. Examples should be concise but generally in the 200-300 word range. Examples should be recent, within the last 3 years.

General advice for structuring your examples are to use the STAR technique to provide information about the contract/example.

- Situation - tell us about the contract background.
- Task - tell us about what you were contracted to do.
- Action - tell us about how you did it.
- Result - tell us about how the contract was completed and any issues resolved.

Each of the lots focuses on different aspects of ICT and will require different examples meeting the relevant criteria.



## Lot 1 – Digital Technology Projects

Lot 1 focuses on medium/large scale projects where the supplier is responsible for the end to end delivery of the service. These projects will have outcomes/deliverables against milestones. They may also support smaller phases of bigger Agile projects such as Discovery/Alpha/Beta/Live. Some examples of the types of projects are:

- Digital Transformation
- ICT Managed Services/Service Delivery
- Integration Services
- User Research/Content & Service Design

Some things the evaluation panel will be looking for is information on the following:

- Project Management methodology – Agile/PRINCE2/APM
- Risk Management – use of risk and issue logs
- Governance – structure and escalations in place
- Service Lifecycle – ITIL principles such as development, testing and deployment

Note: Not every example will require all of the information above.

## Lot 2 – Digital Technology Resources

Lot 2 focuses on the individual/team resources deployed to either backfill staff or fulfil a role. Overall the contracting organisation has responsibility for the delivery of the service but requires support or consultancy in order to meet its objectives. Some common roles in Lot 2 are:

- Consultants
- Business Analysts
- User Researchers
- Project Management Coaches – Agile/PRINCE2/etc.
- Application Development/Technical Architects
- Software Engineers
- Risk Managers
- Data Analytics Specialists

Some things the evaluation panel will be looking for is information on the following:

- The recruitment process (if applicable)
- How the right resource was identified
- The types of projects/work undertaken
- How the contract was managed

## Lot 3 – Cyber Security Services

Lot 3 is focused on Cyber Security/Resilience services and may be a mix of service and resourcing contracts. Some common services/roles in Lot 3 are:

- IT Security Operations Centre
- Penetration Testing
- Data Protection/GDPR
- Cyber Security Consultancy
- Security Architecture Specialists
- Information Security Officers
- Cyber Essentials accreditation/advice
- Information Security Training
- Incident Management Response
- Audit/Review
- Digital Forensics

Some things the evaluation panel will be looking for is information on the following:

- Information Security Principles
- Risk Management
- Identification of cyber issues and their resolution

More generally suppliers may also use case studies to provide evidence of the technical experience but they must also cover main evaluation points in order to be considered.

Once you have completed the ESPD and additional questions, please remember to click “Submit Response” which makes the application available to be reviewed and evaluated.

Note: We are unable to accept technical experience examples that are anonymised for commercial sensitivity. If you need to seek permission to disclose the organisation name or contract values then you should do this prior to applying.

## 11. Additional Information

Suppliers will be asked to supply some additional information which is not assessed as part of the evaluation.

- Real Living Wage – you should confirm whether your company pays/intends to pay staff involved in the delivery of call-off contracts at a rate equal to or higher than the real living wage.
- [Scottish Business Pledge \(SBP\)](#) – For companies headquartered in Scotland or have an employee base in Scotland the SBP asks for a commitment to social and community benefits such as: the Living Wage, no inappropriate Zero Hours contracts and addressing the Gender pay gap. We would encourage all Scottish suppliers applying to the DPS to consider signing up.
- Cyber Security – you should confirm if your company holds any 3<sup>rd</sup> party Cyber security accreditations and give details in the text box. For example if you company holds ISO27001/9001 or Cyber Essentials/Plus.

The additional information is used to analyse the marketplace and provide statistical information for the suppliers on the DPS.

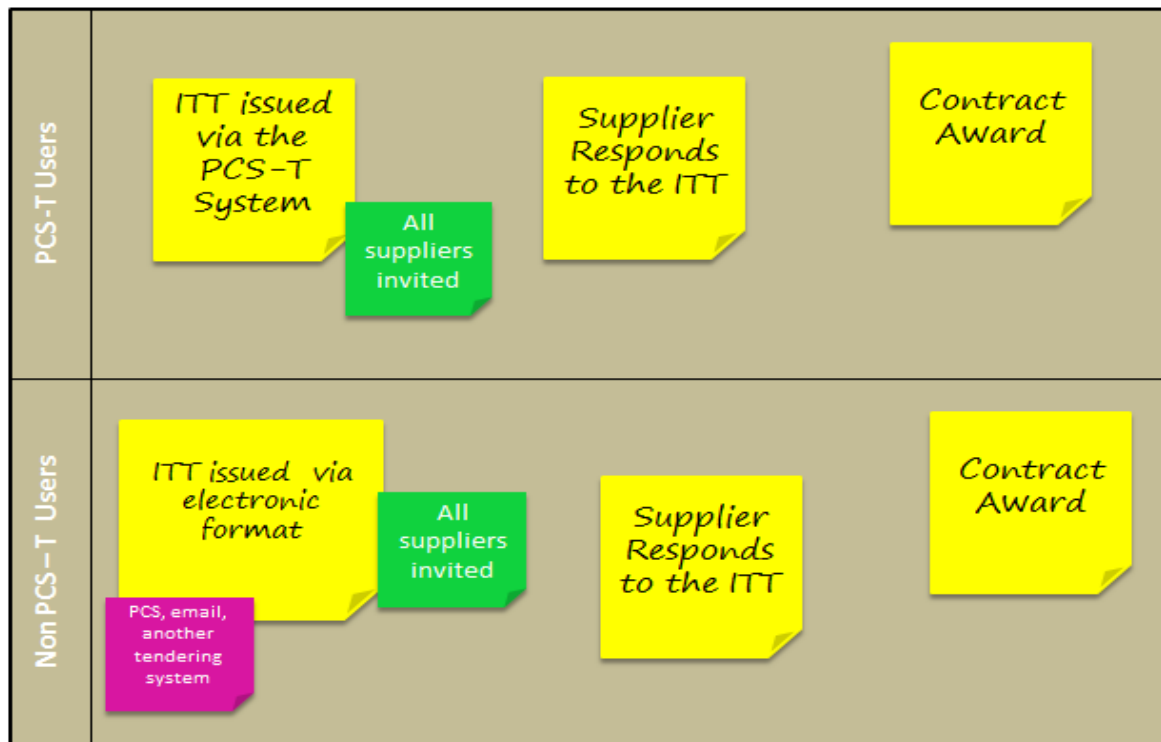
## 12. What happens next?

The application will be reviewed by a procurement specialist who will undertake business probity checks on your company and review the ESPD for any missing information. It will then be passed to the evaluation panel to make the final decision.

The panel have a maximum of 10 days from the date you have submitted to complete the evaluation. If more information or clarification is required this will be requested through the PCS-Tender messaging service and you will be asked to update and resubmit your application.

### 13. Issuing the ITT - electronic options

Public sector buying organisations have electronic options when issuing tenders. The main option is PCS-Tender however other systems or processes may be used. An illustration of the options are demonstrated in the diagram below:



### 14. Inviting suppliers to tender

All suppliers must be given the opportunity to submit a tender for each specific procurement exercise conducted under each Lot, for example, if a buyer was looking to procure through Lot 1 Digital Technology Projects, all suppliers within Lot 1 must be given the opportunity to bid for the contract. Suppliers should note there is no direct award procedure under a DPS.

The Digital Technology Services DPS has been designed to support the delivery of digital and technology services procurement projects in an agile way. Buyers can request full service or elements of Alpha, Beta and so on, depending on their individual requirement and the best method for delivery. Suppliers should note that in light of this buyers may wish to award a contract to single or multiple suppliers depending on the requirement.

#### Public Contracts Scotland - Tender: call-off process

The majority of call-off tenders will be issued via the PCS-Tender. Some enhancements have been made to make it easier for buyers to use PCS-Tender.

This process allows buyers to issue documentation to all suppliers at the push of a button via the respective Lot templates.

The use of PCS-T is not mandatory for the DPS and buyers can still use their own electronic method if they prefer but this process will be the most common approach.

#### 15. What is included within the ITT

The invitation to tender documents should include both a technical and commercial criteria aimed at assessing the suppliers ability to deliver the requirement and the cost of doing so. Both the technical and commercial envelopes will be developed by the contracting authority. The award criteria will include both cost and quality of service. The weightings will be determined prior to the issue of the tender documents.

Please note that the overall weightings will be within the following ranges:

- Quality/technical: 40-80%
- Price: 20-60%

Suppliers will be given a minimum of 10 days to respond to ITT's however some procurement exercises may allow longer response times – this will depend on the complexity of the requirement.

#### 16. Awarding contracts

Contracts will be awarded in an open, fair and transparent manner at all times and will be awarded to the supplier offering the most economically advantageous tender (MEAT).

There is no obligation to undertake a standstill period by the contracting authority when awarding a contract under the DPS. Any standstill period will be assessed on an individual tender basis. All contracts awarded will be published via the Public Contract Scotland portal.

#### 17. Updating Company Details

It is your responsibility to ensure that company details are kept up to date (contact details/email addresses) and to let the DPS Manager of any changes to your company structure e.g. the company has ceased trading or been bought over/merged. Only the company named on the DPS and in the ESPD is allowed to tender for opportunities. If your company changes name then they will need to submit a new ESPD and have the old profile removed.

If you have any questions, please use the PCS-Tender messaging service to contact the DPS manager for advice.

## 18. Contact details

Scottish Procurement points of contact:

DPS Manager:

Alasdair Rowan

Email: [Alasdair.Rowan@Gov.Scot](mailto:Alasdair.Rowan@Gov.Scot)

Senior Portfolio Specialist

ICT Services

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Portfolio Manager

ICT Services