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Scottish Procurement

Supplier Guide

Internet of Things - 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 has created this DPS for Internet of Things (IoT) technologies and services to continue to provide Scottish public sector and third sector bodies with a quick route to market for this emerging technology. This guide has been developed to assist suppliers who are interested in joining the DPS.

3. What is a DPS?

A DPS is a system available to buying organisations and allows them to buy goods and services 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 apply to join at any time and there is no limit on the number of suppliers on the DPS.

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

Scottish Procurement established the IoT DPS on 6th September 2019 and has now been extended to 18 September 2025. There are no time limit restrictions on a DPS and Scottish Procurement reserve the right to stop the operation of the DPS at any time.

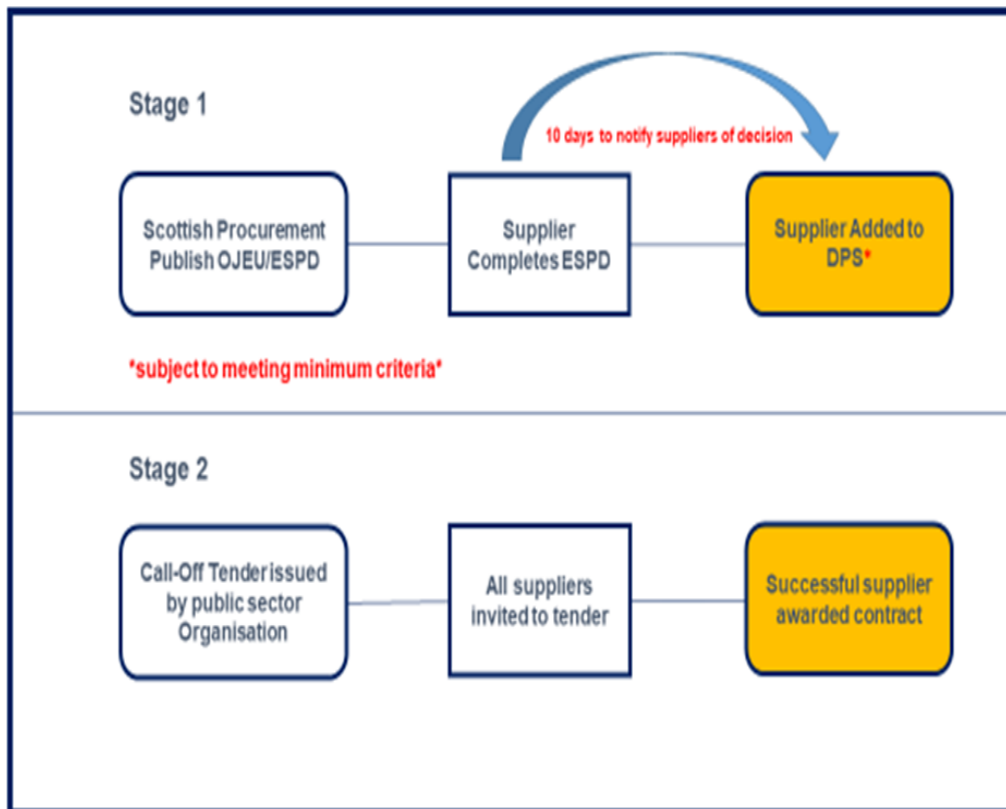
5. How a DPS works

A DPS is a two stage process:

Stage 1 - Suppliers request to participate by completing the European Single Procurement Document ESPD - suppliers are required to complete this and meet the minimum selection criteria. Suppliers should note that at section 4C.1.2 of the ESPD, they need to upload evidence of how they have the capacity to deliver IoT technologies and services.

Stage 2 – Invitations to tender (ITT) are issued by public sector organisations and are available to all suppliers on the DPS - Suppliers can then determine if they wish to submit a tender for each individual ITT.

The diagram below offers a simple high level illustration of how the DPS operates.. A handy checklist is available for suppliers at Annex A of this guide.



6. Scope

Due to the wide and diverse nature of IoT, it isn't possible to list all the types of technologies and services envisaged but some examples include:

<p>Device Management - Software that enables manual and automated tasks to create, provision, configure, troubleshoot and manage fleets of IoT devices and gateways remotely, in bulk or individually, and securely.</p>	<p>Integration - Software, data, tools and technologies which will accomplish IoT related business functions within an organisation.</p>
<p>Data Management - Including ingesting IoT endpoint and edge device data, storing data from edge to enterprise platforms and providing data accessibility, tracking lineage and flow of data and enforcing data and analytics governance policies.</p>	<p>Analytics - Including processing of data streams to provide insights into asset state by monitoring use, providing indicators, tracking patterns and optimising asset use.</p>

Subscription and Connectivity Management - Including subscription lifecycle management, stand-alone (on-demand) connectivity, interoperability and connectivity performance management.	Application enablement and management - Including software that enables business applications in any deployment model to analyse data and accomplish IoT-related business functions.
Security - Including software, devices, tools and practices facilitated to audit and ensure compliance, as well as to establish and execute preventive, detective and corrective controls and actions to ensure privacy and the security of data across an IoT solution.	IoT related hardware, for example, sensors, gateways, and on-premise infrastructure etc. IoT enablement (advice) and implementation services.

NOTE - This is not intended to be an exhaustive list of the services available through the DPS but provides a high level illustration of the range of potential services which may be requested.

7. DPS – the benefits

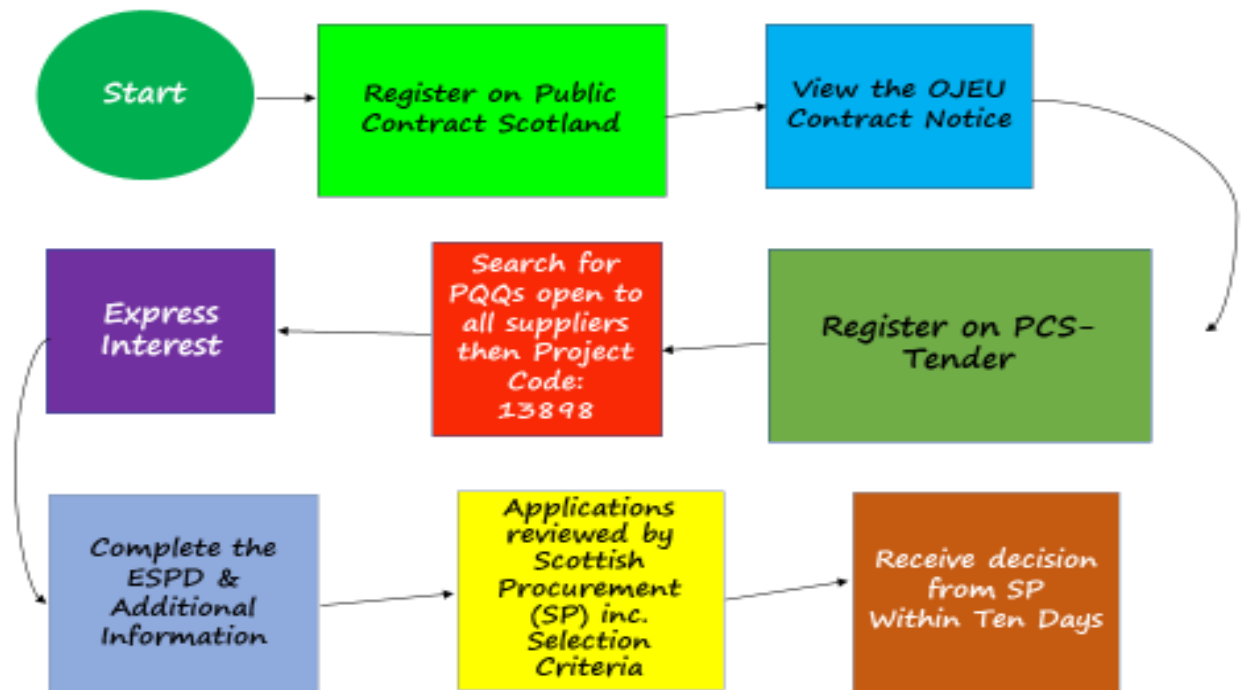
A DPS is an effective and efficient procurement procedure that can benefit both suppliers and buyers alike. Below are just some of the benefits you can expect to find when using the system:



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:



Suppliers can apply to join the DPS by registering on the systems below. The systems are easy to use and contain step by step guides.

Public Contract Scotland (PCS) - contract notice

Suppliers can view the live contract notice on the [PCS](#) portal at any time during the DPS lifetime. The contract notice gives suppliers instructions on where to find the ESPD on the PCS-Tender system.

Public Contract Scotland - Tender (PCS-Tender)

Suppliers are invited to note an expression of interest on [PCS-Tender](#). The system contains the ESPD which suppliers need to complete in order to join the DPS. Suppliers should search for the DPS under the PQQ section in PCS-Tender (PQQs open to all suppliers). The ESPD title is 'Internet of Things – Dynamic Purchasing System' and the project code is **13898**.

Suppliers should also note that within PCS-Tender, there is a technical envelope which contains an additional three questions which must be answered.

NOTE: A full set of “how to” guides are contained within the help file area of the [PCS-Tender](#) system.

When providing case study evidence, suppliers are encouraged to use the STAR technique. Examples should be recent, within the last few years and preferably within 2 sides of A4 paper.

Situation – tell us about what contract was for.

Task – tell us about what you did in that contract.

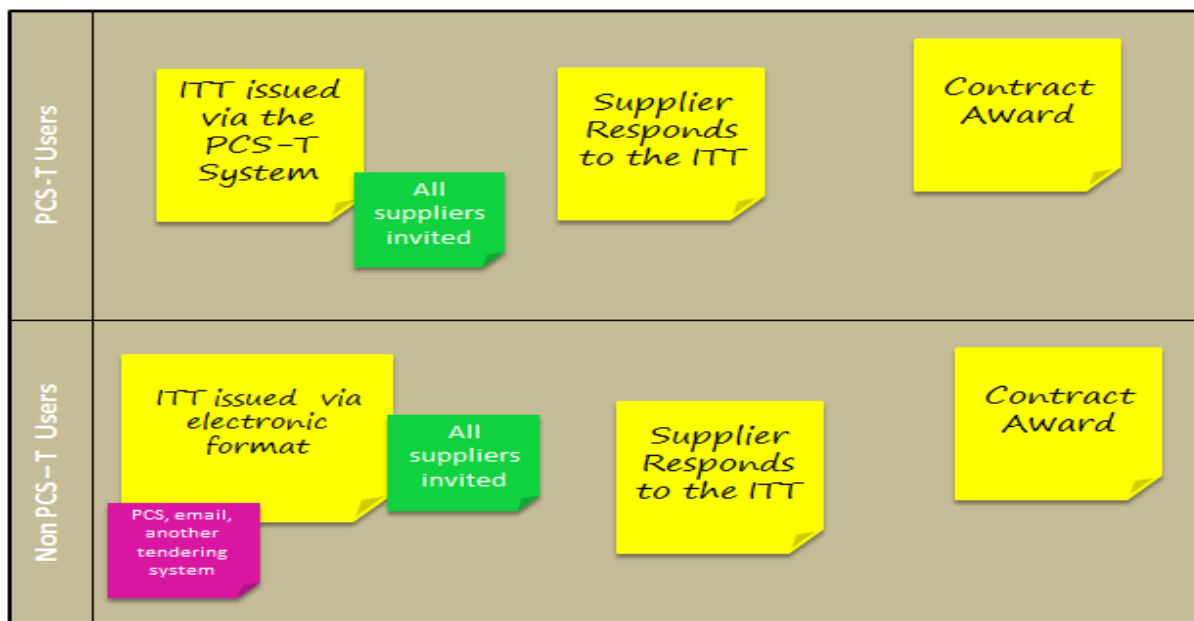
Action – tell us about how you did it.

Result – tell us about how you the contract was concluded and any issues resolved.

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.

9. 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:



10. Inviting suppliers to tender

All suppliers must be given the opportunity to submit a tender for each specific procurement exercise undertaken. Suppliers should note there is no direct award procedure under a DPS.

Public Contracts Scotland–Tender: call-off process

It is expected that the majority of tenders will be issued via the PCS-Tender system. Some enhancements have been made to make it easier for buyers to use PCS-Tender and this process allows buyers to issue documentation to all suppliers at the push of a button.

The use of PCS-Tender is not mandatory for the DPS and buyers can still use their own electronic method if they prefer but this process provides an easy to use option.

11. What is included within the ITT?

The invitation to tender documents should include both a technical and commercial envelope 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 ITTs however some procurement exercises may allow longer response times – this will depend on the complexity of the requirement.

12. 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.

13. Contact details

Scottish Procurement points of contact:

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Checklist for suppliers

To ensure suppliers do not miss out on contract opportunities via the DPS, it is recommended that suppliers have multiple email addresses listed against their Public Contracts Scotland - Tender (PCS-T) account or alternatively, a shared mailbox account.	✓
Most Invitations to Tender (ITTs) will be issued via PCS-T however please note they may also arrive via other electronic means e.g Public Contracts Scotland (PCS) or another tendering portal.	✓
Ensure contact email addresses on PCS and PCS-T are reviewed on a regular basis.	✓
Ensure you are aware of the closing date or time for receipt of tenders.	✓
Ask for clarification on any aspect of the services you are tendering for noting there may be a closing date or time for receipt of clarification questions.	✓
If you do not wish to bid for a requirement, you do not need to opt out or notify the issuing organisation, however it is good practice to consider this course of action.	✓
It is essential that suppliers provide timely Management Information to Scottish Procurement and the Contracting Authority upon request e.g contract details, spend information.	✓