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# Scottish Procurement: Dynamic Purchasing System for Digital, Technology and Cyber Services

Supplier guide  
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## **Introduction**

Scottish Procurement have created this dynamic purchasing system 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 is to ensure that suppliers have equal opportunity to access public sector contracts by using minimal selection criteria to join.

This guide is to assist suppliers who are interested in applying to join the dynamic purchasing system.

## **Overview**

The digital, technology and cyber services dynamic purchasing system will run for 4 years from the 1<sup>st</sup> April 2023 until 31<sup>st</sup> March 2027.

There are no time limits or restrictions imposed on a dynamic purchasing system and Scottish Procurement reserve the right to extend or close it at any point. Any decisions made will be notified to suppliers accordingly in advance.

## **What is a dynamic purchasing system?**

A dynamic purchasing system is a two-stage procurement process, where suppliers submit an application to join and are evaluated against minimum selection criteria prior to being accepted. The second stage uses a mini-competition process for contract specific tender opportunities.

Suppliers can apply to join a DPS at any point during its lifetime. This makes it an ideal route to market for buyers procuring specialist digital services and allowing relatively new suppliers access to public sector contracts. Suppliers who do not meet the selection criteria can reapply to join at any point.

Dynamic purchasing systems must be run as a completely electronic process, as laid out under Regulation 35 of the Public (Contracts) Scotland Regulations 2015.

## **Benefits of a dynamic purchasing system**

A dynamic purchasing system is a similar procurement process to a framework agreement however with flexibility in the scope and the application process. This means that suppliers are able to join or leave the dynamic purchasing system at any time unlike a framework where the supplier list is fixed at the application stage.

Some of the benefits suppliers can expect:

- Easy to join.
- Wide scope of requirements.
- All call-offs published in a single place.
- No limits on the number suppliers admitted to a lot.
- Open to suppliers of any size.
- Applications focus on experience to provide evidence of suitability.

## **Scope**

The digital, technology and cyber services dynamic purchasing system is split into four lots and suppliers can apply to be on any combination.

## Lot 1 – Digital and technology projects

This lot is focused on services delivered as projects with outcomes and milestones. Services include digital transformation, systems integration, support and development services, etc, such as:

- Application Development
- Digital Transformation
- Managed ICT Services
- Integration Services
- Website development and support
- User research
- Content and Service Design

## Lot 2 – Digital Technology Resources

This lot is focused on Digital specialists/resources, project/programme managers, data specialists, etc, such as:

- Digital Specialist
- Project/Programme Managers
- User Research
- Business Analysts
- Solutions Architect
- Data Modelling
- Digital Consultancy

## Lot 3 – Digital training services

This lot is focused on digital training services and bespoke development such as:

Standard ICT training courses

- Project Management Training
- Off the shelf training packages for commonly used applications such as Microsoft 365
- Bespoke Training development services
- Training Analysis and Strategy development
- Train the Trainer services
- Individual Training coaches and Train the Trainer

## Lot 4 – Cyber security and resilience services

This lot is focused on cyber resources/specialists, cyber security services, penetration testing, security and independent accreditation assessments, etc.

Some examples of the services included are:

- Cyber Security specialists
- Security Operations Centres
- Penetration testing
- Accreditation services
- Incident management and response services

- Audit, review and compliance services.

## **Overview of the application process**

Applying to join a dynamic purchasing system is a simple process. It must be operated fully electronically, and Scottish Procurement have ensured the systems used are the same for the application process and the call-off stages.

A contract notice is published on Public Contracts Scotland and Find a Tender service which details the scope of the contract and provides information on the minimum selection criteria to join.

A Single Procurement Document is published on PCS-Tender which is a supplier questionnaire to gather information on applicant and their suitability against the selection criteria. The Single Procurement Document is self-certify and you will not be asked to provide any documentary evidence at this point.

Your application is then evaluated against the selection criteria and some initial business probity checks are undertaken. A technical capability evaluation is also undertaken to ensure that all suppliers accepted can provide services within the scope of the dynamic purchasing system.

## **How to apply**

The Single Procurement Document can be found by going to PCS-Tender (hyperlink) and once you have created a user account you will be presented with a Dashboard. Under “PQQs open to all Suppliers” you can search for PQQ\_6104 which will take you to the application. Once you have “expressed interest” in the PQQ you will be able to create a response and start filling out the information.

SPD title: Scottish Procurement: Digital, Technology and Cyber Services – Dynamic Purchasing System  
Project Code: 23070  
PQQ code: PQQ\_6104

## **Application stage and minimum selection criteria**

The minimum criteria and full descriptions of the lots can be found in the contract notice on the following webpage:

[https://www.publiccontractsscotland.gov.uk/Authority/Notice\\_PubView.aspx?ID=MAR472527](https://www.publiccontractsscotland.gov.uk/Authority/Notice_PubView.aspx?ID=MAR472527)

The dynamic purchasing system will use the following selection criteria:

12 months minimum incorporation of your company

Part 4B – confirmation that you hold (at a minimum) the following insurance levels:

- Public Liability Insurance of at least £1 million
- Employers Liability Insurance of at least £5 million
- Professional Indemnity insurance of at least £1 million

Question 4C.1.2 – 2 examples per lot of your technical experience undertaking similar or related services to those in the lot description.

Question 4C.6 – Information on qualifications held within your company. General information on the skills and qualifications held by staff who will be undertaking the services provided. For example: Agile, PRINCE2, Cyber Security specialism, Computer Science/Engineering degrees or other relevant ICT qualifications. Please note, do not include named individuals.

You will be asked to declare whether any exclusion grounds apply and provide information on your companies technical and professional background. This will then be sent to an evaluation panel who will decide whether your company meets the minimum standard.

Suppliers will receive a decision from Scottish Procurement via the PCS-T messaging service or email within 10 working days of submitting their application to join the dynamic purchasing system.

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

### **Technical Experience**

Suppliers will be asked to provide evidence of their technical ability and background through 2 examples per lot. You should not exceed 500 words per example, and they should provide detail of contracts that provide a similar ICT service to the lot you are applying for. Examples should be recent, within the last few years.

To help structure your examples we suggest using the STAR technique:

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-T messaging service or email within 10 working days of submitting their application to join the dynamic purchasing system.

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

Each of the lots focuses on different aspects of ICT and will require different examples meeting the relevant criteria. 9

### **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 phases of larger Agile projects such as the Discovery/Alpha/Beta/Live stages.

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

- Project Management methodology – Agile/PRINCE2/Lean, etc.
- Risk Management – use of risk and issue logs, identification and mitigation of risk.
- 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 support a service or project. 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 Managers/Support
- 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 – Digital Training Services**

Lot 3 is focused on the delivery of Digital Training, from bespoke courses designed for a specific system to standard off the shelf ICT and Digital Training courses.

Some common services for Lot 3 are:

- Standard ICT training courses
- Project Management Training
- Off the shelf training packages for commonly used applications such as Microsoft 365
- Bespoke Training development services
- Training Analysis and Strategy development
- Train the Trainer services
- Individual Training coaches and Train the Trainer

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

- Information on developing training, gathering information on requirements and transforming those into outcomes.
- How training is delivered and how your company ensures quality is embedded into training at all stages.
- Details on analysing training requirements and developing a strategy for customers.

## **Lot 4 – Cyber Security Services**

Lot 4 is focused on Cyber Security and Resilience services and may be a mix of service and resourcing contracts.

Some common services/roles in Lot 4 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 Single Procurement Document 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 otherwise your application will be rejected.

### **Mini-competition and invitations to tender**

All mini-competitions will be issued through PCS-Tender with a project specific to each lot so you will be able to search and see at a glance all mini-competitions you have been invited to. Your company will also receive email alerts when new invitations to tender are published through the dynamic purchasing system.

The project codes for each lot are as follows:

Project\_23688 – Lot 1 – Digital Technology Projects and Services  
 Project\_23689 – Lot 2 – Digital Technology Resources  
 Project\_23690 – Lot 3 – Digital Training Services  
 Project\_23691 – Lot 4 – Cyber Security Services

Buyers will typically include documents such as a specification, terms and conditions, form of tender and instructions alongside any tender specific requirements such as insurance levels and financial requirements.

All suppliers on a specific lot must be invited to tender and be given a minimum of 10 days to respond. Typically buyers will issue their procurement exercises with a return date in the 4 to 6 week range depending on the complexity of responses expected. You are not required to participate in every tender you are invited to however it is good practice to use the option to decline to respond and give a reason in the feedback box for the buyer. Tenderers are expected to evaluate whether they can realistically provide the service either solely or as part of a consortia and act appropriately.

There are no shortlisting stages allowed under a dynamic purchasing system.

## **Awarding contracts**

All contracts will be awarded in a fair, open and transparent manner in line with the scoring methodology outlined in the instructions to tenderers issued alongside the invitation to tender. Contracts will be awarded to the supplier offering the most economically advantageous tender.

Buyers are not required to undertake a standstill period but can at their discretion when notifying you of their award decision. Any standstill periods included will be assessed on a case by case basis. All contracts awarded will also have a notice published on Public Contracts Scotland in line with Scottish Governments procurement regulations.

## **Annual refresh of supplier details**

At the start of each contract year of the dynamic purchasing system, Scottish Procurement will write out to you to ask that your company details are up to date and that you wish to continue to participate and receive new invitations to tender. If your company does not respond then they will be removed from the dynamic purchasing system until company details are updated and reviewed. This will ensure that any inactive supplier profiles are identified early.

Some examples of the information that will need to be updated:

- Company SME status
- Company details and points of contact
- Exclusion grounds (if applicable)
- Any updates to ICT or Cyber Accreditations gained
- Declaration

Your company will not be required to update the technical experience examples and it will not re-evaluated at the annual refresh. This is an administrative exercise to ensure that all suppliers have the most up to date details available.

## **Leaving the dynamic purchasing system**

If for any reason your company wishes to leave the dynamic purchasing system you can do this by notifying Scottish Procurement through the PCS-Tender messaging service. Your company profile will then be removed from the approved supplier list and you will not receive any new invitations to tender.

If you change your mind you are welcome to re-join by notifying Scottish Procurement in the same manner. There are no penalties or restrictions to leaving the dynamic purchasing system, you may be asked to update your supplier details when reapplying to ensure the information is up to date.



## Contacts

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