

## **Stage 1 Guidance Notes**

### **Cadent's DPS for Minor Gas Works – Pipeline and Assets**

#### **About Cadent**

Cadent is a gas distribution company that connects customers to the gas they use – whether its homes, factories, shops or businesses. Cadent is committed to operating gas pipelines in a safe and reliable way with minimum inconvenience to communities. There are eight regional distribution networks, four of which are owned by Cadent. The four owned by Cadent are in the West Midlands, North West, East of England and North London. Gas is owned by your gas supplier and Cadent is responsible for this gas whilst it is being transported. Our UK distribution networks deliver gas to around 11 million consumers. <https://cadentgas.com>

#### **How and why set up a Dynamic Purchasing System (DPS)**

Cadent has a regulatory obligation to ensure it's customers have access to gas, including new connections which may require reinforcement work. In order to provide reinforcement work in an effective, efficient and economical manner to it's customers Cadent requires appropriately qualified and experienced suppliers to carry out work on it's network. Cadent has identified a need to be agile, and accessible to SMEs, and to this end it is setting up a Dynamic Purchasing System. To gain work from Cadent for Minor Gas Works there are two stages to the process. This Guidance is for Stage 1 of the process, there is a separate guidance for Stage 2 of the process.

The DPS will be run as completely electronic process and will be set up using a two stage process inline with Utility Contracts Regulations 2016 (UCR 16).

Joining the DPS is an easy process and it will provide a platform for suppliers to compete for minor gas works, including, but not limited to, Gas Construction projects, Reinforcement, De-commissioning. The scope of these works may be Design and Build or Build only and can range from either one-off projects to small programmes of work.

Stage 1 of the process involves suppliers joining Cadent's DPS for Minor Gas Works – Pipe and Assets. The relevant documentation and further information to join the DPS is available on Constructionline's website .

Suppliers are required to complete an online questionnaire which is based on Publicly Available Specification 91 (PAS 91) standards which were commissioned by Government and developed by the British Standards Institute. The responses to the questionnaire will determine the whether a supplier is successful or not in joining Cadent's DPS.

If suppliers fail the questionnaire they will be provided with feedback on their application. Suppliers can reapply at any time after the initial closing date.

Suppliers must ensure that details of their organisation including their status on the various aspects (e.g. insurance, registration with GIRS) is kept up to date to ensure that Cadent invites them to bid

for work during the validity of the DPS. Suppliers will not be able to bid for work if any information that has expired has not been updated. Constructionline will send out notification to suppliers and whenever any of the information becomes invalid e.g. insurance recorded on Constructionline's system has lapsed.

If a suppliers's registration expires during a tender event and it is not renewed , Cadent will not be able to award to that supplier.

Suppliers are not asked to submit any prices at Stage 1 of the process. Prices will be sought at Stage 2, when the precise details of the work will be available to tenderers. To be eligible to receive opportunities from Cadent suppliers will have to have gained a verified status for the category applicable to the work required at the time of bidding (Stage 2).

There will be no limit on the number of suppliers that may join the DPS. All new supplier who have been successful in their application to join Cadent's DPS will require setting up on Ariba. Ariba is Cadent's sourcing tool. Cadent will send out notification to suppliers informing them that they have been set up as a supplier. New suppliers will then be required to register with Ariba. It is free to register with Ariba. Suppliers who are already on the Ariba system will not require any action to be taken.

It is free to register with Constructionline and complete the online questionnaire.

To join Cadent's DPS interested suppliers are required to:

- be registered with Constructionline and complete the online questionnaire. The questionnaire can be found at [Cadent DPS](#).
- Suppliers who pass the questionnaire will be admitted to Cadent's DPS for Minor Gas Works – Pipeline and Assets
- Supplier who do not pass the questionnaire, will be provided with feedback by Constructionline and can reapply anytime after the initial closing date
- If successful suppliers are not already registered with Ariba they must register so that Cadent can contact relevant suppliers when there is work from Cadent within the remit of the DPS.

A flow chart is provided in the document pack showing the above process.

Only suppliers that meet the above requirements will be eligible for Stage 2 of the process.

Cadent are initially running the DPS for one year trial period. If there are clear benefits for suppliers and Cadent it will extend the validity period. The period of validity will be determined at the end of the trial period but it will be up to 3 years.