



JOIN

SANCTUARY'S DYNAMIC PURCHASING
SYSTEM (DPS) FOR BUILDING TRADES

Sanctuary is one of the UK's leading providers of housing, care and commercial services; we are a registered, exempt charity, which means instead of returning a profit to shareholders, every penny we make is used to improve homes and services, and build new social housing. We are a housing association; which means we provide affordable, social housing for some of the poorest people in society. Sanctuary Group employs around 13,000 people and owns and manages more than 100,000 units of accommodation throughout England and Scotland. Our property portfolio includes general rented, retirement living, supported housing, extra care, student and key worker accommodation and care homes. Sanctuary also provides a range of other services including maintenance and telecare.

Sanctuary is building more homes than ever before, a proportion of which will be built by Sanctuary's in house construction entity.

The purpose of this Dynamic Purchasing System (DPS) is for Sanctuary to select from a range of construction trades to assist with:

- the physical building works at our various development new-build sites across England and Scotland
- reinvestment, upgrade and remodelling works to existing assets.

Sanctuary has partnered with Constructionline to manage the assessment process and on-going supplier monitoring.

What is a DPS?

As an organisation, Sanctuary has to comply with the Public Contract Regulations. This is a set of legal requirements which governs how we can buy goods and services and works from suppliers to ensure fairness and value for money.

A DPS is a flexible way for organisations who are covered by the Regulations to select from a list of approved suppliers for specific services that they buy regularly.

By having a DPS Sanctuary can streamline the procurement processes so that, once suppliers are on the DPS, they don't have to demonstrate their suitability and capability every time they wish to compete for a contract. This makes the award of individual contracts quicker than it would otherwise be without the DPS.

What services will be required under the DPS?

A full summary of those trades are to be found in the original contract notice and the Invitation to Tender document, however in simple terms they comprise of those trades normally associated with house building and associated construction activities.

In the majority of cases where we use the DPS we will select a single supplier to undertake the specific trade required.

Who should apply for the DPS?

The size and location of our sites will vary greatly from small to large sites, from rural to city centre, and geographic location. The construction trades we require at each site may vary depending on the unique needs of each site.

Therefore, we expect the suppliers on the DPS to vary, from smaller contractors able to provide a service in a single geographical location, to larger organisations able to provide services at some of our larger sites. We are expecting the DPS to comprise various sizes of contractors, provided they meet the initial selection requirements. Although it is not a requirement to hold Safety Schemes in Procurement (SSIP) to join the framework, Sanctuary does require that any contractor awarded works will hold a valid SSIP accreditation. Sanctuary will therefore encourage all contractors to gain SSIP accreditation once they are accepted on to the framework.

How long will the DPS be in place?

We have a long-term plan for developing new homes, so we are putting the DPS in place for 10 years, although we will have the option to terminate it earlier if it is no longer required.

How will the DPS work?

The DPS comprises a 2-stage process:

Stage 1 - access to the DPS

All potential suppliers will need to register their interest in the DPS on ProContract (www.sanctuary-tenders.co.uk), and will then be directed to Constructionline (<http://constructionline.co.uk/products-services/dps-for-suppliers/sanctuary/>) to complete a Standard Selection Questionnaire (SSQ). Constructionline will assess whether suppliers meet the selection requirements and whether there is any reason why Sanctuary would not be able to enter a contract with them.

Suppliers initially registering on Pro-Contract will need to complete a brief Information field. Where applicable, please quote your Constructionline number. Companies that are not Constructionline registered, please complete with 'not applicable'.

Upon acceptance, a contract (as provided in the tender pack for information) will be issued that will formalise that supplier's place on the DPS.

Once we have received your signed DPS contract you will be eligible to tender for call-off contracts to provide services at our development sites.

Stage 2 - call-offs from the DPS

As construction trade requirements become known, we will interrogate Constructionline's approved list of DPS suppliers to identify those that meet the following criteria:

- Do they provide the trade required?
- Are they assessed to provide works up to the value required?
- Do they carry out works in the relevant region?

All companies on the DPS that meet the above criteria will be invited to tender through Pro-Contract and a contract award made based on the criteria included within the Invitation to Tender.

Timescales

Sanctuary wants to make sure that we always have the right quantity and quality of suppliers on the DPS. Suppliers are therefore able to complete the SSQ and apply to be on the DPS at any time during its operation.

When suppliers have submitted an SSQ and agreed to the terms of the agreement, acceptance onto the DPS (or rejection with an explanation) will take place within two weeks.

We anticipate being in a position to notify framework suppliers of pipeline opportunities as and when these become known.

How to Apply for the DPS

Potential suppliers will be made aware of the DPS through the formal Contract Notice, via Pro-Contract, or advertising through Constructionline. Suppliers must register their interest on Pro-Contract, and then proceed to the DPS landing page on Constructionline to carry out the application and assessment process. Once accepted, suppliers will be accepted on Pro-Contract.

Call offs from the DPS will be run entirely through Pro-Contract. Online help guides and a technical support line can be accessed via the portal.

For any issues in relation to management of the DPS and the process for tender call-offs, suppliers should contact Sanctuary through the notification section of the portal.

Contract Terms

There are two layers of contracts related to the DPS. There is an overall agreement for services provided under the DPS which suppliers must sign when first joining the DPS. This is based on Sanctuary's standard terms and conditions for suppliers of all services.

There will also be a separate contract for works/services called off under the DPS. This will contain site specific details and service performance standards.

Typically, these contracts will take one of the following forms:

- Short form of agreement for works under £50,000
- JCT Intermediate Form of Contract
- JCT Minor Works

Sanctuary may have alternative forms of contract, but will advise suppliers at the time in the call of documentation.

General FAQs

Do I need to be Constructionline registered to take part in this DPS?

No, there is no requirement to be registered with Constructionline. Suppliers that are Constructionline registered will benefit from a 'fast track' assessment on the basis that much of the assessment criteria has already been carried out and verified as part of that membership. Non-Constructionline members will be assessed up to an equivalent standard, but will need to complete the entire selection questionnaire.

Does it matter if I can only provide service in part of a country?

No. We will utilise your Constructionline or application profile information to match you to opportunities that arise in the area you operate in.

10 years is a long time for a contract to last – won't things change a lot over that time?

The reason we are using a DPS is because it is flexible and can be changed when necessary. We may update the contract terms and some of the other documents as things change over the course of the contract but this won't affect the way the DPS operates. All suppliers will be notified if we wish to change the terms and conditions and will be given the opportunity to comment on any proposed changes.

Why do I need to be SSIP registered?

Safety Schemes in Procurement is an umbrella organisation that brings together all recognised health and safety accreditations, creating consistency and a simplified procurement process. Sanctuary takes health and safety extremely seriously and wants to engage with suppliers who hold similar values. If you do not hold a valid SSIP accreditation, you will need to complete a separate Health and Safety questionnaire as part of the

assessment. We will expect you to work towards SSIP accreditation once accepted on to the framework, and in place at the point of awarding works.

I have applied but my application has been rejected. What do I do now?

The DPS application process never closes, so if you have not been accepted this time, it is always possible to rectify the areas that caused your application to be rejected and then re-apply. There is no limit to the amount of times a company can apply to join a DPS.

We note from the Framework Agreement that companies need to have a valid Cyber Essentials certificate to participate in call-off contracts. Why is this?

Sanctuary is an organisation that takes online security very seriously, and – as with health and safety – wants to engage with organisations that share this value. Cyber Essentials is not required to be accepted on to the framework, but it is expected that those companies that do not have it at that point will actively consider gaining this accreditation. Sanctuary believes this is not only in the interests of a direct relationship, but will also benefit the supplier in their wider business activities. Information can be found here: <https://www.gov.uk/government/publications/cyber-essentials-scheme-overview>.

For the avoidance of doubt, Sanctuary will accept the Cyber Essentials Certificate minimum accreditation, which is achievable at minimal cost to organisations.

If I get stuck with the Constructionline assessment, who should I contact?

Constructionline has a dedicated helpline, which is available on **0333 300 2518**.

For any general queries relating to this framework, please contact **CDPS@sanctuary-housing.co.uk**.

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