



Ministry  
of Justice

# Minor Works Dynamic Purchase System

## Frequently Asked Questions and Answers

The Ministry of Justice (MoJ) is a major government department at the heart of the UK justice system. Our vision is to deliver a world-class justice system that works for everyone in society.

Her Majesty's Prison and Probation Service (HMPPS) is a division within the MoJ responsible for the prison estate. The establishment of a Minor Works Dynamic Purchasing System (DPS) will, in the main, be used by HMPPS, providing an alternative route to market in relation to project work under £1m, but may also include maintenance and resultant remedial small scope high impact works.

The DPS is also open for use across all other divisions of the MoJ, plus MoJ managed buildings (Courts, Tribunals, corporate and some Home Office buildings). In addition, the DPS may also be used by Gov Facility Services Limited, a company wholly owned by the MoJ, so this is an exciting new flexible opportunity.

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## General DPS Questions

1	Who will be the main contact?	<p><a href="mailto:buyerservices.constructionline@constructionline.co.uk">buyerservices.constructionline@constructionline.co.uk</a> regarding Constructionline membership sign up and use of the DPS platform.</p> <p><a href="mailto:CCMD-MWDPS@justice.gov.uk">CCMD-MWDPS@justice.gov.uk</a> regarding DPS operation and documentation enquiries.</p> <p>Individual Call Off, project specific communications will only be managed through the buyers eSourcing platforms.</p> <ul style="list-style-type: none"> <li>- MoJ - <b>Jaggaer</b></li> <li>- GFSL - <b>Delta</b></li> </ul>
2	When will this become live?	The DPS is due to go live in October 2021.
3	We would request that the process is simple with not too many documents to complete.	Signing up to the DPS aims to be as straight forward as it can be, given the legislation and the work environment.
4	Is there a guide to refer to?	<p>The DPS tender documentation is thorough and when published, via the Constructionline DPS platform, it will be your guide to the operation of the DPS.</p> <p>The webinar (recording available on the MoJ landing page) and this FAQ document will also assist in answering most of your questions.</p>

## Joining the DPS

5	Is it a dynamic system and how many participants are there proposed to be?	This is a Dynamic Purchasing System, there is no limit to how many contractors can join a DPS.
6	Can the DPS be joined later if you miss out this time?	Contractors can join a DPS at any time during the life of the DPS.
7	Is the DPS open ended (i.e. is there a limit on number of companies on the DPS for each category)?	The Lots are just high level work area groupings. The Categories are the specialist work areas that contractors can register against. There is no limit to the number of contractors under each Lot of the DPS or within each Category.
8	Can we join more than one lot?	Yes, contractors can join more than one lot and must register for the Categories within each lot to be invited to tender, Categories can be changed during the life of the DPS. However, checks will be undertaken, and

	Can we change / add lot categories after the initial application process?	contractors will need to be verified for each lot that they have chosen.
9	Do you have to have MoJ experience to get onto the DPS?	Contractors do not need MoJ experience to join the DPS.
10	Is there an annual subscription fee for DPS membership?	No, the DPS is free to join.
11	Is there a cost to join the Jagger and Delta purchasing system?	No, Jagger and Delta are free to join.
12	Would Constructionline Platinum offer any advantage?	No, it doesn't, in relation to a place on the DPS. However, a paid Constructionline membership offers various services and benefits to a contractor and is a contractors' choice. Existing verified Gold or Platinum members will have been evaluated against the PAS91 criteria. Contractors are also required to evidence their experience and subject to that requirement, will be eligible for a place on the DPS once the DPS Agreement has been signed.
13	How is this type of work currently issued?  Is this a repeat of a previous DPS or a new method of procurement for MoJ?	<p>This type of work is currently issued to the Total Facilities Management, Term Service Providers.</p> <p>This is a complementary / additional route to market to handle the overspill of projects.</p> <p>In addition, Gov. Facility Services Limited (GFSL, <a href="http://www.gov.uk">Gov Facility Services Limited - GOV.UK (www.gov.uk)</a>), one of the Total Facilities Management, Term Service Providers, will also have access to the DPS to source its subcontractors to deliver its Total Facilities Management work programme.</p>
14	Is there a function where a supplier can search for any live tenders or opportunities currently available on the DPS?	No. Buyers will decide what contracts they wish to tender through the DPS route as and when needed and invite verified contractors from the requisite Categories to participate.

15	What additional qualifications / accreditations should we be looking to obtain?	Contractors and contracting companies must be skilled and suitably accredited in their area of work in order to manage a project and deliver the works required to a high standard. The only additional requirement will be the relevant level of security clearance which will be facilitated when a contract is awarded.
16	What are the most important skills/competencies that contractors must be able to deliver?	Contractors and contracting companies must be skilled and suitably accredited in their area of work in order to manage a project and deliver the works to a high standard.
17	Should we provide trade references for each of the work categories selected?	Contractors will need to demonstrate their experience by providing 2 contract examples for each Category of work and provide a reference for each example given. A contract example / reference can be used to demonstrate experience across more than one Category.

## Call off Process

18	<p>What is the call off procedure?</p> <p>How will work be advertised?</p> <p>Where would we find opportunities?</p>	<p>Yes, there is a Call Off process. Contractors who have gained an Approved status and registered with both Jaggaer and Delta (the eSourcing portals used by the Ministry of Justice and GFSL respectively) will receive notification of opportunities.</p> <p>Once a buyer has determined that the DPS is the most appropriate route to market, the Call Off Competition documentation / Invitation to Tender will be produced. The Buyer will use the Constructionline DPS platform filters (Work Category, Location, Value) to obtain a list of Approved Contractors for their specific need.</p> <p>Those Contractors will be invited to submit a Tender through an eSourcing portal. The invitation to Tender document will be issued setting out the requirements, contract T&amp;Cs, evaluation methodology and the response information required. A Contractor is not compelled to submit a response.</p> <p>All responses will be evaluated in line with the published evaluation criteria. A recommendation to Award will be submitted to management for approval and once approved notification of the outcome of the Call Off Competition will be sent to all participating</p>
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		Contractors. See Webinar slides or ITP Part A for the flow chart.
19	Must all work be quoted or is there an alternative system to receive instructions, such as preferred contractor or schedule of rates?	Yes, a competition must be held for all works. The legislation requires that all eligible Contractors under each Category be invited to submit a tender.
20	What are the payment terms of the DPS please, is there a payment guarantee for SMEs?	Standard 30 day payment terms exist, however the MoJ aim to pay Contractors as promptly as possible, i.e. as soon as the works being invoiced have been confirmed as completed the invoice can be released for payment. If the project will take more than 30 days to deliver interim payments will be considered. Payment performance can be found at: <a href="https://www.gov.uk/government/organisations/ministry-of-justice/departments/procurement-at-moj">Procurement at MOJ - Ministry of Justice - GOV.UK (www.gov.uk)</a>
21	Can we refuse a successful bid due to workload?	Yes.
22	What if there is only one bid?	If there is only one bid the Buyer can continue to evaluate the submission and award the contract if it meets the requirements and is deemed to offer value for money.
23	Could Primary contractors, appointed for larger contracts via closed Framework agreements, approach a DPS to seek speciality sub-contractors e.g. in a new build or large refurbishment?	No. The DPS has been created for MoJ / GFSL use only. Primary Contractors can join Constructionline, pay a membership fee and access their membership list to source subcontractors.
24	When works are multi-disciplinary and a main contractor is awarded, will they be obliged to use subcontractors who are registered on the DPS?	No. In responding to a tender opportunity, a main contractor can choose who their subcontracting partners will be and will be expected to declare those subcontractors. The named subcontractors will be expected to deliver their portion of the contract. Any change to the main contractors' team will need to be discussed with the supervising MoJ member of staff.
25	If a project is procured via the DPS that requires multiple lots, will you then be	This will be considered on a case by case basis. The Buyer will have the option of procuring separate packages through the requisite specialist Categories

	<p>sending out the ITT to all individuals on each lot or would your preference be via a main contractor?</p>	<p>and managing each contract individually or procuring through Lot 5 – Multidisciplinary Works where the bidding contractor will be expected to manage and coordinate all of the works.</p>
26	<p>If we are offering a scaffolding access would you project manage this or would it go through the Construction company or builder, therefore would it still be viable to sign up for the DPS if the Construction Company was project managing this?</p>	<p>There are various reasons why scaffolding may be required independently of a works contractor. So yes, please sign up to the DPS.</p>
27	<p>Can we use our own sub-contractors for these projects alongside direct staff?</p>	<p>Yes, where works are to be subcontracted the bidder is responsible for its supply chain arrangements, and details should be given as part of the tender response.</p>
28	<p>What 'selection' approach will be used to determine how many contractors tender for any one scheme? How many contractors will you ask to participate in call-off competitions? How many bidders will be pricing each opportunity?</p>	<p>Every contractor generated through the Constructionline filter facility will be invited, there is no maximum to the number of contractors who will be invited to bid.</p> <p>Legislation requires that all contractors that meet the selection criteria must be invited to tender. Selection criteria are things like value of the contract, location, type of work. This does not mean that all of the Contractors that are invited to participate, will submit a bid.</p> <p>The MoJ will look into the possibility of publishing data relating to the use of the DPS.</p>
29	<p>How will you limit waste in the supply chain where there might be 30+ contractors that meet the criteria that all bid when only one can win.</p>	<p>The legislation requires that all contractors that meet the selection criteria must be invited to tender.</p>
30	<p>What criteria will the works be awarded on - e.g. lowest cost only?</p>	<p>Whilst Works can be evaluated on Price only or on a Quality:Price basis, it is probable that the MoJ will use the latter (akin to “Most Economically Advantageous Tender” principles”).</p>

	What is the award criteria for each opportunity?	The specific award criteria will be notified within each Call Off.
31	Is there a minimum price amount for the projects that will be on the DPS? Are there minimum contract values advertised?	There is no minimum price. Current estimates show that the lowest work packages are in the region of £10,000.
32	The three week mini-competition return period does not provide a lot of time for site visits by those pricing - are you envisaging single en-masse visits or individual visits?	<p>The Buyer will consider each project and allow what is believed to be a sufficient amount of time to submit a bid.</p> <p>Site visits will be “en-mass” to limit the disturbance to site operations.</p>
33	Is there anywhere we can look at historic package values for the differing trades or overall spend etc.	<p>We are sorry to say that we cannot share this information for the reason of open competition.</p> <p>We expect to pay a fair price for good quality work.</p>
34	Is there going to be a similar system set-up for major projects if this does not already exist? How can we get information on the MoJ major projects framework?	<p><b>All</b> frameworks / major projects are advertised on Contract Finder. Higher valued contracts are <u>also</u> advertised on the Find a Tender Service. Contractors should register with these portals where they will be notified of up and coming opportunities.</p> <p>There are two additional major opportunities on the horizon:-</p> <ol style="list-style-type: none"> <li>1. A recently launched DPS for the new Four Prisons Alliance. There are four main contractors sourcing subcontractors through a DPS arrangement facilitated by the MoJ through Constructionline - <a href="https://www.constructionline.co.uk/buyers/public-sector/ministry-of-justice/">https://www.constructionline.co.uk/buyers/public-sector/ministry-of-justice/</a>.</li> <li>2. The replacement of the existing Strategic Alliance Arrangement which will be a framework with a specific number of Lots that have value bands. Once tendered, the Contractors on the framework will be fixed. Look out for the advertisement on the above noted government portals.</li> </ol>
35	Will you provide feedback on tender submissions for work?	Unsuccessful bidders will receive feedback.

<b>36</b>	We are already on MOD as a tier one supplier, is there any cross referencing between MOD and MOJ?	This is a new contract and is not connected to work being undertaken or contracts let by the MoD.
<b>37</b>	If we already deal directly with GFSL, will the DPS replace this process?	<p>GFSL may tender directly through its existing supply chain or use the DPS to ensure that it is getting the requisite number of quotes for each package of work.</p> <p>The benefit of joining the DPS is that Contractors will also be open to works across the whole of England, Wales and Scotland, for prisons or other types of buildings.</p>

## Regions of the DPS

<b>38</b>	<p>Will the framework be regionally split/allocated?</p> <p>How many contractors per region? Mini competitions?</p>	<p>As part of the Constructionline membership sign up, Contractors will be able to select the areas that they wish to work in, whether this be local to their company head office, a region or nationally.</p> <p>When calling off the DPS the location of the works to be delivered will be used to select the contractors eligible to bid.</p> <p>There will be no limit to the number of contractors per region.</p> <p>There will be mini competitions for each piece of work.</p>
<b>39</b>	Will there be works delivered in NI?	No, there will not be work delivered in Northern Ireland.
<b>40</b>	Is there no requirement for Scotland within this DPS?	Scotland is within scope for some sites, but this will not include Scottish prisons.
<b>41</b>	Is this applicable to Welsh prisons?	Yes, this DPS covers Welsh Prisons.
<b>42</b>	We prefer to deliver services competitively in East Anglia but are often asked to price for London can the eastern region be separated from the London region.	<p>Buyers will use the Location filter to source contractors who are prepared to work in the area where the works are to be performed.</p> <p>Contractors invited to tender are not required to submit a tender and will not be penalised for not submitting a tender.</p>
<b>43</b>	Is the DPS only open to GFSL FM managed prisons	The DPS will be available for use across all properties managed by the MoJ, however the DPS will only be used by MoJ or GFSL staff. Amey will not have use of



or will this be extended to AMEY FM prisons too?	the DPS, however MoJ staff wishing to progress works across the Amey portfolio will be able to do so.
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## Type of Work in the DPS and The Pipeline of Work

<b>44</b>	<p>All the works mentioned seem to be geared around a mechanical discipline. Do you have any domestic dwellings or buildings that works would be issued through this platform?</p> <p>Is there domestic involvement within the MoJ?</p>	<p>The DPS could be used by any area of MoJ, that may include some other type of buildings not just prisons or courts.</p> <p>The MoJ portfolio does include a few domestic housing properties but these are very limited (approx. 100). The work will, in the main, be in relation to the custodial estate.</p>
<b>45</b>	Do any of the current proposed projects involve heritage buildings?	The custodial estate does include 48 heritage sites (North - 11, South - 13, East - 12, West – 12). There will also be some court buildings. At this point we cannot advise as to which of these sites may need work that will be let via the DPS.
<b>46</b>	Could we have some example projects?	This could range from shower refurbishments, to road resurfacing – the DPS covers many areas of minor works. The ITP Part A notes the type of projects in the pipeline.
<b>47</b>	Is there an identified pipeline of works for the framework?	The MoJ has a pipeline, however the route to market will need to be identified as and when the works are to be initiated. Not all works in the pipeline will be suitable for the DPS.
<b>48</b>	Have you an idea of the anticipated spend over the eight year duration of the framework?	The most significant proportion of spend is likely to be the subcontracting through GFSL. The figure could be up to £60m p.a. across Works and Maintenance activity. There is a further potential £14m in MoJ Direct contracts. The spend cannot be predicted at this point and cannot be guaranteed.
<b>49</b>	Can a contact list of contractors intending to bid for the DPS be made available? Will you ever publish numbers of DPS Contractors for each region and for each lot?	<p>A DPS is not a standard Framework and the same rules do not apply. By its very nature a DPS is dynamic and Contractors may be in or fall out of a DPS at any time.</p> <p>The MoJ is considering how it might publish DPS information in the future.</p>

<b>50</b>	Do the prisons still have a works Governor and in house works department or is everything outsourced?	A very small amount of work is delivered by an internal work arrangement, the delivery of which will not influence the DPS contract.
<b>51</b>	Are all MOJ projects only being offered through the DPS?	No, there will be multiple routes to market for MoJ projects and the DPS is just one.
<b>52</b>	It's not clear if this is a contractor based DPS or if it includes consultants?	This DPS does not cover consultants. This is a Works / Maintenance DPS for Contractors.
<b>53</b>	Clarification of the methodology of accepting and closing works and payment methods and reporting and compliance regimes	The compliance regime will be set out in the requirements. In terms of accepting and monitoring works, the buyer will monitor the works and undertake site inspections to confirm works have been completed and then sign off. Any interim payments will be in line with the percentage of works completed.
<b>54</b>	Is there a fee structure or direct call off opportunities?	<p>When signing up to the DPS Contractors will have their Financial Standing tested and a Notation value assigned to that Contractor.</p> <p>This will be the maximum individual contract value that a Contractor will be invited to bid for. For example, if a Contractors' Notation Value is £50k they will not be invited to bid for works in excess of that amount.</p> <p>There is no fee structure or threshold cost bandings in the DPS.</p> <p>Direct call offs are not permitted in a DPS. Legislation requires that all bidders within a Category are invited to bid.</p>
<b>55</b>	Is there the parameter to become an approved/preferred contractor?	<p>There are parameters to join the DPS. This is summarised in the Constructionline Gold Standard document included with Part A of the ITP and detailed in Part B of the ITP.</p> <p>All contractors will be considered equally, in line with their selected Work Category and financial standing.</p> <p>Where certain accreditations are required for a work category these will be examined by Constructionline and confirmed by the buyer when a Contractor is to be recommended for a piece of work.</p>

<b>56</b>	What are the time scales for projects?	<p>This depends on the extent of the requirements. It can range from one or two weeks to several months.</p> <p>Maintenance contracts may also be let through the DPS which may span up to three years.</p>
<b>57</b>	<p>Realise you are seeking smaller SMEs. But feel the larger contractors will mop up all the places (as they will score higher on quality) and we will be forced to work as Tier 2 (or even T3).</p> <p>How is this going to be avoided?</p>	<p>The DPS focuses on minor works that will be attractive to SMEs. This DPS will give contractors the opportunity to be involved in local tenders.</p> <p>Where bidders are unsuccessful, we will provide feedback which should help bidders improve future tender submissions.</p>
<b>58</b>	<p>Will there be direct award?</p> <p>Will there be any mechanism to ensure all DPS suppliers are offered some work under the contract?</p>	<p>Buyers cannot direct award under a DPS. There will not be a mechanism to ensure all DPS contractors are offered work, contractors must win work through mini competitions to be awarded a contract.</p>
<b>59</b>	Will the DPS cover stand alone civil engineering projects under the first lot?	<p>This would sit under Lot One. Contractors would need to select the relevant work category when completing their Constructionline membership. This is the information that we will use when searching for a contractor to deliver a piece of work.</p>
<b>60</b>	We are a specialist waterproofing / concrete repair contractor for upgrading damp or leaking buildings, which category would that sit in?	<p>This would sit under Lot One. However, you would need to select the relevant work category when completing your Constructionline membership. This is the information that we will use when searching for a contractor to deliver a piece of work.</p>
<b>61</b>	NFDC membership required to ensure equal competency?	<p>No, Constructionline does not require National Federation of Demolition Contractor membership to be verified for the Gold level. However, experience will be reviewed when contractors apply for a place on the DPS and capacity / technical ability will be examined carefully as part of the Call Off qualitative assessment where relevant.</p>
<b>62</b>	Will demolition/strip out be procured separately?	<p>This will depend on the requirement of the buyer. Also see response to Question 25.</p>
<b>63</b>	The categories are broad so if we are niche within that	<p>The Buyer will have determined which Category they need to draw down from.</p>

	category would we be considered?	All contractors that are registered under that particular Category work area will be invited to participate. The Contractor will need to review the Scope to determine whether they would like to submit a tender.
64	Will there be a specific Painting and Decorating Category within the DPS?	Painting and decorating is a specific category of work which Contractors may select when setting up their Constructionline membership profile. If painting and decorating is required, this can then be drawn from the DPS.
65	Why has a DPS for Demolition been created, rather than use the current Crown Commercial Services Lot 10 framework, which MOJ are signed up to?	The DPS has been set up as an alternative route to market and includes works across the board.
66	Which Lot does acoustic consultancy services come or is it that the contractors awarded have to sub this out independently?	There are no consultancy services under this DPS. If a Contractor needs to appoint a consultant, they will have to subcontract that piece of work independently.
67	Would it not be preferable to have Asbestos Removal as a Lot in its own right as you are proposing a significant annual turnover?	When a Contractor signs up to the DPS they do not have to sign up to all aspects of work within a Lot. Where a contractor signs up for Lot 4 they can highlight that their interest is for Asbestos removal only.
68	Will all works be specialist trades or will general building works requiring multiple trades (i.e. appropriate for main contractors) be included?	There is likely to be some multi-disciplinary project work.
69	Will planned maintenance be available?	The DPS will be used for some planned maintenance work. In most instances, the Buyer will be GFSL.
70	Looking at the categories in the different lots, there doesn't seem to be anything regarding wall & floor tiling. I'm assuming that alternative products may be better for projects like prisons?	Wall and floor tiling is within scope of the works that may be issued through the DPS. It will be under Lot 1.

<b>71</b>	What are the technical standards required for works in Custodial Environments? What is the British Standard for supplying and fitting emergency lighting within an MoJ custodial environment?	The relevant technical standards will be included in the tender specification for each work package.
<b>72</b>	It feels like we may end up stuck in a procurement process that may yield nothing. How can that be improved?	The rules of operation for a Dynamic Purchasing Systems have been set out in legislation. The MoJ has made it as easy as it can to join. Contractors will choose whether they wish to participate in opportunities that they are called to respond to.

## Security Questions

Also see the Security Clearance Overview document in Part A of the ITP

<b>73</b>	What are the security requirements and what training certificates do operatives require?	<p>Staff will need to obtain security clearance. Vetting will be facilitated by the MoJ.</p> <p>For most prisons Enhanced Level 2 is enough (3 weeks to obtain). High security will require Counter Terrorism Checks (12 weeks to obtain).</p> <p>Each Establishment will have its own security conditions so there will also be site specific arrangements which will be identified within each call off document.</p>
<b>74</b>	Are there any costs to receiving the necessary security requirements?	There are no additional costs to be security vetted.
<b>75</b>	How access is managed and storage of materials in a secure environment?	Access and storage are dependent on each site, and as a contractor invited to tender you will be able to ask specific questions about access and storage.
<b>76</b>	Details regarding specifics access and egress requirements of building i.e. would there be set times for access?	It will take around 30 mins to get through security in a prison - before entering and upon leaving. Typical 6 working hours per day. 07:45-08:15 for security checks, starting work at 08:15, and ceasing work for lunch, and then finishing the day at 16:30 and leaving site 17:00.
<b>77</b>	What is there for security manned guarding? Can we	To complete work on site, all contractors will be escorted during the project. There won't be a need for

	benefit with our security manned guarding resources?	<p>contractors to have their own security manned guarding resources.</p> <p>When you are working inside a prison you are assigned an escort, who is a person who will stay with you and guide you around the site. The role of the escort is for your security and to ensure you are supported whilst working in the prison.</p>
<b>78</b>	Will there be any limitations of working?	<p>Contractors will need to provide a list of tools you want to bring into the prison, this will be checked and monitored by your escort. The tools you bring in must be the minimum that you require and be in a locked bag. Certain items such as nail guns are not allowed. Mobile phones are prohibited inside the prison alongside lighters and tobacco. Certain IT equipment will need approval. Movement around site will be restricted.</p> <p>When you are working inside a prison you are assigned an escort, who is a person who will stay with you and guide you around the site. The role of the escort is for your security and to ensure you are supported whilst working in the prison. Due to height restrictions, large lorries are not permitted on site.</p>
<b>79</b>	What will be the security arrangements and any pre-engagement we can complete to reduce induction once on site?	The relevant level of clearance will be facilitated by the Buyer for all team members that need to go on site, if not already in place, when a contract has been awarded.
<b>80</b>	Do we need to pre-screen for example our supply-chain?	There are certain considerations that you as a contractor can make in advance of proposing a team member from a supply chain. Generally speaking, the individual will need to be 'visible' to government scrutiny also be aware of both spent and unspent criminal convictions.
<b>81</b>	Is there a portal for security clearances to be obtained for workers within prisons?	Yes, there is an online process. However, this can only be initiated by the Buyer. The relevant level of clearance will be facilitated by the Buyer for all team members that need to go on site, if not already in place, when a contract has been awarded.
<b>82</b>	Is it a pre-requisite that you must have security clearance, or can this be gained once on the framework?	No. The relevant level of clearance will be facilitated by the Buyer for all team members that need to go on site, if not already in place, when a contract has been awarded.

83	Common restrictions to consider when carrying out demolition projects in such environments.	<p>Access through gates and fences – vehicle gates are in situ and may restrict the size of equipment that may pass through – locally determined.</p> <p>Restricted access and egress times, restrictions on movements around site, plant, tools and equipment allowed on site and storage when not in use.</p> <p>Segregation of work area and control of access.</p> <p>Storage of spoil and debris prior to removal from site – locally determined.</p> <p>Statutory obligation – section 80 notice, preplanning engagement etc and vetting of all personnel.</p>
84	Will the DPS allow single application for security clearance covering all establishments?	<p>Different levels of clearance are required for different types of establishment. If you gain an Enhanced Level 2 clearance to work in a Category B establishment it will be valid for all Category B and C establishments. See the Security Clearance Briefing in Part A of the document pack for more detail.</p>
85	Will there be any security risks to our workforce? What safety measures are in place to protect our work force.	<p>Prior to a project, a specific security risk assessment is undertaken, with input and the opportunity to raise concerns from all stakeholders. From this a clear record of risks and mitigation measures is agreed which will form the basis for the work to be delivered in the specific environment. This will include but is not limited to:</p> <ul style="list-style-type: none"> <li>○ Location of works and segregation of working areas</li> <li>○ Access and egress processes</li> <li>○ Working times</li> <li>○ Movement routes</li> <li>○ Escorts and restrictions</li> <li>○ Storage of tools, equipment, plant, and materials</li> <li>○ Impact of existing site operations, utilities, and services.</li> </ul> <p>All persons who undertake works within an establishment are required to undertake an induction, this covers information relating, but not limited to:</p> <ul style="list-style-type: none"> <li>○ Personal safety awareness</li> <li>○ Security restrictions and requirements</li> <li>○ Use of keys and key accountability &amp; security (if to be issued)</li> <li>○ Access to areas and escorts requirements</li> <li>○ How to interact with others, what is expected of the individual in relation to behaviours</li> </ul>



		<ul style="list-style-type: none"> <li>○ Site health and safety information, including reporting of accidents</li> <li>○ Site fire safety measures and actions in case of emergency</li> <li>○ Opportunity to ask questions or discuss specific concerns, at that point or a contact to raise later.</li> </ul> <p>These measures are over and above the individual contractor's own risk assessment safe working methods specific for the works to be delivered.</p>
<b>86</b>	Vetting procedures, we have worked in multiple MoJ, MoD and Police environments but all have different vetting requirements. Is there one that fits all to prevent multiple applications?	The individual site / establishment will determine the level of security clearance that is required. If a Contractor has a particular level of clearance gained in one Ministry, which is still current and needed for a project in another Ministry, the Contractor will not have to be re-vetted.