



11 March 2022

Dear Potential Contractor

Welcome and thank you for taking an interest in our Minor Works Dynamic Purchasing System (MWDPS).

This short introduction sets out the key steps to be taken in order to join the MWDPS and the structure of the tender documentation.

The Ministry of Justice (MoJ) appreciates that a lot of information is being provided. The package includes crucial information which will allow you to fully understand how the MWDPS will operate and should be read carefully.

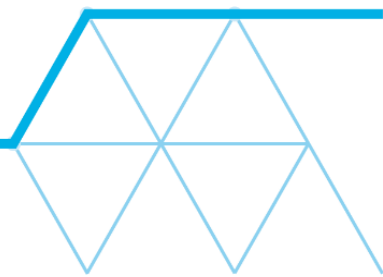
How to Join:

1. Become a Member of Constructionline. **The Associate Membership is free of charge** and can be accessed using the link below. Complete the membership information and upload your supporting documents. Once you have registered for the MWDPS your information will be fully checked and verified.
<https://www.constructionline.co.uk/products-services/memberships/associate-membership/>
2. Register for the DPS. Using the link below, visit the MoJ landing page. From here you can download the MWDPS tender document pack and click through to the DPS Registration page. The MWDPS has five Lots, below which are the various Categories that you can sign up to. On the Registration page select one or more of the Categories that you have experience in and can deliver good quality outcomes, complete the required information and follow the instructions. <https://www.constructionline.co.uk/buyers/public-sector/ministry-of-justice/>
3. You will need to complete and return the Signatory Sheet which can be found in Part C of the document pack. Please note, due to a change in policy relating to digital signatures, we will re-issue the signatory sheet to be signed via Adobe Pro.

To this end:

- Please provide a copy of the **MS Word** Signatory Sheet document that has been completed **without** the signature in place.
- Provide the name and email address of the **director** that will be signing the Agreement.

A Signatory Sheet **guide** can be found in Part C of the document pack which outlines a step by step process on how to fill out the agreement.



Tender Document Structure:

1	Invitation to Participate Part A – Overview of the DPS arrangement (incl. Annexes A – D) <ul style="list-style-type: none">• Annex D lists additional supporting information which will also be included in the pack<ul style="list-style-type: none">- Frequently Asked Questions and Answers- Constructionline Gold Standard Checklist (summary Document)- Security Clearance Briefing Note
2	Invitation to Participate Part B – How to Join the DPS (incl. Annexes A, F, G), Annex B – Associate and DPS Sign up Guide Annex C - Constructionline Membership Assessment Guideline Annex D – Experience* to be completed and returned to ccmd-mwdps@justice.gov.uk Annex E – Client Reference Request Form* to be completed by referee and returned to ccmd-mwdps@justice.gov.uk *Please note that due to a change in policy, Annex D Experiences and Annex E References are no longer a requirement at this stage to be a part of the MWDPS. However, they will still be required each time you are invited to bid for works during the call-off stage. Therefore, we strongly recommend that you still provide us with these documents in advance to prevent you from having to resubmit experiences and references for each tender. We also reserve the right to only invite those with experiences and corroborating references to bid for works.
3	Part C – The DPS Contract Documentation <ul style="list-style-type: none">• MWDPS Agreement• MWDPS Signatory Sheet to be completed in MS Word and returned to ccmd-mwdps@justice.gov.uk• Schedule C1 - Definitions• Schedule C2 - Call Off Procedure and Award Criteria
4	Part D – Jaggaer eSourcing Portal Guidance- this guide provides information to help contractors understand how to bid for opportunities and respond to Call Off competitions
5	Supporting Policies and Procedures – this is a package of information to give you a better understanding of working in the custodial environment

We look forward to being able to work with you.

All the best.

The Ministry of Justice

