



E: info@nyhighways.co.uk

T: 01609 535470

Highway Services Dynamic Purchasing System

Frequently Asked Questions (FAQs)

General DPS Questions

1	Who will be the main contact?	<p>buyerservices.constructionline@constructionline.co.uk regarding Constructionline membership sign up and use of the DPS platform.</p> <p>nyhcommercial@nyhighways.co.uk regarding DPS operation and documentation enquiries.</p> <p>Individual call off, tender specific communications will be managed through Marketplace.</p>
2	When will this become live?	The DPS is due to go live week commencing 8 July 2024 with further competitions being run shortly after.
3	Will the process be simple for SMEs with not too many documents to complete?	Signing up to the DPS aims to be as straight forward as possible, given the legislation and the work environment. Common Assessment Standards (CAS) are being used so duplication will be minimal. If you've already completed CAS accreditation you won't have to complete the questions again. To ensure the DPS is accessible to all suppliers regardless of size, the assessment for certain questions have been revised for micro-businesses. Suppliers may be exempt from answering certain questions depending on the nature of their business and what other certifications they hold.
4	We realise NYH are seeking to engage with smaller SMEs but we feel the larger companies will win all the work.	<p>The DPS will focus on smaller packages of work that should be attractive to SMEs. This DPS gives all suppliers the opportunity to be involved in local tenders, and we intend to make the call off / tendering process easier for SMEs to participate without full time bid writers.</p> <p>Joining the DPS only requires Associate Membership, which is free of charge. To ensure the DPS is accessible to all suppliers regardless of size, the assessment for certain questions have been revised for micro-businesses. Suppliers may be exempt from answering certain questions depending on the nature of their business and what other certifications they hold.</p>

General DPS Questions

5	The categories are broad so if we are niche within that category would we be considered?	Yes, NYH will have determined which category they need to draw from. All suppliers that are registered under that particular category work area will be invited to participate. The supplier will need to review the scope to determine whether they would like to submit a tender.
6	It feels like we may end up stuck in a procurement process that may yield nothing. How can that be improved?	The rules for the operation of a DPS have been set out in legislation. NYH have tried to make joining as simple as possible. Once on the DPS, suppliers will be able to choose whether they wish to participate in tender opportunities that they are asked to respond to.

Joining the DPS

7	How many participants are there proposed to be?	There is no limit to how many suppliers can join the DPS.
8	Can the DPS be joined later?	Suppliers can join the DPS at any time during the life of the DPS.
9	Is the DPS open ended (i.e. is there a limit on the number of companies on the DPS for each category)?	There is no limit to how many suppliers can register against each category.
10	Can we join more than one lot?	Yes, suppliers can join more than one lot and must register for the categories within each lot to be invited to tender.
11	Can we change or add lot categories after the initial application process?	Yes, categories can be changes during the life of the DPS, however checks will be undertaken, and suppliers will need approving for each lot they choose.
12	Do you need previous experience with NYH to get onto the DPS?	Supplier do not need previous NYH experience to join the DPS.
13	Is there an annual subscription fee for the DPS membership?	No, to join the DPS you only need to be an Associate Member of Constructionline, which is free of charge.
14	Does a paid Constructionline membership offer any advantage?	Not in relation to the DPS. Existing Gold or Platinum members will have already been evaluated against the CAS criteria.

Joining the DPS

15	Is there a function where a supplier can search any live tender opportunities currently available on the DPS?	No, Buyers will decide what contracts they wish to tender through the DPS route as and when required. They will then invite verified contractors from the requisite categories to participate.
16	What additional qualifications / accreditations should we be looking to obtain?	Qualification / accreditations will be dependent on specific call offs. Suppliers/contractors must be skilled and suitably accredited in their area of work in order to manage and deliver the goods/services/works required by NYH to a high standard. Precise details of NYHs requirements will be made available at the call off stage.
17	What are the most important skills/competencies contractors must be able deliver?	Suppliers/contractors must be skilled and suitably accredited in their area of work in order to manage and deliver the goods/services/works required by NYH to a high standard. Precise details of NYHs requirements will be made available at the call off stage.

Call off Process

18	<p>What is the call off procedure and how will work be advertised?</p>	<p>Suppliers who have gained an Approved status and registered with the DPS will receive notification of opportunities.</p> <p>Once NYH has determined the DPS is the most appropriate route to market, the Invitation To Tender (ITT) documentation will be produced. NYH will use the Constructionline DPS platform filters (e.g. work category) to obtain a list of Approved Contractors for that specific need.</p> <p>Those suppliers will be invited to submit a Tender through Marketplace. The ITT document will be issued setting out the specification, T&Cs, evaluation methodology and the response information required. Suppliers are not compelled to submit a response.</p> <p>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 will be sent to all participating suppliers.</p>
19	<p>Must all work be quoted for or is there an alternative system to receive instructions, such as preferred contractor or schedule of rates?</p>	<p>NYH has alternative routes to market which may occasionally be used. Open tenders may still be advertised on our e-tendering portal https://yortender.eu-supply.com.</p> <p>Suppliers are not obliged to quote for all works advertised through the DPS, however as NYH incur a charge for this system, any suppliers not submitting bids may be contacted and asked if they wish to remain on the DPS.</p>

Call off Process

20	What are the payment terms on the DPS?	Standard 30-day payment terms exist from receipt of invoices.
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, NYH will continue to evaluate the submission and award the contract if it meets the requirements and is deemed to offer value for money.
23	If a project is procured via the DPS that requires multiple lots, will you be sending out the ITT to all individuals on each lot or would you look for a main contractor on the most relevant/highest value lot?	This will be considered on a case-by-case basis.
24	What selection criteria will be used to determine how many contractors tender for any one project? How many contractors will be asked to participate in call-off competitions?	There is no limit to how many suppliers will be invited to bid. Legislation requires that all suppliers that meet the selection criteria must be invited to tender. Selection criteria will be the type of work i.e. work categories suppliers have registered against.
25	What criteria will the works be awarded on e.g. lowest cost?	Call off competitions can be evaluated on a price only basis, or on a quality:price basis. Specific award criteria will be made available at the call off stage.

Call off Process

26	Is there a minimum price amount for the projects that will be on the DPS?	There is no minimum price.
27	What will be the mini-competition return period?	<p>One of the benefits to this DPS, is that NYH can reduce procurement timescales from one month to 10 days. NYH will consider each project and allow what is believed to be a sufficient amount of time to submit a bid.</p> <p>Due to the reactive, emergency nature of our business there may be occasions when very short turnaround times are required, and quotations are needed in less than 10 days. NYH will try to minimise these instances, however by joining this DPS you are deemed to agree to reduced time limits when NYH deems it necessary.</p>
28	If site visits are needed, will they be individual or en-masse?	Site visits will be en-masse wherever possible.
29	If we already have an existing contract with NYH, how will this DPS affect our current arrangements?	<p>The DPS is being put in place to give us an alternative route to market, and is believed to offer many benefits over our traditional open tenders.</p> <p>It is not our intention to re-tender our current contracts as soon as the DPS is live, however we will have the option to use the DPS to re-procure current arrangements when the time comes.</p> <p>To smooth buying resources, NYH may run re-procurements prior to current agreements expiring. In these instances, NYH will be able to continue using the current agreements until they expire. Depending on the terms of the current agreement, NYH may also be able to utilise the replacement agreement if needed.</p>

Call off Process

30	Will the DPS be regionally split/allocated?	<p>As part of Constructionline membership signup, Contractors will be able to select the areas that they wish to work in.</p> <p>When calling off the DPS the location may be used to select the contractors eligible to bid. Additionally, there may be criteria within the call off competitions to indicate which NYH areas within North Yorkshire you are willing to work in.</p>
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