

DYNAMIC PURCHASING SYSTEM (DPS) GUIDE

# Decarbonisation Works

Connects you to experienced contractors able to deliver individual measures as well as whole house retrofit.



# About this DPS

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## DPS Overview

We will manage the process and be the initial point of contact if you need any help or advice. The DPS is open until February 2029.

The DPS provides you with a compliant route to appoint contractors all experienced in delivering projects for the housing sector. It's been split into 4 Lots covering the delivery of individual measures and whole house retrofit works. It's been designed to sit alongside our Decarbonisation Partnerships Framework.

Some aspects of a DPS are similar to a framework – but an important difference is that suppliers can join or leave at any time. This makes it easier to include local SME contractors, or new suppliers to bid for your tenders.



# Lot Breakdown

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## Lot 1: Insulation

This Lot covers the design and installation of external wall insulation, loft insulation, cavity wall insulation and floor insulation.

## Lot 2: Renewable heat, hot water & ventilation

This Lot covers the design, generation, installation, distribution and maintenance of renewable heat and hot water solutions. This includes:

- Ground source heat pumps
- Air source heat pumps
- Solar thermal installations
- Smart heating systems
- District systems
- Heat networks
- Ventilation systems

## Lot 3: Renewable power and storage

This Lot covers the design, generation, installation, distribution and maintenance of renewable power and storage solutions. This includes:

- PV panels
- Electric Vehicle charging
- Battery Storage
- Associated smart controls

## Lot 4: Whole house retrofit

- This Lot is comprehensive and holds a variety of suppliers able to deliver whole house retrofit projects. Contracts can cover domestic, communal and commercial buildings.



# How to use the DPS

All call offs from the DPS have to be mini tenders. We will manage this process and be the initial point of contact if you need help or advice.



01.

## Initial Consultation

We'll talk to you about your upcoming project and ask you to complete a pre-project form. This helps us to tailor our services to your specific project and get you procurement ready.



02.

## Supplier Check

Any contractors which you already know can register to join the DPS at this stage. Once approved they can then be included in your tender.



03.

## Invitation to Tender

Once you're happy to proceed we will issue an Invitation To Tender (ITT). This will go to all of the suppliers on the relevant Lot of the DPS. Suppliers can choose to opt-in or opt-out.



04.

## Tender Submissions

Interested suppliers will then return the completed ITT by the deadline. We will compile the tender responses and send these to you for evaluation.



05.

## Evaluation

You will evaluate the submissions and we can help you with your tender report. You can then write the award letters, or we can do this for you. The award letters will then be sent out to the tenderers.



05.

## Contract Drafting

Once the award has been issued we're able to help you draft your contract if required.

### Member benefit

SEC Members receive a 0.5% discount on levy collected from the contractor compared to Non-Members.

# Frequently Asked Questions

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## Who can access the DPS / Dynamic Market?

Any publicly funded body can use the DPS – access is not limited to SEC Members alone. [Full details can be found here.](#)

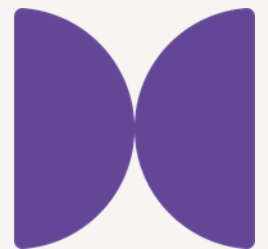
## Is there a cost to access?

There is no access fee to use our DPS for projects over £25,000. A levy % dependant on whether you are a guest or member is collected directly from the contractor once a call off contract is awarded. The levy operates on a cascade system – with the % charge decreasing in line with contract spend.

If your contract value is less than £25,000 then a fixed levy fee applies. This is charged to the contractor, and is £500 + VAT for price only evaluation and £2,250 + VAT for price and quality evaluation.

## Can I ask my preferred suppliers to join the DPS?

Yes – if you have any small and/or local firms you like to use for certain repairs or maintenance works and are looking for a complaint route to award, you can point them to our DPS. This will make mini tenders including your preferred suppliers easier. We've produced some advice for [suppliers looking to join the DPS here.](#)



# Why use SEC?

Working with us means partnering with a not-for-profit organisation dedicated to supporting the housing sector. Public procurement is what we do best – since 2005 we've ensured that every framework we procure is designed by and for our customers. And, we reinvest our surplus back into the housing sector through our Training and Insights programmes.

## What it means for you:

- Fully compliant route to market with advice from procurement experts across each stage of your project
- Additional support with your technical documents, procurement strategy and contract management when you need it
- Amplified social value on top of what's already delivered through your contract. You'll also help fund our reinvestment programmes delivering training, sector insights and community projects

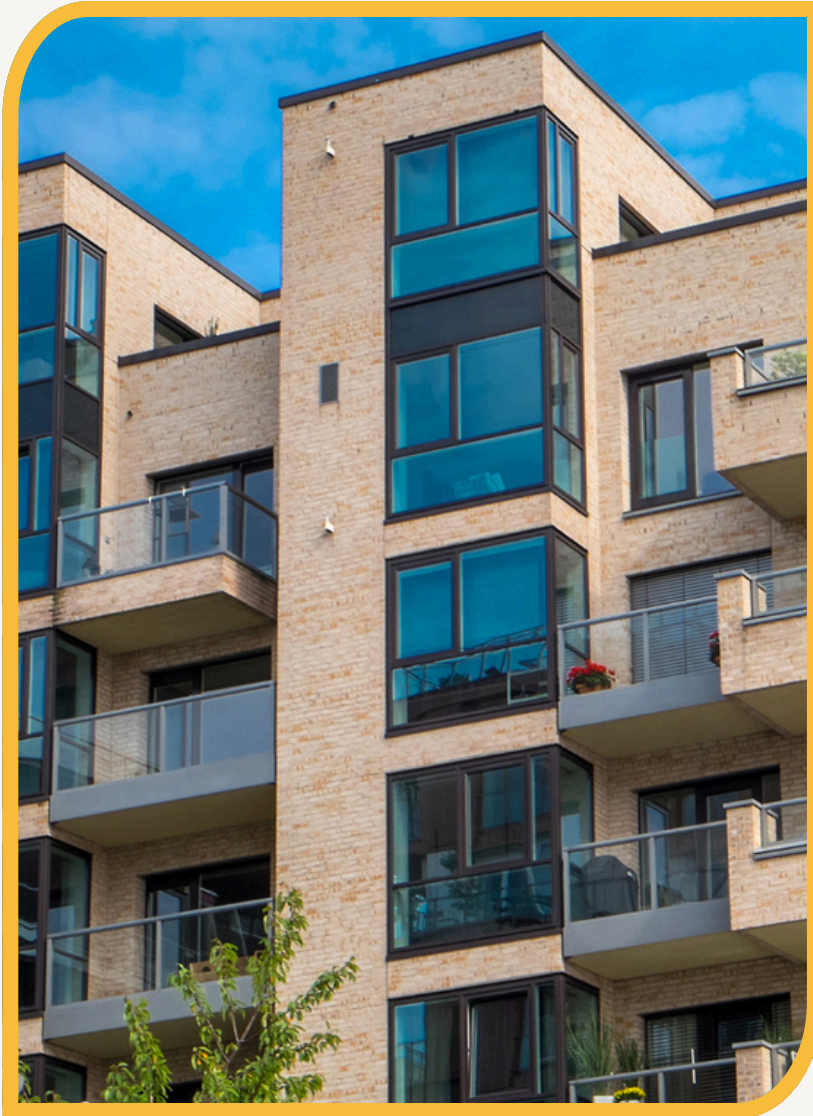


£1,000,000 investment in training that bridges the skills gap and £400,000 to community projects.

Plus £230,000 on insights projects that support better procurement practices.



# Next Steps




We've got two options depending on where you are with your project.

## Like to know a little more?

Get in touch:

 0204 570 6637

 [info@southeastconsortium.org.uk](mailto:info@southeastconsortium.org.uk)

 B1092 Galley Drive, Kent Science Park,  
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## Ready to use this DPS?

[Contact Us | South East Consortium](#)