

## **Quick Help Guide to the Dynamic Purchasing System Colchester Borough Council and Colchester Borough Homes**

The Dynamic Purchasing System (DPS) is a type of procurement process that can be used to award contracts for works, services and goods and is conducted electronically. As a procurement tool, it has some aspects that are similar to a framework agreement, but allows new suppliers to join at any time.

Colchester Borough Council for itself and its wholly owned bodies issued contract notices for two separate DPS projects. The titles and links are below:

**General Building Works (D001)** – <https://www.delta-esourcing.com/respond/N839T3PMF8>

**Mechanical Engineering Services (D002)** – <https://www.delta-esourcing.com/respond/993X4NE8A3>

Each notice issued through the Delta eSourcing portal ([www.delta.esourcing.com](http://www.delta.esourcing.com)) has a short description of our requirements.

Organisations who wish to participate and are unfamiliar with using the Delta portal, should follow this process:

1. Click on the link for the notice(s) that you are interested in. You will have to apply separately if you want to join more than one DPS.
2. To apply, click the “Register Interest” button at either the top or the bottom of the notice.
3. Log in to the Delta eSourcing portal or register if not already done so. If you need to enter an Access Code as part of the registration process, use the 10-digit alphanumeric code at the end of the relevant hyperlink above.
4. In the Delta Response Manager, click the relevant Opportunity or enter the Access Code if the Opportunity isn’t listed.

5. Within the Delta portal, each DPS has its own project space.
6. Each project space has the same layout, with a home page showing the tabs for the various stages and a button for the Message Centre. Your organisation name will be shown where the picture displays “TEST - Colchester Borough Council”
7. **Stage One: Overview** has the documents provided for information about the process, about our requirements and templates to prepare your response.
  - a. Read the Invitation, which contains information about the process
  - b. Read the Scope of Works, which contains information about our potential requirements
  - c. Decide if you wish to apply
  - d. If you wish to apply, download and save the templates to your device, replacing the word ‘template’ with your organisation name.

The screenshot shows the Delta portal interface for a project titled "General Building Works DPS - D001". The page is titled "Stage One: Overview" and includes a navigation menu with "Profile", "Responses", and "eAuctions". The user is logged in as "Procurement Control Supplier Administrator".

Key information displayed includes:

- General Building Works DPS - D001** (with a document icon)
- Message Centre** and **Important - Please Read** buttons.
- SQ Information:** Access Code: N839T3PMF8, Status: Open, Opening Date: 16/03/2018 16:50, Closing Date: 30/04/2022 00:00.
- Activity Log** link.
- Progress tabs: **Stage One: Overview** (selected), Stage Two: Prepare Response, Stage Three: Submit Response.

Instructions: "In order to respond to this opportunity you should follow our three stage process. Download any associated documents from stage one, review any additional questions the buyer may have and upload your own documents in stage two and submit your completed response in stage three."

Document Title	Document Size	Uploaded Date
D001 - General Building Works - DPS Invitation.pdf	363.87 KB	16/03/2018 15:12
D001 - Scope of Works - General Building Works.pdf	81.67 KB	16/03/2018 15:12
D001 - SQ 6.1 Contract Examples TEMPLATE.docx	26.33 KB	16/03/2018 15:12
D001 - SQ 8.2a Qualifications and Accreditations T...docx	25.29 KB	16/03/2018 15:12
D001 - SQ 8.2c Health and Safety Implementation TE...docx	28.75 KB	16/03/2018 15:12
D001 - SQ 8.2d Safety Record TEMPLATE.docx	28.71 KB	16/03/2018 15:12
D001 - SQ 8.2e Commissioning TEMPLATE.docx	26.58 KB	16/03/2018 15:12
D001 - SQ 8.2f Works in Colchester TEMPLATE.docx	26.24 KB	16/03/2018 15:12

Download All 8 documents found, displaying all documents.

**Continue to Stage Two**

8. **Stage Two: Prepare Response** has the online questionnaire. You can save your progress and complete later. There are 3 main types of questions:
- Short Text Description – such as name or address
  - Yes/No Questions – asking for confirmation of status
  - Long Text Responses – please use the templates provided. Download the template to your device and save. Please keep the same filename with your organisation name replacing the word ‘template’. Edit each document to add your Bidder name and your response. When complete, upload from your device into the relevant response section in the portal. All uploaded files must have unique names.
9. **Stage Three: Submit Response** will indicate whether all sections have been fully completed and allow you to submit your response.

The screenshot displays the DELTA procurement portal interface. At the top, there is a navigation bar with 'DELTA' logo, 'Profile', 'Responses', and 'eAuctions' links, along with 'Help', 'Resources', 'Account', and 'Logout' options. The main header shows 'TEST - Colchester Borough Council' with a 'LIVE CHAT' button and a 'Procurement Control Supplier Administrator' button. A breadcrumb trail indicates the current location: 'Activity Centre > Response Manager > Response > Stage Two: Prepare Response'.

The main content area is titled 'Stage Two: Prepare Response' and features a card for 'General Building Works DPS - D001'. This card includes a 'Message Centre' button, an 'Important - Please Read' button, and 'SQ Information' such as 'Access Code: N839T3PMF8', 'Status: Open', 'Opening Date: 16/03/2018 16:50', and 'Closing Date: 30/04/2022 00:00'. An 'Activity Log' link is also present.

Below the card, there are three tabs: 'Stage One: Overview', 'Stage Two: Prepare Response' (which is active), and 'Stage Three: Submit Response'. A message states: 'All responses to questions being asked by the awarding authority have been listed below. Note, please review all questions carefully as other relevant documents may be attached to them, containing additional information pertinent to your response.' There are 'Edit' and 'View' buttons next to this message.

The main list of questions includes:
 

- Potential Supplier Information -(Part 1)
  - 1.1
    - 1.1.1 Supplier Information
 

Subsection : Not included in the evaluation

1.1(a) Full name of the potential supplier submitting the information. REQUIRED

Characters Remaining: 400

1.1(b)-(i) Registered office address (if applicable)

Address Line 1

Characters Remaining: 150

Address Line 2

Characters Remaining: 150
  2. Grounds for mandatory exclusion -(Part 2)
  3. Grounds for Discretionary exclusion -(Part 2)
  4. Economic and Financial Standing -(Part 3)
  5. Economic Operator Group -(Part 3)
  6. Technical and Professional Ability -(Part 3)
  7. Modern Slavery Act 2015 -(Part 3)
  8. Additional Questions -(Part 3)

A 'Proceed to Stage 3' button is located at the bottom right of the question list.

10. The Message Centre is used to send or receive messages between suppliers and the Buyer (in this case the Council) that are specific to the project. Suppliers cannot see messages sent to or by other suppliers.

11. If you have technical issues using the portal, you can contact the Delta helpdesk through the Live Chat button or 0845 270 7050. There are also User Guides in the Help section.

The screenshot displays the Delta procurement portal interface. At the top, there is a navigation bar with the Delta logo and links for Profile, Responses, eAuctions, Help, Resources, Account, and Logout. Below this, the page title is 'TEST - Colchester Borough Council' with a 'LIVE CHAT' button and a 'Procurement Control Supplier Administrator' dropdown menu. The breadcrumb trail shows: Activity Centre > Response Manager > View Response Status > Message Centre. The main content area is titled 'Supplier Message Centre' and features a card for 'General Building Works DPS - D001'. This card includes a 'Message Centre' button, an 'Important - Please Read' button, and 'SQ Information' such as Access Code: N839T3PMF8, Status: Open, Opening Date: 16/03/2018 16:50, and Closing Date: 30/04/2022 00:00. Below the card, there is a text box for sending communications, with a note that it is for messaging purposes only and not for tenders or SQ responses. The 'New Direct Message' section contains a 'Subject:' field, a 'Message:' text area (4000 character(s) left), and an 'Add Attachment to Email (Maximum 3 Documents):' section with a 'Choose File' button, 'No file chosen' text, and an 'Attach' button. At the bottom of this section are 'Send Email' and 'Cancel' buttons. A legend indicates that a yellow box represents a 'Topic' and a green box represents a 'Direct' message. The page concludes with a 'Messages' section and a help icon.