

# **Procurement Document**

**(Dynamic Purchasing System)**

## **Application to enter**

# **Community Health Improvement Services – Dynamic Purchasing Services**

**Dynamic Purchasing System Reference 9Q6H-XQYAXE**

Bournemouth, Poole and Dorset councils  
working together to improve and protect health



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**Reference 9Q6H-XQYAXE**

Dorset County Council, Dorset Procurement, County Hall, Colliton Park,  
Dorchester, Dorset, DT1 1XJ

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## Introduction

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### Purpose

The purpose of this document is to provide instructions on applying entrance (“application”) into a Dynamic Purchasing System (“DPS”). The Application enables Dorset County Council to receive sufficient information from Organisations interested in supplying the required goods or services and to allow: a) both the assessment of their capacity and suitability, and b) enable the Council to evaluate the application submitted to find the most suitable Organisation who can meet the Selection Criteria to appointment on to the DPS. Only organisations that successfully enter the DPS will receive a further “Invitation to Tender” (“ITT”) for specific contract.

This application process has been issued by Dorset County Council in connection with a competitive procurement in accordance with the Public Contract Regulations 2015 (“the Regulations”).

**Title of Dynamic Purchasing System**    Provision of Community Health Improvement Services

### Aim of the Dynamic Purchasing System

On 1<sup>st</sup> April 2013 the responsibility for public health services within the County of Dorset transferred from the NHS to the local authorities of Dorset County Council, Bournemouth Borough Council and the Borough of Poole. All three localities work together as Public Health Dorset with Dorset County Council being the host authority.

Public Health Dorset commission a range of mandatory and non-mandatory public health services, including health improvement, NHS Health checks programme, sexual health services and drug and alcohol services in partnership with the Councils.

It serves a diverse population of 750,000 covering rural and urban areas – some small areas of which are among the most deprived with the South West of England.

Community Health Improvement Services play a central role in taking forward Public Health Dorset’s vision for improving the health and wellbeing of local communities, with a particular emphasis on areas with the greatest needs. Supporting people in adopting and maintaining healthier behaviours is essential, not only in the lives of individuals, but also in creating effective and sustainable public services that focus on prevention of illness and disability as much as on treatment and care.

Dorset County Council, on behalf of Public Health Dorset, is establishing a dynamic purchasing system [DPS] to commission Community Health Improvement Services.

The DPS will consist of following Lots and Tenderers may apply for admission to one or all lots.

#### *[provision of]*

- Lot 1 – NHS Health Check Assessments
- Lot 2 – NHS Health Checks Invitation Management
- Lot 3 – Sexual Health Level 1
- Lot 4 – Sexual Health Level 2
- Lot 5 – Supervised Consumption
- Lot 6 – Needle Exchange

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- Lot 7 – Smoking Cessation
- Lot 8 – Weight Management
- Lot 9 – Immunisation

Detail of what services are within each Lot are shown in Schedule A - General Service Specification

**Applications**

Organisations that submit an application which meets the minimum selection criteria shall be admitted on to the Dynamic Purchasing System and shall be invited to submit Tenders [Invitation to Tender] for specific services when these requirements are identified.

**DPS Period:** It is the intention for the DPS to be open for up to 4 years.

## Notes for Completion

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### 1. Glossary

- 1.1. **'Application'** means the process for applying for entrance into the Dynamic Purchasing System. It comprises of the minimum selection criteria, general service specification and contract terms and conditions;
- 1.2. **'Call-Off Contracts'** means the securing of contracts off the DPS via an Invitation to Tender;
- 1.3. **'Contract Terms and Conditions'** means the terms and conditions that will apply to all contracts secured from the Dynamic Purchasing System and forms part of the Application;
- 1.4. **'Council'** means Dorset County Council acting on behalf of Public Health Dorset;
- 1.5. **'Dynamic Purchasing System'** or **'DPS'** is the completely electronic tendering system for the selection of providers that comply with minimum selection requirements. A DPS must remain open throughout its duration for the admission of any Organisation that meets the Selection Criteria. Organisations admitted to the DPS will be invited to submit Tenders [Invitation to Tender] for specific call-off contracts for Goods or Services when these requirements are identified by the Council;
- 1.6. **'E-tender system'** means the electronic tender system named Pro-Contract. It is provided by Due North and is hosted via <http://www.supplyingthesouthwest.org.uk>;
- 1.7. **'General Specification'** means the service specification that indicates the nature of the Goods or Services intended to be purchased under the Dynamic Purchasing System as provided in Appendix 1 – General Specification and forms part of the Contract Terms and Conditions;
- 1.8. **'Invitation to Tender'** means the Tender process and all its components, inviting tenders for specific contracts following admittance into the Dynamic Purchasing System;
- 1.9. **'Public Health Dorset'** means the local authorities of Bournemouth Borough Council, Borough of Poole and Dorset County Council. All three work together as Public Health Dorset with Dorset County Council being the host authority.
- 1.10. **'Rounds'** means the opening of the DPS system in set periods as stated in the DPS. Round 1 being the initial establishment of the DPS and further Rounds commence on closing of Round 1.
- 1.11. **'Selection Criteria'** means the minimum or essential criteria to be met by Organisations in order to enter into the Dynamic Purchasing System and forms part of their Application. The selection criteria questions are within the e-tender system for Organisations to respond to.

### 2. E-Tender System

- 2.1. Assistance in relation to the e-tender system is available to Organisations via the Supplier Help Icon within the system.
- 2.2. Supplier Guidance documents are also available to view and download.

### **3. To View this Opportunity**

- 3.1. To view the Application in detail click on the phrase “View DPS” to the top right hand corner. This will open the Application in full detail where Organisations can view all attachments and download them to work upon.
- 3.2. Within the evaluation section Organisations can view the evaluation that is being used and this is where Organisations can also view on-line questions that are being used.

### **4. Register Intent**

- 4.1. The “Register Intent” button will be greyed out until the mandatory requirement to click on the phrase “View DPS” has been carried out.
- 4.2. Once the Application has been viewed Organisations will be able to click on “Register Intent” which will inform the Council of your intention to respond to this opportunity.
- 4.3. If an Organisation does not wish to, or is unable to submit an Application and not interested in proceeding, then they are required to click on “Opt Out” to decline the opportunity.

### **5. Response Wizard**

- 5.1. After registering intent, Organisations may then proceed to respond to the on-line questions.
- 5.2. In the “My Response” section it will show the status of the Application along with other details, “New” shows that the organisation has yet to work on the response. To start the response Organisations are required to click on “Response Wizard”.
- 5.3. Organisations can view their response at any point by clicking on the “View Response” icon in the top right corner of the section. This will open the response summary screen. From here individual sections can be edited, however it is strongly recommended that to complete the response to the opportunity the “Response Wizard” is used.
- 5.4. The “Submit Response” button will be greyed out until all the mandatory sections have been completed, allowing only “Save as Draft” until all the sections are complete.

### **6. Selection of Lots**

- 6.1. This is a Dynamic Purchasing System in respect of several Lots - refer to Guidance in Respect of Lots & Evaluation Questionnaires.
- 6.2. Organisations may apply for admission onto the Dynamic Purchasing System for one or more Lots.
- 6.3. Organisations must ensure that the correct selection of lots has been made before they submit their response.

### **7. Confidentiality**

- 7.1. This Application process, including all documentation, must be treated as private and confidential. Organisations must not release the details of the Dynamic Purchasing System and/or Application other than on an ‘In Confidence’ basis to those whom they need to consult for the purpose of preparing the a response, such as professional advisors or partner organisations for joint applications or consortia partners.
- 7.2. The Application and/or the Dynamic Purchasing System shall not be canvassed for acceptance or discussed with the media, any other Organisation, member/officer of Dorset County Council, or their representatives.

## **8. Application Process**

- 8.1. If the Council issues an amendment to the original Application process, and if it regards that amendment as significant, an extension of the closing date may, at the discretion, of the Council be given to all Organisations.
- 8.2. Organisations must obtain for themselves all information necessary for the preparation of their Application response and all costs, expenses and liabilities incurred by the Organisation in connection with the preparation and submission of the Application shall be borne by the Organisation, whether or not their application to enter the Dynamic Purchasing System is successful.
- 8.3. Information supplied to the Organisation by Council staff or contained in Council publications is supplied only for general guidance in the preparation of the Application.
- 8.4. Organisations must satisfy themselves as to the accuracy of any such information and no responsibility is accepted by the Council for any loss or damage of whatever kind and howsoever caused arising from the use by Organisations of such information.
- 8.5. Responses to each application question should be written concisely and clearly answer the question posed in English.

## **9. Communication**

- 9.1. All contact during this procurement should be submitted in writing through the e-tender system.
- 9.2. Organisations should seek to clarify any points of doubt or difficulty via the e-tender system. It is not acceptable for Organisations to seek clarifications via telephone or e-mail outside of the e-tender system.
  - 9.2.1. Where the Council considers any question or request for clarification to be of material significance it may communicate both the query and the response, in a suitably anonymous form, to all interested parties. Organisations should therefore not include within the question placed their organisation's name and any potential commercially sensitive information.

## **10. Other Documents or Supporting Evidence**

- 10.1. As instructed to do so within the e-tender system, the Organisations must complete and upload other documentation that may be provided with this application process, or upload evidence to support their submission.

## **Applying to Enter the Dynamic Purchasing System**

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### **1. The Application**

1.1. Organisations may apply to enter the Dynamic Purchasing System by submitting an Application which comprises of the following:

- Selection Criteria questions regarding minimum entrance criteria [questions within e-tender system]
- Contract Terms and Conditions including the following, where applied and provided at point of creation the DPS and as part of individual Invitations to Tender:
  - Appendix A            Service Specification
    - General Service Specification
    - Contract Specific Services Specification
  - Appendix B            Quality Outcome Indicators
  - Appendix C            Service User, Carer and Staff Surveys
  - Appendix D            Charges
  - Appendix E            Incidents Requiring Reporting Procedures
  - Appendix F            Information Provision
  - Appendix G            Service Quality Performance Report
  - Appendix H            Dispute Resolution
  - Appendix I            Definitions and Interpretation
  - Appendix J            DBS Checks Documents

### **2. Applying for Admission at Initial Creation of the Dynamic Purchasing System [Round 1] - *This is where the Dynamic Purchasing System is being established for the first time as part of a fully EU compliant tender process.***

- 2.1. Organisations are required to submit their Application within the e-tender system by **2.00pm [14:00hrs] on Thursday 1<sup>st</sup> September 2015.**
- 2.2. Organisations must complete questions and upload documentation to the e-tender system, where requested to do so.
- 2.3. It is the Organisation's responsibility to ensure that the Application is submitted within the e-tender system by the closing date and time.
- 2.4. Failure to answer and complete the Application within the e-tender system will result in the Council rejecting the Application as a Fail / Non-compliant submission.
- 2.5. Failure to complete and upload any required documentation within the e-tender system will result in the Council rejecting the Application as a Fail / Non-compliant submission.



- 2.6. **Late or Partial Tender Submissions:** Applications received after the closing date will not be considered. The Council is under no obligation to consider partial or late submissions.
  - 2.7. The information supplied in the Application will be checked for completeness and compliance before responses are evaluated. The Council expressly reserves the right to require an Organisation to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the Application process. However, the Council is not obliged to make such requests.
- 3. Applying for Admission into an Established Dynamic Purchasing System [Round 2 onwards] - *This is where the Dynamic Purchasing System has already been established but Organisations wish to apply to enter for the first time, or to re-apply, or to improve existing Application.***
- 3.1. Organisations are required to submit their Application within the e-tender system by the date as specified on as stated in the DPS.
  - 3.2. Organisations may submit their Application within the e-tender system at any time in the duration of the Dynamic Purchasing System and shall be evaluated for entrance per Round.
  - 3.3. Organisations to complete questions and upload documentation to the e-tender system, where requested to do so.
  - 3.4. It is the Organisation's responsibility to ensure that their Application is submitted within the e-tender system by the closing date and time.
  - 3.5. **Failure** to answer and complete the Application within the e-tender system will result in the Council rejecting the Application as a Fail / Non-compliant submission.
  - 3.6. **Failure** to complete and upload any required documentation within the e-tender system will result in the Council rejecting the Application as a Fail / Non-compliant Submission.
  - 3.7. **Late or Partial Application Submissions:** Applications received after the closing date will not be considered. The Council is under no obligation to consider partial or late submissions.
  - 3.8. The information supplied in the Application will be checked for completeness and compliance before responses are evaluated. The Council expressly reserves the right to require an Organisation to provide additional information supplementing or clarifying any of the information provided in response to the requests set out in the application process. However, the Council is not obliged to make such requests.

## Evaluation and Selection

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### 1 Evaluation

- 1.1 Evaluation of Applications will be undertaken by officers of the Council who will follow a systematic and comprehensive process using the selection criteria.

### 2 Selection Process

- 2.1 The Council expects to make a decision on selection to enter the Dynamic Purchasing System within 10 working days of the closing date for the submission of Applications.
- 2.2 The decision will be based on the evaluation criteria as outlined under Evaluation and Selection
- 2.3 Organisations selected by the Council to enter into the Dynamic Purchasing System shall be notified in writing.
- 2.4 Organisations that have not been successful in entering into the Dynamic Purchasing System shall also be notified in writing.
- 2.5 Admission on to the Dynamic Purchasing System shall not:
- 2.5.1 be a guarantee for any award of Contract for Goods or Services. There is no obligation on the Council to purchase any Goods or Services via the Dynamic Purchasing System;
- 2.5.2 provide any guarantee of business;
- 2.5.3 constitute a Contract nor the authorisation to supply Goods or Services to the Council nor carry out any Work on behalf of the Council.
- 2.6 Organisations should note that the Council reserves the right to terminate this procedure without any invitation to tender. They should also note that, should they be successful in being selected to enter into the Dynamic Purchasing System, the Council reserves the right to terminate the selection, if at any time it is discovered that the Organisation made any material misrepresentation and/or have not notified to the Council about any material changes in relation to the information provided in the application process.

### 3 Selection Criteria

- 3.1 An Organisation's completion of the On-Line Questions will give the selection outcome. Such questions shall include, but are not limited to, questions in relation to company policies, accreditations and memberships, or specific technical abilities in relation to the goods and services to be tendered for and are considered essential criteria to enter the DPS.
- 3.2 It important that Organisations refer to and follow the instructions shown in "Guidance in Respect of Lots and Questionnaire Templates"

#### **4 Purpose of Financial Evaluation**

- 4.1 The extent of a Financial Evaluation, where applied, will depend on the value and strategic importance of the contract, whether a Public Contract or individual Call-Off Contracts from a Framework Agreement or a Dynamic Purchasing System. The objectives of undertaking an Organisation's financial assessment as part of a procurement exercise are to:
- Assess the risk to public sector business and/or public money which would result if an Organisation bidding for a contract were to go out of business, or have inadequate financial resources to perform the contract; and
  - When justified, eliminate from the procurement any Organisation whose current financial capacity would pose an unacceptable risk to business and/or public money.
- 4.2 Financial evaluation will be a combination of both financial and non-financial factors and will consider:
- Applicant Acceptability - status of an Organisation in relation to the requirements of Regulation 57 and 58 of the Public Contracts Regulations 2015.
  - Economic and Financial Standing – Organisations are required to supply Full Financial Statements where requested to do so in the e-tender system, pursuant to Regulation 58 of the Public Contracts Regulations 2015 which will be assessed with the following
- 4.3 Economic and Financial Standing
- 4.4 An Organisation's financial position will be reviewed to assess whether the Organisation has a healthy financial position.
- 4.5 An Organisation is likely to be eliminated (likely to "Fail") from the procurement on financial grounds where:
- The Organisation has negative net assets.
  - Financial Statements or credit referencing raise concerns regarding a healthy financial position.
- 4.6 An Organisation will be deemed to be a higher risk if the Organisation appears to be an unrealistic candidate where the potential contract value represents a disproportionate volume of the Organisation's business taking into account the nature, timescales, value and risk of the contract.
- 4.7 The review of the financial health of an Organisation may include, but not be limited to, the following checks:
- General review of Financial Statements.
  - Review of ratios as appropriate, such as the areas of Financial Structure (such as liquidity and gearing), Operating Performance (such as efficiency, profitability, and working capital), and Investment.
  - Review for trends in Financial Structure and Operating Performance ratios.
  - A credit rating check.
  - Review for unusual accounting policies
  - Review for major business restructuring.
  - Review of Audit Opinion.
- 4.8 It is emphasised that financial standing is only a part of an overall evaluation criteria.

## 5 Procurement Timetable: Establishment of the DPS [Round 1]

- 5.1 The indicative timetable for the procurement to initially establish the Dynamic Purchasing System is set out below. This is intended as a guide and, whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any time.

**Table: Procurement Timetable**

Date or Target Date	Activity
<b>Round 1</b>	
1 <sup>st</sup> September 2015 [2.00pm / 14:00hrs]	Establishment of DPS [Round 1] – Return Date [Opening of next Rounds]
15 <sup>th</sup> September 2015	Successful Applicants – Notified
15 <sup>th</sup> September 2014	Unsuccessful Applicants - Notified

## 6 Procurement Timetable: Further Rounds

- 6.1 The Rounds will be set initially as monthly cycles within the first 12 months commencing on the closure of the Round 1 as stated in the DPS System. The Council however reserves the right to amend the opening frequency.

## Guidance in Respect of Lots & Evaluation Questions

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### 1 Evaluation of Lots

1.1 This procurement procedure is for the following Lots therefore Applications will be evaluated per Lot.

- Lot 1 – Health Check Assessments
- Lot 2 – Health Checks Invitation Management
- Lot 3 – Sexual Health Level 1
- Lot 4 – Sexual Health Level 2
- Lot 5 – Supervised Consumption
- Lot 6 – Needle Exchange
- Lot 7 – Smoking Cessation
- Lot 8 – Weight Management
- Lot 9 – Immunisation

### 2 Questionnaire Templates

2.1 Several evaluation question templates may make up each Lot which is necessary to avoid Organisations, where possible, having to answer the same questions potentially several times. This is not always avoidable and dependant on whether the question and potential response is generic enough to apply to all Lots.

2.2 The table below lists the templates with a summary of the content however Organisations should refer to 3. Selection of Lot Templates [Questionnaires]

TEMPLATE	APPLICABLE LOTS	SUMMARY CONTENT
General	All Lots – Essential Criteria	Collates organisational information
Questionnaire A	All Lots – Essential Criteria	Contains 6 x essential criteria questions
Questionnaire B	Lots 1, 3, 4, 5, 6, 7 & 9 – Essential Criteria	Contains 2 x essential criteria questions
Questionnaire C	Lots 1, 4, 6 & 9 – Essential Criteria	Contains 1 x essential criteria question
Questionnaire D	Lots 3, 4, 5, 6, 7 & 9 – Essential Criteria	Contains 1 x essential criteria question
Questionnaire E	Lots 3, 4 & 9 – Essential Criteria	Contains 1 x essential criteria question

Questionnaire F	Lots 4 & 5 – Essential Criteria	Contains 1 x essential criteria question
Questionnaire G	Lot 2 only – Essential Criteria	Contains 1 x essential criteria question
Questionnaire H	Lot 5 only – Essential Criteria	Contains 2 x essential criteria question
Questionnaire I	Lots 7 & 9 – Essential Criteria	Contains 1 x essential criteria question

- 2.3 **Completing Questions:** The on-line questions within the e-tender system must be completed by Organisation and, where requested to do so, Organisations must attach required documentation. All the individual questions are mandatory therefore Organisations are required to submit a response. Failure to complete the on-line questions will result in a Fail as Evaluators will not be able to evaluate fully the submitted Application.
- 2.4 **Collaborative Working:** If you are submitting as a collaborative organisation and as yet do not have a collective response in terms of any required evidence, e.g. do not have one collective policy but as individual's have polices, then submit as evidence what each member has to support the response.
- 2.5 **Pass / Fail:** Where sections or questions have the criteria as a Pass or Fail, it will be clearly stated as such. Section or questions scored as a Fail will result in the Application not being successful in entering the Dynamic Purchasing System.

### 3 Selection of Lot Templates [Questionnaires]

- 3.1 Organisations are required to opt-in to all templates of the Lot or Lots that are of interest to them.

**For example:**

There may be more than one template referring to Lot 1 therefore the Organisation if interested in Lot 1, is required to opt-in to each of these templates in order to access the on-line questions applicable to that particular Lot and all such templates that form the Indicative Tender for Lot 1.

If not interested in Lot 1 then opt-out would be the correct selection; by opting-out the Organisation is not submitting an Application for that Lot and is removing themselves from Lot 1.

- 3.2 Refer to the Lot Templates Table overleaf to understand which evaluation templates are within the application process and which hold the on-line questions that must be answered per Lot:
- 3.3 Organisations are strongly advised to refer to the Lot Templates Table to ensure that they opt-in to all the templates relevant to the Lot(s) they are interest in and do not opt-out of any in error, (An opt-out action equates to self-removal of the Tender from that Lot).
- 3.4 The correct selection is the responsibility of the Organisation and the Council is unable to rectify any opt-outs made in error.
- 3.5 Organisations may re-apply to enter the DPS for other lots in the next rounds, if they so wish to do so, and/or improve their original application.

## Lot Templates Table

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**Key:**

✓ = template is applicable to that Lot

✗ = template is not applicable to that Lot

All Template questions are on-line therefore require a response

General Quest = General Organisation Questionnaire Template

Quest means Questionnaire and shows the relevant questionnaire to complete, e.g. Quest A = Questionnaire A

LOT	General Quest	Quest A	Quest B	Quest C	Quest D	Quest E	Quest F	Quest G	Quest H	Quest I
1	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗
2	✓	✓	✗	✗	✗	✗	✗	✓	✗	✗
3	✓	✓	✓	✗	✓	✓	✗	✗	✗	✗
4	✓	✓	✓	✓	✓	✓	✓	✗	✗	✗
5	✓	✓	✓	✗	✓	✗	✓	✗	✓	✗
6	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗
7	✓	✓	✓	✗	✓	✗	✗	✗	✗	✓
8	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗
9	✓	✓	✓	✓	✓	✓	✗	✗	✗	✓

## Invitation to Tender for Call-Off Contracts

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### 1 Invitation to Tender

- 1.1 If the Council decides to conduct a tender competition through the DPS in respect of individual call-off contracts, only those Organisations that have successfully entered the DPS (and the Lot if Lots are applied) shall receive an Invitation to Tender. The basis of the Contract Terms and Conditions, selection criteria, and any overarching general service specification shall not be substantially changed.
- 1.2 The Council reserves the right to conduct an Invitation to Tender based on the most economically advantageous tender as declared in the individual Invitation to Tender. This may be an evaluation based on either Price Only, Quality Only or both Price and Quality as detailed below:

#### Price Only

- The Council will conduct an Invitation to Tender based on evaluation of 100% price where is seeking the best price from Organisations, or the Council is offering to Organisation set funding or claim charge, to meet the particular circumstances of the individual requirement. Whilst no element of quality is to be evaluated the Organisation is required to state acceptance to the declared contract specific specification to be delivered.

#### Quality Only

- The Council will conduct an Invitation to Tender based on 100% quality from Organisations which meet the particular circumstances of the individual requirement, such as where the commissioning is fixed core funding, and no element of price is to be evaluated.

#### Both Price and Quality

- The Council will conduct an Invitation to Tender based on an evaluation of both price and quality from Organisations where the award criteria of price / quality split will be weighted to meet the particular circumstances of the individual requirement

- 1.3 When conducting an Invitation to Tender for call-off contracts from the DPS, Organisations will be provided with a work specification, any service specification related terms and conditions specific to the call-off requirements which shall be in addition to the already agreed Contract Terms and Conditions, and award criteria. Such Invitation to Tenders shall be commensurate to the size and complexity of the individual requirement.
- 1.4 Demonstrations, interviews, presentations and/or site visits may be required as part of an Invitation to Tender for call-off contracts.

### 2 Invitation to Tender Response Time

- 2.1 The response time for submission of tenders for call-off contracts may vary to meet the particular circumstances of the individual requirement and shall be declared within the Invitation to Tender.



## **Contract Terms and Conditions**

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### **1. Terms and Conditions**

- 1.1. The contract documentation provides the terms and conditions that will apply to all contracts agreed pursuant to the Dynamic Purchasing System which will run for a maximum of four years.
- 1.2. These terms may not be qualified or amended with the submission of an application for selection to the Dynamic Purchasing System.
- 1.3. Where an invitation to tender from the Dynamic Purchasing System makes reference to these terms and conditions they will be wholly incorporated in the contract as defined in the Contract Terms and Conditions document, unless otherwise amended by Dorset County Council in the invitation to tender.
- 1.4. Further conditions may be incorporated within specific contracts by Dorset County Council. Where this is the case, details of those further conditions will be included with the invitation to tender. It is a requirement that all tenders are submitted based on all incorporated conditions communicated in the Invitation to Tender.
- 1.5. It may be necessary for the successful organisation [Tenderer] and Dorset County Council to sign a written contract and for each party to retain a copy following an award of contract from the Dynamic Purchasing System.
- 1.6. It is NOT a requirement for Organisations to sign these terms and conditions with their application for selection to the Dynamic Purchasing System.

## Documentation

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Within this Application process Organisations has been provided with the following documentation. Where indicated by ✓ these are required to be completed and uploaded within the e-tender system.

You will see that the Council is not providing any documentation at this stage that Organisations need to complete and re-upload. However Organisations must ensure that they upload evidence where requested to do so against any on-line questions in related to the essential criteria.

DOCUMENT TITLE	COMPLETE AND UPLOAD
1. Procurement Document – Community Health Improvement Services - DPS	✗
2. Contract Terms & Conditions - Community Health Improvement Services	✗
3. Appendix A - General Service Specification	✗
4. Appendix J – DBS Check Documents	✗
5. Prospectus – Community Health Improvement Services	✗

*Note: Appendix B to I of the Contract Terms and Conditions are, where applicable, included as part of award and they are from tender submissions.*

## Disclaimer

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This information in this document does not purport to be comprehensive or have been independently verified. This document is not intended to provide the basis of any investment decision and should not be considered as recommendation by Dorset County Council as an invitation to negotiate.

Any errors in this document shall not invalidate the Dynamic Purchasing System or release any Providers from any obligations under a Contract. Errors or omissions corrected by Dorset County Council that affect the supply of Goods or Services will be made by agreement.

Dorset County Council reserves the right to change the Application process procedure without prior notice and to terminate discussions and the delivery of information at any time before the signing of any contract relating to the supply of Goods or Services

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### Reference 9Q6H-XQYAXE

Dorset County Council, Dorset Procurement, County Hall, Colliton Park, Dorchester, Dorset, DT1 1XJ