



South East
Consortium

Responsive Repairs, Voids & Planned Maintenance Dynamic Purchasing System

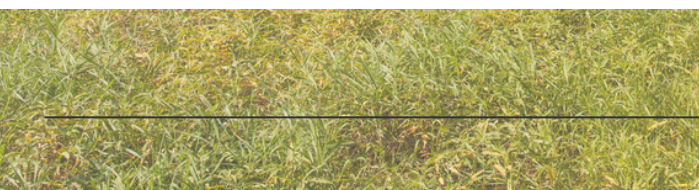
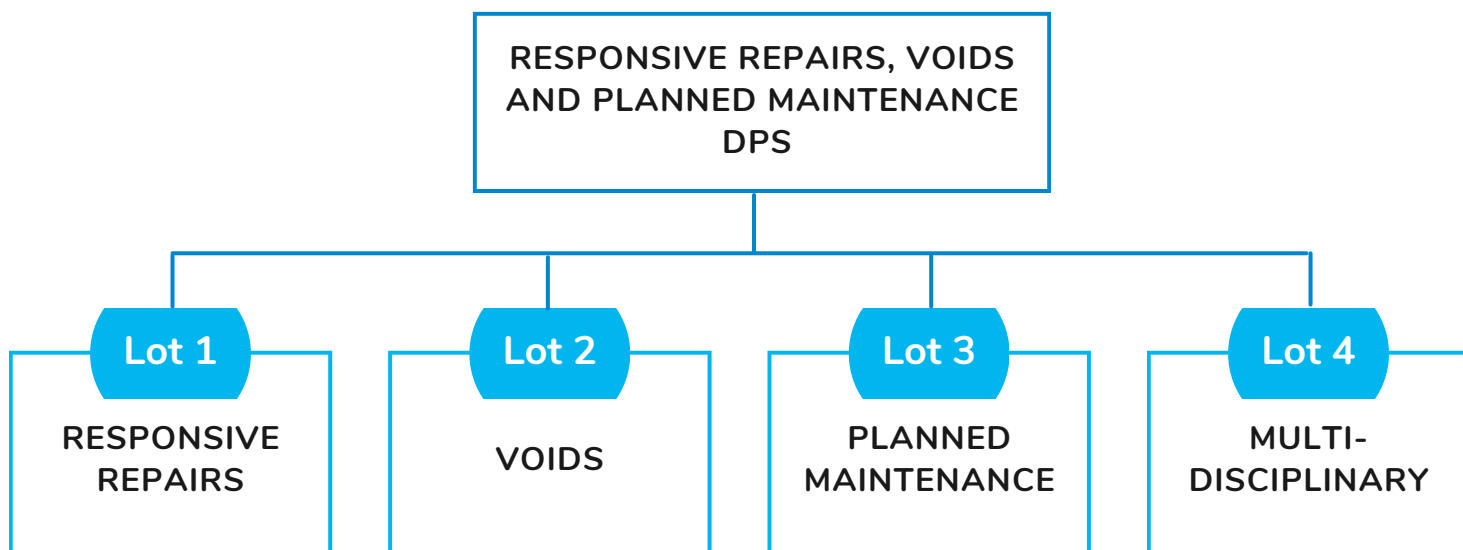


ABOUT THE DPS

Our Responsive Repairs, Voids & Planned Maintenance DPS provides you with a quick, effective and compliant way to manage your projects. Some aspects of the model are similar to a framework agreement - but an important difference is that suppliers can join or leave the DPS at any time. This means that if you, as a SEC Customer, have a preferred small and/or local firms you like to use for certain repairs or maintenance works and are looking for a compliant route to award, you can point them to our DPS. This will make mini-tenders including your preferred suppliers easier.

The DPS covers responsive works, void works and planned works at a variety of different levels. We've designed it this way so that both smaller customers and suppliers can benefit.

The DPS is for work packages over £25,000 (excluding VAT).



HOW WILL THE DPS RUN?

We've published the DPS through Proactics – a procurement portal. It will run in two stages -

- **First is the initial set up stage which is now complete** - We asked tenderers to complete a Supplier Questionnaire online for evaluation. Successful tenderers were then appointed to the DPS.
- **Individual contracts are awarded during the second 'Further Competition' stage** - In this stage, we will invite all suppliers on the relevant Lot to bid for your work. All call offs from the DPS have to be mini-tenders - there is no direct award option available. SEC will manage this process and be the initial point of contact if assistance or advice is needed.

FTS Reference: 2021S 000-016181

Awarded: 01/09/2021

Expires: 31/08/2026

SCOPE OF WORKS

Lot 1 - Responsive Repairs

This Lot covers numerous repairs you may regularly require. Suppliers in this Lot specialise in various work streams such as:

- | | |
|--|----------------------------|
| • Scaffolding | • Cleaning and Clearance |
| • Excavation and Earthwork | • Glazing |
| • Demolition | • Plumbing and Heating |
| • Drainage | • Electrical Installations |
| • Concrete work | • TV aerials |
| • Masonry work | • Door Entry Systems |
| • Roofing | • General Maintenance |
| • Woodwork | • General Builders |
| • Metalwork | • Fire Doors |
| • Finishing works
(plastering, rendering,
flooring, carpeting) | • Fire Alarms |
| • Painting and Decorating | • Security |
| | • CCTV |
| | • Warden Call |

The above list is not exhaustive and we welcome suppliers from all different work streams to join the DPS. We also welcome suppliers that can offer more than one type of service.



Lot 2 - Voids

This Lot covers works required to your empty properties. Voids are usually time sensitive as you need to re-let the property quickly. As the customer you'll be able to specify the work needed and advise on the timescales. You're able to specify one specific type of work, or several depending on your requirements.

Suppliers in this Lot specialise in various work streams such as:

- Scaffolding
- Excavation and Earthwork
- Demolition
- Drainage
- Concrete work
- Masonry work
- Roofing
- Woodwork
- Metalwork
- Finishing works (plastering, rendering, flooring, carpeting)
- Painting and Decorating
- Cleaning and Clearance
- Glazing
- Plumbing and Heating
- Electrical Installations
- TV aerials
- Door Entry Systems
- General Maintenance
- General Builders
- Fire Doors
- Fire Alarms
- Security
- CCTV
- Warden Call

The above list is not exhaustive and we welcome suppliers from all different work streams to join the DPS. We also welcome suppliers that can offer more than one type of service.



Lot 3 - Planned Maintenance

This Lot covers planned capital works required to your properties. Contracts will usually cover complete renewals of property elements as outlined below. These may be individual element renewals, or a number of various properties which require the same improvement.

You're also able to have individual items completed on an ad hoc basis, or enter into a formal contract to cover your requirements over a specific timescale. This provides you flexibility in your approach.

Suppliers in this Lot specialise in various work streams such as:

- | | | |
|---|---|---|
| <ul style="list-style-type: none">• Refurbishments• Kitchens & Bathrooms• Electrical Testing / Rewires• Fencing & Gates• Drainage Installations• Scaffolding• Warden Call | <ul style="list-style-type: none">• Concrete Repair Work• Masonry / Stone Work• Roofing• Internal & External Decorations / Repairs• Windows & Doors• Passive Fire Protection | <ul style="list-style-type: none">• Finishing Works (Plastering, Flooring etc)• Cleaning & Clearance• Plumbing & Heating• TV Aerials• Door Entry Systems• CCTV Servicing & Installations |
|---|---|---|

Lot 4 - Multidisciplinary

This Lot is relevant for customers that would like multiple types of works carried out under one agreement. The specification may include any combination of responsive works, voids or planned maintenance.

Customers will usually use this Lot to procure longer term arrangements with a specified timescale. This agreement is likely to be formalised through a contract.

You're able to decide to use the NHF schedule of Rates for specifying and costing the works. Or, you're able to use your own bespoke specification and pricing models for the work.





HOW TO ACCESS THE DPS

When carrying out mini-tenders from our DPS, you're able to bespoke the tender to include your additional requirements.

Before we approach interested suppliers you'll need to complete a short form. It will provide us with all the information we need to progress to the next stage.

The details we'll need from you includes:

- Project details - including region and timescales
- Specification / Price Model
- Project Budget
- Will tenders be evaluated by Price alone? Or, will there be a Cost / Quality split?
- If you are applying a Cost / Quality split - please provide detail on how you'll score the quality element. Including quality questions and scoring matrix
- Financial checks - what due diligence checks does your organisation need?
- Insurance checks - what levels of insurance does the contractor need to have?
- Accreditations - what professional qualifications / memberships should the contractor have?
- Which form of contract you'd like to use

As the Client, you will evaluate the bids and issue and award to the successful supplier. You must notify SEC of the decision.

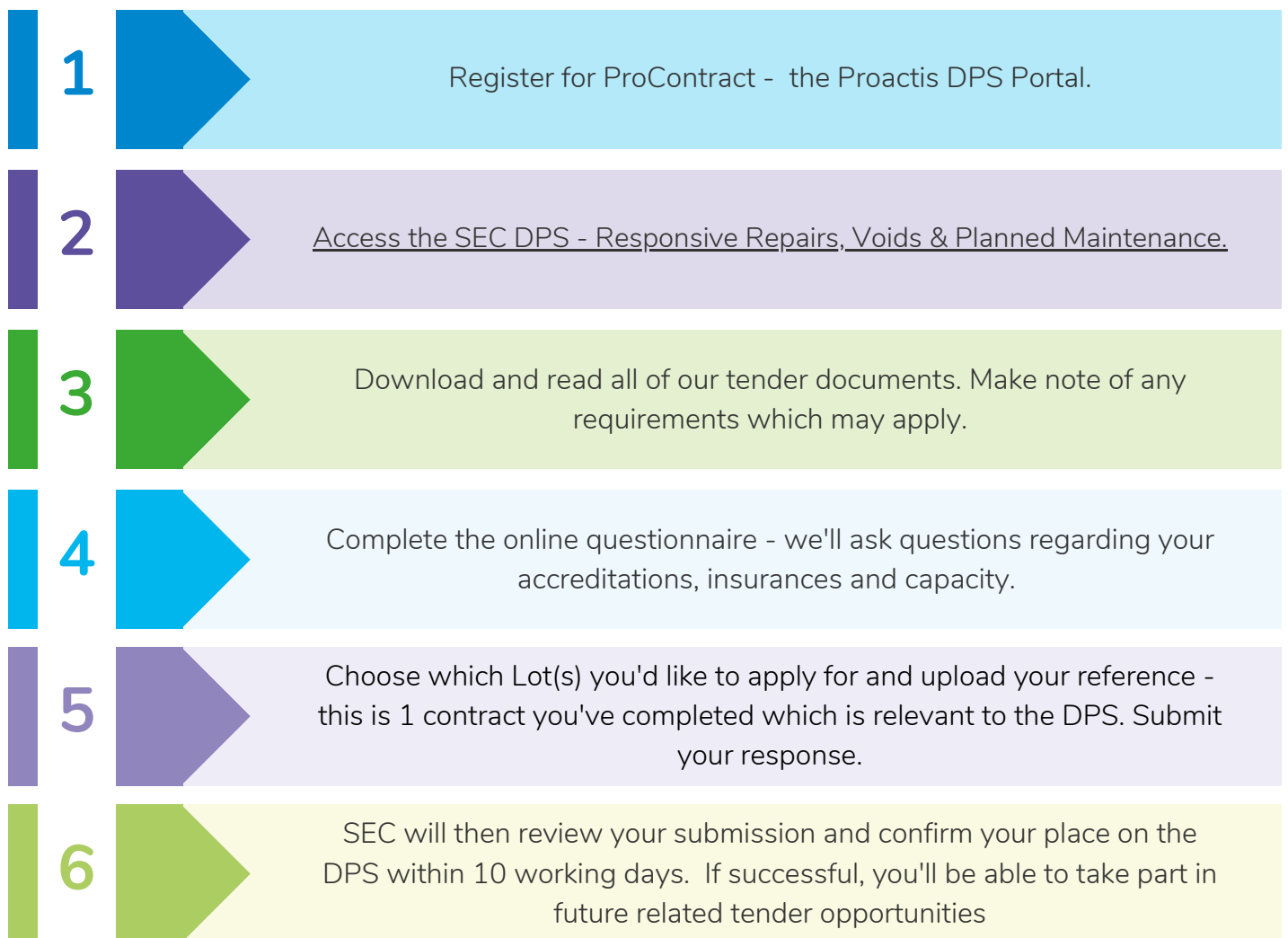
We'll be able to run through this form with you and walk you through the process.

YOUR PREFERRED SUPPLIERS

The benefit of a DPS means that your preferred suppliers are able to join throughout it's lifetime. If you know any companies which could benefit from getting on the DPS, they're able to apply here -[ProContract](#).

We've published the DPS through a procurement portal - ProContract. This is run by Proactis. There's also a link to the DPS on Find a Tender Service and Contracts Finder.

The process of getting a place on the DPS is quick and simple for contractors. It works is as follows:



If you'd like to talk to us about this in more detail please get in touch.



SOUTH EAST CONSORTIUM

USING OUR DPS

RESPONSIVE REPAIRS, VOIDS & PLANNED MAINTENANCE

The DPS gives you a quick, effective and compliant way to manage your projects. Procuring works from the model is easy. SEC will manage this process and be the initial point of contact if assistance or advice is needed.

1

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 requirements and get you procurement ready. You'll then access our DPS by signing our DPS Authorising Agreement.

2

Any contractors which you know, or have an existing relationship can be added at any point. Simply let them know about our DPS and they can register their application with us. Once approved they can then be included in your tender.

3

Once you've confirmed you're happy to proceed, we will issue an Invitation to Tender (ITT) to all of the suppliers on the relevant Lot. Suppliers can then chose to opt-in or opt-out of tendering.

4

Interested suppliers will then return the completed ITT back to you as the Client by your deadline.

5

You will evaluate the ITTs and issue an award to the successful supplier. You must notify SEC of the decision.