







## Joining our DPS - step by step guide for Service Providers

### RESPONSIVE REPAIRS, VOIDS & PLANNED MAINTENANCE

We've published the DPS through a procurement portal called ProContract. This is run by Proactis. You'll also be able to find a link to the documents on Find a Tender Service and Contracts Finder.

A more detailed step-by-step can be found on the following pages.

- 1  [Register for ProContract](#) - the Proactis DPS Portal.
- 2  [Access the SEC DPS - Responsive Repairs, Voids & Planned Maintenance.](#)
- 3  Download and read all of our tender documents. Make note of any requirements which may apply.
- 4  Complete the online questionnaire - we'll ask questions regarding your accreditations, insurances and capacity.
- 5  Choose which Lot(s) you'd like to apply for and submit your response.
- 6  SEC will then review your submission and confirm your place on the DPS within 10 working days. If successful, you'll be able to take part in future related tender opportunities