



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 us via our Proactis Portal. We will manage this process for you.

5

When the deadline has passed, we'll send you the submissions for you to evaluate. Once you confirm the tender results, we will issue the award letters via the portal.