

## Guidance for applying to join the new Dynamic Purchasing System (DPS) 2018

### SLES DPS Step 1

1. You will need to register with the web site <http://www.sesharedservices.org.uk>. You must classify your business activities. The particular one for this area of work is Education School Services number **171011**, however, you may choose as many classifications as you wish for areas of work you may be interested in.

Registering means that you will receive email alerts regarding work that ESCC and the other Local Authorities and District/Borough Councils who also use this e-sourcing Portal are commissioning.

For SLES, the new DPS will take effect from **1<sup>st</sup> October 2018** and will run for an initial term of four years. The new DPS has now opened for submissions. The first round of SLES evaluation of applications will take place between **20<sup>th</sup> June and 24<sup>th</sup> August** and providers will be notified of the outcome soon after.

Please note registering does not mean that you have been accepted on to the DPS. To apply to join the DPS you will need to Express Interest (see below) and then submit an application.

2. Once you register and sign in you will see a 'Welcome Page.'
3. From here, go to the tab called 'Tenders'.
4. You will see a drop down containing 'My tenders' and 'Current'.
5. Click 'Current' and you will see all of the current opportunities on the portal. As this e-sourcing portal is now being used by a number of LA's/ District/Borough Councils, you can filter the ones you want to look at, by selecting ESCC.

### Step 2

1. The second step is to scroll down to:  
ESCC -JW-Standards and Learning Effectiveness Service (SLES) DPS 2018  
Project Reference: **ESCC – 017963**
2. Click 'View details'.
3. If you would like to apply, click 'Express Interest'.
4. Once you have expressed an interest it will be placed in the 'My tenders' tab.
5. You will also receive an email to say that your expression of interest has been accepted.
6. Once you have expressed an interest you can view all of the documentation:
7. Click on the item from 'My tenders'
8. Click on the tab called 'ITT' – all of the details will be displayed.
9. You can then apply for one or more Categories (previously called 'Lots').

NOTE: Please ensure that you include a comment on each category – even if you do not wish to apply for this category of work. In this respect, if you include something along the lines of 'I do not wish to apply to this category', that will be sufficient. You must ensure that a comment is left on all 3 Categories, otherwise your DPS application will not be able to be submitted. Any queries please do not hesitate to email [SLES.Tenders@eastsussex.gov.uk](mailto:SLES.Tenders@eastsussex.gov.uk)