

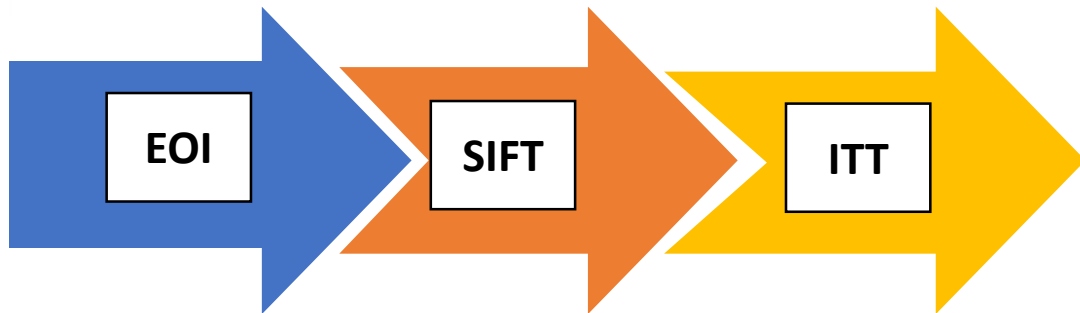
Buildings Maintenance and Compliance DPS



Dynamic Purchasing System



Lifecycle of a Project



1. EOI (Expression of interest)

- Send a project brief template/example to EA/client
- Check in EOI document, including timetable.
- Issue EOI
- Report on opt-outs as they happen
- Deal with clarifications as they happen.
- Collate submissions and opt-out reasons and send to client/EA.
- Review EOI with client
- Prepare sift (if necessary) with EA/client

2. SIFT (sifting brief)

The sifting stage is used where there are more than 5 bidders opting in to reduce the field to a manageable level, and in fairness to bidders.

- **Check in docs**
- **Issue sifting stage**
- **Deal with clarifications**
- **Report on opt-outs as they happen**
- **Open sift using opening ceremony (within system)**
- **Collate submissions & opt-out reasons and send to client.**
- **Receive evaluation from client/EA**
- **Review and prepare ITT for issue (this should be concurrent with sift stage)**

3. ITT (invitation to tender)

- **Check in docs**
- **Issue ITT**
- **Deal with clarifications**
- **Report on opt-outs**
- **Organise opening ceremony (dependant on client's SOP/Standing orders)**
- **Open and distribute docs**
- **Deal with verifications**
- **Issue letters and award**
- **Refer debrief requests from unsuccessful contractors**
- **Create contract (and KPI where required)**
- **Verify levy rate (1.5% currently)**
- **ARCHIVE project for audit**

If you have any queries relating to this guide, please contact us.

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