

# **National Highways Limited**

## **Social Enterprise Dynamic Purchasing System**

### **SUPPLIER PACK PART A**

#### **A1 – Overview of the SEDPS**

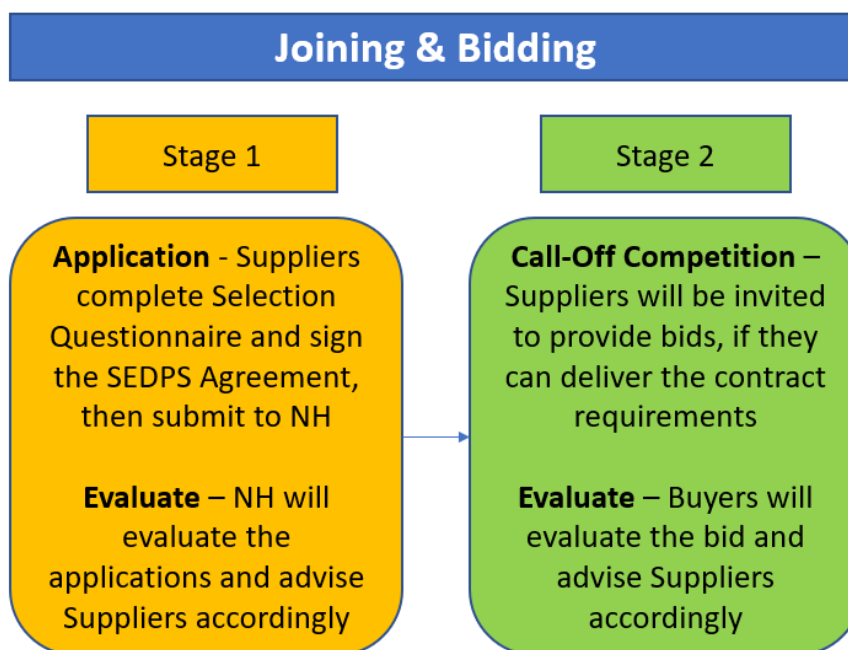
Table of Contents

1. Introduction.....	3
2. Structure of the SEDPS Supplier Pack.....	5
3. Stage 1 - Application Requirements.....	5
4. Stage 1 - Assessment .....	6
5. Goods and/or Service categories .....	6
6. Geographical Locations.....	7
7. Timeline for Joining.....	8
8. General Information .....	9
<b>Documentation .....</b>	<b>9</b>
<b>Communication .....</b>	<b>9</b>
<b>Tender Amendments.....</b>	<b>10</b>
<b>Confidentiality.....</b>	<b>10</b>
<b>Freedom of Information.....</b>	<b>10</b>
<b>Right to Reject/Disqualify .....</b>	<b>11</b>
<b>Supplier Requirements.....</b>	<b>11</b>
Annex A – High-Level Scope Overview.....	12
Annex B – The SEDPS Social Value Objectives .....	14
Annex C – Definition of Disabled and Disadvantaged.....	15
Annex D – Frequently Asked Questions (FAQs).....	16
Annex E – Interview Guidance Note .....	22

## 1. Introduction

- 1.1 National Highways is the government company charged with operating, maintaining and improving England's motorways and major A roads, also known as the Strategic Road Network (SRN). National Highways is committed to ensuring its customers are safe whilst travelling on the network, and that the network is reliable and dependable.
- 1.2 National Highways is inviting organisations to apply to join the Social Enterprise Dynamic Purchasing System (SEDPS) to provide Goods and/or Services to National Highways, our Supply Chain and other Government departments across England.
- 1.3 The SEDPS is available to companies, organisations, or consortiums/joint ventures with primarily social objectives whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners. Any organisation wanting to join the SEDPS will be asked a series of questions to determine the nature of their business. These questions can be found in the document **B1 – Selection Questionnaire**, which will form part of the application to join the SEDPS.
- 1.4 The SEDPS is an electronic system similar to a framework agreement. However, unlike framework agreements, organisations can apply to join the SEDPS at any time by meeting specific selection criteria. All organisations who meet the selection criteria will be admitted onto the SEDPS. Organisations will then be invited to tender for contracts through Call-Off Competitions.
- 1.5 This procurement is being carried out in accordance with Regulation 34 of the Public Contract Regulations 2015 (PCR's). To understand this regulation further, information can be found here:  
<https://www.legislation.gov.uk/ukxi/2015/102/regulation/34/made>
- 1.6 National Highways, our Supply Chain and other Government departments (or "Buyers") can run Call-Off Competitions under the SEDPS. However, only National Highways has the overall responsibility for establishing and managing the SEDPS. Standard documentation supports the Call-Off Competition to provide consistency to onboarded organisations. For further information on Call-Off's Competitions, and how they will work under the SEDPS, please see document titled **C3 – SEDPS Call-Off Process**.

1.7 Participating in the SEDPS will involve two stages.



1.8 This SEDPS will be in place for three (3) years from the date it is released.

1.9 National Highways does not guarantee any level of spend or number of contracts through the SEDPS and Suppliers are to participate and bid entirely at their own risk. National Highways is not responsible for any losses or costs incurred by Suppliers as part of their application to be appointed to the SEDPS nor at any time thereafter.

1.10 No warranty is given by National Highways as to the accuracy or completeness of information contained in the SEDPS Document Pack. Any liability for inaccuracy or incompleteness is expressly disclaimed by National Highways.

1.11 The SEDPS is a flexible system, meaning that Suppliers can decide whether they want to respond to Call-Off Competitions as they are not mandatory.

1.12 The SEDPS Document Pack contains three packs:

- A Supplier Pack (document containing information relevant only to Suppliers)
- A Buyer Pack (documents containing information relevant only to Buyers)
- An Internal Supporting Documents Pack (documents containing information relevant only to National Highways)

## 2. Structure of the SEDPS Supplier Pack

2.1 The SEDPS Supplier Pack consists of three parts:

**Part A – How to Guides (To help Suppliers with their submission)**

- A1 – Overview of the SEDPS
- A2 – How to Join Jaggaer (National Highways E-sourcing Portal)
- A3 – How to Complete the Selection Questionnaire
- A4 – SEDPS Definitions

**Part B – Documents to Complete (These documents need to be completed)**

- B1 – Selection Questionnaire (to complete)
- B2 – SEDPS Agreement (to sign via Jaggaer, if successful)

**Part C – Call-Off Information (These documents will be used for the Call-Off Competition process)**

- C1 – SEDPS Call-Off Template (Request for Quotation) Over £50k
- C2 – SEDPS Call-Off Template (Request for Quotation) Under £50k
- C3 – SEDPS Call-Off Process
- C4 – SEDPS Example Call-off Pricing Template
- C5 – SEDPS Call-Off Order Form
- C6 – SEDPS Buyer Agreement
- C7 – SEDPS Management Information template

2.2 Parts A, B, and C of the SEDPS Supplier Pack are accessible on the National Highways E-Sourcing Portal; [Jaggaer](#) via the **B1 - Selection Questionnaire**. Organisations will need to create an account on Jaggaer and register their interest in the **B1 - Selection Questionnaire** in order to access these documents.

## 3. Stage 1 - Application Requirements

3.1 For Stage 1, organisations are required to return the following:

- **B1 – Selection Questionnaire** (to be completed on Jaggaer)

3.2 Guidance to support the completion of the **B1 - Selection Questionnaire** is in Annex C of the **A3 - How to Complete the Selection Questionnaire** document. All applications are to be submitted on Jaggaer.

3.3 The SEDPS Selection Questionnaire includes the following:

- PART 1: Potential supplier information
- PART 2: Exclusion grounds
- PART 3: SEDPS specific questions (including 3 Eligibility Questions)

3.4 You have the option to submit your response to Eligibility Question 3 as either:

- A written response, e.g. you complete your response to the question in a Word document or PDF. and attach it to your application, or
  - A pre-recorded video, e.g. you complete your response to question 3 as an individual pre-recorded video with a maximum time of 10 minutes, or
    - Upload the video file as an attachment if the file is within 52MB or,
    - Provide an individual link to the video stored elsewhere e.g. WeTransfer.com.
  - An interview e.g. National Highways conduct an interview with your organisation representative, ask you the question and you will have 10 minutes to provide your response. National Highways will record the session and undertake transcription in order to ensure the contents of the interview is captured.
- 3.5 To arrange an interview for the cohort, you will need to send an interview request message via the E-Sourcing Portal messaging function at least 5 working days prior to the cohort closing date. A member of the National Highways Procurement Team will contact you with a proposed date to conduct the interview.
- 3.6 The interview will be conducted in a way that is fair and transparent and compliant with the Procurement Contract Regulations 2015. Please see Annex E for the Interview guidance notes.

## 4. Stage 1 - Assessment

- 4.1 All responses to **B1 - Selection Questionnaire (SQ)** on Jaggaer will be assessed in accordance with the document **A3 - How to Complete the Selection Questionnaire**.
- 4.2 For the purpose of equality and fairness, all pre-recorded videos and interviews will be transcribed before sending to the assessors, this is to ensure that all applications are assessed on a like for like basis.
- 4.3 Upon successful application, suppliers will be required to review and sign **B2 - SEDPS Agreement**. This document will be issued to them to Docu-sign via Jaggaer. If suppliers fail to sign the **B2 - SEDPS Agreement** document, they may be rejected from the application process.
- 4.4 In the instance of a rejected application, National Highways reserves the right to allow any Supplier to correct a compliance error rather than rejecting the Supplier from the onboarding process.

## 5. Goods and/or Service categories

- 5.1 In the **B1 – Selection Questionnaire**, which is to be completed on Jaggaer, Suppliers will select which categories they wish to apply for.
- 5.2 There is no limit on the number of categories a Supplier may apply for, but Suppliers will be asked to demonstrate their capacity and capability to deliver against their selected categories.
- 5.3 Not all categories must be applied for. Suppliers should only select the categories that they believe they can sustainably, technically and have capacity to deliver.
- 5.4 National Highways may add additional categories over the duration of the SEDPS. New and existing SEDPS members will be invited to express interest in any additional categories. Suppliers can change their category preferences at any point as their business grows and develops. Should an existing SEDPS member apply for an additional category National Highways will re-run the financial standing tests as described in **A3 - How to Complete the Selection Questionnaire**.
- 5.5 Table 1 below provides details of the initial categories of Goods and/or Service on the SEDPS. Further information can be found at [Annex A](#).

Category No.	Description of Goods and/or Services
1	Cleaning, Cleaning Products & Hygiene Products
2	Construction, Engineering, Assembly and Manufacturing
3	Design, Video & Photography
4	Event management & Venue Hire
5	Food, Beverage & Catering
6	Furniture
7	Landscaping
8	Printing, Printers, Document Management Solutions & Scanning
9	Professional Services, Consultancy & Training
10	Signage
11	Waste Management

*Table 1 – SEDPS categories*

## 6. Geographical Locations

- 6.1 The SEDPS will be available nationwide, across all regions of England, Scotland and Wales.
- 6.2 In the SQ, Suppliers will select which regions they can provide their Goods and/or Services. Suppliers can choose to provide Goods and/or Services throughout England, Scotland and/or Wales, or in specific regions. *For example, in the Northeast and West Midlands only.*

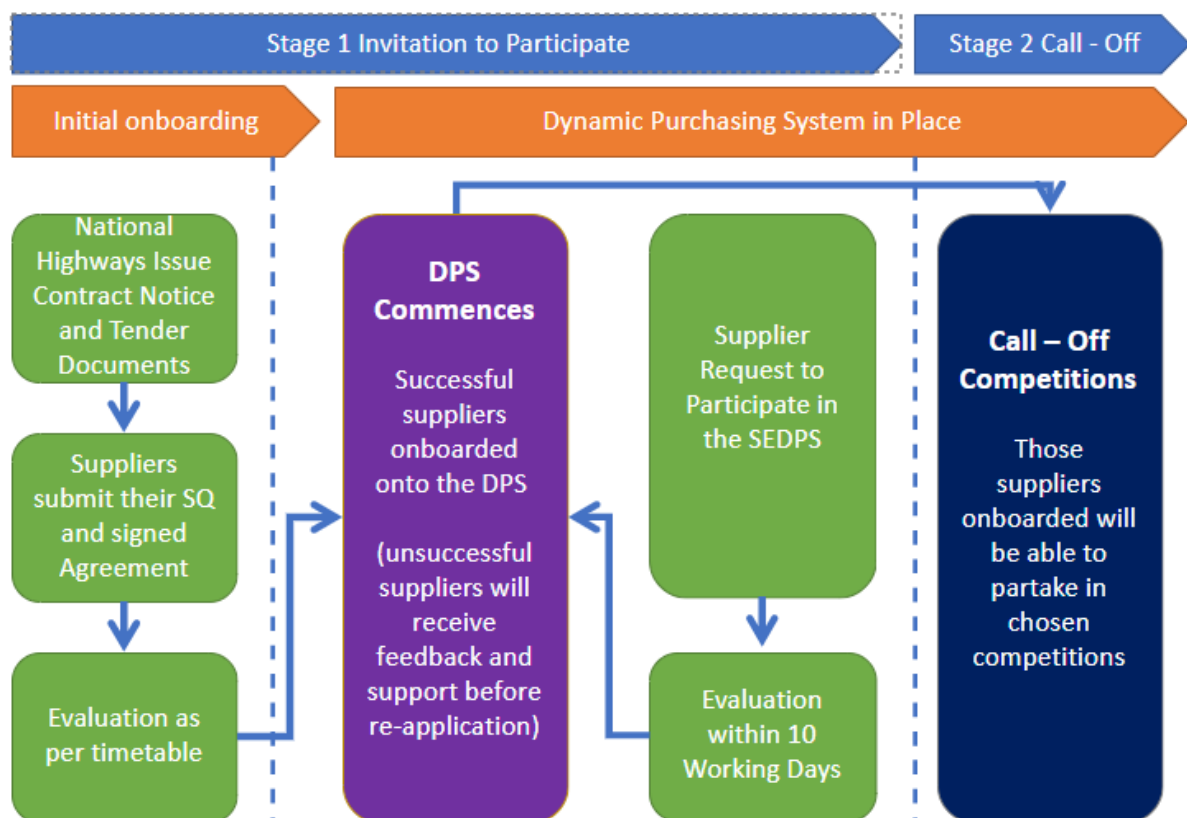
6.3 Suppliers can change their geographical preferences at any point as their business grows and develops.

## 7. Timeline for Joining

7.1 Suppliers can join the SEDPS at any time. The onboarding stage starts when the Contract Notice has been issued. Diagram 1 below explain the stages and timescales further.

7.2 The **B1 - Selection Questionnaire** will be released in a series of cohorts throughout the term of the SEDPS on a three-week cycle.

7.3 Suppliers are advised to check the closure date of the SQ before they begin their application. If Suppliers are unsure if they'll be able to submit their application before the **B1 - Selection Questionnaire** closure date, they may wish to wait for the next cohort.



*Diagram 1 – SEDPS Joining processes*

7.4 Suppliers are reminded that the SEDPS is always open for applications, and they can join at any time, however National Highways will manage the **B1 - Selection Questionnaire** by phasing their release in order to contract with each Supplier that successfully joins.



## 8. General Information

### Documentation

- 8.1 The purpose of the SEDPS documents is to provide Suppliers with information about the procurement process, the timetable, and the conditions of the SEDPS. Suppliers should notify National Highways promptly of any uncertainty, inconsistency, or omissions in any of the SEDPS documents.
- 8.2 National Highways reserves the right to allow any Suppliers to correct an error in its information or clarify elements of its application to National Highways' satisfaction within two (2) working days.
- 8.3 If Suppliers have any specific accessibility requests with any documentation, they should submit a request to Jaggaer via the helpdesk on 0203 868 2859.

### Communication

- 8.4 Shortly after the Contract Notice is issued, Suppliers will be invited to an online Tender Launch event on Microsoft Teams. National Highways will provide help and guidance on all documents and will be available to answer any questions. These sessions will be recorded and made available to all existing and new Suppliers on Jaggaer during the lifetime of the SEDPS.
- 8.5 If Suppliers have any queries or require any help or need clarifications, they should submit a 'Tender Query' via Jaggaer via the messaging function in the **SQ**. All Tender Queries and responses will be published to all Suppliers and will be available for Suppliers to review throughout the duration of the SEDPS.
- 8.6 If Suppliers want to ask a confidential or commercially sensitive question, Suppliers can mark it as confidential and must explain why.
- 8.7 If a Supplier marks a Tender Query as confidential but National Highways does not agree, they will notify the Supplier of its decision and provide the opportunity to withdraw it. If the Supplier does not withdraw it, both the Tender Query and response will be answered and circulated to all Suppliers.
- 8.8 It shall be National Highways' decision whether and how to answer a Tender Query. National Highways accepts no liability arising from the provision of clarification or further information or a decision not to provide further clarification or information.
- 8.9 All Suppliers onboarding will have access to all previously answered Tender Queries. All Tender Queries, and National Highways responses, will be published in the Buyer Attachment area of the **SQ** in Jaggaer. Any unresolved queries can be resubmitted via Jaggaer, and National Highways will provide a response within 2 working days.

### **Tender Amendments**

- 8.10 National Highways may make amendments to the SEDPS documents and issue them to all Suppliers via Jaggaer.
- 8.11 In accordance with [Procurement Policy Note 03/23: Standard Selection Questionnaire \(SQ\)](#), National Highways may make changes to the **SQ** questions and tender amendments may be issued in line with these changes for Suppliers applying to join the SEDPS during its term.

### **Confidentiality**

- 8.12 The contents of the SEDPS Document Pack remains property of National Highways and must be treated as private and confidential at all times. All parties involved are required to conduct themselves in good faith in all dealings in relation to the SEDPS.
- 8.13 National Highways may disclose detailed information relating to Suppliers and SEDPS Call-Off Competitions to its officers, employees, agents or advisers and they may make any of the documents available for private inspection by its officers, employees, agents, or advisers.
- 8.14 If any Supplier is unable or unwilling to comply with the requirements above, the Supplier is required to cancel their membership to Jaggaer and advise National Highways by [email](#). In that event, the Supplier must not retain any electronic or paper copies of the procurement documents or supporting documentation.
- 8.15 Suppliers require prior written agreement (including as to format and content) of National Highways to undertake any publicity activities with any part of the media in relation to this procurement exercise.

### **Freedom of Information**

- 8.16 Under the [Freedom of Information Act 2000](#) (FOIA), the [Environmental Information Regulations](#) (EIRs) or the PCR's, National Highways may be obliged (subject to the application of any relevant exemptions and, where applicable, the public interest test (Section 2 of the FOIA)) to disclose information relating to the procurement including any Tenders received.
- 8.17 Under the UK Government's [Procurement Policy Note 02/17 \(Promoting Greater Transparency\)](#), National Highways is obliged to publish the details of the successful Supplier(s) and the provisions of any Contract(s) let pursuant to the procurement, excluding only information, which is exempt from disclosure pursuant to the FOIA, EIRs or the PCR's.
- 8.18 Without prejudice to National Highways' obligation to disclose information in accordance with the FOIA, EIRs and the PCR's, National Highways will, acting

reasonably, but at its sole discretion, consider the application of any exceptions set out in section 43 of the FOIA to any information identified by a Supplier as genuinely commercially sensitive or any other relevant FOIA or EIRs exemption.

### **Right to Reject/Disqualify**

8.19 National Highways, at its discretion, reserves the right to reject or disqualify a Supplier from either the SEDPS or a Call-Off Competition where:

- The supplier fails to comply fully with the requirements of the SEDPS documents; and/or
- The Supplier is guilty of misrepresentation in relation to its SEDPS application;
- There is a change in identity, control, financial standing or other factor impacting on the selection and/or evaluation process affecting the Supplier.

### **Supplier Requirements**

8.20 To ensure National Highways monitor the success of the SEDPS, Suppliers will be required to submit self-assessments to the Buyer at intervals no later than 3 months using the **C7 - Management Information Template**.

8.21 The Buyer will review the self-assessment and if accepted, issue the report to National Highways for reporting management. If the report identifies areas for concern, the Buyer will contact the Supplier and arrange a meeting to try to resolve. Please see slide **Ongoing Reporting** in the **F1 - SEDPS Process Map**.

8.22 The Supplier will also be required to provide annual information to National Highways to confirm they are still eligible to remain on the SEDPS. National Highways will request the Supplier to provide annual verification of their eligibility using the **SEDPS Supplier Verification Template** which will contain key information and copies of supporting documentation for review and compliance checks. National Highways will try to work with the Supplier and rectify issues where possible if their membership on the SEDPS is no longer compliant.

## Annex A – High-Level Scope Overview

Cleaning, Cleaning Products & Hygiene Products	The requirements let under this category may include cleaning services or cleaning/hygiene supplies (or both). This may include routine cleaning, cleaning products, reactive cleaning, periodic cleaning, deep cleaning, window cleaning, hygiene products, pest control, consumables, or façade / external cleaning etc.
Construction, Engineering, Assembly and Manufacturing	The requirements let under this category may include the assembly of components, creation of new products or unused products using raw materials, engineering, and manufacturing. It may also include small construction works (i.e. small buildings, paths, infrastructure), casting and moulding, machining, forging, joining, shearing and forming etc.
Design and Video & Photography	The requirements let under this category may include any design services, including graphic design, product design, and digital media design. It may also include photography services, videography services, on or off-site services to develop web-based promotional content, event content, etc.
Event management & Venue Hire	The requirements let under this category may include the organisation and delivery of both internal and external gatherings or meetings e.g. meetings, award / celebration events, conferences, team building events, etc. The type of service provided may include: full-service event management, speakers / talent agencies, venue hiring services, venue sourcing agencies, event logistics planning and management, set and exhibition design and construction, etc.
Food and beverage & Catering	The requirements let under this category include any food & beverage products or services. It may also include catering service contracts, event catering, vending services, coffee machines, the provision of F&B office supplies including tea & coffee, etc.
Furniture	The requirements let under this category including any furniture production, hiring or replacement services. It may include the manufacturing and/or supply of indoor and/or outdoor furniture, maintenance services, haulage (collection, transportation and delivery), and removal and disposal.
Landscaping	The requirements let under this category may include any activity that modifies the visible features of an area of land, including the hard and soft aspects of landscaping. It may also include gardening services, as well as the planting, growing and

	<p>maintenance of plants and trees, ground works and maintenance, fencing installation and maintenance.</p>
<p>Printing, Printers, Document Management Solutions &amp; Scanning</p>	<p>The requirements let under this category may include the printing of letters, pictures, patterns, flyers, business cards, posters, banners, promotional items, etc. including providing printers and scanning equipment. It may also include document management solutions and services, e.g. archiving services, records managements services, etc.</p>
<p>Professional Services, Consultancy &amp; Training</p>	<p>The requirements let under this category may include services requiring specialist training, training course design and delivery, general business training including leadership development, equality, diversity and inclusion awareness, etc. or specialist training e.g. mental health first aid, health and safety. It may include professional services/consultancy for architecture, accountancy, medical services, legal services, tax services, information technology services, public relations, human resources, marketing, procurement services etc.</p>
<p>Signage</p>	<p>The requirements let under this category may include the manufacture and/or installation of any type of signage e.g. outdoor signage, road signage, indoor signage, event signage, vehicle / floor / window graphics etc.</p>
<p>Waste Management</p>	<p>The requirements let under this category may include general waste and recycling collection services. It may include general waste, confidential waste, food waste, dry mixed recycling, paper/card recycling, Waste Electrical and Electronic Equipment, hazardous waste, etc.</p>

## Annex B – The SEDPS Social Value Objectives

These objectives are directly related to our National Highways Social Value Plan which can be found [here](#). When delivering the Goods and/or Services subject to the SEDPS, your organisation should:

1. Positively impact community wellbeing: addressing health-related issues and improving connectivity, amenities, education and heritage programmes for communities
2. Positively impact economic prosperity: new skills, jobs, supply chains and delivering improvements in regions across England, Scotland or Wales
3. Positively improve the environment: making sustainable decisions that conserve natural resources and enhance ecosystems
4. Positively improve equality, diversity and inclusion: the creation of a more equal society by increasing opportunities for under-represented groups
5. Influence staff, suppliers, customers, and communities to deliver social value objectives
6. Improve and raise awareness of unmet community and social needs
7. Assist disabled\* people to integrate into the labour market and provide meaningful employment opportunities or training, and social support to those who may otherwise be excluded from the workforce due to their disability
8. Assist disadvantaged\*\* people to integrate into the labour market and provide meaningful employment opportunities or training, and social support to those who may otherwise be excluded from the workforce or located in deprived areas

The definitions of disabled\* and disadvantaged\*\* can be found in Annex C.

## Annex C – Definition of Disabled and Disadvantaged

In the Public Contract Regulations (PCR's), "Disabled" in relation to a person, means "a Disabled person within the meaning of the Equality Act 2010 and, in relation to a worker, means a Disabled person who is a worker".

The meaning of "Disadvantaged" isn't defined in the PCR's. However, recital 36 to the EU Procurement Directive 2014/24 (the directive that the PCR's are based on) indicates that Disadvantaged persons include "unemployed people, members of Disadvantaged minorities or otherwise socially marginalised groups." – this is a broad definition.

For further clarity Crown Commercial Services have provided the following definition of "disadvantaged" from the Commission Regulation (EU) No 651/2014 (State aid definition) of 17 June 2014, which can be used by contracting authorities.

A "Disadvantaged worker" means any person who:

- Has not been in regular paid employment for the previous 6 months, or
- Is between 15 and 24 years of age, or
- Has not attained an upper secondary educational or vocational qualification (International Standard Classification of Education or is within 2 years after completing full-time education and who has not previously obtained their first regular paid employment, or
- Is over the age of 50 years, or
- Lives as a single adult with one or more dependants, or
- Works in a sector or profession in a country where the gender imbalance is at least 25 % higher than the average gender imbalance across all economic sectors in that Member State, and belongs to that underrepresented gender group, or
- Is a member of an ethnic minority within a Member State and who requires development of his or her linguistic, vocational training or work experience profile to enhance prospects of gaining access to stable employment".

In addition, a helpful note produced by the Scottish Government states: "There is no single authoritative definition of 'disadvantaged' in any of the articles in the European procurement directives. The European Commission has made it clear in correspondence with the Scottish Government that there are no immediate plans to provide such a definition. The Scottish Government suggests therefore that public bodies should draw on recital 36 to the EU Public Procurement Directive" (as above).

## Annex D – Frequently Asked Questions (FAQs)

**Q. Who are National Highways?**

**A.** We are a government company which plans, designs, builds, operates and maintains England's motorways and major A roads, known as the strategic road network (SRN). We manage and improve the strategic road network to make journeys safer, smoother and more reliable.

Our primary role is to deliver a better service for road users and to support a growing economy. We work in the interests of taxpayers, road users and the millions of people who rely on the network every day. The needs of our customers are central to everything we do. We're listening to the people who rely on our roads, making sure that the feelings and experiences of those affected by our work shape the things we do. Our customers are diverse. They include the people who use our roads – be it in a car, a goods vehicle, on a motorcycle or bicycle, on horseback or on foot – as well as those who live and work alongside them.

We work with a wide range of organisations and stakeholders to create and maintain a world class road network.

**Q. What is a SEDPS?**

**A.** A SEDPS is an electronic system which Suppliers can join or leave at any time, unlike a traditional framework for the supply of goods, works and services. This specific SEDPS is available to Suppliers who meet the acceptance criteria stated in the Selection Questionnaire and who are looking to provide goods and services National Highways, our supply chain and other Authorities.

**Q. How do I apply to join the SEDPS?**

**A.** Joining the SEDPS is a simple process and will give organisations the opportunity to compete for work that is on offer with National Highways, our supply chain and other Authorities. You will need to register on [Jaggaer](#), then go to your homepage where you will see a section called “**ITT's/PQQ's Open to All Suppliers**”. The SQ will be there for you to complete and submit to us for evaluation. Once we have evaluated your application, we will contact you to let you know the outcome.

**Q. Am I eligible to join this SEDPS?**

**A.** You will be asked a series of questions in the SQ. If your company, organisation, or consortium/joint ventures has primarily social objectives



whose surpluses are principally reinvested for that purpose in the business or in the community, rather than being driven by the need to maximise profit for shareholders and owners, it is likely you will be accepted. However, you will be asked to demonstrate and provide evidence/case studies to support your application.

**Q. What Call-offs can I bid for on the SEDPS?**

**A.** If you can deliver the requirements of the contract and in the region specified in the Call-off documents, you will be invited to tender. For example, if you told us that you can deliver Event Management in all regions of England, Scotland and Wales, any contract on offer for Event Management in any region of England, Scotland and Wales will be sent to you for tender.

**Q. What if I only deliver my Goods and/or Services in England and Wales, but not Scotland?**

**A.** You don't have to be able to deliver your Goods and/or Services to all regions available on the SEDPS. When you apply to join, you will be asked in which regions you can deliver, and when a requirement in that region arises, you will be invited to tender. You can also update your delivery regions as and when you like by informing us at our email address.

**Q. What if I can only deliver my Goods and/or Services in one region of Scotland and not the whole of the country?**

**A.** There is no requirement for you to cover the whole of Scotland. It just means that you will have full visibility of all the opportunities within Scotland, and this also applies to Wales. It will then be your choice whether you wish to bid for that opportunity - there is no obligation to do so and there are no consequences if you choose not to.

**Q. Why are you setting up the SEDPS?**

**A.** We want to spend our money wisely and deliver social value. We'd like to identify organisations who are interested in working with National Highways, our supply chain and other Authorities. Our aim is to create a suitable route to market specifically for goods and services provided by organisations who meet our specific criteria.

This SEDPS will also:

- Further the delivery of social value in support of our [Social Value Plan 2022](#).

- Make it easier for our supply chain and our colleagues to procure goods and services
- Reduce the time taken to go to market in specific categories
- Improve accessibility to National Highways procurement opportunities
- By enabling the SEDPS, it supports our supply chain to increase their delivery of social value.

**Q. Is there a limit of how many companies can join?**

**A.** No, there will be no limit on the number of organisations that can join.

**Q. Am I guaranteed work through the SEDPS?**

**A.** Gaining a place on the SEDPS doesn't guarantee any work, however it will provide an opportunity to bid for work in your chosen categories. By joining the SEDPS, Suppliers will have a great opportunity to be visible to individuals and Suppliers who would not have ordinarily known or had access to the marketplace.

**Q. When will the SEDPS go live?**

**A.** We will publish a Contract Notice on the 14<sup>th</sup> August 2023. The SEDPS is due to go live on 14<sup>th</sup> August 2023, until 14<sup>th</sup> August 2026.

**Q. How long is the SEDPS?**

**A.** The SEDPS be live for three (3) years.

**Q. What if I want to leave the SEDPS?**

**A.** You can leave the SEDPS at any time you wish. However, once you leave you will have to re-apply to re-join. There is no cost to a Supplier for remaining on the SEDPS and they can choose whether to bid for contracts.

If you're sure you want to leave, all you need to do is send an email to [socialenterprisedps@nationalhighways.co.uk](mailto:socialenterprisedps@nationalhighways.co.uk) asking to leave us. Your business will be removed from the SEDPS, and you will no longer be invited to bid for contracts.

**Q. How do I get a contract through the SEDPS?**

**A.** Once a supplier is accepted onto the SEDPS they will be invited to tender for specific contracts through a call for competition. We use [Jaggaer](#) to manage

this process for internally offered contracts and we will use our inbox for externally offered contracts. The Call-Off process is detailed in document **C3 - Call-off Process**.

**Q. What do I need to complete to get onto the SEDPS?**

**A.** The process is simple and easy. All interested Suppliers need to register on [Jaggaer](#), from there express their interest in the SEDPS Selection Questionnaire via the “ITT’s/PQQ’s Open To All Suppliers” section in their homepage, and review our document pack. Suppliers will then need to complete **B1 - Selection Questionnaire** on the system and submit for National Highways assessment. We will then evaluate your submission and let you know within 10 working days if you have been successful. For guidance on this, please see document **A3 – How to Complete the Selection Questionnaire**.

**Q. Are there any restrictions on joining the SEDPS?**

**A.** Suppliers are required to complete and pass the Selection Questionnaire. The Selection Questionnaire is made up of questions relating to your organisation. National Highways require organisations to score 70 or more against three weighted questions in the Selection Questionnaire on Jaggaer, along with other supporting information, including financial standing and technical and professional ability. If you score a pass mark of 70 or more in your application to join the SEDPS, as defined the in the **A3 – How to Complete the Selection Questionnaire** document, you will be accepted onto the SEDPS.

**Q. Will I have to pay to join?**

**A.** No, there is no cost to register with Jaggaer or the SEDPS.

**Q. Will there be support with the application process?**

**A.** Yes, there will be support given to all if required. If there are any questions or queries of any sort, they can be sent to:  
[socialenterprisedps@nationalhighways.co.uk](mailto:socialenterprisedps@nationalhighways.co.uk)

Once the SEDPS is launched there will be a tender launch service where National Highways staff will go through the application documents.

**Q. If my application fails, can I apply again?**

**A.** Rejected Suppliers are provided with feedback to help them to re-apply at a later date should they wish to do so. Suppliers can re-apply at any time during the validity of the SEDPS.

**Q.** **What happens if my organisation's selection criteria changes or expires?**

**A.** Your organisation will not be eligible to be selected to bid for work until it updates its details with National Highways. e.g., if your insurance has lapsed, until you have renewed your insurance and updated the information with us. As part of your membership on the SEDPS, you will be asked to provide updated business and accounting information annually. Failure to provide this may be cause for your rejection from the SEDPS.

**Q.** **How will I know I my application has been successful?**

**A.** If your application has been accepted, you will be notified in writing via Jaggaer and onboarded onto the SEDPS.

**Q.** **How will you evaluate the submission?**

**A.** The submission will be evaluated by National Highways in line with the evaluation criteria detailed in **A3 - How to Complete the Selection Questionnaire** document.

**Q.** **How is this type of goods and services currently bought?**

**A.** This type of work is currently issued via various procurement routes. The SEDPS will not replace these existing contracts but will supplement them.

**Q.** **What is a Call-off competition?**

**A.** Once a buyer has determined that the SEDPS is the most appropriate route to market, the Call-Off Competition documentation / Invitation to Tender will be produced. The buyer will use the SEDPS platform to obtain a list of our approved organisations for their specific need.

All organisations who successfully joined the SEDPS will receive notification of opportunities and will be invited to submit a bid via Jaggaer or email. The Call-Off documents will be issued setting out the requirements.

All responses will be evaluated in line with the published evaluation criteria. A recommendation to Award will be submitted to management for approval and

once approved notification of the outcome of the Call-Off Competition will be sent to all participating bidders.

## Annex E – Interview Guidance Note

1. Pick a quiet location as this reduces the chance of distractions and background noise.
2. Please test your video call software, camera, microphone and background and make adjustments where needed, prior to the interview, to avoid any delays.
3. Please ensure that you dial in, on time, at the time specified for the interview.
4. Once the interview begins, strict scripts will be adhered to and will not be deviated from to ensure consistency and equal treatment. National Highways will record the interview and will then send you a transcription shortly after the meeting has concluded via the E-Sourcing Portal.
5. You will be asked to confirm the script is accurate and truly reflects the interview.
6. A maximum of three people from your organisation can attend the interview.
7. You will be given a maximum of 10 minutes for question three.
8. No other questions will be discussed during the interview, only the eligibility question 3 for the SQ.