

THE PROCESS OF USING OUR DYNAMIC PURCHASING SYSTEM

STEP 1

WPA client accesses the DPS for their project



STEP 2

WPA searches for Appointed Companies who are in the right category of works, region and have the financial capability to undertake the project.



STEP 3

WPA will issue an Expression of Interest (EOI) to these **Appointed Companies**. Appointed Companies have 5 days to respond.



STEP 4

WPA will confirm the interested Appointed Companies and forward contact details to **WPA client**



STEP 5

WPA client will issue to the **Appointed Companies** an Invitation to Tender (ITT) for the project.



STEP 6

Appointed Companies return the completed ITT to the **WPA client**



STEP 7

WPA client will evaluate ITTs and issue an award to the successful Appointed Company and notify **WPA** of this decision



BECOME A DPS APPOINTED COMPANY

HOW CAN SUPPLIERS APPLY?

STEP 1

DPS is LIVE and **Candidates** can apply to join the DPS at any time during the next 8 years



STEP 2

Candidate registers onto WPA's e-tendering portal, Proactis, to access the Invitation to Participate (ITP)



STEP 3

Candidate submits a Request to Participate (RTP) via Proactis



STEP 4

WPA receives Requests to Participate (RTP) via Proactis



STEP 5

WPA have 10-15 working days to evaluate RTPs and decide whether to admit the **Candidate** to the DPS



STEP 6

WPA notifies the **Candidates** at the earliest opportunity



STEP 7

Successful **Candidates** are now **WPA DPS Appointed Companies**



STEP 8

WPA DPS Appointed Companies can now bid for work from **WPA clients**



STEP 9

Appointed Companies need to ensure they maintain the relevant qualifications, insurances and minimum credit score to remain on the DPS



BIDDING FOR WORK FROM WPA CLIENTS

STEP 1

Any opportunity to work with a **WPA client** will be registered by **WPA** on the myWPA portal



STEP 2

WPA will generate a unique WPA Project Number for the opportunity

42017

STEP 3

WPA will email to all capable **Appointed Companies** a Project Registration Document (PRD)



STEP 4

Appointed Companies have 5 days to return to **WPA** by email an Expression of Interest (EOI) form



STEP 5

WPA will forward to the **WPA client** the completed Expression of Interest forms from all interested parties



STEP 6

WPA client will issue to the **Appointed Companies** an Invitation to Tender (ITT) for the project



STEP 7

Appointed Companies have 21 days to return to the **WPA client** the completed ITT



STEP 8

WPA client will evaluate ITTs and issue an order to the successful **Appointed Company**



STEP 9

Appointed Companies shall inform **WPA** of its success and declare the value of the order on the myWPA portal

