

# THE PROCESS OF USING OUR DYNAMIC PURCHASING SYSTEM

## STEP 1

**SPA Partner** will register their DPS project with their Client Support Manager & complete Project Registration Form



## STEP 2

**SPA** contacts all applicable **Appointed Companies** issuing a Project Registration Form to obtain an Expression of Interest (EOI) on the project.



## STEP 3

**Appointed Companies** have 5 working days to return the EOI Form to **SPA**.



## STEP 4

**SPA** will provide the Partner with the contact details of all **Appointed Companies** that confirmed interest via the EOI process.



## STEP 5

**SPA Partner** will issue Mini Competition documents to all **Appointed Companies** that noted interest at EOI stage.



## STEP 6

**Appointed Companies** return the completed ITT to the **SPA Partner**.



## STEP 7

**SPA Partner** will evaluate Tender responses and issue successful/unsuccessful letters to **Appointed Companies**.



## STEP 8

**SPA Partner** will provide **SPA** with the outcome of the Mini Competition, a copy of the formal contract award letter, the contract value and project timelines.

## STEP 9

Project commences. **Appointed Companies** will upload declarations to the mySPA portal in line with the T&Cs of the framework.

