

BIP SELECT – AN AID TO PRE-QUALIFICATION



WHAT IS SELECT?

A formalised mechanism for assessment for 'pre-qualification' is an integral part of the majority of tendering exercises. Public sector organisations need assurance that potential suppliers are suitable to tender for public contract opportunities in terms of their legal, financial and technical capacity. Select assists this process.

Select is an online supplier information database (SID) service available to all suppliers via the internet.

Select provides suppliers with two levels of certification – Self Certified and Accredited.

On accessing Select, suppliers can complete a Select Certify Proforma detailing the key information normally requested by public sector buyers when seeking requests for expressions of interest in a particular tender. Select Certify is a free to register service for both suppliers seeking to work for the public sector and for public buyers using the service to identify potential suppliers.

Select also offers suppliers and buyers a complete accreditation service through Select Accredited.

SELECT LISTS

Public sector buyers wishing to invite suppliers to respond to a contract advertisement can use either Select Certify or Select Accredited as their point of receipt for expression of interest responses.

SELECT CERTIFICATION PROCESSES

Registering for Select Certify (self-certification) is free of charge. Suppliers may use the service to provide the information necessary for an expression of interest and seek qualification of this information on a

tender-by-tender basis. Select Certify suppliers will then be assessed by the authority to determine if they meet the required standard for that particular tender.

Select Accredited provides a global approach to pre-qualification via supplier assessment across a common range of requirements and delivers better value for money for both buyers and suppliers.

Suppliers wishing to seek Select Accredited status will, if successful, have the comfort of knowing they already meet the standard and are therefore only required to stipulate their registration when tendering for a tender to be let by an authority using Select Accredited as its preferred accreditation service.

The Select service does not make use of the Select Accredited standard mandatory. When registering with the Select online supplier information database, suppliers are free to either choose self-certification status – Select Certify – or, for a small fee, seek full Select Accredited status.

By allowing suppliers the option of registering for Select Certify or Select Accredited, the barrier to small business participation in public procurement is completely removed and compliance with European Union procurement regulations achieved.

Companies seeking accreditation to Select Accredited status will be assessed to the same rigorous standards imposed by Constructionline and where the service they provide is compliant with Constructionline categories they will, on successfully achieving registration, have their details visible within the Constructionline database.

Assessment for Select Accredited accreditation is carried out by Capita, expert providers of the national DTI-backed Constructionline accreditation service, and to the same exacting standards imposed by Constructionline.

Select Accredited is designed specifically for suppliers interested in tendering regularly for contracts. By achieving Select Accredited status they can reduce their costs and the uncertainties when responding to contract opportunities.

Select Accredited supports the 'do it once' ethos. An added benefit is that when Select Accredited suppliers provide services compatible with those of Constructionline, they will also be registered in the Constructionline database.

Buyers may also search the online Select database to identify potential suppliers prior to inviting them to tender for low-value contracts.

WHAT ARE THE BENEFITS OF SELECT FOR SUPPLIERS?

Seeking accreditation minimises the financial and administrative burden on suppliers through removing duplication of effort and gives them comfort of knowing they will be considered of an acceptable standard.

When suppliers achieve Select Accredited status, they do not need to provide common evaluation information every time they apply to work for an authority accepting Select Accredited, thereby reducing their costs and uncertainties experienced when seeking acceptance across the whole public sector.

WHAT ARE THE BENEFITS OF SELECT FOR BUYERS?

A common supplier accreditation service accepted across the public sector, open to all with no mandatory requirement, avoids the 'closed market' created by unnecessarily restricting tendering opportunities to suppliers only on the accreditation service provider's database.

By adopting Select Certify and/or Select Accredited as their selection service of choice, buyers remove the overhead of gathering and assessing supplier information and establishing and maintaining their own supplier databases and approved lists.

Select Accredited allows buyers to conduct a procurement-specific approach to pre-qualification in which suppliers who satisfy common factors are assessed in respect of their suitability to bid for a specific individual requirement, yet still allows others not accredited to be considered. Buyers may also seek information to allow more contract-specific criteria to be evaluated.

When adopting Select Accredited buyers in local government are fully compliant with S22 of the Local Government Act 1988.

SELECT – GIVING BUYERS AND SUPPLIERS OPTIONS

Select Accredited is not a prerequisite for competing for a purchaser's business.

Select's choice of services provides for the appropriate level of flexibility for suppliers and buyers and does not impose a disproportionate burden on either.

Select Accredited pre-qualification is undertaken by the accreditation experts at Capita, to the same exacting standards required for Constructionline accreditation.

All suppliers seeking Select Accredited status, if unsuccessful, receive a full debrief and are provided with the opportunity to raise concerns over the service.

Select Accredited is the only cross-public sector accreditation service delivered to the same exacting standards as Constructionline.

SELECT ACCREDITATION – BUYER VALUE-ADDED FEATURES

Select Accredited enables buyers to interface with a number of e-procurement initiatives, such as the Small Business Service's Supplier Route to Government portal, as well as registered buyers' own e-procurement systems.

Supply chain management

Buyers can set up individual lists of Select Accredited-registered suppliers within their supply chain. This will enable buyers to monitor the financial capacity of their overall supply chain and show the hierarchical structure.

e-Procurement systems

Buyers can use the Select Accredited data to populate their own e-procurement system. The data can be downloaded overnight in a

number of different formats. There is also an option for buyers to change the title of our fields, so they are compatible with their own data fields.

Reports and notifications

Reports and notifications will help buyers keep more informed and will enable them to analyse and understand their current pre-qualification needs more keenly.

Search facilities

Search facilities include a postcode search facility, a word search function on both category name and description, and a search for suppliers with multiple skills. Additionally we have a revised hierarchy of categories which will make it easier for buyers to identify appropriate pre-qualified suppliers.

Supplier lists

Buyers can create and manage their own supplier lists, which can be shared with other local authorities.

Feedback facilities

Feedback will be requested in a format in line with industry standards. Supplier performance will be presented in a 110 scoring system. In the long term this will enable buyers to make more informed decisions on whom they invite to tender and suppliers will be able to use the feedback to improve their performance.

Supplier and contract analysis

Buyers will be able to analyse their overall spend on a supplier, category or contract over time.

SELECT ACCREDITATION – SUPPLIER VALUE-ADDED FEATURES

Forming cooperatives

Select Accredited helps SMEs access the supply chain by offering a Cooperatives feature. This function will enable sole traders or SMEs to join with other suppliers, as one entity, so they can bid for tenders which require their combined skills.

Notifications

Select Accredited issues automated letters and emails to notify suppliers when records need to be updated emails will only be sent when the supplier has asked for email communications. This will help suppliers ensure their Select Accredited record is always up to date. Additionally, notifications will alert suppliers, upon logging into the new system, if their organisation has been added onto a registered buyer's suppliers list or supply chain.

Reports and downloads

Suppliers can download hit lists and longlists, showing which buyers have viewed their details.

Minimum contract values

Suppliers can stipulate their minimum contract values by each area or postcode; this will enable suppliers to target their business more effectively.

Feedback

Select Accredited encourages buyers to complete feedback on a particular project or contract. This will enable suppliers to act on the feedback to improve their service, and with the buyer's agreement their feedback can be used as a reference.

The annual fee payable is based on the yearly turnover of a company:

Yearly turnover	Fee	Amount payable
	(VAT not included)	
£0 to £249,999	£70	£82.25
£250,000 to £999,999	£195	£229.13
£1,000,000 to £1,999,999	£345	£405.38
£2,000,000 to £4,999,999	£395	£464.13
£5,000,000 to £19,999,999	£595	£699.13
£20,000,000 to £49,999,999	£875	£1028.13
£50,000,000 and above	£1275	£1498.13



SELECT ACCREDIT – BUYER Q AND A



1. What is Select?

Select is an online supplier information database listing service which provides public sector buyers with instant access to up-to-date data on pre-registered suppliers – both accredited and non-accredited, and provides suppliers with the facility to maintain company profiles including the type of data used in the public sector tendering process.

There are three status levels for suppliers in Select:

- **Select Registered** – The registered supplier's contact details will be displayed to buyers, but any other pre-qualification information provided by the registered supplier will not be visible unless published by the supplier
- **Select Certify** – The supplier's registration and pre-qualification information will be made available to buyers
- **Select Accredited** – Suppliers who have successfully been assessed to the rigorous accreditation standard set by the service will be visible to buyers as Select Accredited-certified

2. Select is provided by BiP: who are BiP?

BiP Solutions is the UK's leading provider of public sector contract information. More subscribers rely on our contract information services than those of any other organisation and we publish more UK contract information than any other provider.

3. How much does Select cost?

Select Certify (self-certification) is free of charge to suppliers and is also free to public sector buyers seeking to identify potential suppliers. Select Accredited status is subject to an annual assessment fee.

4. Do I need any special hardware or software to operate Select?

No, all that is required is a PC or Mac with internet access (Internet Explorer 5 or later, or Netscape 5 or above). Select is hosted on a secure server and you may wish to check with your IT department that you can access websites using the https protocol.

5. Does Select connect to other services?

Select is one module of BiP's Delta e-tendering suite and connects to Project, an e-notice creation service, and Vault, the secure internet ITT document exchange service. Select can also be incorporated for access through your website. Select Accredited also connects to Constructionline, providing both buyers and suppliers access to Constructionline data.

6. How many suppliers (private sector) use Select?

At the moment we have over 60,000 registered suppliers.

7. How many buyers (public sector) use Select?

Select is available to over 9000 buyers within the public sector and demand is growing. The Select service is endorsed by SOPO (Society of Procurement Officers in Local Government), which has over 2500 members representing local authorities nationwide.

8. How often is the service upgraded?

BiP constantly works on new features, which are normally added every six months.

9. Can I have more than one registered user?

Yes, it is possible, but may not be necessary. Each registered buyer can create multiple select lists and include as many supplier profiles in each select list as they desire. Also, buyers may set up a hierarchy structure between users, so that each individual buyer will be able to view/share other buyers' select lists.

Select Certify suppliers may also register and create multiple profiles for their company, and within each profile detail all the products and services that they provide.

If any company or organisation has a need to register more than once, they may do so. However, if users are registering more than once, they must do so by using a different email address.

10. Where can I get further information on Select?

Either go to our website at:

www.bipselect.com

email us at: sales@delta-ets.com

or telephone the Select helpline on: **0845 270 7090**

11. Can I use Select Accredited as a source to create a potential list of suppliers without formal advertising?

Yes, but only in certain circumstances. Where the contract is of a low value – say under £20,000 – you can use Select to choose to invite either Select Accredited or Select Certify suppliers without the need to advertise.

It should be noted that the standards derived from the EC Treaty apply only to contract awards having a sufficient connection with the functioning of the Internal Market. However, the Commission has set the barrier for determining such contracts at a low, not high, level and most contracts, other than those very low in value, are captured.

In this regard, the European Court of Justice considers that in individual cases, "because of special circumstances, such as a very modest economic interest at stake", a contract award would be of no interest to suppliers located in other Member States. In such a case, "the effects on the fundamental freedoms are ... to be regarded as too uncertain and indirect" to warrant the application of standards derived from primary Community law.

In an earlier EC discussion document the Commission proposed that in view of these factors, it would, as a general rule, not institute proceedings either upon application or on its own initiative with regard to individual contract awards where the contract value does not exceed 10% of the threshold values provided for in Directives 2004/18/EC and 2004/17/EC.

This, however, is only an indicative value, and others' consideration is that this percentage is far too low and that a figure of 20% would be a more appropriate level. This would give rise to an advertising threshold within the UK of approximately £20,000. The Commission nevertheless reserves the right to intervene if the contract award in question corresponds to a widespread illegal practice or if there are concrete indications that a contract of below this threshold is of relevance to the Internal Market.

12. How do we ensure compliance with EU Directive requirements for open competition when using Select?

When inviting expressions of interest through an OJEU advertisement simply state that suppliers interested in the tender should complete the supplier information requested in the Select Certify service or already be Select Accredited-certified, and that they should put in their unique tender PIN number published in the advertisement to confirm their interest.

13. When advertising my contracts do I tell potential suppliers they must be pre-accredited?

No – the EC Treaty requires that all potential suppliers should be allowed to register their interest in a contract. It is then up to the authority to assess their application to see if it meets the requirements set. If they are already Select Accredited-certified then the authority needs carry out no further accreditation, unless it wishes to introduce additional criteria for this particular contract not covered by Select Accredited.

14. Does Select make it mandatory to pay for accreditation?

No – suppliers are free to choose either to register information in Select Certify and seek evaluation on a tender-by-tender basis or, if they wish, to ask for their evaluation to be carried out formally by the Select administration personnel. This normally takes about five days from receipt of all documentation and if they successfully achieve Select Accredited accreditation they will have the benefit of Select Accredited certification for future contracts.

15. For contracts below the EC Directives thresholds or those otherwise not covered by the Directives, can I randomly select candidates?

Yes. Contracting entities may take measures to limit the number of applicants to an appropriate level, provided this is done in a transparent and non-discriminatory manner. They can, for instance, apply objective factors such as the experience of the applicants in the sector concerned, the size and infrastructure of their business, their technical and professional abilities, or other factors.

They may use an electronic tool inside Select Accredited to create random lists or even opt for drawing lots, either exclusively or in combination with other selection criteria. In any event, the number of applicants shortlisted must take account of the need to ensure adequate competition.

16. Can I use closed lists?

Yes and no. While select lists of suppliers can be used by public authorities as a means of identifying potential suppliers, they cannot be used as the sole source when seeking to identify potential suppliers unless for very low-value contract opportunities that are not of interest to suppliers from other EU Member States.

The Select online supplier information database allows suppliers to register the information normally requested by a public authority at the expression of interest stage. This information is then made available to registered buyers for their evaluation. Suppliers have the option to seek pre-accreditation, which means that they do not need to be evaluated on a tender-by-tender basis and have greater certainty as to their ability to supply. Once all respondents have registered their interest in a tender, this list can be used for selection purposes.

17. Is it fair to ask suppliers to pay for accreditation?

Select makes no charge to suppliers merely using the service to provide expression of interest information. Nor are buyers charged for accessing supplier information. Select only charges for annual accreditation if the supplier seeks it. There is no requirement to pay for accreditation to every authority a supplier seeks to work with.

The benefit of seeking accreditation is that it gives suppliers greater certainty as to their ability to supply and also means they only need to provide the information once.

18. What is the relationship between Select and Constructionline?

Select-registered suppliers providing services covered by the categories in Constructionline will be visible to all buyers using the Constructionline service. This ensures that suppliers are not required to pay for entry to both services.

19. How does Select work with Supply2.gov.uk?

Supply2.gov.uk is a service aimed at helping small businesses access lower-value contract opportunities. There is a simplified Pre-Qualification Questionnaire (PQQ) within the service which can be completed by any supplier interested in lower-value tender opportunities. The Select and Constructionline services are more robust services providing in detail the information buyers commonly require when seeking providers for more complex contracts. Supply2.gov.uk recognises that its PQQ has restricted application and therefore has an interoperability agreement with Constructionline. Suppliers registering on the Supply2.gov.uk service are advised to consider Constructionline registration.

20. Is using Select Accredited legal?

Yes – Select Accredited is an aid to the tender evaluation process and can provide better value for money to both buyers and suppliers. Suppliers and buyers alike may see advantages in using a supplier accreditation service to reduce administration timescales for tenders. However, accreditation should never be a prerequisite for competing for a purchaser's business.

Public bodies using a supplier pre-qualification accreditation service should be cognisant of the need to avoid creating a 'closed market' through restricting tendering opportunities to only those suppliers on the accreditation service database.

Public bodies must ensure that the tendering process does not prevent other non-registered suppliers from either seeking accreditation to the database or expressing an interest and being considered for a tender. Non-accredited suppliers seeking to tender should only be required to provide the same information as that already provided by those accredited and should be assessed by the authority to the same standard.

Purchasers using an accreditation service should ensure that the level of assessment to which suppliers are subject is in proportion to the level of risk associated with the business the suppliers are seeking. Assessment should not impose a disproportionate burden on suppliers.

21. Is Select compliant with a local authority's obligations under S22 of the Local Government Act 1988?

Yes – local authorities using Select are not influencing the content or design of the accreditation process used.

The Local Government Act 1988 stipulates that a local authority which maintains an approved list shall not require a person to pay any sum as a condition of his inclusion or continued inclusion in the list or of his being considered for such inclusion.

Select accreditation is carried out by a third party and Select allows suppliers pre- or non-accredited to respond to an advertisement.

22. If suppliers respond to my advert and are not pre-accredited, how do I carry out the accreditation?

If a supplier does not wish to seek Select Accredited certification but does wish to be considered for a tender then they should be asked to complete all the information listed in the Select Certify. They must do so by the final date for expressions of interest.

If they fail to do so by this date or fail to provide all the information requested their application can be declined. This is no different to the paper process which stipulates a final date for receipt of expressions of interest and that all information requested must be received.

If all the information is provided on time and in full then the authority may carry out the evaluation themselves to the standard set for Select Accredited (details of the standard will be made available to them) or pay a once-only fee for the evaluation to be carried out by the Select accreditation service.

Suppliers passing this assessment will only be considered acceptable for the tender in question and will not be Select Accredited-certified.

23. Does Select interoperate with Supply2.gov.uk?

Supply2.gov.uk has a simplified PQQ but this does not include all the information required for a Constructionline or Select Accredited supplier assessment. Select may be developing its service in such a way that if a supplier wishes their details to also appear in Supply2.gov.uk, they will simply need to tick a box and the data will be recorded within the Supply2.gov.uk PQQ.

This means that an authority could direct their suppliers to Select and ask them to complete the introduction information, then state their Supply2.gov.uk registration requirement and be assured their information is available to buyers through both Select and Supply2.gov.uk.

24. Select assessment services – better for buyers?

A common supplier accreditation service accepted across the public sector, open to all with no mandatory requirement, avoids the ‘closed market’ created by unnecessarily restricting tendering opportunities to suppliers only on the accreditation service provider’s database.

By adopting Select Certify and/or Select Accredit as their selection service of choice, buyers remove the overhead of gathering and assessing supplier information and establishing and maintaining their own supplier databases and approved lists.

Select Accredit allows buyers to conduct a procurement-specific approach to pre-qualification in which suppliers who satisfy common factors are assessed in respect of their suitability to bid for a specific individual requirement, yet still allows others not accredited to be considered.

When adopting Select Accredit buyers in local government are fully compliant with S22 of the Local Government Act 1988.

SUPPLIER SIDE

25. As a supplier, how do I register to access the service?

Select can be accessed through www.delta-ets.com

26. Can Select act as my company’s central electronic database for information likely to be requested?

Yes, you can use Select to create, store and publish you company’s profile for access by public sector organisations. Select has been developed with both buyer and supplier input to ensure that it allows suppliers to enter all the information they wish to provide and that buyers can view the supplier information they require. You can update your profile information at any time and export it to other data management applications if necessary.

27. How do I access my Select Certify profile?

Visit www.delta-ets.com and click on Suppliers Area, then enter your username and password. This brings you to the Welcome page. Choose the Select icon, and click to enter the Select service. By clicking on Main Menu you will then be able to access your profile.

28. How long will it take me to complete my Select Certify profile?

Select acts as a company profile creation wizard. The online supplier profile forms will prompt you for company information and help you collate a comprehensive supplier profile. The time it takes to create your profile will vary, depending on how readily available your company information is. However, this is a process which should not need to be repeated; all you need to do after that is make sure the information in your profile is up to date.

29. How do I add information to my Select Certify profile?

To add information to your profile click on Edit and enter details in the relevant areas. This can be done by using the tabs down the left-hand side of the page.

30. What are CPV codes?

CPV (Common Procurement Vocabulary) code numbers have been specially developed by the European Union for public procurement. Their main purpose is to help procurement personnel properly classify their contract notices and aid suppliers find the notices which are of interest by using a standardised vocabulary.

31. Can I access a CPV search service using Select?

Select offers you the facility to classify your goods and services with an easy-to-use search facility based on keywords, so you can locate and list CPV codes easily and quickly.

32. Can I save the information I have already entered in Select Certify and complete at a later date?

Your Select profile saves automatically as you move from page to page, so long as you DO NOT hit your Back button and DO NOT close your browser on the page you were working on. Always click to a different page before shutting down your browser or your work may be lost.

33. Whilst I am constructing my Select Certify profile will it be made available to buyers?

No. Your information is only made available to buyers after submitting/publishing your profile.

34. Can I cut and paste text from other documents?

Yes, you can cut and paste text from other types of electronic documents.

35. Do I have to complete all confidential details?

Yes, if you are creating an expression of interest from your profile you will probably have to include confidential details, such as financial figures. If, however, you are completing a profile for publication, you may state that these details will be available on request.

36. Our policy documents are very large; how can we include them in our profile?

If your policy documents are available on your website you could include the address from which the buyer may obtain a copy, or you could provide a synopsis saying a full copy is available on request.

37. Once I have created my profile what can I do with it?

The Edit feature allows you to change your profile details in Select Certify only. Select Accredit details can only be changed through a formal change mechanism.

38. What does ‘Publish my profile’ mean?

When information in your profile is complete, click on the View Profile button. If completely satisfied then click on Submit and choose one of the three options to proceed.

39. What are the three options when submitting to Select Certify?

When submitting your profile to Select Certify, there are three options:

- 1 Submit for publication to the Select supplier information database (SID) where buyers can then access/browse supplier profiles.
- 2 Submit using a Response number. Each select list that a buyer creates has a unique Response number. When a buyer invites a supplier to join a list they will issue the Response number to the supplier. ‘Submit using Response number’ allows the supplier to submit their profile directly to that list using the Response number provided.
- 3 Submit by email. This is used when suppliers wish to submit their profile to buyers but should not be used if expressing an interest in a Pre-Qualification through Select. Suppliers can effectively send a copy of their profile to any other entity that they wish to do business with. By using the Select service to carry out this function you will also create an audit log of who you have emailed your profile to. You can also use this feature to export your profile.

40. What is a Response number?

Select uses Response numbers for allocating profiles directly to buyers’ lists. These numbers may be incorporated into a contract notice detailing that suppliers can register on Select and that by quoting the Response number they will automatically be included on that awarding authority’s list. The list can either form a pool of suppliers which that authority may use to search for particular types of company or the authority may use the list to collate electronic expressions of interest in relation to a specific tender opportunity.

41. I already have a Select profile published.

Do I need to recreate the information every time I wish to be added to another authority's listing?

No, suppliers should create one profile with their company details. From this one profile they can then create additional profiles with tailored information that can be submitted in response to a particular requirement.

42. What is the activity log?

The activity log provides a list of any profiles you have created and their status. By clicking on your profile title, you are able to access a history of where you have emailed your profile to and also any lists that you have submitted your profile to.

43. I cannot remember my username and password; how do I get them?

Visit www.delta-ets.com and click on Forgotten Password. Enter your email in the Suppliers box and click on Submit. Alternatively, email helpdesk@delta-ets.com Please note: your email address is your username. Should you change your contact email address within your profile, please remember this will then change your username and next time you log in you will have to do so with the new email/username.

44. The person who created our profile has now left; how do we transfer the details over?

Send details of who created the profile and the new user who will be taking over the profile to helpdesk@delta-ets.com

Details should include name, address and email address.

45. Which area of our profile is most important?

Within your profile, the most important areas to keep up to date are the Products and Services areas and key areas such as Financial Details, Past Contracts, Staff Details, Policies and References, which are most likely to be viewed by buyers.

46. Can we tell how many buyers, if any, actually access our profile?

There are currently thousands of public sector buyers who have access to Select and that number is increasing significantly each day. Buyers use the Select service in a number of ways and at present we do not monitor their access.

47. How do I let buyers know I am updating my details regularly?

Once in your profile Main Menu you have six options. If you click the Confirm option this means that to the best of your knowledge, you have updated your details and all information is correct. Buyers can see when you last confirmed that a profile was up to date. If they wish you to clarify this or do it again, they can email you with an invitation to confirm.

48. Will other suppliers have access to my data?

Predominantly, only registered buyers have access to view profiles published by suppliers. These may include prime contractors or others acting on behalf of a public body.

49. Are there user notes?

Yes, these can be obtained from the navigation tab in the Delta-ets activity centre. A copy can also be requested from the Delta-ets helpdesk via email at: helpdesk@delta-ets.com

50. How do I access public sector contract notices?

BiP Solutions provides a variety of paper, online and email alert services containing public sector contract notices. Contrax Weekly magazine is the only UK paper version of the OJEU (Official Journal of the European Union) and Tracker provides email delivery of exact matches of contract announcements, to a tailored profile.

For a free trial register at: www.tendermatch.com

51. Can I advertise in Select?

Yes, banner advertising is available on Select. Please contact: advertisingteam@bipsolutions.com

BUYER SIDE

52. How can I access Select?

If you are in the public sector you can access through Delta: www.delta-ets.com

53. What can I do with Select Certify supplier information?

Select can provide buyers with the following functions:

- 1 **Select lists:** creation and management of lists of suppliers for requirements.
- 2 **Tender responses:** creation, transmission and management of suppliers' expressions of interest in specific tender notices.
- 3 **Search service:** a joined-up supplier information database (SID) of suppliers interested in tendering for public sector business opportunities.

54. How do I create a list?

By clicking on Create New List, you can then name the list you wish to create, eg painters.

55. What types of list can I create?

There are two types of list:

- 1 **Response list:** profiles in a response list cannot be updated. This type of list would be used for receiving expressions of interest and would also have a closing date. If a supplier does wish to update their response, they must revise their Select profile and submit this again to the given PIN number.
- 2 **Standard list:** profiles in a standard list can be updated at any time by a supplier and the changes will be immediately apparent to the buyer. This type of list would be used for storing general supplier information or used for an Approved List of Tenderers.

56. Can I use Select to source and create an Approved List of Tenderers?

Yes, when inviting suppliers to participate and join an electronic Approved List of Tenderers, buyers can create a standard list using the Select module. They would then invite suppliers via email through Select.

The Approved List can be created as one main directory housing all invited suppliers, or buyers can create individual category lists that invite suppliers who can provide a specialised service or supply.

57. How do I include suppliers in my Select list?

By clicking on the title of your list you then have the opportunity to add suppliers.

This can be done in three ways:

- 1 **Invite suppliers:**
by clicking on this link you will be able to enter a supplier's email address and they will receive an automatic email requesting that they register on Select. You can also add additional text to this message.
- 2 **Search the supplier database:**
by opting to search the supplier database you will be provided with a search frame into which you can enter the criteria by which you wish to search; this can be by company name, CPV code, description or location.
- 3 **Search your lists:**
by clicking on this option you can either search all your lists or, using the drop down menu, select a named list to search.

58. Can I customise my lists?

Yes, by clicking on the Customise button, you can choose what areas of suppliers' profiles you wish to view in your list, eg products and services.

59. From my list can I tell when a supplier last updated their data?

Yes, beside their name the last update date will appear in brackets.

60. How do I know how many suppliers are on my list?

The number is shown in brackets against the name of the list.

61. Can I set a closing date for my list?

Yes, this can be done by clicking on the Managed Dates option; you can set both opening and closing dates and times.

(Please note: this is particularly relevant in a response list.) You can then check the status of each supplier registered – whether they are Select Certify or Select Accredited suppliers.

62. Can I use Select to invite expressions of interest?

Yes, this can be done in two ways. Placing within a contract notice a Response number and requesting that suppliers register on the Select service, complete their profile and then submit using the Response number quoted will enter their expression of interest directly into the response list you have created. Alternatively, you can use the 'Invite Supplier' option and email directly through the service to the chosen suppliers to ask them to provide you with an expression of interest.

63. Can I find potential suppliers within Select and invite them to tender?

Yes, by using the 'Searching the C Class SID facility' (Select Certify) selected suppliers can then be compiled into a named list. You can then email them with the required details, or you can use the A Class (Select Accredited) database to perform the same task.

64. Can I use Select to build and host my in-house select lists?

Yes, by asking suppliers to register on Select (free) you can convert any existing supplier lists. In addition, by asking suppliers to quote predetermined Response number you can ensure that they are entered on a specific list. You can create and manage lists of both Select Certify and Select Accredited suppliers.

65. Can I convert my paper-based supplier select lists into electronic lists using Select?

By having a policy that all suppliers who request to work with your organisation are requested to register on Select (perhaps quoting a Response number) you can ensure that all your supplier data is held in one place and in a common format. Any existing suppliers can be contacted directly and requested to enter and maintain their details on Select. You can create and manage lists of both Select Certify and Select Accredited suppliers.

Another route to drive suppliers online would be to make an announcement (free through Contrax Weekly, Government Opportunities or the OJEU) in the form of a contract/qualification notice to request that any potential suppliers interested in working with your organisation register on Select.

66. We only open our select lists for a limited time; can Select help me do this?

Yes, by setting an opening and closing date you can manage your select list suppliers.

67. Are Select-listed suppliers pre-qualified by BiP Solutions or others?

Suppliers seeking pre-qualification to Select Accredited are vetted by Capita personnel to the same standards as set for Constructionline, a service for Capita is also responsible.

68. Can additional evaluation services be provided to us?

Yes, should your organisation wish to have additional evaluation/vetting of those suppliers, BiP can provide this as an additional service (chargeable).

69. How many officers within my authority can have access to Select?

As Select is an internet service you may register as many officers as required to have access to the Select database.

70. Can I issue an OJEU notice or other contract notice and direct interested suppliers to respond via Select?

Yes, a buyer can generate a Response number in relation to a specific list and then incorporate this within the contract announcement. All suppliers responding will then appear in your list.

71. Does Select comply with EU Procurement Directive requirements?

Yes. It also complies with S22 of the Local Government Act 1988 in that no payment is made by suppliers for registering on the service.



72. Will the supplier lists I create be accessible to others?

Yes, Select offers a list-sharing function for buyers approved by the list owner, or buyers may set up a hierarchy structure between users, so that each individual buyer will be able to view/share other buyers' select lists.

73. What support do I get with Select?

Email helpdesk@delta-ets.com or telephone the Select helpdesk on **0845 270 7050**. BiP Solutions can provide telephone tutorials to assist you in using the service. To book a tutorial please email: helpdesk@delta-ets.com

74. As a buyer how do I create a contract notice?

BiP Solutions' Project service provides you with all types of format to facilitate the creation, management and transmission of contract announcements, including those that must be submitted to the OJEU. Project also provides buyers with online access to all notices published in the OJEU, Government Opportunities and Supply2.gov.uk

To access the demonstration site visit: www.demo.delta-ets.com

75. Once I have evaluated the expressions of interest I have received, is there a process for the invitation to tender stage?

Yes. BiP Solutions' Vault service provides a secure document exchange and Select can operate along with Vault to provide a seamless e-tendering suite.

76. Where can I get further information on public sector tendering?

BiP Solutions' dedicated marketplace provides information for both buyers and suppliers at: www.delta.ets.com

77. I am interested in piloting Select and Vault; how do I go about doing this?

BiP Solutions offers organisations the opportunity to pilot the Delta suite. If you would like more information on running a pilot, please email: psst@bipsolutions.com or visit: www.delta-ets.com

DISCLAIMER

This Guidance has been produced by BiP Solutions Ltd to provide assistance to those engaged in public procurement. The Guidance has been published in good faith by BiP and BiP shall not incur any liability for any action or omission arising out of any reliance being placed on the Guidance by any organisation or other person. Any organisation or other person in receipt of this Guidance should take their own legal, financial and other relevant professional advice when considering what action (if any) to take in respect of any initiative, proposal, or other involvement with public procurement, or before placing any reliance on anything contained therein.



Expert public procurement consultancy for Buyers and Suppliers at your service



PASS – HELPING YOU MEET KEY OBJECTIVES

The key objective of public procurement professionals is to ensure that the most suitable supplier is selected to provide goods and services on terms which are likely to offer the best value for money. The *PASS* service helps you meet this requirement and deliver contracts that offer best value-for-money terms with suppliers who will execute them efficiently.

PASS CONSULTANCY

BiP's *Procurement Advice and Support Service (PASS)* provides organisations with access to experts in public procurement practices and procedures, thus helping you develop and deliver effective and efficient procurement. Our team offers a range of services to meet your specific needs. Whichever area you wish evaluated and improved, we have the experts to help.

The PASS consultancy's mission is to help you deliver the best in government procurement through:

- Practical solutions to improve procurement performance
- Innovative approaches to knowledge transfer within government
- Joined-up government
- Improved performance indicators
- Strategic direction and performance
- Opportunities offered by e-government
- Capacity to deliver change to meet identified needs
- Continuous improvement of services and challenging poor performance
- Sustainable development within decision-making processes and delivery of services
- EU-compliant processes
- Best practice procurement training

PASS TRAINING

Our consultants can provide you with bespoke training packages to suit your needs. Consultancy and training is available for the following: environmental purchasing, partnering, evaluation, e-government, supplier debriefing, UK legal processes and precedents, contract management, EU-compliant tendering and much more.

PASS ONLINE GUIDANCE

The *PASS* service provides online guidances on all aspects of the public procurement process and legal requirements: www.bipsolutions.com/html/briefing.php

PASS – EFFECTIVE DISPUTE MANAGEMENT

Contractual and procurement-related disputes are time-consuming, expensive and unpleasant. They can destroy client/contractor relationships, can add substantially to the cost of the contract, and can nullify some or all of its benefits or advantages. They can also have an impact on value for money. It is therefore in everyone's interest to work at avoiding disputes in the first place. Inevitably, however, disputes do occur and when they do the importance of a fast, efficient and cost-effective Alternative Dispute Resolution (ADR) procedure cannot be overstated. If a dispute arises, it is important to manage it actively and positively and at the right level in order to encourage early and effective settlement. Unnecessary delays and inefficiency can lead to rapid deterioration in relations and entrenchment of opinions. ADR through PADRE mediation involves the use of a trusted expert third party and is an effective alternative to litigation. PADRE mediation is provided by experts in contracting and public procurement. If you would like more details on how PADRE can help your organisation and become your mediation service of choice, telephone the *PASS* team on **0845 270 7055** or email pass@bipsolutions.com.

PASS HEALTH CHECK

The *PASS* service can help your organisation examine its current procurement organisational structures, strategies, processes, practices and related strengths and weaknesses. It delivers a detailed *PASS Mark Health Check Outcome Highlight Report (OHR)* that outlines areas of strength as well as those requiring further attention, and provides an outline *Project Initiation Document (PID)* designed to deliver a more effective and efficient tendering process that will help you achieve optimum performance and better value-for-money procurement.

PASS IN-HOUSE PRESENTATIONS

PASS consultancy can provide you with in-house presentations directed to buyer or supplier. Each presentation will be bespoke to your requirements, whether they be with regards to improving your tendering practices or your procurement strategy or processes. Contact: pass@bipsolutions.com



The *PASS Mark Health Check* is a process-based evaluation technique that helps identify how your company can develop more effective processes when tendering for public sector contracts.

For further information on the **PASS** service, contact our **PASS Team** on **0845 270 7055**, email pass@bipsolutions.com or visit www.bipsolutions.com/pass/