



Dynamic Purchasing System for  
**Education Catering Services**  
Quick Guide

Ref: EB.CAT.DPS



## Dynamic Purchasing System (DPS)

The Education Catering Services DPS is a Public Contracts Regulations 2015 compliant way to tender your catering contracts. It is an electronic system that enables public sector organisations to procure specific goods and services, with reduced administrative burden compared to a typical self-managed tender.

Any educational establishment can use the DPS. Just create an account on [educationbuying.com](https://educationbuying.com) or for Catholic Schools go to [educationbuying.com/cmp](https://educationbuying.com/cmp). Users will first need to create a free account on the relevant buying website to view the full catering DPS documentation, instructions and e-Tendering support.

### Suppliers

The DPS contains a pre-vetted 'approved supplier list', from which buying organisations can invite to tender. New suppliers can request to be added to the DPS at any time, allowing educational establishments to encourage or nominate identified suppliers (e.g. their incumbent or local supplier) to join the DPS prior to running the Further Competition for their contract.

### Geography

The DPS services are UK-wide (England, Scotland, Wales, Northern Ireland), and have been split into geographical areas or 'Lots', so that both national and smaller local suppliers can offer their services.

The geographical Lot will be determined by the Local Authority remit in which the educational establishment falls under. Where there are multiple sites for one group, spanning across more than one Local Authority boundary, the Lot selection will be based on the Local Authority district which covers the predominant number of schools, as determined by the educational establishment.

### Further Information

For more detailed information, including access to the template documents and a more comprehensive guide to the DPS, please log into your relevant buying website. Contact: [DPSCatering@EducationBuying.com](mailto:DPSCatering@EducationBuying.com).

