

# THE PROCESS OF USING OUR DYNAMIC PURCHASING SYSTEM

## STEP 1

**SWPA Client** accesses the DPS for their project



## STEP 2

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



## STEP 3

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



## STEP 4

**SWPA** will confirm the interested Appointed Companies and forward contact details to **SWPA Client**



## STEP 5

**SWPA 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 **SWPA Client**



## STEP 7

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

