



Memorial House  
Whitwick Business Park  
Stenson Road  
Coalville  
Leicestershire  
LE67 4JP

T 01530 276000

E [enquiries@emh.co.uk](mailto:enquiries@emh.co.uk)  
[www.emh.co.uk](http://www.emh.co.uk)

**Monday 11 November 2024**

## **Construction purchasing system**

Thank you for expressing interest in working with East Midlands Housing Group (EMH). You can apply to join either, or both:

- ▶ Lot 1: our construction **dynamic purchasing system** for construction contracts that are over the public procurement value threshold
- ▶ Lot 2: our construction **low value purchasing system** for construction contracts that are below the public procurement value threshold

\*The public procurement threshold for works from 1 January 2024 is £5,372,609. This figure will be periodically updated by public procurement legislation.

## **Types of project**

This purchasing system will be used for the construction of affordable housing for rental or shared ownership by EMH (as a registered provider of social housing). Schemes may include properties for outright market sale. Projects may range in size from 2 to 150+ dwellings (with no maximum size of projects) and will cover residential dwellings, supported housing and fully extra care schemes.

The published value of this purchasing system is £45,000,000 per annum, based on the maximum potential usage, underneath either lot.

This purchasing system will support the land-led element of EMH's development programme which currently delivers 150-200 dwellings per annum of our overall Development pipeline of around 500 new homes each year.

## **Customers**

This purchasing system may be used by companies within EMH, including:

- ▶ [EMH Housing and Regeneration](#)
- ▶ [EMH Care and Support](#)
- ▶ [EMH Development Company](#)

It may also be used by:

- ▶ [Leicestershire Rural Housing Association](#)
- ▶ [Northamptonshire Rural Housing Association](#)
- ▶ [Peak District Rural Housing Association](#)
- ▶ [Warwickshire Rural Housing Association](#)

The purchasing system may also be used by other public bodies (registered providers of social housing and local authorities) only where EMH is acting as a development agent.

### **Standards required: Dynamic purchasing system (lot 1)**

To apply to join the dynamic purchasing system you must be accredited to the Common Assessment Standard (CAS - the standard for public works contracts as per PPN 03/24). This standard is only available via recognised assessment bodies.

You can obtain this accreditation via CHAS (level Elite). If you already have a CAS accreditation via another recognised assessment body, you can ask for the data to be shared with CHAS.

You will need to maintain your accreditation to CHAS level Elite throughout your membership of the DPS. Alternatively, if you have an CAS accreditation through another recognised assessment body you will need to evidence this upon joining, and throughout your membership of this DPS.

You will also need to be able to show that you have a positive cash position (not in overdraft, a positive net asset position (current assets less current liabilities) and that you undertake financial checks with your subcontractors where appropriate.

### **Standards required: Low value purchasing system (lot 2)**

To apply to join the low value purchasing system you must be accredited to the Safety Scheme in Procurement (SSIP).

You can obtain this accreditation via CHAS (level Standard). You will need to maintain your accreditation to CHAS level Standard throughout your membership of the DPS. Alternatively, if you are accredited by another third party, you'll need to evidence this upon joining, and throughout your membership of this DPS.

You will also need to be able to show that you have a positive cash position (not in overdraft, a positive net asset position (current assets less current liabilities) and that you undertake financial checks with your subcontractors where appropriate.

### **Applying to join the purchasing system**

You can apply to join the purchasing systems by completing the form found at this link:

[Construction purchasing systems: application – Fill in form](#)

If your application cannot be accepted as information is missing, you will be advised and may resubmit immediately. If your application cannot be accepted as you cannot meet specified standards, then you may only resubmit when you can meet those standards.

If your application is accepted, you will receive an agreement to sign electronically. The terms of this agreement can be found at Appendix B. You will then be invited to compete for contracts.

### **Competing for contracts via the purchasing system**

From time to time you will receive an e-mail invitation to tender for specific contracts. This e-mail will be to the address you've specified as part of your application, so if this changes, then you'll need to tell us straight away. We may also decide to use tender portals; if so, access will be provided at no cost, as well as guidance.

Competition may be by a single stage process (where you are invited to tender for the specific contract) or a two-stage process (where you are invited to apply to be shortlisted to tender for the specific contract). The latter is used where we need to avoid large numbers of suppliers incurring expense in tendering for a contract with only limited chance of success.

Invitations to tender will specify the requirements of the specific contract, and any award criteria to be used in addition to price (i.e. social value commitments, any additional financial viability requirements).

For the low value purchasing system (lot 2), contracts may also be awarded without any formal competition.

### **Terms and conditions**

When awarded a specific contract from the purchasing system the supplier will usually be required to enter into a specific form of contract, such as a JCT Design and Build contract.

EMH will also provide a purchase order for the specific works contract. No work must be undertaken until a purchase order has been received.

### **Questions and contact**

If you have any questions on this purchasing system, please contact the Procurement Team, at [procurement@emh.co.uk](mailto:procurement@emh.co.uk).

If you are not applying for these purchasing systems but are interested in providing different supplies or services, then you can find more information at <https://www.emh.co.uk/work-for-us/suppliers/>.

**Michael Simpson MCIPS | Head of Procurement | EMH**

## May 2025 updates

Please find below some clarifications and updates. These do not fundamentally change the purchasing system(s):

- ▶ ~~All expressions of interest and tender processes will now be conducted using the MyTenders procurement portal, found at [https://www.mytenders.co.uk/Register\\_V2/Supplier\\_Register.aspx](https://www.mytenders.co.uk/Register_V2/Supplier_Register.aspx). Suppliers will need to register for this if successful.~~
- ▶ Suppliers who are in the process of being accredited against the entry standards Safety Scheme in Procurement (SSIP) or Common Assessment Standard (SSIP) may complete expressions of interest for projects. However, if accreditation cannot be evidenced by the time a decision is made to reduce supplier numbers in any competition, then the expression of interest shall not be considered.
- ▶ ~~The e-mail address for applications has been updated to [procurement@emh.co.uk](mailto:procurement@emh.co.uk).~~

## June 2026 updates

Please find below some further clarifications and updates. These do not fundamentally change the purchasing system(s):

- ▶ All expressions of interest and tender processes will now be conducted using Delta eSourcing found at <https://www.delta-esourcing.com/delta/signup.html?userType=supplier>
- ▶ The application form has been changed from a Microsoft Word document, to a Microsoft Forms document, to make it easier to complete. The application form can be found at:

Construction purchasing systems:  
application

