Dear…

Because we value the work you do to adapt the homes of disabled people in the Borough, we are contacting you to inform you of some upcoming changes in our tendering procedures.

Our Disabled Facilities Grant budget is now £XXX,XXX and increasing year on year. This means we need to be more efficient and deliver adaptations quicker for the people who desperately need them. In response we are introducing a new online tender system for shower adaptations – DFG Tenders.

The main difference is that we will no longer ask you to submit an individual tender for each job. Instead, we will ask you to pre-price a schedule of rates that we will use to generate your tenders. We will then award jobs *based on price / on a rotation basis / based on price and your past performance*. You will be able to revise your pricing at any time, which become fixed for a particular job once it has been awarded.

When you are awarded a job, you will receive an email with a link to the view the priced schedule together with any drawings and other documentation. You can then review the project and accept or reject. If you accept, we would expect you to be able to start work within *X* weeks and we will arrange a pre-start meeting for you to meet the client.

To register your details please go to *councilname*.dfgtenders.co.uk and click on the “Registration” button. Enter your details and tick to accept the declaration to receive your username and password. Once your registration has been approved you will be able to submit your prices using the “Materials” section from the left-hand menu.

Please note that there will be a charge of £50 plus VAT for each job awarded to and accepted by you, which will be invoiced separately. We believe this is good value for money compared to the time and effort taken to submit tenders at the moment.

You can find out more about the tender system at <http://foundations.uk.com/dfg-adaptations/dfg-tools/dfg-tenders/> or call me on XXXXX XXXXXX.

We will start using DFG Tenders to award jobs from XX XXXXXXX 2018.

Regards