

INSTRUCTIONS FOR OPERATORS APPLYING TO BE ADMITTED TO THE DYNAMIC PURCHASING SYSTEM FOR PASSENGER TRANSPORT SERVICES

What is a DPS and why do we need one?

The DPS is a completely electronic procurement system that allows authorities to make repeat purchases from the market of commonly used works, goods or services.

To make the sourcing of all transport needs more efficient & effective, Northumberland County Council created a Dynamic Purchasing System in 2016 for the provision of Passenger Transport Services. It has been set up on behalf of:-

1. Northumberland County Council
2. Northumbria Healthcare Foundation Trust
3. North Cumbria University Hospitals NHS Trust

Each Contracting Authority is permitted (but not obliged) to use the DPS if it wants to enter into individual contracts (called 'Call-Off Contracts' for various Passenger Transport Services).

Under the DPS

- No Contracting Authority is required to use the DPS exclusively if it wishes to procure transport services.
- No Contracting Authority is obliged to use the DPS for any minimum levels of business.
- No operator which is a member of the DPS is obliged to enter into a minimum number of Call-Off Contracts.

The DPS was initially set up for 5 years. However, Northumberland County Council may continue to use it indefinitely for as long as it wishes to do so.

Interpretation

In these instructions the following words and expressions have the following meanings, unless the context otherwise indicates:

Authority or Contracting Authority	Northumberland County Council, Northumbria Healthcare NHS Foundation Trust and North Cumbria University Hospitals NHS Trust in relation to their respective participation as purchasers from the DPS.
DPS	The dynamic purchasing system established in 2016 by Northumberland County Council for the provision of Passenger Transport Services.
Lot	Each lot under the DPS.

The Lots

The DPS is currently divided into 7 as follows (further detailed in the General DPS Specification of the DPS:

Lot 1 – Transport for Social Services Passengers including children excluded from mainstream schools

Lot 2 – Transport for children attending mainstream schools/further education Colleges

Lot 3 – Transport for children attending special schools/colleges

Lot 4 – Provision of local bus services

Lot 5 – Demand responsive services

Lot 6 - NHS Transport, Northumbria and North Tyneside

Lot 7 – NHS Transport North Cumbria

Documents for which accompany the DPS

The DPS is subject to certain rules which are published with the DPS by Northumberland County Council

Northumberland County Council has also published standard terms and conditions and a General DPS Specification. These are to apply to Call-Off Contracts awarded under the DPS unless otherwise specifically indicated at the time the Call-Off Contract is awarded.

Please read the above documents carefully and seek whatever professional advice you regard as necessary.

In particular, please read the General DPS Specification to help you decide the Lots for which your organisation wishes to apply.

Applying for Lots

Your organisation can apply for one, more or all of the Lots. If your organisation applies for some but not all Lots now, you may apply for other Lots later if you wish.

Each application will be assessed on a 'pass-fail' basis. Your organisation will be admitted to each Lot for which you submit a satisfactory application.

There is no maximum number of operators that can be admitted to any particular Lot.

If an application is unsatisfactory, the applicant may reapply at any time it wishes

When a new submission is received through the portal an automated message is sent to all current Operators already admitted to the DPS. This message states that there has been a change to the respond by date. Unfortunately, this message causes some confusion but **NO** action is required from the Operator. Once you have received an Admission letter you **DO NOT** have to submit your documents again. The only time there is a requirement to re submit your documents is if there is a need to update information e.g. a change of address, amend the Lots you selected, etc.).

How to apply to be added to the DPS

You must read all documentation provided within the tender opportunity and fully complete and upload to the portal the following:-

1. Pre-Qualification Questionnaire (PQQ) – remember to consider all of the Lots in the specification and detail in Section 7 Question 1 the Lots you are applying for.
2. Appendix 1 – Health and Safety
3. Appendix 2 – Quality and Environment
4. Appendix 3 - Application Declaration

If you have any questions, need clarification or support, please use the messaging facility on the Portal. You can also request the following instructions:-

- How to register on the portal
- How to upload a tender submission

Once your submission has been received through the Portal it will be evaluated on a pass-fail basis. You will be contacted via the messaging facility on the portal if there are any issues regarding your submission and given the opportunity to rectify it.

Once the evaluation is complete you will receive an 'Admission Letter' informing you that your organisation has been added to the DPS. You will receive this through the portal and be asked to sign and return it through the portal.

As soon as your Admission Letter is returned to us signed you are then successfully added to the DPS.

If your organisation wishes to be removed from any one or more Lots of the DPS, it can inform Northumberland County Council via the messaging facility on the portal. However, given there is no obligation on your organisation to accept any minimum levels of work under the DPS, there is no obligation on your organisation to inform the Council if your organisation does not wish to continue.

What happens once your organisation has been added to the DPS

The Contracting Authorities may then award Call-Off Contracts under the DPS.

A 'Call-Off Contract' is each contract entered between a Contracting Authority and an Operator, awarded under the rules of the DPS (usually through some kind of mini-competition).

When a Contracting Authority has a Call-off opportunity, it will send an e-mail to all operators who are members of the relevant Lot, other than those who may be suspended at the time (according to

the DPS rules). The e mail will detail the specific requirements of the proposed Call-Off Contract. The Contracting Authority will invite the relevant operators to respond to questions issued at the time.

The requested response may (as indicated by the Contracting Authority at the time) be 'price only' or may involve some combination of price and the operator's proposed method to deliver the service. The Contracting Authority will set this out at the time.

In relation to responses

- You organisation's response must be submitted via e mail
- The criteria for awarding the Call-Off Contract will be published by the relevant Contracting Authority at the time. If the Contracting Authority wishes to proceed to award the Call-Off Contract, it may only award it to the highest scoring bidder.
- The successful Operator will be notified via email

You do not have to submit a price for all Call-offs just those that are of interest to you.

The material in these instructions is for guidance only, and is not intended to override anything in the DPS Rules, or in any document inviting any operator to tender for any Call-Off Contract.