

## **INTEGRATED TRANSPORT SERVICE**

**HOME TO SCHOOL, ADULT PASSENGER  
and CHILDREN'S TRANSPORT SERVICE**

# **STAKEHOLDER EVENT**

**24<sup>th</sup> September 2018**

**Adams Park Conference Centre, Caledonian Suite,  
Hillbottom Road, High Wycombe, Bucks, HP12 4HJ**

**11am – 13:30pm**



**Brian Miller**  
**Commissioning & Governance Officer**

**Welcome**



## **Aim of the Event:**

- **Inform suppliers of future Stakeholder Events**
- **Provide all attendees information relating to Buckinghamshire County Councils procurement portal (ProContract) in order to register, participate in future Requests For Quotes (RFQ) relating to the Dynamic Purchasing System (DPS)**
- **Provide information relating to Training Opportunities**

# Stakeholder Events September – December 2018:

- **September:** Stakeholder Information, Introduction to the DPS and Training
- **October:** Changes to Terms and Conditions
- **November:** DPS Documentation
- **December:** Training Module for Suppliers and Staff

**Emily Everton**  
**Senior Procurement Officer**

**What is the Dynamic Purchasing System (DPS)?**

# The Procurement Process

- **DPS Process**
- **Selection Questionnaire**
- **Awarding Contracts**
- **Benefits of the Dynamic Purchasing System (DPS)**


## Scene Setting

- **From 18<sup>th</sup> October 2018 all procurement must be conducted electronically**
  - **BCC has been conducting most of its business electronically since 2010**
  - **You can access the BCC's procurement portal here:**  
**[www.supplybucksbusiness.org.uk](http://www.supplybucksbusiness.org.uk)**
  - **Large number of suppliers are registered on the portal and submitting quotes through the portal**
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## **Future Plans**

**Client Transport intends to use a Dynamic Purchasing System (DPS)**


**The system is:**

- **Electronic from end to end**
  - **“Dynamic” because new suppliers can join at any point**
  - **Flexible to allow suppliers to re-apply/to join at any point if unsuccessful**
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# **What is a Dynamic Purchasing System (DPS)**

**The DPS is a two stage process:-**


- **The first stage uses a selection questionnaire to assess suppliers and their suitability to participate on the system. There are no prices submitted at this stage**
  - **The second stage is to award contracts for a specific piece of work. All suppliers who are successful in the first stage will be invited to submit bids for the specific piece of work in question**
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# **What is a Dynamic Purchasing System (DPS) (continued)**


- **Lots – (e.g. 4 seater taxi, 10 seater minibus, 53 seater bus)**
- **All documents required for both stages are published at the outset to enable suppliers to understand the process and Buckinghamshire County Council's requirements**

## **Stage 1 - Selection Questionnaire (SQ)**

**The Selection Questionnaire has a number of sections to be completed including:-**

- Financial and Economic Standing**
  - Whether the supplier is a legal entity**
  - Mandatory / discretionary exclusions**
  - Service Specific areas e.g. Safeguarding, Health & Safety policies, Licensing**
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## Stage 1 – Selection Questionnaire

- **The criteria that bidders responses are judged against will be set out**
  - **A panel will meet to score the applications**
  - **If suppliers meet the criteria then they are accepted onto the Dynamic Purchasing System (DPS)**
  - **If suppliers fail then feedback will be provided and suppliers can reapply at any point**
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## Awarding Contracts

- **Stage 2 is the process for awarding contracts. The technical term for this is a “Call-Off” as we use it to call off a contract from the system.**
- **Call Off instructions for the particular Lot**
- **All suppliers in that Lot are free to submit a quote**
- **Specification of specific requirements (e.g. picking up and collection of a child, 5 days per week from home to school)**

## **Awarding Contracts (continued)**

- **Length of contract provided**
- **Any special clauses over and above the Terms and Condition's you have already received.**

**There may be other documents such as the Finance Schedule, Commercial Approach Questions and Method Statement Questions.**

## Awarding Contracts (continued)

- **Specific requirement issued**
- **Supplier responds to requirement**
- **Officers at Buckinghamshire County Council will evaluate based upon criteria stated when requirement is issued**

## **Awarding Contracts (continued)**

- **Contract will be awarded to the successful supplier**
- **The contract will consist of a number of documents including the Terms and Conditions, Service Specification of the exact requirement and the successful supplier's submission**



# Benefits

- **Electronic Process = Speedier**
- **New suppliers can join at any point**
- **If unsuccessful suppliers can apply again at any point**
- **Standard Terms and Conditions are provided up front so there are no surprises**

## Benefits (continued)

- **The process is clear and transparent**
- **When awarding contracts, every supplier in each lot gets invited to bid so all suppliers know what services Buckinghamshire County Council is buying**
- **You can choose to quote for the requirement or not**

**Brian Miller**  
**Commissioning & Governance Officer**

**Training and Support**



# Training and Support – Buckinghamshire County Council

- **BCC are currently developing the documents that suppliers will be using on ProContract to enable them to:**
  - **Apply to be part of the DPS**
  - **Apply for specific contracts as part of the DPS**
- **Many of the general documents will be discussed in future Stakeholder events.**

# Training and Support – Buckinghamshire County Council (continued)

- Once the DPS goes live, documents will be available in the same way as today's event via ProContract.
- Further support in using the Buckinghamshire Business Portal system is available directly on ProContract:
  - ProContract Help Centre:  
<https://supplierhelp.due-north.com/>
  - ProContract (Proactis) Help Desk:  
<http://proactis.kayako.com/procontractv3/Core/Default/Index>

# **Training and Support – Buckinghamshire Business First (BBF)**

- **BCC are working with the BBF to identify specific support options that may be available to suppliers throughout this procurement process.**
- **The BBF is a free membership organisation and is a business-led, business-focused community for new, established and growing businesses across Buckinghamshire.**

## Training and Support – Buckinghamshire Business First (continued)

- The BBF website highlights some of the key areas of support they can provide to their members <https://bbf.uk.com/> such as:
  - Providing business advice and support to members
  - Helping members to become ‘contract ready’ for contract opportunities
  - Provide business hubs for members to utilise (Wi-Fi connected meeting spaces, hot desk workspaces, etc.)

## Next Steps

- **Further Workshops**
- **Confirm Procurement Timetable**
- **Confirm Documentation**
- **Produce Guidance Pack**
- **Circulate Training Events**



## IMPORTANT NOTICE

- **All attendance at these events will be recorded (please ensure you sign in at each event)**
- **This Stakeholder event is intended to inform and assist suppliers who wish to pursue this opportunity and to contribute to an open and fair tender process. Suppliers should raise any concerns they have about the process as soon as possible and Buckinghamshire County Council will be pleased to help**

## IMPORTANT NOTICE (continued)

- A copy of the presentation will be available on request
- All questions should be forwarded to:  
[operatorevents@buckscc.gov.uk](mailto:operatorevents@buckscc.gov.uk) confirmed on your Stakeholder Event Invitation

- **Any Questions?**