



Instructions for Applicants

**PLACE059
Passenger Transport DPS**

1. Introduction

Derbyshire County Council (DCC, the Council) have developed a new 5 lot Dynamic Purchasing System (DPS) to replace the current 3 DPS's for all long-term passenger transport needs. This DPS shall provide transport commissioned by the Council to meet all eligible passenger's needs, its statutory duties and strategic planning for transport services. This DPS shall provide the Council with a procurement mechanism to tender its transport requirements within Derbyshire and for journeys/services which may commence, or end, outside of the county.

Under the Public Contracts Regulations 2015, the following documents are being made available by the Council to parties interested in submitting an application for the provision of Passenger Transport Services, in accordance with the DPS procedure.

- Schedule A – Passenger Transport DPS Specification
- Schedule B – Mini Competition Service Specification (bespoke to each mini competition)
- Schedule C1/C2 – Payments Schedule
- Schedule D – Performance Monitoring
- Schedule E – Contract Variations
- Schedule F – Contract Award
- Schedule G – Good Practice Guide
- DCC Standard Terms and Conditions
- Universal DCC Selection Questionnaire (SQ) which includes: (Note: This is an online questionnaire and as such is not available as a separate document)
 - a) Supplier Information and Exclusion Grounds (Part 1 & 2)
 - b) Supplier Selection Questions: Part 3
 - c) Supplier Information Security (SISQ)
 - d) Quality Questionnaire (QQ)
 - e) Details of Lots suppliers wish to be considered for

The specification provides a high-level outline of the Councils requirements, and it should help you to decide if you have the capability and capacity to meet those requirements and therefore want to be considered as a potential provider of the service. You should read the specification document first, if you think you have the capability and capacity to deliver the requirement described in the specification and want to be considered as the potential provider then you will need to fully complete and return the DCC Councils Universal Selection questionnaire, FOIA and Tender Checklist via the Procontract portal.

It is envisaged that this DPS will be available for an initial period of 120 months commencing 1st December 2022 – 30th November 2032

2. Operation of the DPS

What is a DPS?

A DPS is a completely electronic system established by a contracting authority to purchase commonly used goods, works or services.

A DPS does not operate in the same way as a contract/framework in that it is an 'open market' product designed to provide access to a pool of providers or supply base which can constantly be refreshed. Interested providers will have to apply and qualify to be admitted to the DPS – Stage 1

When the contracting authority needs to procure specific services, it will then follow a further bidding process amongst the providers admitted to the DPS in order to award a contract to provide the service(s). – Stage 2

How does a DPS work?

A provider that is interested in providing Passenger Transport Services to the Council will need to apply to join the DPS by creating an account in the E-Tendering system and submitting their response to the PLACE059 Passenger Transport DPS online questionnaire on the Council's E-Tendering system, Procontract, the URL for which is <https://www.eastmidstenders.org/>. Applications can be made throughout the lifetime of the DPS and unless your organisation is removed as part of the Annual Review Procedure, you will only need to apply once, should your application be successful

The Find a Tender Service (FTS) Restricted Procedure (used to procure under a DPS) is a two-stage tender process consisting of:

Stage 1 – Pre-qualification including technical and ability sections

The purpose of completing and submitting the Universal Selection Questionnaire is to enable the Council to create a short-list of potential providers by obtaining sufficient information to evaluate the suitability of potential suppliers in terms of:

- Economic and Financial Standing
- Technical/Professional Ability and capacity
- Legal Status
- Supplier Information Security
- Quality

Using this stage enables the Council to assess potential providers' responses to the above mentioned documents and select potential providers who meet the required standards to proceed to stage 2 of the process.

The providers will be accepted onto the DPS subject to the Council's evaluation of their capability to provide the services detailed in the specification.

Providers will be notified of the outcome of the evaluation of their response. A provider will either be accepted onto the DPS or rejected. Rejected providers will have 2 additional opportunities to apply to join the DPS.

All related tender documentation is issued at the same time, however you are only required to fully complete & return the Council's Universal Selection Questionnaire, via the online questionnaire. All answers should be given via the online questionnaire and the questions cannot be provided to applicants in a document format.

You are required to complete the Council's Universal Selection Questionnaire, even if you have already completed the systems selection questionnaire previously.

The information and instructions provided in this document are designed to ensure that all applicants are given equal and fair consideration. If you have any doubts as to what is required, or you have difficulty in providing the information, please raise clarification questions regarding your application through the Procontract messaging service to ensure clarification is given before you submit your response for evaluation. Our responses to queries and clarifications may be made available to all applicants.

Stage 2 – Mini Competition

If successful, the Council will invite quotes for the services required from the operators approved on the DPS for the appropriate service category or lot. The specification for the service will be provided within Schedule B.

Should an opportunity arise which is applicable to the lot which you are registered to, you will receive an automated email from Procontract notifying you of an invitation to bid.

The award of the contract will be to the operator that best meets the Council's requirements based on an evaluation of the offers submitted, which would include, but not be limited to, price and quality.

Please note that a 'Information for Bidders' document will be provided at the time of each Mini Competition.

Please note: The Council reserves the right to cancel the tender process at any point. The Council is not liable for any costs resulting from any cancellation of this tender process nor for any other costs incurred by those tendering for this contract.

3. Procurement Timetable

Information regarding the timescales of each of the DPS Stages can be found in Schedule A DPS Specification Parts: 3 & 4.

Based on these timescales, set out below is the proposed procurement timetable. This is intended as an indicative guide and, whilst the Council does not intend to depart from the timetable, it reserves the right to do so at any stage.

Stage in Procurement Process	Target Dates
Contract notice (DCC Universal Selection Questionnaire available) Via the FTS Notice and on Contracts Finder and ProContract	01/12/2022
Deadline for submissions (1 st round only)	00:00 01/01/2023
Evaluation of suppliers DCC Universal Selection Questionnaire (1 st round only)	23/01/2023
Inform potential providers of the outcome of their DCC Universal Selection Questionnaire submission. (1 st Round only)	23/01/2023
Round 2 to commence	00:00 01/01/2023

4. ProContract Account Management

One of the key changes introduced as part of the implementation of the DPS, is the consistent use of Procontract across all 5 available lots. This means that irrelevant of the lot/s which you are registered to, it is your responsibility to ensure:

- Your organisation has access to the Procontract Portal at all times
 - This includes ensuring that relevant employees have access to administer your account on behalf of the organisation
- The contact details for your organisation are kept up to date within your account on Procontract
 - The Council are not able to administer your Procontract account on your behalf
- That all communications you make with the Council regarding an opportunity or contract are made via the messaging function contained in Procontract
- That you are aware that all opportunities will be advertised via the Procontract portal and that you will be automated when an opportunity relevant to your lot goes live
 - You must also return all bids electronically via the Procontract Portal. Any bids received via email will be non-compliant and will therefore not be considered
- That all paperwork regarding the award of contract (such as the award letter) is returned via the Procontract portal in accordance with Schedule F

5. Help, Advice & Support

This document along with the FAQ's document which will be updated throughout the life of the DPS and has been designed to provide Operators with all the guidance they should need to submit an application onto the DPS.

In addition to these documents, should you require support on how to use the Procontract portal, please visit this link, where you can find various help guides and video tutorials >> [ProContract Version3 Help \(due-north.com\)](https://www.due-north.com/ProContract/Version3Help)

Communication should be via the message function of the electronic tendering portal, the Council will not contact registered operators

Should you require further system support, having consulted the guidance found at the link above, in this document and in the FAQ's, please contact us as follows:

Communication with the Council should be via the discussion / message function of the electronic tendering portal. If you are experiencing difficulties using this function or are having system related issues, please contact the system administrator:

Email: ProContractSuppliers@proactis.com

Telephone: (+44) 03300 050 352

If you are unable to use the electronic tendering portal, urgent queries may be raised with:

County Procurement Department

Email: Procurement.Mailbox@derbyshire.gov.uk