**Appendix C: Specification**

**1. Introduction**

1.1 This Dynamic Purchasing System (DPS) is for suitably qualified PCV and Taxi Operators to supply transportation services for School, Adult Services, Special Needs and Ad-hoc Transport.

1.2 Vehicle requirements will include taxis, minibuses, medium coaches, large coaches and wheelchair accessible vehicles. Vehicle requirements will be advised for each individual route.

1.3 The core work will be AM and PM runs, predominately within the South Gloucestershire Council and neighbouring authority areas, operating Monday to Friday. However, there are some journeys involving longer distances, and ad-hoc work, which may require evening or weekend provision.

1.4 Following the evaluation of the Selection Questionnaire successful companies will be added to a standing list of contractors. Before a supplier can bid for an individual contract under the DPS they will be required to submit evidence that substantiates the declarations made on the standard questionnaire.

1.5 Furthermore, all companies will be required to submit details of vehicles and staff (including DBS status) to be used in the delivery of any services. Additionally, successful companies will be required to enter into a data-sharing agreement with the Council.

1.6 Successful companies will then be invited to bid for routes and, subject to agreeing and signing a contract, successful bidders will be offered the route(s) for a period of up to three years. Each route will be treated as a separate contract and may be subject to change during the period of the main DPS Agreement.

1.7 Following acceptance on to the DPS, all contractors will periodically be sent details of available routes and invited to tender a price per journey for all routes they wish to bid for.

1.8 The allocation of routes will be based on: -

* The price tendered – 90% of the evaluation score. The operator with the lowest price bid will achieve the maximum 90% score for the Price element of the evaluation. Higher bids will receive a proportional score based on the amount higher they are from the lowest priced bid.
* The CO2 footprint of the route delivery – 10% of the evaluation score
  + The CO2 footprint will be calculated from the total mileage (including ‘dead mileage’ and the CO2 emissions of the vehicle to be used on the

route.

* + The Council will use vehicle registration details provided by the operator to determine a bespoke emissions value for that particular vehicle. (Obtainable from the .GOV website.) The Council will use this value to calculate total emissions for the whole bus route (including any ‘dead mileage’). The operator with the lowest calculated emissions will achieve the maximum 10% score. Higher emission vehicles will receive proportionally lower scores.
* Total number of routes: Approximately 300.

**2. Monitoring and Quality Control**

2.1 The Operator shall attend Council meetings, as necessary, arranged between the Operator and the Council (See I.1 of the Code of Practice). At these meetings the Operator will report on the following Key Performance Indicators:

* Operational issues;
* Customer complaints;
* Health & Safety issues;
* Percentage of late arrival to route destination;
* Any day service not delivered;
* Plus any other business.

2.2 The Council may also request the Operator to provide vehicle service schedules, insurance details, M.O.T. certificates, in accordance with the Council’s Code of Practice.