

How to Guide:

Joining the DPS

-

Dynamic Purchasing System

**Provision of Education and
Social Care Transport Services**

STEP 1 – ACCESS THE ADVERT FOR EDUCATION AND SOCIAL CARE TRANSPORT SERVICES

Joining via the Cambridgeshire County Council's Website:

[Home to School Transport opportunities - Cambridgeshire County Council](#)

How to become a school transport provider

Cambridgeshire County Council and Peterborough City Council have combined our home to school transport service. This means any potential businesses wishing to provide home to school transport services can now provide these services for both councils.

We want to work with good, reliable transport providers. We have hundreds of routes that potential suppliers can quote to deliver and we invite quotes at various times through the year. The services we require include main buses, mini-buses, taxis and specialist vehicles.

To be eligible to quote for home to school transport services you must first register on our e-tendering system, ProContract, where you must complete an online questionnaire. Providers who meet the required quality

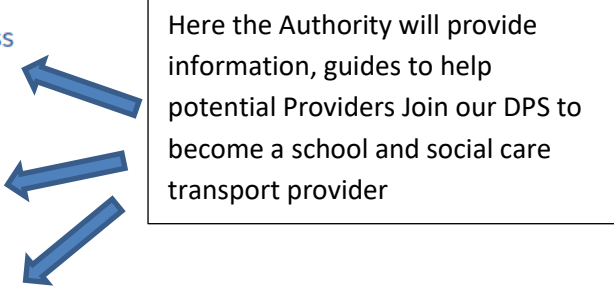
Home to school transport opportunities

Disclosure Barring

Service (DBS) process
and application form

Environmental
Commitments

Safeguarding Policy for
Home to School
Transport



Here the Authority will provide information, guides to help potential Providers Join our DPS to become a school and social care transport provider

On this page also, you will see a link that will take you to the advert for the Education and Social Care Transport DPS.

[View our advert for this opportunity on the ProContract website](#) and register or log-in. At the bottom of the page there are various guidance documents to help get you started and submit your bid.

Direct link to the advert below.

[21034 Social and Education Transport Services Dynamic Purchasing System 2021 \(due-north.com\)](#)

The Advert for the opportunity will be displayed.

21034 Social and Education Transport Services Dynamic Purchasing System 2021

Main contract details		Expression of interest window	
Opportunity Id	DN559834	From	31/08/2021 13:00 to 30/08/2026 23:59
Title	21034 Social and Education Transport Services Dynamic Purchasing System 2021	Login and register interest in this opportunity	
Categories	60112000-6 - Public road transport services 60130000-8 - Special-purpose road passenger-transport services 60140000-1 - Non-scheduled passenger transport	New to ProContract? If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - Register free	
Description	This DPS is for delivery of home to school and social care transport services. These will be for a range of client groups including pupils (to/from mainstream and special educational needs establishments), children's social care service users and adult social care service users. These services will be for Cambridgeshire County Council and Peterborough City Council primarily, though other local authorities and public bodies within Cambridgeshire may also access services. Show more	Contact details	
Region(s) of supply	EAST OF ENGLAND	Buyer	LGSS
Estimated value	£300,000,000.00	Contact	All Procurement team
Keywords	high dependency transport, Home to School, SEND transport, ambulance transport, Mainstream transport, Transport	Email	Procurement2@cambridgeshire.gov.uk
Key dates		Attachments	
Estimated contract dates		How to guide - Registering.pdf	521 KB
Start date	06/09/2021	End date	05/09/2026
Current Dynamic Purchasing System (DPS) round information		Invitation to Participate Final version.pdf	591 KB
End date	30/08/2026 23:59:00		

STEP 2 – EXPRESS AN INTEREST IN THE OPPORTUNITY

In order to join the DPS. You first must express an interest in the opportunity.

Expression of interest window

From 31/08/2021 13:00 to 30/08/2026 23:59

[Login and register interest in this opportunity](#)

New to ProContract?

If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - [Register free](#)

If you wish to join the DPS for this opportunity, Click on the big Green Button.

Contact details

Buyer LGSS
Contact All Procurement team
Email Procurement2@cambridgeshire.gov.uk

If you have questions before expressing interest – you can contact Procurement.

Attachments

How to guide - Registering.pdf	521 KB
Invitation to Participate Final version.pdf	591 KB

Information about the DPS, guides to help you register and apply to the DPS for example can be found here.

If you do decide to Express an Interest – the big green button will take you to the ProContract login page.



Log In	Welcome to ProContract
User Name	Already registered?
<input type="text" value="paultamanislaing"/>	Simply enter your chosen username and password and click 'Continue'
Password	
<input type="password" value="....."/>	
Forgotten your username or password?	
<input type="button" value="Continue"/>	
	New to ProContract?
	Suppliers - If you are not currently registered on the ProContract procurement portal, you can complete a simple registration process by clicking the following link - Register free
	Migrated from ProContract Version 2?
	If you are currently registered with a ProContract Version 2 procurement portal and the procurement portal has migrated to Version 3 your details have been automatically transferred, however for security and account validation you will be required to reset your password by following the instructions outlined in the following link - First time login following migration
	Still need help?
	Please visit the help center where you can access an extensive help library, FAQ's, videos and guides

[Cookie Policy](#) | [Terms and Conditions](#) | [Privacy](#) | [Accessibility](#) | [Help Center](#)

Version 21.4

If Registered already – type in Username and Password.

Log In

User Name

Password

[Forgotten your username or password?](#)

Future reference – Direct link to ProContract. Save to your favourites

[Log In \(due-north.com\)](https://due-north.com)

If you are not registered, please refer to the How to Guide – Registering.

Once logged into ProContract – it will take you to the following screen

Home page

Activities

View full screen

Active Recently added Last viewed

-- Please select -- Go Search Go

Please select a buyer from the dropdown and click on the 'Go' button

Opportunities

Find opportunities

To search and view all of the latest opportunities available on the Proactis portal, please click on the 'Find opportunities' link above

Company details summary

Edit

Always a new Taxi

Shire Hall, Cambridge, Cambridgeshire, CB3 0AP

Description

This is a Test

Keywords

transport, passenger

Vendor profile

The questionnaires listed below contain common question sets used nationally by buying organisations. Questionnaires may be relevant to your business area so please read the description by hovering over the help icons.

Standard Selection Questionnaire (SQ) Edit (0% complete)


Workgroups

Activities are assigned to workgroups allowing all contacts within a workgroup to work on the activities together

a Department (1)

Add new workgroup

You will need to search for the Project advert by either:-

 Find opportunities

Clicking on in the top right of the box below

Opportunities

Find opportunities

To search and view all of the latest opportunities available on the Proactis portal, please click on the 'Find opportunities' link above

Under Portals drop down box, search for LGSS

Opportunities

Narrow your results

Portals

All

Organisations

All

Categories

There are 0 categories selected

Add UNSPSC categories

Add NHS eClass Version 2014 categories

Opportunities

1 2 3 4 5 ... 117 Next >

Title

(2018) Invitation to apply for Gateshead Council Mobile Concessions Approved List (Invitation to apply for Gateshead Council Mobile Concessions Approved List)

(NU/1195) Newcastle University Urban Observatory Sensors DPS

(NU/1239) Newcastle University Healthcare Technologies Dynamic Purchasing System ((NU/1239) Newcastle University Healthcare Technologies Dynamic Purchasing System)

Narrow your results

Portals

LGSS

Click on the 'Update' button

Opportunities

1 2 Next >

Title

****Northamptonshire County Council - Tender Opportunities from 1st April 2021****

21034 Social and Education Transport Services Dynamic Purchasing System 2021

21090 Cambridgeshire County Council RFQ for the provision of a Traffic Regulation order Management System

Apprenticeship DPS (Dynamic Purchasing System)

Cambridgeshire County Council & Peterborough City Council Development of Accommodation with Care for Older People and Adults with Physical Disabilities

Cambridgeshire County Council Dynamic Purchasing System for Transport Services

Cambridgeshire Public Health Primary Care Commissioning DPS (Dynamic Purchasing System)

Cambridgeshire Residential and Nursing Framework

CCC and PCC Supported Accommodation Service for LAC 16-18 (Supported Accommodation Services for Looked After Young People Aged 16-18 across Cambridgeshire County Council and Peterborough City Council)

CCC Children's External Placements DPS

Search for the Project – 21034 Social and Education Transport Services Dynamic Purchasing System 2021

Or

Go click on the following link: [Opportunities \(due-north.com\)](https://opportunities.due-north.com)

And search for the same Project.

Both options will present the following screen

21034 Social and Education Transport Services Dynamic Purchasing System 2021

Main contract details	Expression of interest window				
<p>Opportunity Id DN559834</p> <p>Title 21034 Social and Education Transport Services Dynamic Purchasing System 2021</p> <p>Categories 60112000-6 - Public road transport services 60130000-8 - Special-purpose road passenger-transport services 60140000-1 - Non-scheduled passenger transport</p> <p>Description This DPS is for delivery of home to school and social care transport services. These will be for a range of client groups including pupils (to/from mainstream and special educational needs establishments), children's social care service users and adult social care service users. These services will be for Cambridgeshire County Council and Peterborough City Council primarily, though other local authorities and public bodies within Cambridgeshire may also access services.</p> <p>Show more</p> <p>Region(s) of supply EAST OF ENGLAND</p> <p>Estimated value £300,000,000.00</p> <p>Keywords high dependency transport , Home to School, SEND transport, ambulance transport, Mainstream transport, Transport</p>	<p>From 31/08/2021 13:00 to 30/08/2026 23:59</p> <p>Register interest in this opportunity</p>				
	<p>Contact details</p> <p>Buyer LGSS Contact All Procurement team Email Procurement2@cambridgeshire.gov.uk</p>				
	<p>Attachments</p> <table border="1"><tbody><tr><td>How to guide - Registering.pdf</td><td>521 KB</td></tr><tr><td>Invitation to Participate Final version.pdf</td><td>591 KB</td></tr></tbody></table>	How to guide - Registering.pdf	521 KB	Invitation to Participate Final version.pdf	591 KB
How to guide - Registering.pdf	521 KB				
Invitation to Participate Final version.pdf	591 KB				
<p>Key dates</p> <p>Estimated contract dates Start date 06/09/2021 End date 05/09/2026</p> <p>Current Dynamic Purchasing System (DPS) round information End date 30/08/2026 23:59:00</p>					

Expression of interest window

From 31/08/2021 13:00 **to** 30/08/2026 23:59

[Register interest in this opportunity](#)

To complete registering your interest, click on the big green

You have now registered for opportunities under the Education and Social Care Transport DPS. You will now need to joint the DPS to so that you can bid for opportunities.

STEP 3A – BEING ACCEPTED ON TO THE DPS SO YOU CAN BID FOR OPPORTUNITIES

Once you have registered for opportunities, this screen will pop up. PLEASE READ ALL the information on this pop up.

Expression of interest successful

Expression of interest successful

You have successfully registered interest in the following opportunity for **Exec office** :-

21034 Social and Education Transport Services Dynamic Purchasing System 2021

You will receive an email notification shortly confirming your registration of interest.

What happens next?

- You have been invited to participate in the DPS event for this opportunity.
- 21034 Social and Education Transport Services Dynamic Purchasing System 2021** has been added as a new activity in your [activities centre](#).
- To view this DPS event now, click [here](#).

I don't have time to look at the DPS now, what should I do?

- Don't worry your activity is stored safely against your account and an invitation has been sent to your registered email address pablo.t39@yahoo.com. The invitation contains a direct link to this DPS.
- Please note however that the closing date for this DPS is 30 August 2026 23:59. Make sure you leave enough time to complete your response.

For reference, the primary contact for this opportunity is listed below :-

	Mr Paul Tamanis-Laing T: 01223 715353 F: M: E: Paul.Tamanis-Laing@cambridgeshire.gov.uk	Procurement Portal LGSS Ref Id DN559834	Organisation LGSS Activity 21034 Social and Education Transport Services Dynamic Purchasing System 2021
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What happens next?

- You have been invited to participate in the DPS event for this opportunity.
- 21034 Social and Education Transport Services Dynamic Purchasing System 2021** has been added as a new activity in your [activities centre](#).
- To view this DPS event now, click [here](#).




If you wish to proceed with submitting a response to join the DPS – Click here

You will be presented with the following screen and information as below.

Activity summary

[Back to dashboard](#)

Activity information 


[Take a tour](#)

Buyer: LGSS

Title: 21034 Social and Education Transport Services Dynamic Purchasing System 2021 ID: 540521

Acceptance Round: 1

Description: This DPS is for delivery of home to school and social care transport services. These will be for a range of client groups including pupils (to/from mainstream and special educational needs establishments), children's social care service users and adult social care service users. These services will be for the Authorities primarily, though other local authorities and public bodies within Cambridgeshire may also access services. The DPS is part of the wider project to bring the transport services across the two Authorities together and give a consistent approach to service providers. Offering one Platform to service providers to bid for work for Home to School transport services both mainstream and SEND, Children's social care and Adult social care transport services across the County.


Amendment information 

[Amendment history](#)




Version: 2 **Last amended:** 31/08/2021 14:02

Amended sections: Attachments

Description: Updated ITP document


Activity documentation, files & links (11) 


[Hide](#)

Title	Type	Size
 Invitation to Participate Final version.pdf	pdf	591 KB
 Appendix 1 - Lots Summary.pdf	pdf	128 KB
 Appendix 2 Evaluation of Mini Comps.pdf	pdf	184 KB

Deadline & time remaining

A response to this activity can be submitted no later than

30th August 2026 at 11:59 PM 

Time remaining 

4

Years


11

Months

4

Weeks

Messages & clarifications (0)

 This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread


[View all](#) | [View unread](#)

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

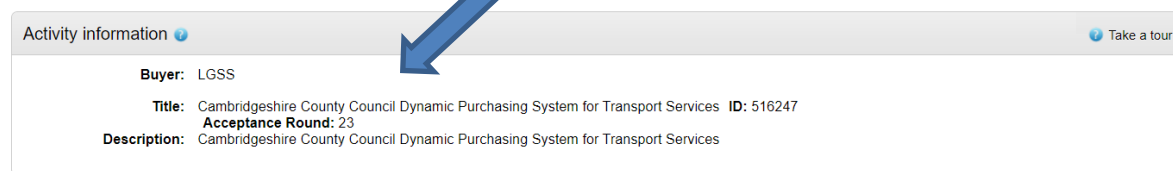
Before you can submit your response you need to...



 Indicate your intent to respond

This screen is broken down below so you can see what each section means.

A brief description of what the Council is looking for.

Activity summary



Activity information  

Buyer: LGSS

Title: Cambridgeshire County Council Dynamic Purchasing System for Transport Services **ID:** 516247

Acceptance Round: 23

Description: Cambridgeshire County Council Dynamic Purchasing System for Transport Services



Activity documentation, files & links (5)  

Title	Type	Size
 Appendix 1 DPS Service agreement.pdf	pdf	787 KB
 Dynamic Purchasing Document Final.pdf	pdf	620 KB
 Operator Briefing Presentation 2019.pptx	pptx	116 KB

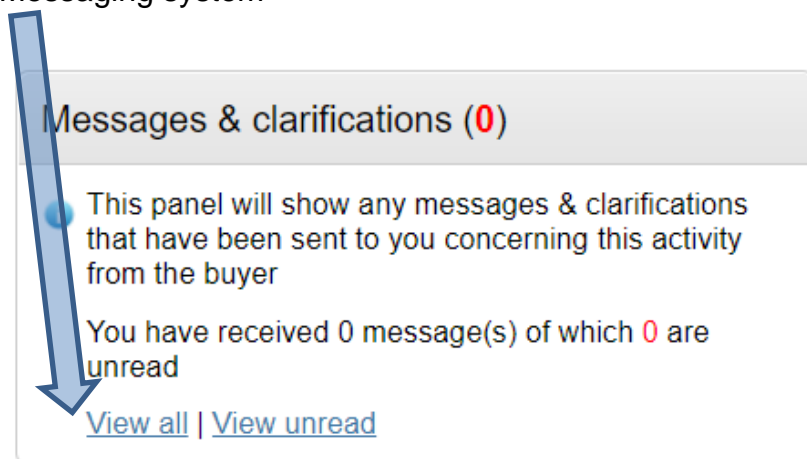
Here will be documents relevant to Project shown here.

This will include (but not limited to):


- ✓ Invitation to Participate documents
- ✓ General Specification(s)
- ✓ Draft DPS Agreement
- ✓ Draft Call off Contract Terms and Conditions

Read all documents before submitting your response.

On the Right-hand side of the Supplier's Home page under the DEADLINE clock, there is the Messaging system



Messages & clarifications (0)

 This panel will show any messages & clarifications that have been sent to you concerning this activity from the buyer

You have received 0 message(s) of which 0 are unread



[View all](#) | [View unread](#)

The Authority will ONLY communicate with Potential Providers via the Messaging system. You will receive an email to tell you that you have a message.

If you have a question or wish to clarify something within the tender documents, you MUST send any and all communications with the Authority via the ProContract Portal. The Authority will ONLY communicate with Potential Providers via the Messaging system. You will receive an email to tell you that you have a message.

For all Tender opportunities the Authority will ask questions as part of the evaluation process.

These questions will be held on the Portal and ONLY accessed via the Portal.

Question sets (1) 		Hide
Title	Summary	
 1. Selection Questionnaire	Mandatory question set of 80 questions of which 80 are mandatory	

Clicking on the blue wording under TITLE will show a preview of the questions.




Question set summary


Details


Title
Cambridgeshire County Council Transport Services DPS Selection Questionnaire


Description

Sections & questions

 1 Important: Please Read

1.1 Please select the options listed below to confirm that I/We:  **Mandatory**

 2 Part 1: Potential Supplier Information

 2.1 Section 1 - Potential supplier information

2.1.1 1.1(a) Full name of the potential supplier submitting the information **Mandatory**

2.1.2 1.1(b) - (i) Registered office address (if applicable) **Mandatory**

2.1.3 1.1(b) - (ii) Registered website address (if applicable) **Mandatory**

2.1.4 1.1(c) Trading status: **Mandatory**

2.1.5 1.1(d) Date of registration in country of origin **Mandatory**

2.1.6 1.1(e) Company registration number (if applicable) **Mandatory**

2.1.7 1.1(f) Charity registration number (if applicable) **Mandatory**

2.1.8 1.1(g) Head office DUNS number (if applicable) **Mandatory**

2.1.9 1.1(h) Registered VAT number **Mandatory**

2.1.10 1.1(i) - (i) If applicable, is your organisation registered with the appropriate professional or trade

Please note that a deadline to respond by is visible. This graphic will count down to that time and date.

Deadline & time remaining

A response to this activity can be submitted no later than
30th August 2026 at 11:59 PM

Time remaining

4

Years

11

Months

4

Weeks

Make sure you have given yourself enough time to respond.

The DPS will always stay open, and Potential Providers can submit to join the DPS at any point during the life of the DPS.

STEP 3B – STARTING YOUR RESPONSE TO JOIN THE DPS

To start your response click on the bottom right hand side of the Portal page. Under the Message & Clarifications box is the following:

Your response

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

Before you can submit your response you need to...

☐

Indicate your intent to respond

☐

Start response or opt out the activity

☐

Complete mandatory question sets

☐

Submit your response

Options currently available to you are.....

Start my response

Opt out

[Indicate your intent to respond](#)

When you are ready click on the big green button – ‘Start my response’

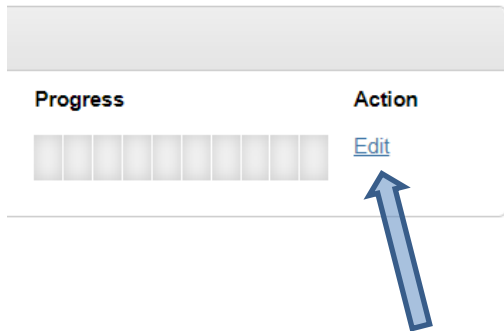
The page layout will change slightly, with more details provided in the information section.

The bottom right-hand box – shows your progress in your tender submission
It will not allow you to submit until you have completed all requirements.

To complete the questions go to the section under the Information Section.

These are the same questions you have previewed before you pressed the green button.

Now, you are able to answer the questions



Click on the blue EDIT, under Action.

As you answer your questions, the progress bar will fill up. This is to help with you monitor where you are in answering the response.



Answers are saved and you can work at your own speed.

IMPORTANT: Please make sure that you have submitted in a reasonable amount of time as only once you have been accepted to the DPS and signed the DPS agreement can you bid for any Routes we need to be fulfilled.

For each question, there is a Blue link. Click on this to insert your answer.

All questions will be a PASS/FAIL. Failure to answer and meet the minimum could result in your bid being rejected.

Questions				
Title	Weight: %	Section status	Status	Flag
<div> <div>1 Important: Please Read</div> <div>Incomplete section</div> <div>Section weight: 0.00%</div> </div>				
1.1 0.1 Please confirm by answering 'Yes' that you:	N/A	Answer question		
1.2 0.2 Additional requirements for groups and potential providers relying on other organisations to meet the selection criteria	N/A	Answer question		
<div> <div>2 Part 1: Potential Supplier Informat</div> <div>Incomplete section</div> <div>Section weight: 0.00%</div> </div>				
<div> <div>2.1 Section 1 - Potential supplier</div> <div>Incomplete section</div> <div>Section weight: 0.00%</div> </div>				
2.1.1 1.1(a) Full name of the potential supplier submitting the information	N/A	Answer question		
2.1.2 1.1(b) - (i) Registered office address (if applicable)	N/A	Answer question		
2.1.3 1.1(b) - (ii) Registered website address (if applicable)	N/A	Answer question		
2.1.4 1.1(c) Trading status:	N/A	Answer question		
2.1.5 1.1(d) Date of registration in country of origin	N/A	Answer question		
2.1.6 1.1(e) Company registration number (if applicable)	N/A	Answer question		
2.1.7 1.1(f) Charity registration number (if applicable)	N/A	Answer question		
2.1.8 1.1(g) Head office DUNS number (if applicable)	N/A	Answer question		
2.1.9 1.1(h) Registered VAT number	N/A	Answer question		
2.1.10 1.1(i) - (i) If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	N/A	Answer question		

The Red dots indicate that no answer has been completed.

Below are examples of the layout of some of the types of questions being asked.

Section 1 - Potential supplier information | Question 1 of 19

Question

Title:

1.1(a) Full name of the potential supplier submitting the information

Answer

Flag question for review ☐

You have 20 words remaining

Save and close

Save and previous

Save and next

Weight

0.00 %

Section help

Question help

Maximum of 20 words

This question is mandatory

Question attachments

No attachments

Section 5 - DPS project questions | Question 1 of 32

Question

Title:

5.1) Please confirm you have read and understood the requirements to be accepted on to the DPS?

Description:

Potential Providers must have read all documents and appendices before answering all questions in this SQ, to understand what we are expecting and what is required.

Answer

Flag question for review

☐

Yes

☐

No

☐

Comments (optional)

Save and close

[Save and previous](#)

[Save and next](#)

Weight

0.00 %

Section help

You must answer all questions in this section. if you fail to answer all questions it will result in your bid being rejected.

Question help

This question is mandatory

Potential Providers must have read all documents and appendices before answering all questions in this SQ, to understand what we are expecting and what is required.

ITP

DPS Agreement

Call off Contract

General specification and associated documents

Lot Summary

Evaluation for Mini Competitions

Safeguarding Policy & leaflet & Annex B

Complaints & investigations

Section help

You must answer all questions in this section. if you fail to answer all questions it will result in your bid being rejected.

Please read the Section help and Question help for guidance in answering the question.

Question help

This question is mandatory

Potential Providers must have read all documents and appendices before answering all questions in this SQ, to understand what we are expecting and what is required.

ITP

DPS Agreement

Call off Contract

General specification and associated documents

Lot Summary

Evaluation for Mini Competitions

Safeguarding Policy & leaflet & Annex B

Complaints & investigations

Save and close

[Save and previous](#)

[Save and next](#)

When you answerhave answered the question either:-

Save and Close (go back to the question main screen)

Save and previous (go back to previous question)

Save and next (go to next question)

Some questions may ask you to attach documents, you will be asked to upload these document as illustrated below. For example: you may be asked to upload pricing data, or insurance documents.

Section 5 - DPS project questions | Question 32 of 32

Question

Title:
5.32) Please upload the documents listed below as supporting evidence for your application:

Description:
List of documents below:

- 1) Local authority licences
- 2) Traffic Commissioner licences
- 3) CQC approval certificates
- 4) Health & safety statement and Policy contents page
- 5) Copies of Insurance certificates
- 6) Training Log
- 7) Training Certificates

Answer

No attachments

Add attachment

Comments

Save and close

[Save and previous](#)

[Save and next](#)

Question for review

As you can see there is a GREEN button which will allow you to upload your document.

Alternatively – you can also upload any documents from the Main Response summary page.

Click on the **+ Add** in the top right-hand corner

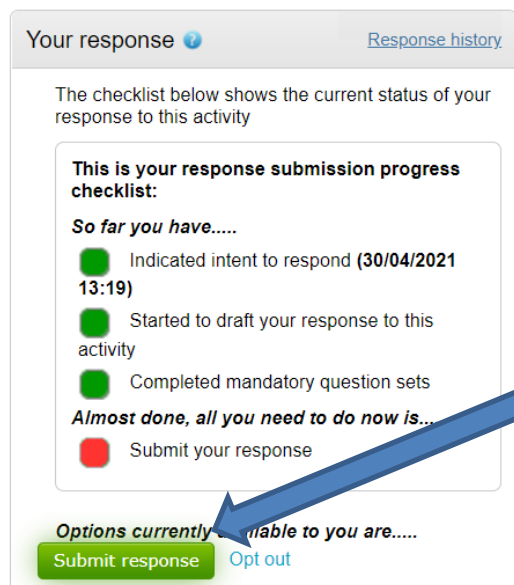
Response documentation, files & links (0)

No attachments



Once you have completed all questions. Click on the GREEN BACK button at the bottom of the question screen to take you back to the Main Screen.

Once you have answered all questions and uploaded the documents we have requested, on the Main Response Summary screen – in the Your Response section, a new GREEN Button has been activated.



Your response [Response history](#)

The checklist below shows the current status of your response to this activity

This is your response submission progress checklist:

So far you have.....

- ☒ Indicated intent to respond (30/04/2021 13:19)
- ☒ Started to draft your response to this activity
- ☒ Completed mandatory question sets

Almost done, all you need to do now is...

- ☐ Submit your response

Options currently available to you are.....

[Submit response](#) [Opt out](#)

Make sure the checklist has all green marks against each task.

If they do, then submit your response by clicking on the big GREEN button

You have now completed your response to join the DPS.

The Local Authority will notify each Potential Provider via the ProContract Messaging system whether they are successful or not in being accepted to the DPS.

This Evaluation stage may take up to ten (10) working days.

If you are not successful, please read the feedback from the Authority and you may re-submit your application once you can fulfil the full requirements of the DPS.

If you are successful....

The next stage is to wait for the Local Authorities to advertise Mini Competitions, where you can compete to win routes for Education and Social Care Transport Services. There is a separate 'How to Guide' to help you with this.

Messages will be issued via ProContract to let you know when opportunities will be coming up.

The Local Authorities will also send an email out to notify DPS Providers that an opportunity will be advertised shortly.

Refer to guides on how to submit a bid for mini competitions.

If you wish to amend your Submission, please refer to the 'How to Guide - Changing your Response'.

