

Application Guide

West Northamptonshire Council
Passenger Transport Services 2026

February 2026



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West Northamptonshire Council - Application Guide

West Northamptonshire Council are working with adam HTT Ltd to create a category for their Open Framework on SProc.Net. The new Open Framework will cover the below categories:

- Route Based (1-8 Seat Provision)
- Route Based (9-16 Seat Provision)
- Route Based (17+ Seat Provision)
- Urgent and Short Notice
- School Based
- Area Based
- Performance Based/Specialist Provision
- Fixed Price
- Public Bus

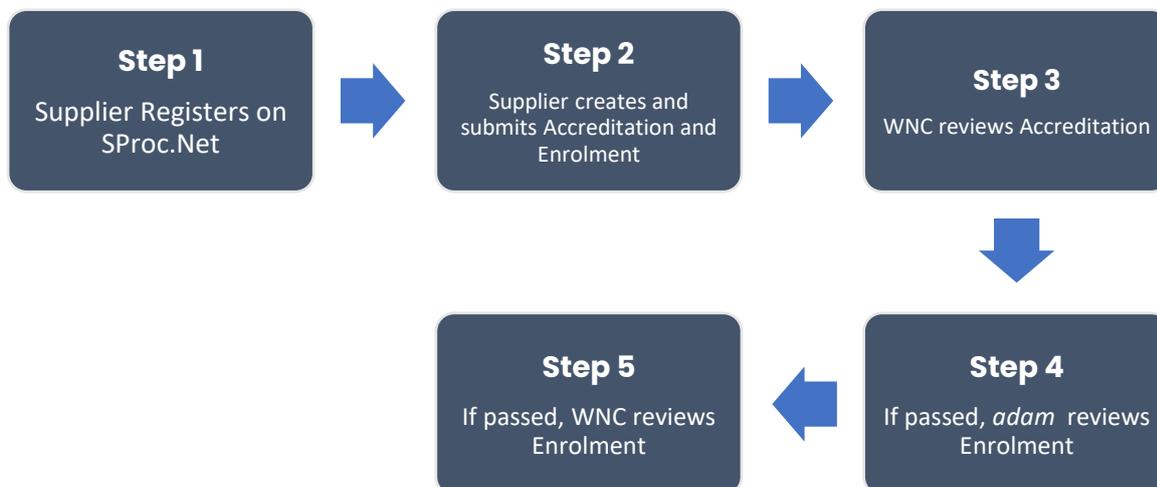
All interested providers will need to complete an Accreditation and Enrolment (A&E) for West Northamptonshire Council's Passenger Transport Services 2026 category on www.SProc.Net.

This document will cover the following:

- Registration – **this step is not applicable to providers with existing SProc.Net accounts (as they have already 'registered' on the platform)**
- Add Users
- Add Locations
- Accreditation – information required
- Enrolment – information required
- Next Steps

How to join SProc.Net

The step-by-step process to be completed online is as follows:



Please note that if either the Accreditation or the Enrolment is failed, the provider will receive feedback from adam so amendments can be made. Typically, the cycle of these steps will take a maximum of 10 working days. If rejected, provider will receive feedback from West Northamptonshire Council so that amendments can be made.

Registration

Register

If you already have an SProc.Net account, please skip to the 'Accreditation & Enrolment' section below. If you are a new West Northamptonshire Council provider, you will need to register your business on the system (<https://www.sproc.net>). If your office/facility is part of a larger parent group, then register on SProc.Net using head office details.

The below shows what is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (companies only)
- SME status
- Registered business address (Address line 1, City, Postcode etc.)
- Telephone number
- Email address

Add a system user

Once the company details have been filled in, you will be taken to a page to create a system User which will require the following:

- First name
- Last name
- Job title
- Email address

Once the above fields have been completed and the first User has been created, they will receive a username and temporary password. Upon logging into SProc.Net the User will be prompted to change their password. The first User will have the ability to create other Users for their organisation.

Add a location

If your organisation has multiple locations or offices, it is possible to add these additional locations once the company has been registered.

To add a location, go to the Admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:

- Location display name
- Address

Accreditation & Enrolment

The Accreditation and Enrolment is the application criteria to join the new Passenger Transport Services 2026 Open Framework. Some questions will only have to be answered depending on the response to another question.

1. Accreditation

To start a new Accreditation, you will need to first click on the 'Accreditations' tab at the top of the system page and then 'New'. The following options will then need to be selected:

Client: West Northamptonshire Council

Category: Passenger Transport Services 2026

Click 'Next', and then 'Next' on the following page to start your Accreditation.

You will be asked to download, read, and agree to West Northamptonshires Council's Declaration Statement, Supplier Agreement and Self-bill agreement. Agreeing is done by returning to the Accreditation and ticking:

- I agree to the terms of the document.
- I am authorised to agree.

This table shows the questions which will need to be completed as part of your Accreditation.

Q	Company Information
1	Name of legal entity or sole-trader
2	<p>"To submit for this tender, your company must be registered on the UK Governments' Central Digital Platform (CDP). What is your central digital platform unique identifier? www.gov.uk/find-tender</p> <p>(This is the Public Procurement Organisation Number (PPON) - the identifier format is a longer string of numbers and letters i.e. AAAA -1234 - AAAA and located on your organisation's profile page under the field ""PPON"", ""Organisation ID,"" or ""Supplier ID"")"</p>
3	<p>Please confirm if you are bidding as a single supplier (with or without sub-contractors) or as part of a group or consortium. If you are bidding as part of a group or consortium (including where you intend to establish a legal entity to deliver the contract), please provide: the name of the group/consortium the proposed structure of the group/consortium, including the legal structure where applicable the name of the lead member in the group/consortium your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)</p>
4	<p>"Are you on the debarment list? Outlined in Schedule 6 and 7 of the Procurement Act 2023 (Act). The debarment list can be found here https://www.gov.uk/guidance/procurement-review-unit#debarment-list If you answered ""yes"", please insert details. If not applicable, please state ""N/A""."</p>
5	<p>"You must submit up-to-date core supplier information on the CDP and share this information with us via the CDP (a PDF download). This includes: basic information economic and financial standing information connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) exclusion grounds information Please confirm you have shared this information with us.</p> <p>Selection Questionnaire PDF Upload - please submit your CDP Standard Questionnaire as a PDF."</p>
6	<p>Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor).</p>
7	<p>(if applicable) For each supplier/associated person, please confirm which condition(s) of participation you are relying on them to satisfy.</p>
8	<p>(if applicable) For each associated person, you must confirm they are registered on the CDP and have shared with us their information (a PDF download): basic information economic and financial standing information (if they are being relied upon to meet conditions of participation regarding financial capacity) connected person information exclusion grounds information.</p>

9	(if applicable) Are any of your associated persons on the debarment
10	<p>"Please provide:</p> <p>a. a list of all suppliers who you intend to sub-contract the performance of all or part of the contract to (either directly or in your wider supply chain)</p> <p>b. their unique identifier (if they are registered on the CDP), or otherwise, a Companies House number, charity number, VAT registration number, or equivalent</p> <p>c. a brief description of their intended role in the performance of the contract</p> <p>If you are not intending to sub-contract the performance of all or part of the contract, then this question (Part 2B) is not applicable.</p> <p>If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders."</p>
11	Please confirm if any intended sub-contractor is on the debarment list. The debarment list can be found here https://www.gov.uk/guidance/procurement-review-unit#debarment-list
12	Company email address
13	Head office DUNS number (if applicable)
14	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?
15	Please provide the relevant details, including the registration number(s)
16	Is it legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?
17	Please provide additional details of what is required and confirmation that you have complied with this.
18	Trading name(s) that will be used if successful in the procurement
19	Relevant classifications (state whether you fall within one of these, and if so which one)

This table shows the documents which will potentially need to be uploaded as part of your Accreditation (if applicable).

Documents	Instructional text
Sup-contractor information	Click the downloadable document template, complete the information, upload in the requested space.

2. Enrolment

Once the Accreditation is complete, the Enrolment can be started. You do not have to wait for the Accreditation to be approved, however your Enrolment can only be reviewed by adam after you have an Approved Accreditation.

You will first be asked to enter your location. This is done by clicking into the 'Supplier Location' box and selecting your location using the green triangle to the of your company name.

You will then need to complete the questions listed below:

Question Number	Question Text
1	Are you, in your capacity as an operator, director, or person of significant control, currently working with WNC on any contracts?
2	Have you undergone an audit within the past 12 months with WNC?
3	Have you previously worked with WNC in any of these capacities?
4	If yes, please provide full details.
5	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?
6	If you have answered yes to question above are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? If yes, Please provide the relevant url to view the statement. If no please provide an explanation
7	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Employer's (Compulsory) Liability Insurance = £10m
8	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public Liability Insurance = £10m
9	Please self-certify whether you have Motor Fleet Insurance, and if so can provide evidence of this.
10	Do you operate a Hackney Carriage Vehicle(s)?
11	Please provide the name the Licencing Authority who granted your licence. Please also state how many Hackney Carriage Vehicles you operate. Please note that all Hackney Carriage Vehicles under this submission must be licenced by the same Licencing Authority.
12	Are there any special conditions pertaining to your Hackney Carriage licence(s) (for example intended use policy)? If so, please provide details of the special conditions. You may be required by the Authority to send in any relevant documents, including those issued by the relevant Licencing Authority.
13	Do you hold a Private Hire Operators Licence?
14	Please state your Private Hire Operators Licence Number, the Licencing Authority who granted the license, and the License holder names.

	Please note that only one Private Hire Operators Licence number will be accepted per submission. If you operate multiple Private Hire Operators Licences (for example under separate company names, then you submit a separate submission for each company).
15	Are there any special conditions pertaining to your Private Hire Operators Licence? If so, please provide details of the special conditions. You may be required by the Authority to send in any relevant documents, including those issued by the relevant Licencing Authority.
16	Do you hold a PSV Operators Licence? Is your fleet of vehicles used under the PSV Operators Licence inspected and serviced in accordance with your PSV Operators License?
17	Please state your PSV Operators Licence Number.
18	Do you operate vehicles under a Section 19 Permit?
19	Please state the number of Permits and relevant categories that you hold
20	Do you operate vehicles under a Section 22 Permit?
21	Please state the number of Permits that you hold.
22	Within the last four years, has your organisation been suspended from, or had early termination of, a public sector framework agreement or dynamic market (including dynamic purchasing systems) for reasons relating to performance, misconduct, or breach of contract?
23	Please provide details and the reasons for the suspension / early termination and any remedies you may have put in place as a result of the suspension / early termination.
24	Have you had your Operators License removed by any Traffic Commissioner, Licencing Authority or equivalent bodies within the past two years
25	Please provide details and the reasons for the removal of your Operators Licence and any remedies you may have put in place as a result of the removal of your Operators Licence.
26	Within the last five years have you / your organisation been called to attend a Traffic Commissioners Formal Public Inquiry in relation to not keeping to the conditions of your Operators Licence, concerns about your operating centre or conduct of you or one of your employed drivers?
27	Please provide details, findings, outcomes of the inquiry and any remedies you may have put in place as a result of the inquiry.
28	I acknowledge that I must notify the Authority immediately if: - myself or my organisation has a licence removed; and/or - myself or my organisation is called to attend a Traffic Commissioners Formal Public Inquiry, or Licencing Authority committee, or any other equivalent body meeting which may affect the validity of mine or my organisations licence.
29	If requested in the future, would you be able to provide a copy of one of the following: A reference from your bank A copy of your most recent audited accounts (for the last two years if this applies) A statement of your turnover, profit and loss account and cash flow for the most

	<p>recent year of trading</p> <p>A statement of your cashflow forecast for the current year and a bank letter outlining the current cash and credit position</p> <p>Alternative means of demonstrating financial status if trading for less than a year</p>
30	Do you have a procedure which you follow for ensuring that your vehicles are checked for cleanliness and road worthiness on a daily basis?
31	Do your drivers and passenger assistants have a sufficient command of the English language to allow effective communication with all service users, parents, carers and school / social care staff?
32	Do you ensure all drivers are trained, have an awareness of the areas listed : Local geographical knowledge - Route learning programme - Disability awareness
34	Do you have a two way communication system between your operating centre and each vehicle used in the delivery of the Services?
35	Do you have a vehicle breakdown procedure that is communicated to and understood by your personnel operating vehicles?
36	Do you have a policy for managing drug and alcohol misuse within your organisation?
37	Will you ensure, and where necessary work with the Authority to implement good recruitment practices in order to safeguard children and vulnerable adults? Safer recruitment training certificates must be provided.
38	Do you have an Equal Opportunities policy in place or are willing to put one in place prior to bidding for contracts?
39	Do you have a customer care and complaints procedure in place prior to bidding for contracts?
40	Do you have contingency plans in place to ensure continuity of service in the event of you being unable to fulfil a Route Instruction?
41	Do you confirm that all drivers assigned to wheelchair-accessible vehicles will complete the required training (as specified by West Northamptonshire Council) prior to operating these routes?
42	Do you confirm that the contract number for each route will be clearly displayed inside the vehicle during operation
43	Do you confirm that drivers will use the Flexiroute Driver App or alternative system determined by the client to record each journey as required by West Northamptonshire Council?
44	Do you confirm that your company will keep and maintain accurate driver logs for all contracts operated under West Northamptonshire Council?
45	Do you confirm that all staff will wear visible identification badges while operating under West Northamptonshire Council contracts?
46	Do you confirm that all personnel involved in delivering services under West Northamptonshire Council contracts have received GDPR training and comply with data protection regulations?

47	Do you confirm that all staff assigned to contracted journeys, including self-employed personnel, are engaged in compliance with current UK employment regulations (e.g., right to work checks, tax obligations, and working time requirements)?
48	Do you confirm that all wheelchair-accessible vehicles used under West Northamptonshire Council contracts meet the required specifications and that ramp equipment is regularly maintained and checked by your company? This must be documented in line with current regulations (LOLER / PUWER).
49	Do you have sufficient fleet capacity to operate the number of routes you have tendered for under West Northamptonshire Council contracts?
50	All organisations with more than 5 employees must have a Health and Safety Policy. For organisations that have fewer than 5 employees, the Authority maintains that you must give due regard for your Health and Safety responsibilities and are therefore still required to have a Health and Safety Policy. Please confirm that your organisation has, or will have prior to bidding for contracts, a Health and Safety Policy that complies with current legislative requirements.
51	Do your staff receive induction training before undertaking work for your organisation? Further details required - Also method of recording this information
52	Please confirm that before you bid on a contract you will agree to have an audit completed by WNC
53	I acknowledge that all contracts will require Enhanced Disclosure and Barring Service (DBS) for child and adult workforces cleared personnel to be assigned to operate the contract and WNC must have validated (seen and accepted) their current Enhanced DBS before the Operator is able to bid on any new contracts.
54	Are all personnel currently subscribed to the DBS update service and registered with Taxi Plus or suitable alternative?
55	Have you ever been issued with an enforcement notice by the Information Commissioner's Office or been fined in relation to a breach of the Data Protection Act/ General Data Protection Regulation?
56	Please provide further details of the incident(s) and what mitigating actions your organisation has taken in response to the incident(s).
57	Are you currently an owner, director, or partner in any company that provides home-to-school transport services for West Northamptonshire Council?
58	If yes, please provide brief details (company name, nature of interest, and any measures in place to manage potential conflicts). Where a potential conflict is identified, the Authority will consider proportionate mitigation measures in accordance with applicable procurement legislation.
59	Do you hold shares or any financial interest in another company that provides home-to-school transport services for West Northamptonshire Council?
60	If yes, please provide brief details (company name, nature of interest, and any measures in place to manage potential conflicts). Where a potential conflict is identified, the Authority will consider proportionate mitigation measures in accordance with applicable procurement legislation.

61	Have you previously been associated (as an employee, subcontractor, director, or shareholder) with any company providing home-to-school transport for West Northamptonshire Council?
62	If yes, please provide brief details (company name, nature of interest, and any measures in place to manage potential conflicts).Where a potential conflict is identified, the Authority will consider proportionate mitigation measures in accordance with applicable procurement legislation.
63	Do you have any family relationship with individuals who are owners, directors, or employees of companies providing home-to-school transport for West Northamptonshire Council?
64	If yes, please provide brief details (company name, nature of interest, and any measures in place to manage potential conflicts).Where a potential conflict is identified, the Authority will consider proportionate mitigation measures in accordance with applicable procurement legislation.
65	Please confirm that you have read and agree to the Service Specification made available at www.adamproviders.co.uk
66	<p>The Authority may undertake proportionate financial and economic standing checks at framework onboarding and/or at individual call-off stage, having regard to the value, risk, and duration of the specific call-off contract.</p> <p>The Authority may use third-party credit reference information (including Dun & Bradstreet) as part of this assessment. Where a credit check indicates an elevated level of financial risk, suppliers will be given the opportunity to provide clarification, supporting information, or appropriate mitigations (for example, guarantees, insurance, or other risk-management measures).</p> <p>A supplier will only be excluded where, following clarification, the Authority reasonably considers that the supplier does not have the financial standing necessary to perform the relevant call-off contract.</p> <p>Please confirm that you understand and accept that the Authority may undertake proportionate financial and economic standing checks in accordance with the approach set out above.</p>
67	<p>Declaration</p> <p>I/we confirm, warrant and undertake that:</p> <p>a) neither I/we nor any employee, agent or third party acting on my/our behalf has offered, promised or given any bribe, inducement, or engaged in collusion or improper conduct in connection with this Open Framework procurement;</p> <p>b) I/we have complied with all instructions issued by the Authority in connection with this Submission;</p> <p>c) all information, statements and representations contained in this Submission are true, complete, accurate and not misleading;</p> <p>d) I/we will, upon request and without delay, provide any further information reasonably required by the Authority for the purposes of verifying this Submission;</p>

	<p>e) I/we have full power and authority to submit this response and to enter into contracts;</p> <p>f) if admitted to the Open Framework and awarded any call-off contract, I/we will have, or will obtain prior to service commencement, all necessary resources, licences, consents and permissions required to deliver the services;</p> <p>g) I/we acknowledge that personal data may be processed in connection with this procurement and confirm compliance with applicable data protection legislation; and</p> <p>h) I/we understand that the Authority may exclude our organisation from the procurement or remove it from the Open Framework where information provided is materially incomplete, inaccurate or misleading, or where there has been improper influence or access to confidential information, in accordance with applicable procurement legislation.</p>
68	Please provide details of the person completing this PSQ: Name; Date completed; Role; Phone number; Email; Postal address.
69	Do you have a Policy and Procedure in place in the unlikely event that an incident happens whilst working on our contracts.

This table shows the documents which will need to be uploaded as part of your Enrolment.

Documents	Instructional text
Central Digital Platform (CDP) PDF Download	Please upload the CPD PDF document as requested.
Employers Liability Insurance	Please upload evidence of your organisation's Employers Liability Insurance of at least £10m with issue and expiry date visible on the document.
Public Liability Insurance	Please upload evidence of your organisation's Public Liability Insurance of at least £10m with issue and expiry date visible on the document.
Motor Fleet Insurance	Please upload evidence of your Motor Fleet insurance if applicable
Vehicle Insurance	Please upload evidence of your Vehicle insurance if you do not have Motor fleet insurance.
Hackney Carriage Licence	Please upload your Hackney Carriage Licence if applicable
Private Hire Operators Licence	Please upload your Private Hire Operators Licence if applicable
PSV Licence	Please upload your PSV Licence if applicable
Safer Recruitment Certificate	Please upload a copy of your organisation's Safer recruitment Certificate.
Equal Opportunities Policy	Please upload a copy of your organisation's Equal Opportunities Policy
Customer Care and Complaints Policy	Please upload a copy of your organisation's Customer Care and Complaints Policy

Health and Safety Policy	Please upload a copy of your organisation's Health and Safety Policy
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3. Adding service categories

The below Service Categories show the areas that West Northamptonshire Council are including in the new Open Framework. You will need to select the services your organisation is able to cover before submitting the Enrolment.

Service Category	Service Template
Passenger Transport Services 2026	Route Based (1-8 Seat Provision)
	Route Based (9-16 Seat Provision)
	Route Based (17+ Seat Provision)
	Urgent and Short Notice
	School Based
	Area Based
	Performance Based/Specialist Provision
	Fixed Price
	Public Bus

4. Adding Bank Details

You will be provided with a space to enter your Bank Details for payment purposes during this process.

Next steps

Following submission, the Accreditation and Enrolment will be vetted by *adam* and then reviewed by West Northamptonshire Council. System notifications are issued following each review stage to advise if the application has been Approved.

To register and begin your application, visit <https://www.adamproviders.co.uk/west-northamptonshire-council-passenger-transport-services-2026> and click 'Get started'.