**Application Guide**

**Doncaster Council**

**Passenger Transport Services**

**August 2022**

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# Doncaster Council - Application Guide

Doncaster Council are working with *adam* HTT Ltd to change the ways in which they commission their Home to School transport runs. All Providers wishing to join this system will need to complete an Accreditation and Enrolment (A&E) for Doncaster’s Passenger Transport Category.

This document will cover the following:

* Registration – applicable for providers new to SProc.Net
  + Adding users
  + Adding 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 by the *adam* Team, the provider will receive feedback so amendments can be made. Equally, if the Enrolment is Rejected by the team at Doncaster Council, the provider will receive feedback so amendments can be made. Typically, the cycle of these steps will take a maximum of 10 working days.

# Registration

## Register

You must register your company on the system (<https://www.sproc.net>). If your office/facility/business is part of a larger parent group, then the registration must be completed at Head Office level. 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 then need 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 User will have the ability to add other company users on the system through the ‘Admin’ tab.

## 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 forms make up the application criteria to join Doncaster Councils new Passenger Transport DPS. The tables below show the questions that providers will have to respond to. Some questions will only have to be answered depending on the response to another question.

## 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:** Doncaster Council

**Category:** Passenger Transport Services

After the above options have been chosen, you will then be required to read a Supplier Agreement and Declaration Statement. These documents require a tick as confirmation, that agree to the terms of the document and that you are authorised to agree. After this, you can then complete the questions below.

This table shows the question that will need to be answered on the Accreditation form.

|  |  |  |
| --- | --- | --- |
| Q | Company Information | Trigger/Response |
| 1 | Name of legal entity or sole-trader |  |
| 2 | Registered office address (if applicable) |  |
| 3 | Registered website address (if applicable) |  |
| 4 | What is the legal entity type of your organisation |  |
| 5 | If Other, please specify the legal entity type of your organisation | 4 (Other) |
| 6 | Date of registration in country of origin |  |
| 7 | Company registration number (if applicable) |  |
| 8 | Charity registration number (if applicable) |  |
| 9 | Head office DUNS number (if applicable) |  |
| 10 | Registered VAT number |  |
| 11 | If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established? |  |
| 12 | Please provide the relevant details, including the registration number(s) | 11 (Yes) |
| 13 | Is it a 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? |  |
| 14 | Please provide additional details of what is required and confirmation that you have complied with this. | 13 (Yes) |
| 15 | Trading name(s) that will be used if successful in this procurement |  |
| 16 | Relevant classifications (state whether you fall within one of these, and if so which one) |  |
| 17 | Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition\_en/ |  |
| 18 | Details of Persons of Significant Control (PSC), where appropriate: - Name - Date of birth - Nationality - Country, state or part of the UK where the PSC usually lives - Service address - The date that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used) - Which of the following conditions for being a PSC are met  - Over 25% up to (and including) 50%,  - More than 50% and less than 75%,  - 75% or more.  (Please enter N/A if not applicable)  UK companies, Societas Europaea (SEs) and Limited Liability Partnerships (LLPs) will be required to identify and record the people who own or control their company. Companies, SEs and LLPs will need to keep a PSC register, and must file the PSC information with the central public register at Companies House. See PSC guidance. |  |
| 19 | Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable) |  |
| 20 | Details of ultimate parent company: - Full name of the ultimate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable) |  |
| 21 | Are you bidding as the lead contact for a group of economic operators? |  |
| 22 | What is the name of the group of economic operators? Please enter N/A if not applicable. |  |
| 23 | Proposed legal structure if the group of economic operators intends to form a named single legal entity prior to signing a contract, if awarded. If you do not propose to form a single legal entity, please explain the legal structure. | 21 (Yes) |
| 24 | Are you or, if applicable, the group of economic operators proposing to use sub-contractors? |  |
| 25 | Please confirm you have uploaded additional details for each sub-contractor in the downloadable template. | 24 (Yes) |

This table below shows documents which you will need to upload as part of your Accreditation.

|  |  |
| --- | --- |
| Documents | Instructional text |
| Sub-Contractor Information | If you have answered ‘Yes’ to Q24, please download the Sub-Contractor information document in the downloadable templates section, complete and upload the document. |

## Enrolment

Once the Accreditation is complete, the Enrolment can be started immediately. 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 because Enrolments are location specific. This is done by clicking into the ‘Supplier Location’ box and selecting your location using the green triangle to the right of the address.

This table shows the questions which will need to be answered as part of your Enrolment. If a question is not applicable to your organisation, you must insert N/A to proceed.

|  |  |  |
| --- | --- | --- |
| Q | Question | Trigger |
| 1 | Has your organisation completed the Single Procurement Document?   (This is an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts to public bodies. The SPD is intended to simplify the process of qualification for tendering by permitting businesses to self-declare that they meet the necessary regulatory criteria or commercial capability requirements of the public authority concerned, without needing to submit proof unless subsequently selected as the appointed contractor. The supplier must state that they are able, upon request and without delay, to provide the supporting documents necessary to prove compliance.) |  |
| 2 | Regulations 57(1) and (2) The detailed grounds for mandatory exclusion of an organisation are set out on this web page: https://www.gov.uk/government/uploads/system/uploads/attachment\_data/file/551130/List\_of\_Mandatory\_and\_Discretionary\_Exclusions.pdf which should be referred to before completing these questions.  Please indicate if, within the past five years you, your organisation or any other person who has powers of representation, decision or control in the organisation has been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage. - Participation in a criminal organisation - Corruption - Fraud - Terrorist offences or offences linked to terrorist activities - Money laundering or terrorist financing - Child labour and other forms of trafficking in human beings | 1 (No) |
| 3 | If you have answered 'Yes' to the question above, please provide further details;  - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction, - Identity of who has been convicted - If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents. | 2 (Yes) |
| 4 | If you have answered 'Yes' to any of the questions above, have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning) | 2 (Yes) |
| 5 | Regulation 57(3) Has it been established, for your organisation by a judicial or administrative decision having final and binding effect in accordance with the legal provisions of any part of the United Kingdom or the legal provisions of the country in which the organisation is established (if outside the UK), that the organisation is in breach of obligations related to the payment of tax or social security contributions? | 1 (No) |
| 6 | Please provide further details. Please also confirm you have paid, or have entered into a binding arrangement with a view to paying, the outstanding sum including, where applicable, any accrued interest and/or fines.  Please Note: The authority reserves the right to use its discretion to exclude a potential supplier where it can demonstrate by any appropriate means that the potential supplier is in breach of its obligations relating to the non-payment of taxes or social security contributions. | 5 (Yes) |
| 7 | Regulation 57 (8) The detailed grounds for discretionary exclusion of an organisation are set out on this web page, which should be referred to before completing these questions. Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. - Breach of environmental obligations  - Breach of social obligations - Breach of labour law obligations - Bankrupt or is the subject of insolvency or winding-up proceedings, where the organisation’s assets are being administered by a liquidator or by the court, where it is in an arrangement with creditors, where its business activities are suspended or it is in any analogous situation arising from a similar procedure under the laws and regulations of any state - Guilty of grave professional misconduct - Entered into agreements with other economic operators aimed at distorting competition - Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure - Been involved in the preparation of the procurement procedure - Shown significant or persistent deficiencies in the performance of a substantive requirement under a prior public contract, a prior contract with a contracting entity, or a prior concession contract, which led to early termination of that prior contract, damages or other comparable sanctions | 1 (No) |
| 8 | Please provide further details. - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction. - Identity of who has been convicted. - If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents. | 7 (Yes) |
| 9 | Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning) | 7 (Yes) |
| 10 | Regulation 57 (8) Please indicate if, within the past three years, anywhere in the world any of the following situations have applied to you, your organisation or any other person who has powers of representation, decision or control in the organisation. - The organisation is guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria - The organisation has withheld such information - The organisation is not able to submit supporting documents required under regulation 59 of the Public Contracts Regulations 2015 - The organisation has influenced the decision-making process of the contracting authority to obtain confidential information that may confer upon the organisation undue advantages in the procurement procedure, or has negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award | 1 (No) |
| 11 | Please provide further details. - Date of conviction, specify which of the grounds listed the conviction was for, and the reasons for conviction.  - Identity of who has been convicted. - If the relevant documentation is available electronically please provide the web address, issuing authority and precise reference of the documents. | 10 (Yes) |
| 12 | Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleaning) | 10 (Yes) |
| 13 | Are you able to provide a copy of your audited accounts for the last two years? |  |
| 14 | If no, can you provide one of the following, if requested to do so:  A statement of the turnover, profit and loss account/income statement, balance sheet/statement of financial position and statement of cash flow for the most recent year of trading for this organisation.  or   A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.   or   Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status). | 13 (No) |
| 15 | Where we have specified a minimum level of economic and financial standing and/ or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering ‘Yes’ or ‘No’ that you meet the requirements set out. |  |
| 16 | Are you able to provide parent company accounts if requested to at a later stage? | 15 (No) |
| 17 | If 'Yes', would the parent company be willing to provide a guarantee if necessary? | 16 (Yes) |
| 18 | If 'No', would you be able to obtain a guarantee elsewhere (e.g. from a bank)? | 16 (No) |
| 19 | Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.    The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.    Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).    Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.   Please confirm you will complete the template attached. |  |
| 20 | If you cannot provide at least one example for questions 19, in no more than 500 words, please provide an explanation for this e.g. your organisation is a new start-up or you have provided services in the past but not under a contract. | 19 (No) |
| 21 | Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s).  Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries).  Please enter N/A if you do not sub-contract. |  |
| 22 | Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? |  |
| 23 | If you have answered 'Yes' to question 22, 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. | 22 (Yes) |
| 24 | 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  \*It is a legal requirement that all companies hold Employer’s (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders. |  |
| 25 | 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 |  |
| 26 | Please confirm what level of Motor Insurance and Passenger Liability Insurance you have? |  |
| 27 | Does your organisation have a Business Continuity / Disaster Recovery / Risk Management Plan that ensures that the described services are delivered in the event of a disruption affecting your business and ensures continuity of supply/service from your critical Tenderers? If 'Yes', please describe its main aims and characteristics, if 'No', please give reasons as to why. |  |
| 28 | Please confirm the name of your nominated safeguarding lead if applicable |  |
| 29 | Please confirm that any nominated safeguarding lead is fully aware of the Councils safeguarding policy and able to train/inform all staff of this |  |
| 30 | Please confirm that any nominated safeguarding lead has undertaken relevant accredited safeguarding training. |  |
| 31 | If you have a safeguarding policy which has been authorised by senior management, please upload a copy of this and confirm that this has been effectively communicated throughout the company. |  |
| 32 | Have you and your employees attended safeguarding training; or confirm your staff (including any new employees) will attend supplier awareness training as and when required before commencing work on this contract? |  |
| 33 | Confirm that your employees have or will attend DMBC (or equivalent) supplier awareness training as and when required?   Failure to do so will result in a loss of work / no work awarded under this contract |  |
| 34 | Please confirm by indicating 'Yes' that you will adopt and adhere to all of the Doncaster Council policies, procedures and guidance notes etc. as detailed in the Supplier Agreement? |  |
| 35 | Please confirm which of the Operators Licences you hold and upload where applicable.   Please note Restricted Operators Licences are not valid. |  |
| 36 | Please confirm that all drivers employed will hold the appropriate licence for the type of vehicle used on the contract (i.e. DSA/VOSA). |  |
| 37 | Please confirm that regular maintenance of vehicles is performed and appropriate records held (i.e. every 8 weeks). |  |
| 38 | Please confirm that you have a policy of Insurance in accordance with Part VI of the Road Traffic Act 1972 or any statutory amendment or re-enactment thereof for each vehicle. |  |
| 39 | Please confirm the following:   • The named holder of the Public Service Vehicle Operators Licence – Standard National or European (please note restricted operators licences are not acceptable) • The named holder of the PSV operator’s licence / the CPC holder • The named permit holder of the Section 19 / 22 permit. |  |
| 40 | If applicable please confirm that you have a COIF or equivalent document. |  |
| 41 | Has your Company ever had its PSV operator's licence removed? |  |
| 42 | If you have answered 'Yes', please provide details of the circumstances and what actions were taken to enable the Licence to be renewed. | 41 (Yes) |
| 43 | Please confirm that road fund duty per vehicle is and will be in place for every vehicle used on the contract. |  |
| 44 | Please confirm that each person that may come into contact with children or vulnerable adults has undergone an Enhanced Disclosure & Barring Service (DBS) check and that a record to that effect is available for inspection if required. |  |
| 45 | Please confirm that any person that does not have a clean DBS check will not be employed to deliver services to the Council, without first highlighting any short-comings to the Council, in the knowledge that the Council will consider each case on merit and confirm in writing if it is willing to accept a person to deliver services that does not have a clean DBS check. |  |
| 46 | In the last three years, has any finding of unlawful discrimination been made against your organisation by an Employment Tribunal, an Employment Appeal Tribunal or any other court (or in comparable proceedings in any jurisdiction other than the UK)? |  |
| 47 | If 'Yes', please provide, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | 46 (Yes) |
| 48 | In the last three years, has your organisation had a complaint upheld following an investigation by the Equality and Human Rights Commission or its predecessors (or a comparable body in any jurisdiction other than the UK), on grounds or alleged unlawful discrimination? |  |
| 49 | If 'Yes', please provide, a summary of the nature of the investigation and an explanation of the outcome of the investigation to date.  If the investigation upheld the complaint against your organisation, please explain what action (if any) you have taken to prevent unlawful discrimination from reoccurring.  You may be excluded if you are unable to demonstrate to the Authority’s satisfaction that appropriate remedial action has been taken to prevent similar unlawful discrimination reoccurring. | 48 (Yes) |
| 50 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances apply to these other organisations? |  |
| 51 | Has your organisation been convicted of breaching environmental legislation, or had any notice served upon it, in the last three years by any environmental regulator or authority (including local authority)?  The Authority will not select bidder(s) that have been prosecuted or served notice under environmental legislation in the last 3 years, unless the Authority is satisfied that appropriate remedial action has been taken to prevent future occurrences/breaches |  |
| 52 | If 'Yes', please provide details in a separate Appendix of the conviction or notice and details of any remedial action or changes you have made as a result of conviction or notices served. | 51 (Yes) |
| 53 | Do you have 5 or more permanent employees? |  |
| 54 | Please confirm you will upload your health and safety policy | 53 (Yes) |
| 55 | Has your organisation or any of its Directors or Executive Officers been in receipt of enforcement/remedial orders in relation to the Health and Safety Executive (or equivalent body) in the last 3 years?   Bidder(s) that have been in receipt of enforcement/remedial action orders, may be excluded from the process under 'Grounds for discretionary exclusion', unless the bidder(s) can demonstrate to our satisfaction that appropriate remedial action has been taken to prevent future occurrences or breaches. |  |
| 56 | If 'Yes', please provide details of any enforcement/remedial orders served and give details of any remedial action or changes to procedures you have made as a result. | 55 (Yes) |
| 57 | If you use sub-contractors, do you have processes in place to check whether any of the above circumstances relating to health and safety apply to these other organisations? |  |
| 58 | Please confirm that you have implemented appropriate technical and organisational measures to ensure and demonstrate that the processing of personal data and sensitive personal data is performed in accordance with the GDPR? |  |
| 59 | If requested, are you able to provide copies of your data protection policies? If no, please give reasons why |  |
| 60 | Have you been subject to any enforcement action(s) by the ICO, in respect of data protection compliance in the last three years?  If the answer is 'Yes', please give details below and give actions. Note: Bidder(s) that have been prosecuted or served penalty / enforcement notice(s) in the last 3 years, may be excluded from the process under Grounds for discretionary exclusion. Unless the bidder(s) can demonstrate to our satisfaction that appropriate remedial action has been taken to prevent future occurrences / breaches. |  |
| 61 | Please provide details of your Data Protection Officer. If you are not subject to this requirement please provide your nominated representative. |  |
| 62 | It is important that whilst operating any of our contracts you should have a ‘back up’ or contingency plan should the unexpected happen either to your drivers, escorts or vehicles in order that the contract can be put in to operation again as quickly as possible. Back up plans will differ depending upon the size of your company and therefore could be as simple as reciprocal arrangements with other companies or as detailed as having spare vehicles and drivers / escorts available. Please detail what ‘back up’ arrangements you have in place and have adopted in the past (where applicable). Please note that you will be expected to adhere to these plans should you be successful in being awarded any routes. |  |
| 63 | Due to the nature of this contracted work it is important that our passengers retain the same vehicle, driver and escort each day with minimal disruption, this is detailed in our specification document under Contractors Obligations at In Part Two 1(ii) and we expect this to be the norm.  When unavoidable changes do occur, e.g. a driver or escort leaves the company it is important that this is done sympathetically and taking the needs of the passenger in to account. Please outline what arrangements you have adopted in the past (where applicable) to ensure that unavoidable changes of this nature run smoothly and (where possible) provide an example of how you have dealt with these in the past. |  |
| 64 | Our passengers may have a variety of needs including multiple disabilities, learning needs, medical problems and behavioural issues. This brings with it the need to assess the safety of passengers and staff together with, in some cases, a need to use a specific route, vehicle or equipment to meet the passenger's needs.   Please explain how you assess the safety needs of your passengers to minimise any anticipated risks as part of this process.  Where applicable, please upload examples of the Risk Assessment documents you used/adopted. |  |
| 65 | The safety and wellbeing of our passengers is of paramount importance. The Council issues general and specific information and messages to operators that is required to be read by all staff which could be about rule changes, changes in the law, changes to specific routes etc. The Council also runs contractor liaison meetings termly to disseminate information to suppliers. • How do you ensure that you and all of your staff (where applicable) are able to keep abreast of information? • What methods do you have to check understanding of changes to policy etc? • What records do you hold in relation to the training you have provided directly to your staff? Please provide or upload where applicable an example of your training records. You may be asked to provide further copies in the future |  |
| 66 | Whilst we want all of our contracts to run smoothly, we recognise that problems can arise in terms of conduct of employees, timeliness of the service provided and the way in which the service is run. Please provide evidence of your processes and procedures for dealing with the following and how these are managed (where applicable and in accordance with the specification document) (a) Issuing instructions to your employees (if you have employees) (b) Monitoring their work activity especially around arriving on time and interacting with our passengers  (c) Management of your employees to improve service etc. where there is poor performance. Please include details of any policies you have with regards to Managing Performance (d) Management of disciplinary processes in place should this be required |  |
| 67 | Please provide your understanding of the key requirements of this contract and any relevant previous experience which would assist in the operation of this contract in no more than 250 words. |  |

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

|  |  |
| --- | --- |
| Documents | Instructional text |
| Single Procurement Document (Optional) | Please upload a copy of the relevant evidence to having already completed a Single Procurement Document, as outlined in Q1 |
| Financial Documentation (Mandatory) | Please upload copies of the required financial documentation, as requested in Q13-14, as applicable |
| Contract Examples (Mandatory) | Please upload the contract examples template as requested in Q19 |
| Employers Liability Insurance (Mandatory) | Please upload your Employers Liability (including volunteers) Insurance Policy (£10m), as requested in Q24 |
| Public Liability Insurance (Mandatory) | Please upload your Public Liability Insurance (including Loss or damage to Service Users’ Personal effects) (£10m) as requested in Q25.. |
| Operators Licence (Mandatory) | Please upload your operators licence as requested in Q35 |
| Safeguarding Policy (Mandatory) | Please upload your safeguarding policy as requested in 31 |
| Health and Safety policy (Optional) | Please upload your health and safety policy as requested in Q54 |
| ICO Evidence (Mandatory) | Please upload your ICO evidence as requested in Q58 |
| Risk Assessment (Optional) | Please upload examples of the Risk Assessment documents you used/adopted where applicable as requested in Q65 |
| Training Records (Optional) | Where applicable, please provide an example of your training records as requested in Q66 |

## Adding service categories

The below Service Categories show the groups that Doncaster Council are including in the new Passenger Transport DPS. You will need to select the categories that apply to your provision. These are:

|  |
| --- |
| Service Category |
| 1-8 Passengers - Not Wheelchair Accessible |
| 1-8 Passengers - Wheelchair Accessible |
| 9-16 Passengers - Not Wheelchair Accessible |
| 9-16 Passengers - Wheelchair Accessible |
| 17-28 Passengers - Not Wheelchair Accessible |
| 17-28 Passengers - Wheelchair Accessible |

## Adding bank details

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

# Next steps

Following submission, the Accreditation and Enrolment will be reviewed by the *adam* team, and then by Doncaster Council. You will receive a system notification email to inform you of the outcome of each review stage.

For more details on how to create and submit your Accreditation and Enrolment information, please see the Accreditation and Enrolment User Guide available at adamproviders.co.uk/doncaster-council-passenger-transport under the ‘Supporting Documents’ section.

To register and begin your application, visit [www.sproc.net](http://www.sproc.net)

If you have any questions or concerns which specifically relate to this Accreditation and Enrolment criteria, please email [transport@doncaster.gov.uk.](mailto:transport@doncaster.gov.uk)

For system/technical support with your application – use the Live-Chat function whilst logged in to SProc.Net to speak to an adam Support Team member.