

# The London Borough of Bromley

## Dynamic Purchasing System

### Specification and

### Supplier Entry Guide

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#### 1. The Council and *adam*

Bromley Council is working with *adam* in order to introduce a web-based system, (SProc.Net), to manage the Council's Dynamic Purchasing System (DPS).

Bromley Council will use this system to tender for the procurement of Education Services, specifically, Supply Teachers, Tutors and School Consultant services as and when required over the four year life of the DPS contract.

As a potential supplier of Supply Teachers, Tutors and School Support Consultants services to Bromley Council, this Entry Guide will take you through what a DPS is and set out what you need to do to provide services to Bromley Council through the DPS system.

## 2. What is a Dynamic Purchasing System (DPS)?

A DPS is an electronic system used by a public sector body to award contracts for works or services and is governed by Regulation 20 of The Public Contract Regulations 2006.

The use of a DPS to award such contracts ensures the end-to-end procurement process is competitive, fair and transparent.

Suppliers must meet Bromley Council's minimum criteria for entry to the DPS but there are no other restrictions on who can or cannot join.

## 3. How the DPS works

Suppliers who wish to provide Supply Teachers, Tutor and/or School Support Consultants services to Bromley Council will need to be accredited by the Council and then enrol to join the DPS online at [www.sproc.net](http://www.sproc.net). Once enrolled, Suppliers will receive

notifications of tender opportunities (Requirements) and can respond to these via the system.

If your tender (Offer) is successful, a contract (Service Agreement) will be created on the system between you and Bromley Council. You will submit weekly bills (Service Receipts) through the system. *adam* will invoice the Council for the services you have delivered through the DPS and pay you directly.

Each week you will be required to answer the quality evaluation questions of service you have delivered. This will be verified by the Commissioner when they approve the weekly service receipt.

The DPS is a fair and transparent process for all service suppliers to the Council. You will benefit from access to all opportunities (Requirements) to provide Supply Teacher, Tutor and/or School Support Consultant services; you will be competing on a "level playing field" with other local suppliers for new work; you will have reduced administration costs and an easy to use, streamlined process that maintains a history and an audit trail of all buying

decisions and communications.

## 4. How do you join the DPS?

It is a simple two stage process:

### a. Registration

You must register your business on the system ([www.sproc.net](http://www.sproc.net)). An email will then be sent to you with a username and password to access the system and complete the remaining two stages.

To complete your registration, you will need to provide the following information:

- Business Name
- Business Tax/VAT Number
- Charity Registration Number (Charities only)

- Company Registration Number (Limited and Public Limited Companies only)
- Address line 1, City, County, Post Code
- Telephone Number
- Email address

The business name you register will be the name shown on the system. You must then create your first admin user by providing:

- First Name
- Last Name
- Job Title
- Email address

This user will be an administrator on the system and have the ability to create other users for your business at all additional locations you may have. For further details on how to complete this registration process, please see the S2 Registration, Accreditation and Enrolment User Guide available at [www.sproc.net](http://www.sproc.net) in the Help Library.

The administrator will then receive a username and temporary password. Upon logging into SProc.Net, you will be prompted to change the password.

## **b. Accreditation and Enrolment**

Your service must meet Bromley Council's minimum criteria at the "accreditation" stage, to be considered as a Supply Teacher, Tutor and/or School Support Consultant supplier. By passing the accreditation, you have met all of Bromley Council's minimum criteria regarding your business. The accreditation is a series of questions which require a yes or no response and the submission of certain documentation.

You must confirm that you and/or your organisation can demonstrate an appropriate level of awareness in the areas listed below and suitable practices to undertake the services. You must confirm that you have appropriate policies for each area which contain references to the Supplier's business activities

- **Equality and Diversity**
- **Health and Safety**

- **Safeguarding**
- **Environmental & Sustainability**

### **Liability and Insurance**

You must confirm that you will maintain at all times a minimum cover for

- Employers Liability insurance of £5million,
- Public Liability of £10million
- Professional Indemnity of £1million.

### **Criteria Questions**

Potential Suppliers must respond to the four criteria questions listed below which Commissioners will evaluate to ensure that suppliers can deliver services of the quality required.

When answering these questions Suppliers are advised neither to make any assumptions about their past or current supplier relationships with the Council nor to assume that such prior business relationships will be taken into account in the evaluation procedure.

1. Outline your recent experience of delivering similar services within the public sector or within other educational organisations.
2. Outline details of your specialism in Special Educational Needs Teaching.
3. Provide details of the quality assurance system you use to ensure a high quality service is provided.
4. How do you ensure and evidence that you meet national and local goals in your service and how do you monitor the impact of your work?

### **Service Categories**

You will be required to identify the Service Categories for which you wish to receive invitations to bid. The Service Categories are:

Teachers and Tutors for Looked After Children  
Supply Teachers for Behaviour Services  
School Support Consultants

For full details on how to create and submit your accreditation and enrolment, please see the S2 Registration, Accreditation and

Enrolment User Guide available at [www.sproc.net](http://www.sproc.net) in the Help Library.

Your submitted accreditation and enrolment application will be checked by *adam's* enrolment team then forwarded to Bromley Council for review. You will receive an email notification within 15 calendar days confirming whether or not your application has been approved. If the application has been rejected, the *adam* enrolment team will provide feedback to allow you rectify any issues and reapply, if appropriate.

If you have a business with multiple locations (i.e. offices) from which you intend to submit tenders (Offers), then each location will need to enrol separately.

For full details on how to create and submit your enrolment, please see the S2 Registration, Accreditation and Enrolment User Guide available at [www.sproc.net](http://www.sproc.net) in the Help Library.

## 5. Requirements, Offers, Weightings and Ranking

Once you have successfully enrolled to join Bromley Council's supply chain, you will be able to offer to deliver Supply Teachers, Tutors and/or School Support Consultants services as required by the Council.

When Bromley Council requires Supply Teachers, Tutors and/or School Support Consultants services, it will distribute a Requirement to the supply chain. A Requirement is the name used for a tender in the SProc.Net DPS system. An Offer is the name used for a bid submitted by a Supplier.

### 5.1 Quality and Price Weightings

Bromley Council has stipulated that every Offer submitted will be evaluated using a quality: price ratio of 40:60. The quality aspect is made up of attributes (key facts about the service), which are worth

5%, and a subjective evaluation of profile statements (Supplier's written responses to Bromley Council Council's questions) which are worth 35%. The price you quote to deliver the service is worth 60%.

#### Table of Scores

To ensure that the evaluation and scoring of the Profile Statements are consistent, Bromley Council will score all answers out of a set figure of 10, as shown in the table:

Rating	Score	Standard	Comment
<b>FAIL</b>	0	Non-existent	Not acceptable
	1	Inadequate	Much less than acceptable, major areas of weakness
	2	Very poor	
	3	Poor	Less than acceptable, more weaknesses than strengths
	4	Weak	
<b>PASS</b>	5	Barely adequate	Acceptable, but with some minor areas of weakness
	6	Adequate	
	7	Good	Highly acceptable, strong with few weaker areas
	8	Very good	

9	Excellent	Extremely acceptable, many strengths, no weaknesses
10	Perfect	

If the average of Supplier scores in response to profile questions do not meet the overall total needed to secure a PASS rating (5 and above) the Council will reject the submission.

The score for profile statement is weighted to represent 35% and then added to the score for attributes and the score for price for each Offer. This total score is used to compare all the Offers.

## 5.2 Bromley Council Stipulations

Bromley Council has stipulated that the top 3 Offers will be placed into a shortlist, and all other offers will drop out of the tendering process for that specific Requirement.

Depending on when the service is required to begin, the Council; will stipulate the relevant timescales, whereby different actions can be taken during the three different periods as described below:

## 5.3 Open for Offers Period

Firstly, once the Requirement has been distributed, Suppliers can submit an offer during the 'Open for Offers' period. Once this period ends, no further Offers can be submitted by the supply chain.

To create an Offer, Suppliers will state whether or not they can meet the Teaching or Consultant requirements (attributes), how they will meet the Teaching or Consultant outcomes (profile statement), and submit a price based on an hourly rate for delivering the service (price).

Once the Open for Offers period ends, SProc.Net will place all submitted offers into a list. It will rank the offers in order of the score which they have received so far, based upon the attributes and price scores.

## 5.4 Client Review Period

During the next period, the 'Client Review', Bromley Council will evaluate the profile responses of the shortlisted offers.

Telephone or Face to Face interviews may take place with the shortlisted suppliers as part of the Client review process. If a telephone or face to face interview is required, you will be notified on the Requirement and all shortlisted suppliers will be interviewed and scored accordingly.

## 5.5 Supplier Review Period

The third period is the Supplier Review period. The suppliers within the shortlist are made aware of their ranking and are given the opportunity to reduce their quoted price in order to improve their ranking.

If any prices are reduced, SProc.Net will re-calculate the scores and rank accordingly, until the Supplier Review period ends. Only the price can change during this period.

At the end of this final period, Bromley Council will award the contract (Service Agreement) to the top-ranked Offer which represents the most economically advantageous tender (offer). There are no guarantees that the cheapest offer or the offer with the highest quality score will win the business. It is the combination of

quality and price which creates the most economically advantageous tender.

As the DPS is used the quality of service delivered against Requirements will be assessed and eventually a quality score may be included as part of the quality weighting. Suppliers will be notified at the point the Council begins to use this historical quality information in the assessment of quality.

If Bromley Council has an urgent requirement for a service to start within a few hours, an emergency process will be used where the work will be considered to the first supplier that responds to the request. Any agreement made in an emergency will be reviewed within one week.

### Service Agreement and Billing

If your Offer is successful, a Service Agreement will be created on SProc.Net between you and Bromley Council.

For details on how to submit your offer, please see the S3 Offers and Bidding user guide available at [www.sproc.net](http://www.sproc.net).



## 6. Supplier Feedback and Complaints

The London Borough of Bromley (LBB) will respond to requests for feedback from Suppliers, and what will be required should there be a complaint against any of the London Borough of Bromley's decisions.

### 1. Feedback

Should a supplier require feedback on the outcome of an Offer they will need to contact the London Borough of Bromley via the following email address:

Enter email address: **[echs.contractsteam@bromley.gov.uk](mailto:echs.contractsteam@bromley.gov.uk)**

Your request will be dealt with at the earliest opportunity.

### 2. Complaints

Should a supplier wish to make a complaint about how the London Borough of Bromley has dealt with an issue, the supplier will have the right to make a formal complaint which will be dealt with using the London Borough of Bromley's complaints procedure.

Please follow the guidance set out on the following link:

<http://www.bromley.gov.uk/info/200025/complaints>

## 7. Next Steps

Suppliers need to join the DPS if they wish to provide Supply Teaching, Tutoring and /or Consultant services to the Council. This can be done by completing the registration, accreditation and enrolment processes. *adam* will contact you to assist with this process and to answer any questions you may have regarding this new procurement process.

*adam* will also provide you with details of training sessions which you can attend. During these sessions, you will learn, in detail, what you need to do to provide Teaching, Tutor and /or School Support Consultant services to Bromley Council via SProc.Net. All training services are provided free of charge.

Please make sure you register, accredit and enrol on the system as soon as possible so that *adam* has your details to invite you to the engagement workshops.

For the avoidance of doubt this document and the other documents issued in conjunction with it during the term of the arrangement (for instance the individual service “Requirement”) form part of the Specification for the “Services” required)

**If you have any questions, please do not hesitate to contact *adam* at [supplier.engagement@useadam.co.uk](mailto:supplier.engagement@useadam.co.uk).**