

adam

Application Guide

Northampton County Council (NCC)

Passenger Transport Services

adam

Northamptonshire County Council - Application Guide

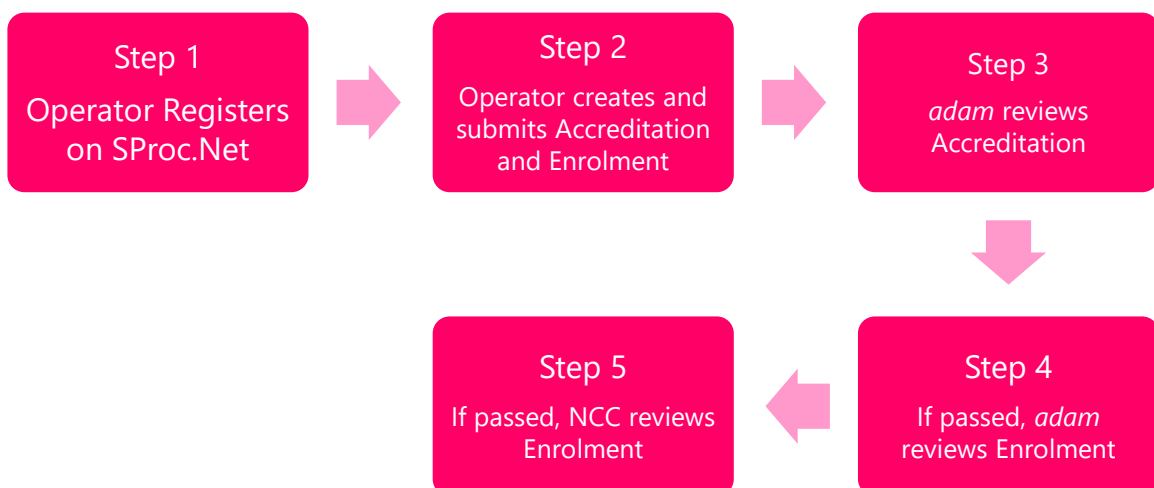
NCC will be working with *adam* HTT Ltd to implement a new DPS for Passenger Transport Services for Service Users requiring the following areas of care:

This document will cover the following:

- Registration – applicable for Operators new to SProc.Net
 - 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 Operator will receive feedback from *adam* so amendments can be made. Equally if the Enrolment is Rejected by NCC, the Operator 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 business on the system (<https://www.sproc.net>). If your office/facility is part of a larger parent group, then head office should register on SProc.Net. 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 for head office 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 create other Users for their organisation.

Add a Location

It is possible to add further locations once the company has been registered on SProc.Net.

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

For further details and support on how to complete this registration process, please visit the 'Contact us' page at <http://demand.sproc.net> or email our supplier engagement team directly at supplier.engagement@useadam.co.uk.

Accreditation & Enrolment

The Accreditation and Enrolment is the application criteria to join the DPS. The tables below show the questions which the Operator 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 select the following:

Client: Northamptonshire County Council

Category: Passenger Transport Services

You will be asked to download the declaration statement which you need read and then return to the Accreditation and tick:

- 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. Please note that every question requires an answer; if the question is not applicable to your organisation you must insert N/A to submit your Accreditation.

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	Please provide additional details of what is required and confirmation that you have complied with this.	
16	Relevant classifications (state whether you fall within one of these, and if so which one) Voluntary Community Social Enterprise (VCSE) Sheltered Workshop Public service mutual N/A	
17	Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/	
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%,	

	<p>- 75% or more.</p> <p>(Please enter N/A if not applicable)</p> <p>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.</p>	
19	<p>Details of immediate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	
20	<p>Details of ultimate parent company:</p> <ul style="list-style-type: none"> - 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) <p>(Please enter N/A if not applicable)</p>	
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)

Documents	Description
Supplier Agreement	<p>Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes to electronically sign this document.</p> <p>'I agree to the terms of the document' 'I am authorised to agree'</p>
Declaration Statement	<p>Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes</p> <p>'I agree to the terms of the document' 'I am authorised to agree'</p>
Self-Bill Agreement	<p>Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes</p> <p>'I agree to the terms of the document' 'I am authorised to agree'</p>
Sub-Contractor Information	<p>If you have selected 'Yes' to Q24, you will need to upload the Sub-Contractor document, complete, and then reupload in the documents field</p>

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.

Please note that every question requires an answer; if the question is not applicable to your organisation you must insert N/A to submit your Accreditation.

Q	Company Information	Trigger / Response
1	Do you currently work with NCC on any contracts, and have undergone an audit within the last 12 months?	
2	<p>Has your organisation completed the European Single Procurement Document? https://ec.europa.eu/tools/espd/filter?lang=en</p> <p>(This is an electronic self-declaration document to be submitted by suppliers interested in tendering for contracts to public bodies located anywhere within the European Union. Created under the EU's 2014 Directive on Procurement the ESPD 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.</p>	1 (No)
3	<p>Regulations 57(1) and (2)</p> <p>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</p> <p>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 been convicted anywhere in the world of any of the offences within the summary below and listed on the webpage.</p> <ul style="list-style-type: none"> - 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 	2 (No)

4	<p>If you have answered 'yes' to the question above, Please provide further details;</p> <ul style="list-style-type: none"> - 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, precise reference of the documents. 	3 (Yes)
5	<p>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-cleansing)</p>	3 (Yes)
6	<p>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?</p>	2 (No)
7	<p>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.</p> <p>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.</p>	6 (Yes)
8	<p>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.</p> <ul style="list-style-type: none"> - 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 	2 (No)

	<ul style="list-style-type: none"> - 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 	
9	<p>Please provide further details.</p> <ul style="list-style-type: none"> - 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, precise reference of the documents. 	8 (Yes)
10	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleansing)	8 (Yes)
11	<p>Regulation 57 (8)</p> <p>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.</p> <ul style="list-style-type: none"> - 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 to negligently provided misleading information that may have a material influence on decisions concerning exclusion, selection or award 	2 (No)
12	<p>Please provide further details.</p> <ul style="list-style-type: none"> - 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, precise reference of the documents. 	11 (Yes)
13	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleansing)	11 (Yes)
14	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	1 (No)

15	<p>If you have answered yes to question 14 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>If yes, please provide the relevant URL to view the statement. If no, please provide an explanation</p>	14 (Yes)
16	<p>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:</p> <p>Employer's (Compulsory) Liability Insurance = £10m</p>	1 (No)
17	<p>If you are a sole trader and you believe you do not require to hold employer's liability insurance, please detail out your reasoning here.</p>	1 (No)
18	<p>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:</p> <p>Public Liability Insurance = £10m</p>	1 (No)
19	<p>Please self-certify that you have Motor Fleet Insurance and can provide evidence of this.</p>	1 (No)
20	<p>Do you operate a Hackney Carriage Vehicle(s)?</p>	1 (No)
21	<p>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.</p>	20 (Yes)
22	<p>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.</p>	20 (Yes)
23	<p>Do you hold a Private Hire Operators Licence?</p>	1 (No)
24	<p>Please state your Private Hire Operators Licence Number, the Licencing Authority who granted the license, and the License holder names.</p> <p>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).</p>	23 (Yes)
25	<p>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.</p>	23 (Yes)
26	<p>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?</p>	1 (No)
27	<p>Please state your PSV Operators Licence Number.</p>	26 (Yes)
28	<p>Do you operate vehicles under a Section 19 Permit?</p>	1 (No)
29	<p>Please state the number of Permits and relevant categories that you hold</p>	28 (Yes)

30	Do you operate vehicles under a Section 22 Permit?	1 (No)
31	Please state the number of Permits that you hold.	30 (Yes)
32	Has your organisation been suspended from any Framework Agreement or Dynamic Purchasing System providing similar Services, or had any such agreement terminated early within the last two years	1 (No)
33	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.	32 (Yes)
34	Have you had your Operators License removed by any Traffic Commissioner, Licensing Authority or equivalent bodies within the past two years	32 (Yes)
35	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.	32 (Yes)
36	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?	32 (Yes)
37	Please provide details, findings, outcomes of the inquiry and any remedies you may have put in place as a result of the inquiry.	32 (Yes)
38	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.	32 (No)
39	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 recent year of trading A statement of your cashflow forecast for the current year and a bank letter outlining the current cash and credit position Alternative means of demonstrating financial status if trading for less than a year	1 (No)
40	Do you have a procedure which you follow for ensuring that your vehicles are checked for cleanliness and road worthiness on a daily basis?	1 (No)
41	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?	1 (No)
42	Do you ensure all drivers are trained, have an awareness of the areas listed : Local geographical knowledge - Route learning programme - Disability awareness	1 (No)

43	Do you have a two-way communication system between your operating centre and each vehicle used in the delivery of the Services?	1 (No)
44	Do you have a vehicle breakdown procedure that is communicated to and understood by your personnel operating vehicles?	1 (No)
45	Do you have a policy for managing drug and alcohol misuse within your organisation?	1 (No)
46	Will you ensure, and where necessary work with the Authority to implement good recruitment practices in order to safeguard children and vulnerable adults?	1 (No)
47	Do you have an Equal Opportunities policy in place or are willing to put one in place prior to bidding for contracts?	1 (No)
48	Do you have a customer care and complaints procedure or are willing to put one in place prior to bidding for contracts?	1 (No)
49	Do you have contingency plans in place to ensure continuity of service in the event of you being unable to fulfil a Route Instruction?	1 (No)
50	If so, please provide detailed information regarding the policy here.	49 (Yes)
51	<p>All organisations with more than 5 employees must have a Health and Safety Policy.</p> <p>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.</p> <p>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.</p>	1 (No)
52	Do your staff receive induction training before undertaking work for your organisation?	1 (No)
53	Please confirm that before you bid on a contract you will agree to have an audit completed by NCC	1 (No)
54	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 NCC must have validated (seen and accepted) their current Enhanced DBS before the Operator is able to bid on any new contracts.	1 (No)
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?	1 (No)
56	Please provide further details of the incident(s) and what mitigating actions your organisation has taken in response to the incident(s).	55 (Yes)
57	By requesting to participate in this Dynamic Purchasing System, I/we understand that wherever possible the response time for published opportunities for individual routes awarded under the Dynamic Purchasing System (each known as a call off contract or contract for route instruction) will be no less than ten (10) days. However, in circumstances where this is not possible I/we agree to opportunities being let under reduced timescales, which may include opportunities being published and awarded within the same day.	1 (No)

	I/we acknowledge that the response period for each opportunity will be stated at the time of publishing.	
58	<p>Do you agree to the following declaration?</p> <p>I/we warrant, represent and undertake to the Authority that:</p> <p>a) neither I/we nor any employee or third party acting on my/our behalf has offered, promised or given any bribe or inducement or made any threat or colluded (or offered or agreed to collude) with any other person in connection with this Dynamic Purchasing System procurement exercise; b) I/we have complied in all respects with the Authority's instructions applying to this Submission; c) all information, representations and other matters of fact contained in my/our Submission are true, complete and accurate in all respects; d) I/we have made our own investigations and research and: 1) are satisfied in respect of all matters relating to this Submission; 2) have not submitted this Submission by relying on any information, representation or assumption provided by the Authority; 3) will not enter into any future call off contract by relying on any information, representation or assumption provided by the Authority; 4) are satisfied that information in the Submission is accurate and sufficient; e) I/we have full power and authority to enter into contracts; f) should I/we be awarded any call off contract to deliver services under the Dynamic Purchasing System then in providing the services: 1) I/we are of sound financial standing and will have sufficient premises, vehicles, working capital, skilled staff and other resources available; 2) I/we have obtained or are able to obtain all necessary consents, licences and permissions; and 3) I/we acknowledge that I/we will be required to process personal data and I/we will comply with the prevailing data protection legislation to protect personal data.</p>	1 (No)
59	Please confirm that you have read and agree to the Service Specification made available at http://demand.sproc.net	1 (No)

Documents	Description
European Single Procurement Document (OPTIONAL when relevant question answered)	Please upload a copy of the relevant evidence to having already completed a European Single Procurement Document, as outlined in Q2
Employers Liability Insurance (MANDATORY when relevant question answered)	Please upload your Employers Liability (including volunteers) Insurance Policy (£10m), as requested in Q16
Public Liability Insurance (MANDATORY when relevant question answered)	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£10m), as requested in Q18
Hackney Carriage Licence (MANDATORY when relevant question answered)	Please upload evidence of the Hackney Carriage Licence Certificate
PSV Licence (MANDATORY when relevant question answered)	Please upload evidence of the PSV Licence Certificate
Motor Fleet Insurance (MANDATORY when relevant question answered)	Please upload evidence of the Motor Fleet Insurance
Private Hire Licence (MANDATORY when relevant question answered)	Please upload evidence of the Private Hire Licence

Acceptance of Entry Criteria

Once the Accreditation and Enrolment have been completed, *adam* perform an objective review of the responses prior to sending onto NCC for their subjective review and approval / rejection.

Should you be an Operator who has a current contract with NCC and has been audited within the last 12 months, please select "Yes" to question 1 of the Enrolment and then scroll down to the bottom of the page to select the Service Categories. No further questions need to be answered for your submission. NOTE: If you are not a current Operator with NCC or if you have not been audited in the last 12 months, and you select this and do not answer the remaining questions in the submission, your Enrolment will be rejected by NCC and you will be asked to complete the remaining questions in order to be considered for the DPS.

Service Categories

The Service Categories below show a breakdown of the services which NCC includes under the Passenger Transport Services Category. You will need to select all of the Service Categories which apply to your organisation. These are:

- 1 – 8 Passengers: Not wheelchair Accessible
- 1 – 8 Passengers: Wheelchair Accessible
- 9+ Passengers: Not Wheelchair Accessible
- 9+ Passengers: Wheelchair Accessible

Bank Details

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

Next Steps

Now you're aware of the on-boarding criteria and minimum standard you must meet to be accepted to this DPS. You can review the Operational Guide for this DPS to see how the council intends to run this DPS, or you can go straight to <https://www.sproc.net/> and follow the steps in this guide to complete your Accreditation and Enrolment.