

Provision of Passenger Transport Services – Dynamic Purchasing System (DPS)

Supplier Information Day

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Agenda

- Housekeeping
- Introduction
- What is a DPS?
- Explanation of the documentation
- How to request to participate in the DPS
- Tendering for Route Instructions (contracts)
- DPS (compliance and operational matters)
- Questions and Answers

Housekeeping

- In case of fire
- Toilets
- No smoking
- Mobile Phones
- Timescales for today's session

Introduction

- Current frameworks
 - expiring 30 June 2019
- Current contracts continue until expiry date in contract unless:
 - terminated early
 - extended (if contract allows)
- DPS open for applications 24 May 2019
- New contracts from 1 July 2019 – let from DPS

What is a DPS?

What is a DPS?

- Similar to a framework i.e. group of Service Providers
- Split into Categories (and areas)
- Stage 1: Request to Participate (apply to join) DPS
- Stage 2: Invitation to Tender (bid) for contracts
 - All Service Providers appointed to a category may bid for route instructions (contracts) applicable to that category
- Wholly electronic system – no paper tenders allowed

Benefits of DPS

- Can operate for longer i.e. 10 years
- Service Providers can request to participate at any time
- If unsuccessful at being appointed to DPS – may apply again at any time
- Service Providers can request to add/remove Category(s) or area(s) throughout the lifetime of DPS
- Service Providers can leave the DPS at any time

Passenger Transport Services

DPS Overview

- 4 Categories

- Wheelchair Accessible Vehicles (WAV)
- Vehicles with between 4 and 8 passenger seats
- Vehicles with more than 8 passenger seats (PSV)
- Ambulance

- Geographical Areas

- North (Fylde, Wyre, Blackpool, Lancaster, Morecambe)
- South & Central (Chorley, West Lancashire, Preston, South Ribble)
- East (Blackburn with Darwen, Hyndburn, Burnley, Pendle, Rossendale, Ribble Valley)
- Out of County

Passenger Transport Services DPS Overview

- Open for request to participate 24 May 2019
- Open for 10 years
- New contracts competed from 01 July 2019

Explanation of Documentation

Explanation of documentation

- All documents available on the website:
www.lancashire.gov.uk/business/tenders-and-procurement/tenders/
- Please take time to read thoroughly
- Latest version of documents will be published (guides, FAQs may be updated over time)

Invitation to Participate

- Background and scope of service
- Instructions for tenderers - clarifications
- Help and support details for iSupplier system
- Overview of DPS Agreement / contract docs
- Separate attachments:
 - Selection questionnaire (SQ)
 - Evaluation criteria – selection and award
 - Frequently Asked Questions (FAQs)

DPS Agreement

- Overarching agreement governing DPS
- Term, scope
- Sets out the award procedures i.e. 'Rules of the game'
- Termination / suspensions / remedies
- Variations
- GDPR
- Route Instruction Form
- Call-off Terms and Conditions

Call-off Terms and Conditions

- Applicable to all contracts
- General specification
 - Appendix 1 (CCTV Guidelines)
 - Appendix 2 (Health and Safety)
 - Appendix 3 (Dress Code)
 - Appendix 4 (Safeguarding)
 - Appendix 5 (Contingency)
 - Appendix 6 (Vehicles spec)
 - Appendix 7 (Physical restraint)
 - Appendix 8 (Behaviour standards)
- Price / Termination / Remedy clauses etc
- Service levels
- Charges claim form

Route Instruction Form

- Specific details for each route

CARTR134		Lancashire County Council Route Tender Document		10:41:00 20/03/2019			
Contract Period: 23-APR-19 To 21-DEC-19		Contract Number: [REDACTED]		Page 1			
Main Destination: [REDACTED]		PA Required: Y PA Post Code: [REDACTED] LCC CRB Enhanced Driver: N Capacity Required: Vehicle - 06 seats including 2 wheelchairs		Passenger Assistant Details:			
Arrive / Depart: 08:50 15:15		Contract Comments: Option to extend 12 months + 12 months. Please note Wednesday finish at 14.45					
Travels: Mon In & Home, Tue In & Home, Wed In & Home, Thu In & Home, Fri In & Home							
Name:	Address:	Post Code:	PA:	RA:	WC:	Equipment:	Destination / Journey Comments:
Passenger 1	[REDACTED]	[REDACTED]	Y	SRA	WC		
Passenger 2	[REDACTED]	[REDACTED]	Y	SRA		Booster Seat	
Passenger 3	[REDACTED]	[REDACTED]	Y	SRA			
Passenger 4	[REDACTED]	[REDACTED]	Y	SRA	WC	Booster Seat & Harness	
Passenger 5	[REDACTED]	[REDACTED]	Y	SRA		Booster Seat	

Guides

- DPS overview
- How to join the DPS
- How to submit a tender for route instructions (contracts)
- These may be updated from time-time

How to Request to Participate in (join) the DPS

How to Participate

- Download and complete selection questionnaire (SQ)
- Return via www.lancashire.gov.uk/isupplier
- Must not return by post or email
- User guide provides step by step instructions – download and follow

Selection Questionnaire (SQ)

- 3 Parts
- Must complete fully
- Incomplete will fail – will need to reapply
- Self certify questions – Authority will request to see documentation to verify responses
- Details on SQ provide information for contracts
- Any changes to details - submit a new SQ

SQ Part 1 and Part 2

- Part 1 – Mandatory Exclusion
- Part 2 – Discretionary Exclusion
- Read and answer carefully – incorrect answers will result in fail
- Check against evaluation criteria

SQ Part 3

- Select Category(s) and Area(s) you wish to participate in
- Areas based on end destination
- Carefully follow the SQ and ensure you complete fully
- Check against evaluation criteria
- You will be asked for documentation to verify responses

Notification

- Email from Authority notifying of outcome
- If unsuccessful
 - reasons will be given and you may apply again by submitting new SQ
- If successful
 - added to list to be invited to tender for contracts
 - will not need to reapply so long as details remain same

Tendering for Route Instructions (Contracts)

Bidding for Contracts

- Invitation to Tender – Route Instructions
- User guide has step by step instructions – download and follow
- System will email you when invited (can also log into iSupplier system to view invitations)
- Bids must be returned in iSupplier system NOT by email unless told otherwise
- Auction or Request for Quote format

Bidding for Contracts - Auction

- Reverse Auction (think eBay in reverse)
- 2 day preview before bidding starts
- Can only bid downwards in decrements of £1
- Can view your current ranking at any time
- Can submit as many bids as you like up to closing date and time

Bidding for Contracts - RFQ

- Request for quote format – similar to current framework
- Can revise your bid at any time
- Cannot view current ranking

Award of Contracts

- Based on lowest price unless told otherwise
- Winning bidder notified by email
- Service Provider tender is 'offer'
- Authority notification of award 'acceptance'
- Contract formed
- Service Provider acknowledges Authority acceptance by reply email or commencing services

DPS Compliance and Operational Matters

Brian Derbyshire
Integrated Transport Service
Compliance Manager

Types of contracts

- Children/Students to
 - Special Educational Needs Establishments
 - Mainstream Schools
 - Pupil referral centres
 - Children Looked After
- Adults to
 - Care provision.

Types of contracts

- Not
 - Mainstream bus routes carrying large numbers of students.

Length of contracts

- Often for two years
- Option to extend
- Prices fixed for the duration of the contract
- Variation outlined in Call off Terms & Conditions.

Notice Period (Call Off Terms & Conditions)

- 31.1 Normally four (4) weeks notice required
- 31.1.1 Transport no longer required (death/relocation etc) the Authority can give immediate notice.

Notice Period Call Off Terms & Conditions)

- Schedule 4 Part 1
 - Consistent Failure (p53-55)
 - Failure rate of three (3) or more instances in rolling six (6) month period
 - May result in you losing the contract

Appendix 4

- Safeguarding
- Make sure you have read it
- Make sure your drivers are aware of it
- Red Badge (Authorised driver badge) 12 week rule

Appendix 6

- Vehicle specifications
- WAV's must be checked before going on contract
- No private hire vehicles operating under the executive car dispensation
- No Restricted PSV licences to be used in vehicles with less than 9 passenger seats
- No Large Bus PSV licences to be used in vehicles with less than 9 passenger seats unless there is clear signage outside the vehicle denoting the operator.

Useful Contacts

- General queries regarding the DPS: contractscorporate@lancashire.gov.uk
- iSupplier queries: 01772 534966, email: pim@lancashire.gov.uk
- Integrated Transport Service Compliance Manager: 01772 538 446 (mobile 07554 111 206) or email: brian.derbyshire@lancashire.gov.uk
- DBS Administration Team: busandtaxiidbadge@lancashire.gov.uk
- Integrated Transport Service Area Teams
 - Rossendale, Burnley, Pendle, RV, & Hyndburn 01282 831 858, itseast@lancashire.gov.uk
 - Chorley & West Lancashire 01695 587 420, itschorleywestlancs@lancashire.gov.uk
 - Preston & South Ribble 01772 705 055, itsprestonsouthribble@lancashire.gov.uk
 - Fylde & Wyre 01772 685 504, itsfyldewyre@lancashire.gov.uk
 - Lancaster & Morecambe: 01524 425 902, itslancastermorecambe@lancashire.gov.uk

Next Steps

- Download and read documentation on website
- Complete supplier questionnaire (SQ)
- Submit SQ via iSupplier:
www.lancashire.gov.uk/isupplier
- Contracts to be competed from 1 July 2019
- Become familiar with how to bid for routes (user guide)

Any questions?