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

Supplier Information Day

Andrew Patten – Lancashire Procurement Service
Brian Derbyshire – Integrated Transport Service
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

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<th>23-APR-19 To 21-DEC-19</th>
<th>Contract Number:</th>
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<td></td>
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<td>PA Post Code:</td>
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<tr>
<td>LCC CRB Enhanced Driver:</td>
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<td>Capacity Required:</td>
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<th>Contract Comments:</th>
<th>Option to extend 12 months + 12 months. Please note Wednesday finish at 14.45</th>
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| Name: | | | | | | |
|-------|-------------|-----------------|
| Passenger 1 | | | | | | |
| Passenger 2 | | | | | | |
| Passenger 3 | | | | | | |
| Passenger 4 | | | | | | |
| Passenger 5 | | | | | | |

| Address: | | | | | | |
|----------|-------------|-----------------|
| | | |

| Post Code: | | | | | | |
|-----------|-------------|-----------------|
| | | |

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<th>RA:</th>
<th>WC:</th>
<th>Equipment:</th>
<th>Destination / Journey Comments:</th>
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<td>SRA</td>
<td>WC</td>
<td>Booster Seat</td>
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<tr>
<td>Y</td>
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<td></td>
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<tr>
<td>Y</td>
<td>SRA</td>
<td></td>
<td>Booster Seat &amp; Harness</td>
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<tr>
<td>Y</td>
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<td>WC</td>
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<td></td>
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<tr>
<td>Y</td>
<td>SRA</td>
<td></td>
<td>Booster Seat</td>
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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, itспrestonsouthribble@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](http://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?