



Dynamic Purchasing System - Provision of Local Bus Services and School Bus Services

Frequently Asked Questions (FAQs)

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The following is a record of frequently asked questions (FAQs) regarding the provision of passenger transport services - dynamic purchasing system (DPS).

No.	Question	Answer
1	Can I Submit my DPS application by post	No. The DPS must operate as a completely electronic system. If you download and complete the selection questionnaire by hand, you must scan in or photograph it, upload and submit it via the iSupplier Portal.
2	How will I be notified as to whether or not I have been successful in being appointed to the DPS?	Service Providers will be informed by email as to whether or not they have been successfully appointed onto the DPS. If unsuccessful, the reasons why the application was unsuccessful will be provided.
3	If I am unsuccessful in being appointed to the DPS will I be able to reapply?	Yes.
4	What are the mini competitions?	Each time a contract for a service needs to be let, this is the process by which the Authority invites Service Providers appointed to the DPS to tender for the contract. It is at this stage Service Providers submit a price for the contract. Mini-competitions will take the form of a request for quote or reverse e-auction.
5	Are contracts let on price only?	The majority of contracts let from this DPS will be based on price only. However some mini-competitions may have additional project specific questions included as part of the evaluation. Service Providers will be notified whether this is the case at the time of being invited to submit a tender.
6	How will I be notified that I have been successful in bidding for a contract for a route?	Service Providers will be informed by email if they have been successfully awarded a contract following mini-competition.
7	What rules govern the tendering process?	The Authority is governed by the Public Contracts Regulations 2015 (and any such regulation succeeding this). Whilst each contract let under the DPS may be small in its own right, the Authority has to consider the total number of contracts that may be let over the lifetime of the DPS and consider the overall total value of all these contracts put together. This value means that the Authority must follow strict procurement procedures as prescribed in the Public Contracts Regulations 2015.
8	Does this DPS affect contracts that are currently running?	If you currently have a contract with the Authority, it will continue until that contract terminates (either by expiry or earlier subject to the termination clauses in the contract). From 1 January 2020, any new contracts will be let through the DPS.
9	Can sole traders apply to join the DPS?	Yes

10	How do I apply for a Category which I didn't apply for on my original application to join the DPS?	<p>You must submit a revised selection questionnaire via the Oracle iSupplier system. The Authority will evaluate the revised response and confirm if you are successfully appointed to the Category(s) you have applied for on the new submission.</p> <p>Please note this submission will override your existing submission. Therefore you must include any existing Categories you have been appointed to on the revised selection questionnaire if you wish to remain on those Categories.</p>
11	What commitment will the Authority give to me if I put in place additional resources to cover a contract?	The Authority cannot guarantee any volumes of work to any Service Provider appointed to this DPS.
12	How often will mini competitions come out?	Mini Competitions will come out at any point throughout the year so it is important for Service Providers to check their emails and/or the iSupplier system to ensure that they do not miss out on invitations to tender.
13	I already have a DBS clearance for another role that I carry out for the Authority. Can this clearance also be used for this DPS?	No.
14	Could we miss out on work because our computers are not on?	Yes. Service Providers are expected to check their email and/or the iSupplier portal on a regular basis to check to see if they have been invited to tender for a contract.
15	If we bid and win 10 contracts, but can only service for example 5 contracts, how will you decide which contracts to allocate to us?	The Authority will discuss this with you at the time. Please note that the Authority will take into account what combination of contracts offers the Authority the best value overall.
16	What can I do if I don't agree with the terms and conditions?	If you do not agree with the terms and conditions relating to this DPS, then you do not have to request to participate or bid for contracts. By requesting to participate (and bidding for contracts if accepted to this DPS) you are agreeing to be bound by the terms and conditions of the DPS.