



West
Northamptonshire
Council



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Council**

Accreditation & Enrolment (A&E) Guidance Document

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| Title: | West Northamptonshire Council (WNC) Passenger Transport Services Open Framework – Accreditation & Enrolment (A&E) Questionnaire |
| Our Ref: | WNC00000619 |
| Procurement Procedure: | Procurement Act 2023 – Competitive Flexible Procedure (Open Framework) |



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1. INTRODUCTION

This document provides practical guidance to help Applicants complete the Accreditation & Enrolment (A&E) questionnaire on SProc.Net (ADAM Supplier Network) for the West Northamptonshire Council Passenger Transport Services Open Framework.

It should be read alongside the Invitation to Tender (ITT) and the Application Guide / Operational Guide provided in the tender pack.

The Authority will not reimburse any costs incurred by Potential Suppliers in connection with preparation and submission of their responses to the A&E questions.

2. BACKGROUND INFORMATION AND REQUIREMENT

Potential Suppliers should refer to the Tender Documents issued alongside this Guidance together with the Tender Notice (UK4) for more detailed information on the background to this procurement, the Authority and the objectives that the Authority seeks to achieve through this procurement.

Stage 1 (Onboarding) is assessed on a pass/fail basis. There is no quality scoring or ranking at admission stage. To be admitted to the Open Framework you must:

- Complete all relevant Accreditation and Enrolment questions on the Portal.
- Upload all mandatory supporting documents listed in the Application Guide
- Provide accurate and up-to-date information for your organisation (and any Associated Persons where applicable).

3. IMPORTANT INSTRUCTIONS FOR COMPLETION

The A&E questionnaire is completed and submitted electronically via SProc.Net / ADAM Supplier Network.

For technical issues with the Portal (access, uploading, submission), contact the Portal Helpdesk:

- Email: support@useadam.com
- Telephone: 01223 261838

Potential Suppliers **must** register on the **central digital platform (CDP)** (which is free to use) and are to provide their **central digital platform unique identifier code** to the Authority as part of their response.

The CDP is available at www.gov.uk/find-tender

The A&E questionnaire covers three areas:

1. Core supplier information: Potential Suppliers participating in this procurement must submit their up-to-date core supplier information on the CDP and share this information with the Authority by providing a PDF download. The information includes basic information, economic and financial standing information, connected persons information and exclusion grounds information.

2. Additional exclusions information: (associated persons and list of intended sub-contractors) procurement legislation provides for an 'exclusion regime' and a published



'debarment' list to safeguard procurement from Potential Suppliers who may pose a risk (for example, due to misconduct or poor performance). Potential Suppliers must submit their own (and their connected persons) exclusions information via the CDP. This includes self-declarations as to whether any exclusion grounds apply to them and, if so, details about the event or conviction and what steps have been taken to prevent such circumstances from occurring again.

As part of this procurement, a Potential Supplier will need to also share additional exclusions information for any suppliers that they are relying on to meet the procurement's conditions of participation. These could either be consortium members or key sub-contractors (but excludes any guarantors). These suppliers are 'associated persons' and their exclusions information must be shared with the Authority.

In addition to the sub-contractors who are being relied on to meet the conditions of participation (who are associated persons), Potential Suppliers will need to share an exhaustive list of all their intended sub-contractors, which will be checked against the debarment list.

If a sub-contractor is unknown at the start of the procurement (or brought in during it), this should be made clear by the Potential Supplier and relevant details of the sub-contractor should be provided once their identity and role is confirmed. This information should be shared with the contracting authority as soon as possible and at least by final tenders.

3. Conditions of participation: The Authority has set standard conditions of participation questions which a Potential Supplier must satisfy in order to be awarded the contract and relate to the required level of insurance cover, finance and legal capacity, technical ability, modern slavery etc.

Potential Suppliers should note that the Authority is subject to statutory transparency obligations under the Procurement Act 2023 and associated regulations. As a result, certain information relating to awarded contracts and successful suppliers must be published via statutory notices.

Where a supplier is unsure or requires any clarification, they should check with the contracting authority

Mandatory questions must be completed to be received by the Authority as a compliant submission.

Questions must be answered in English, in the format required.

The information supplied will be checked for completeness and compliance with the instructions before responses are evaluated.

Potential Suppliers must:

- Answer fully all relevant questions in the A&E questionnaire and respond in accordance with any specific requests as detailed in the question
- Submit only information requested by the Authority. Additional information which has not been requested will not be considered as part of the A&E questionnaire; and
- Submit any zipped files in Zip format only.



Failure to provide the required information, make a satisfactory response to any question, or supply documentation referred to in responses, within the specified timescale, may mean that a Potential Supplier is excluded from the procurement.

Acceptable formats include Microsoft Word, Excel, PowerPoint, JPEGs and PDF files. Potential Suppliers who wish to submit an attachment in an alternative format should first check with the Authority via the Procurement Portal that it will be accepted. The Authority reserves the right to deem a response incomplete if a Potential Supplier does not submit an attachment in the above-named formats without the Authority's prior approval.

Potential Suppliers are advised neither to make any assumptions about their past or current supplier relationships with the Authority nor to assume that such prior business relationships will be considered in the evaluation procedure.

Potential Suppliers must notify the Authority promptly of any perceived ambiguity, inconsistency or omission in the A&E questionnaire, any of its associated documents and/or any other information issued to them during the procurement process.

4. CLARIFICATION QUESTIONS

Procurement clarifications must be raised via the Portal messaging function within the clarification period set out in the ITT.

Potential Suppliers are invited to complete the online A&E questionnaire and to submit it, together with any requested supporting information, to the Authority by the Submission Deadline.

No approach of any kind in connection with this A&E questionnaire should be made to any other person within, or associated with, the Authority. Such communication could be construed as canvassing to gain an unfair advantage.

The A&E questionnaire is being provided on the same basis to all Potential Suppliers.

Potential Suppliers must keep their contact details on the electronic platform up to date or they will be unable to receive communications from the Authority

The deadline for clarification questions is **12:00 noon, on 07/04/2026**

The Authority will respond to all reasonable clarifications as soon as possible. All clarifications and responses will be dealt with electronically via SProc.Net / ADAM Supplier Network.

5. ADDITIONAL INFORMATION

The Authority expressly reserves the right to validate information within the A&E questionnaire. The Authority can confirm that it may take financial standing checks on the Potential Suppliers at this stage. Further detail can be found below.

Where a key sub-contractor has been identified, the financial standing assessment will include both the bidding entity and the sub-contractor. A key sub-contractor is a specialist entity appointed to perform critical or essential parts of a contract's deliverables or services. Unlike general sub-contractors, key sub-contractors provide specialised skills or perform core functions that are indispensable to meeting the contractual obligations, making their performance essential and closely monitored by the parties involved.



Where a question in the A&E questionnaire requires the Potential Supplier to confirm that it has a specific policy in place, it is not necessary for the Potential Supplier to upload a copy of that policy with its completed A&E questionnaire unless stated otherwise. However, Potential Suppliers must be able to provide copies of said policies upon request to enable the Authority to validate the responses provided in the A&E questionnaire.

Bidders who do not meet the minimum requirement set out within the A&E Questionnaire will be disqualified from the Tender process and will result in the Potential Supplier not being assessed further and they will not proceed to the onboarding.

5.1 Credit Check

As part of the Accreditation and Enrolment (A&E) process, the Authority may undertake a proportionate financial and economic standing check using Dun & Bradstreet (or an equivalent credit reference agency). The Authority will normally be seeking an overall business risk indicator score of 1 (Low Risk) or 2 (Low–Moderate Risk), either for the Potential Supplier or for any organisation relied upon for financial standing (for example, a parent company or guarantor).

Where a Dun & Bradstreet check indicates a score of 3 (Moderate Risk), 4 (Moderate–High Risk), 5 (High Risk), or where there is insufficient information available to assign a risk indicator, the Authority may seek further clarification or supporting information from the Potential Supplier. This may include details of financial mitigations such as guarantees, insurance arrangements, or other risk-management measures.

The Authority will run the Dun and Bradstreet credit check during the evaluation of A&E Questionnaires and there is no need for Potential Suppliers to submit their score.

Potential Suppliers are strongly encouraged to review their own financial information held by Dun & Bradstreet (or any equivalent credit reference agency) in advance of submitting their A&E Questionnaire, to ensure that it is accurate and up to date. The Authority is not responsible for any changes or variances in third-party credit reference scores before or after the Authority's check has been carried out. Dun & Bradstreet can be contacted directly via their website:

<https://www.dnb.co.uk/contact-us.html>.

6. SUBMISSION OF COMPLETED A&E QUESTIONNAIRES

The Authority must be in receipt of your completed A&E QUESTIONNAIRE and supporting documents via the Authority's Procurement Portal (as detailed above) no later than **12.00 noon on 20/04/2026**.

Completed A&E questionnaires may be submitted at any time before the closing date. However, the Authority also recommends that the Potential Supplier does not submit their A&E questionnaire until the deadline for clarification messages has passed, as important information which could affect their submission could be communicated up to that point. A&E questionnaire submissions will not be opened until the closing date has passed. Please note that completed A&E questionnaires received after the closing date will be rejected.

7. EVALUATION AND SELECTION

The A&E QUESTIONNAIRE is constructed in sections to facilitate evaluation.

The Authority will use the A&E questionnaire to assess and confirm that neither the Potential Supplier, nor any related persons within its corporate group, associated persons relied on to meet



the conditions of participation, or proposed sub-contractors are listed on the Cabinet Office debarment list. To the extent that any such entities are listed on the debarment list, the Authority will consider whether to exclude the Supplier from participating in the Procurement in accordance with its obligations under the Procurement Act 2023.

In addition, the Authority will consider whether any Supplier or related persons within its corporate group, associated persons relied on to meet the conditions of participation, or proposed sub-contractors are excluded or excludable Suppliers, and before the Authority determines that a Supplier is an excluded or excludable Supplier, it will provide the Supplier reasonable opportunity to make representations and provide evidence as is proportionate in the circumstances. If the Supplier is an excluded or excludable Supplier only by virtue of an associated person or proposed sub-contractor, the Authority will notify the Supplier of its intention to exclude the Supplier and provide the Supplier with reasonable opportunity to replace the associated person or sub-contractor. If because of this process the Authority excludes the Supplier from participating in the Procurement or is aware of an associated person or sub-contract having been replaced, it will give notice of this fact within 30 days of its decision to the Procurement Review Unit (PRU).

The Authority will also undertake a review of the completed questionnaire with reference to any information held on the Central Digital Platform. Responses to any conditions of participation will be assessed in accordance with the minimum pass criteria as set out in each question of the A&E questionnaire. Potential Suppliers who are unable to meet the Conditions of Participations will be rejected from the procurement process.

7.1 Pass/fail questions vs information-only questions

Within SProc.Net, not every Accreditation & Enrolment question is flagged to show whether it is assessed as pass/fail. For clarity, the Authority will treat questions as follows:

- **Pass/Fail (mandatory):** Questions that form the minimum participation requirements. A 'Fail' may result in rejection from admission.
- **Mandatory (information required):** Questions that must be completed to submit, but are used for verification, due diligence and onboarding.
- **Information only:** Questions collected for records and future call-off administration (these will not determine admission on their own).

A detailed mapping of each question (reference number, heading, and whether it is Pass/Fail, Mandatory or Information Only) will be provided in a separate table.

7.2 Table A – Accreditation Questions Mapping (Stage 1: Onboarding)

Purpose: To confirm identity, exclusion status, CDP compliance, and supply-chain transparency.

Assessment basis: As indicated below. A fail on any Pass/Fail question may result in rejection from admission.

All questions of the A&E questionnaire will be scored in line with the methodology identified in the tables below.

7.3 Table 1: Accreditation Questions

| Ref | Question Heading | Assessment Type |
|-----|------------------|-----------------|
|-----|------------------|-----------------|



| | | |
|-----|--------------------------------------------------------------------|-------------------------------------|
| A1 | Name of legal entity or sole trader | Mandatory – Information Only |
| A2 | Central Digital Platform (CDP) unique identifier (PPON) | Mandatory – Information Only |
| A3 | Bidding model (single supplier / group / consortium) | Mandatory – Information Only |
| A4 | Debarment list confirmation (Supplier) | Pass / Fail |
| A5 | Core Supplier Information shared via CDP (PDF upload) | Pass / Fail |
| A6 | Reliance on associated persons to meet conditions of participation | Mandatory – Information Only |
| A7 | Conditions of participation relied on via associated persons | Mandatory – Information Only |
| A8 | Associated persons registered on CDP and information shared | Pass / Fail |
| A9 | Debarment list confirmation (Associated persons) | Pass / Fail |
| A10 | Intended sub-contractors list (Part 2B) | Mandatory – Information Only |
| A11 | Debarment list confirmation (Intended sub-contractors) | Pass / Fail |
| A12 | Company email address | Mandatory – Information Only |
| A13 | Head office DUNS number (if applicable) | Information Only |
| A14 | Registration with professional / trade registers | Mandatory – Information Only |
| A15 | Registration details (where applicable) | Mandatory – Information Only |
| A16 | Statutory authorisation requirement | Pass / Fail |
| A17 | Confirmation of compliance with authorisation requirement | Pass / Fail |
| A18 | Trading name(s) | Mandatory – Information Only |
| A19 | Organisational classification (VCSE, Mutual, etc.) | Information Only |

7.4 Table B – Enrolment Questions

Purpose: To confirm legal, financial, technical, operational and safeguarding capacity.

| Company Information / Disclosure | | |
|----------------------------------|----------------------------------|------------------|
| Ref | Question Heading | Assessment Type |
| E1 | Current / previous work with WNC | Information Only |



| | | |
|--------------------|---------------------------------------------|------------------------------|
| E2 | Audit undertaken with WNC (last 12 months) | Information Only |
| E3 | Previous work with WNC (any capacity) | Information Only |
| E4 | Details of previous work | Information Only |
| Modern Slavery | | |
| Ref | Question Heading | Assessment Type |
| E5 | Relevant commercial organisation (MSA 2015) | Pass / Fail |
| E6 | Section 54 compliance and statement URL | Pass / Fail |
| Insurances | | |
| Ref | Question Heading | Assessment Type |
| E7 | Employers' Liability Insurance (£10m) | Pass / Fail |
| E8 | Public Liability Insurance (£10m) | Pass / Fail |
| E9 | Motor Fleet / Vehicle Insurance | Pass / Fail |
| Licences & Permits | | |
| Ref | Question Heading | Assessment Type |
| E10 | Hackney Carriage operation | Mandatory – Information Only |
| E11 | Hackney Carriage licence details | Pass / Fail |
| E12 | Hackney Carriage special conditions | Mandatory – Information Only |



| | | |
|---------------------------------------|----------------------------------------------------|------------------------------|
| E13 | Private Hire Operator licence held | Pass / Fail |
| E14 | Private Hire licence details | Pass / Fail |
| E15 | Private Hire special conditions | Mandatory – Information Only |
| E16 | PSV Operator licence held | Pass / Fail |
| E17 | PSV licence details | Pass / Fail |
| E18 | Section 19 permit operation | Mandatory – Information Only |
| E19 | Section 19 permit details | Pass / Fail |
| E20 | Section 22 permit operation | Mandatory – Information Only |
| E21 | Section 22 permit details | Pass / Fail |
| Past Performance / Regulatory History | | |
| Ref | Question Heading | Assessment Type |
| E22 | Suspension / early termination (last 4 years) | Pass / Fail |
| E23 | Details of suspension / termination | Pass / Fail |
| E24 | Operator licence removal (last 2 years) | Pass / Fail |
| E25 | Details of licence removal | Pass / Fail |
| E26 | Traffic Commissioner public inquiry (last 5 years) | Pass / Fail |
| E27 | Inquiry details and remedies | Pass / Fail |
| E28 | Ongoing notification commitment | Pass / Fail |



| Financial Capacity | | |
|--------------------------------|-------------------------------------------------------|-----------------|
| Ref | Question Heading | Assessment Type |
| E29 | Ability to provide financial information if requested | Pass / Fail |
| E65 | Acceptance of proportionate financial standing checks | Pass / Fail |
| Vehicles, Drivers & Operations | | |
| Ref | Question Heading | Assessment Type |
| E30 | Vehicle inspection procedure | Pass / Fail |
| E31 | Driver English language capability | Pass / Fail |
| E32 | Driver training arrangements | Pass / Fail |
| E33 | Two-way communication system | Pass / Fail |
| E34 | Vehicle breakdown procedure | Pass / Fail |
| E35 | Drug & alcohol misuse policy | Pass / Fail |
| E36 | Safer recruitment arrangements | Pass / Fail |
| E37 | Equal Opportunities policy | Pass / Fail |
| E38 | Customer care & complaints procedure | Pass / Fail |
| E39 | Business continuity / contingency plans | Pass / Fail |
| E40 | Wheelchair-accessible vehicle training (commitment) | Pass / Fail |



| | | |
|--------------------------------------|--------------------------------------------|-----------------|
| E41 | Route contract number display (commitment) | Pass / Fail |
| E42 | Journey recording system use (commitment) | Pass / Fail |
| E43 | Driver logs maintenance (commitment) | Pass / Fail |
| E44 | Visible ID requirements | Pass / Fail |
| E45 | GDPR training and compliance | Pass / Fail |
| E46 | Employment law compliance | Pass / Fail |
| E47 | WAV / ramp maintenance (LOLER / PUWER) | Pass / Fail |
| E48 | Fleet capacity sufficiency | Pass / Fail |
| Health, Safety, Training & Assurance | | |
| Ref | Question Heading | Assessment Type |
| E49 | Health & Safety Policy | Pass / Fail |
| E50 | Staff induction training | Pass / Fail |
| E51 | Audit acceptance | Pass / Fail |
| E52 | DBS/safeguarding commitment | Pass / Fail |
| E53 | DBS Update Service subscription | Pass / Fail |
| Data Protection | | |
| Ref | Question Heading | Assessment Type |
| E54 | ICO enforcement history | Pass / Fail |



| | | |
|-----------------------------------------|--------------------------------------------|------------------------------|
| E55 | Incident details and mitigations | Pass / Fail |
| Conflicts of Interest (Disclosure Only) | | |
| Ref | Question Heading | Assessment Type |
| E56 | Ownership / directorship interests | Information Only |
| E57 | Details of ownership interests | Information Only |
| E58 | Shareholding interests | Information Only |
| E59 | Shareholding details | Information Only |
| E60 | Previous association with WNC providers | Information Only |
| E61 | Association details | Information Only |
| E62 | Family relationships | Information Only |
| E63 | Family relationship details | Information Only |
| Final Confirmations | | |
| Ref | Question Heading | Assessment Type |
| E64 | Acceptance of Service Specification | Pass / Fail |
| E66 | Declaration (accuracy, probity, authority) | Pass / Fail |
| E67 | Contact details of respondent | Mandatory – Information Only |
| E68 | Incident management policy | Pass / Fail |

Information-only questions are used to gather contextual, disclosure, or risk-management information. Responses to these questions will not be used to assess eligibility, score, rank, or exclude suppliers at admission stage.



Where an information-only response identifies a potential issue (for example a conflict of interest), the Authority may seek clarification and, where appropriate, apply proportionate mitigation measures in accordance with the Procurement Act 2023.

Pass/Fail questions form part of the Authority's minimum conditions of participation. Failure to meet a Pass/Fail requirement may result in rejection from admission, subject to any clarification process permitted by law.

8. GENERAL

No information in this document is, or should be relied upon as, an undertaking or representation as to the Authority's ultimate decision in relation to the requirement.

Any attempt by Potential Suppliers or their advisors to influence the contract award process in any way may result in the Potential Supplier being disqualified.

Potential Suppliers are responsible for ensuring no conflicts of interest exist between the Potential Supplier, their advisors and their respective staff, and the Authority, its advisors and their respective staff. Any Potential Supplier who fails to comply with this requirement may be disqualified from the procurement at the discretion of the Authority. If any conflict of interest or potential conflict of interest between the Potential Supplier, their advisors, the Authority's advisors, or any combination thereof becomes apparent to the Potential Supplier, they shall inform the Authority immediately. In such circumstances, the Authority shall, at its sole, explicit, and absolute discretion, decide on the appropriate course of action. If the Authority becomes aware of any conflict of interest that a Potential Supplier has not declared to the Authority, they may be disqualified from the procurement process.

The Authority reserves the right to approve (subject to conditions) or reject the changes referred to above. A rejection of the changes may result in the Potential Supplier being excluded from further participation in the procurement process.

9. AUTHORITY RIGHTS

The Authority reserves the right to

- waive and/or otherwise alter the requirements of this A&E questionnaire;
- seek clarification or additional documents in respect of a submission made by a Potential Supplier at any stage of the procurement process (provided always that the Authority is not obliged to so seek);
- disqualify any Potential Supplier that does not submit a compliant and/or complete Response in accordance with the instructions in this A&E questionnaire
- disqualify any Potential Supplier that is guilty of serious misrepresentation in relation to its submission;
- disqualify any Potential Supplier that acts in breach of the requirements of this A&E questionnaire.



- disqualify any Potential Supplier where the Potential Supplier fails to supply supporting evidence or supplies supporting evidence that does not corroborate the representations of the Potential Supplier in its A&E questionnaire response.
- withdraw this A&E questionnaire at any time, or to re-invite responses on the same or any alternative basis.
- retain copies of all documents submitted by Potential Suppliers at any stage to satisfy its audit obligations and for other purposes; and/or
- make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason.

By participating in this procurement process, Potential Suppliers accept that the Authority shall have no liability to a rejected or disqualified Potential Supplier in these circumstances.



10. GLOSSARY

| Term | Definition |
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| Accreditation Questionnaire | The part of the A&E process that captures core supplier information, exclusions information and initial onboarding details. It is assessed on a pass/fail basis where stated. |
| Enrolment Questionnaire | The part of the A&E process that gathers information on financial, legal and technical capacity, including project-specific requirements, to confirm minimum participation requirements. |
| A&E (Accreditation & Enrolment) | The onboarding stage for admission to the Open Framework. Applicants complete questions and upload evidence to demonstrate they meet the Authority's minimum requirements. |
| Admission | Confirmation that an Applicant has met the minimum onboarding requirements and is added to the Open Framework for the relevant service categories. Admission does not guarantee any work |
| Associated person | <p>A supplier may be an excluded supplier or an excludable supplier if any exclusion ground applies to either the supplier or an associated person (see the references to 'associated person' in section 57 of the Act) and if the circumstances giving rise to the ground are continuing or likely to occur again.</p> <p>An associated person for these purposes is defined in section 26(4) as a person the supplier is relying on in order to satisfy the conditions of participation (other than a guarantor).</p> <p>Associated persons are likely to be within the first tier of sub-contractors, but may be further down the supply chain, for example in procurements of contracts with highly technical elements.</p> |
| Call-Off Contract / Service Agreement | A contract awarded under the Open Framework for a specific transport requirement (e.g. a route). Call-offs are competed (further competition) or may be directly awarded in limited circumstances. |
| Central digital platform | <p>The online system referenced in the Procurement Act 2023 (Act) and defined in the Procurement Regulations 2024 as the central digital platform. It is available at www.gov.uk/find-tender</p> <p>The central digital platform will enable:</p> <ul style="list-style-type: none">contracting authorities and suppliers to register and receive a unique identifiercontracting authorities to publish notices and other information as required under the Act for covered and below- |



| Term | Definition |
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| | <p>threshold procurements</p> <ul style="list-style-type: none">• suppliers to submit and store certain core organisational information as required by the regulations to participate in a covered procurement. This information will only be available to those contracting authorities that a supplier chooses to share it with; it cannot be freely accessed• anyone to view the notices and access related public procurement data |
| Conditions of participation | <p>The Procurement Act 2023 includes rules on conditions of participation under a competitive tendering procedure and a competitive selection process under a framework.</p> <p>Contracting authorities are allowed to set conditions of participation only if they are a proportionate means of ensuring that suppliers have: a. legal and financial capacity; or b. technical ability, to perform the contract.</p> <p>Suppliers must satisfy these conditions if they are to be awarded the contract. The conditions must be proportionate having regard to the nature, complexity and cost of the public contract.</p> <p>Whereas compared with award criteria (section 23) which are used to assess the tender, conditions of participation are used to assess the supplier. Contracting authorities must make these conditions clear in the tender notice, supplemented (where necessary) by the tender documents.</p> |
| Connected persons | <p>A connected person is defined in paragraph 45 of Schedule 6 to the Act. In summary, it covers:</p> <ol style="list-style-type: none">a person with 'significant control' over the supplier (within the meaning given by section 790C(2) of the Companies Act 2006 (CA 2006))a director or shadow director of the suppliera parent undertaking or a subsidiary undertaking of the suppliera predecessor companyany other person who it can reasonably be considered stands in an equivalent position in relation to the supplier as a person within paragraph a to d.any person with the right to exercise, or who actually exercises, significant influence or control over the supplierany person over which the supplier has the right to exercise, or actually exercises, significant influence or control |



| Term | Definition |
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| Competitive tendering procedures | There are two competitive tendering procedures set out in section 20 of the Procurement Act 2023: the open procedure and the competitive flexible procedure, and both are commenced via publication of a tender notice. |
| Core supplier information | <p>The core supplier information defined in the regulation 6(9) of the Procurement Regulations 2024 is divided into four key categories of information and covers (in summary):</p> <ul style="list-style-type: none">• basic information – this includes (and is not limited to) the supplier’s name, unique identifier, address, VAT number (if applicable), legal form and date of company registration (if applicable), details of qualifications/trade associations and classification, for example whether the supplier is an SME and/or a public service mutual• economic and financial standing information – as set out in the supplier’s most recent financial accounts• connected person information – this includes (but is not limited to) information relating to relevant connected persons such as names, date of birth and nationality, service address and legal form• exclusion grounds information – this includes information relating to relevant convictions and events that form either a mandatory or discretionary exclusion ground under the Act |
| Debarment | <p>Debarment is a mechanism under which a Minister of the Crown can put a supplier on the centrally-published debarment list. This must be following an investigation, whereby the minister is satisfied that a supplier is an excluded supplier or an excludable supplier and should be added to the debarment list.</p> <p>Depending on why a supplier is on the debarment list, contracting authorities either must exclude them or may exclude them from procurements. The list will be managed by the Procurement Review Unit (PRU) and published on GOV.UK</p> |
| Dynamic Purchasing System (DPS) | The Authority’s previous electronic purchasing system for passenger transport services. The Open Framework replaces the DPS for new opportunities from the commencement date. |
| Excluded supplier | A supplier is an ‘excluded supplier’ where the contracting authority considers, firstly, that a mandatory exclusion ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an excluded supplier where a Minister of the Crown has already determined this – i.e. |



| Term | Definition |
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| | where the supplier or an associated person is on the debarment list because of a mandatory exclusion ground. |
| Excludable supplier | A supplier is an 'excludable supplier' where the contracting authority considers, firstly, that a discretionary exclusion ground applies to the supplier or an associated person and, secondly, that the circumstances giving rise to the exclusion ground are continuing or likely to occur again. A supplier will also be an excludable supplier where a Minister of the Crown has already determined this – i.e. where the supplier or an associated person is on the debarment list because of a discretionary exclusion ground. |
| Exclusions | The Procurement Act sets out a list of mandatory (schedule 6) and discretionary (schedule 7) exclusion grounds and places a duty on contracting authorities to consider both whether any of these apply to suppliers (including by virtue of a connected person), as well as whether the circumstances are continuing or likely to occur again. Contracting authorities must exclude an excluded supplier and may exclude an excludable supplier from procurements. |
| Intended sub-contractors | <p>As part of a competitive tendering process, contracting authorities must ask for details of all sub-contractors a supplier intends to use as part of the procurement (as required by section 28(1)(a) of the Act). This is not restricted to sub-contractors that the supplier is relying on to meet conditions of participation (who will in any event be associated persons) but applies to all sub-contractors (of all tiers) the supplier intends to sub-contract the performance of all or part of the contract to.</p> <p>A contracting authority must check whether any of the intended sub-contractors are on the debarment list (as required by section 28(1)(b) of the Act).</p> <p>A contracting authority may also request information for the purpose of determining whether any intended sub-contractor is an excluded or excludable supplier.</p> |
| Pass/Fail | An assessment approach where you must meet the stated minimum requirement. A fail on any pass/fail requirement may result in rejection from admission (subject to clarifications/verification where permitted). |
| Service Category | A category within the Open Framework based on vehicle capacity/capability (e.g. Route Based 1–8 seat, Urgent & Short Notice, Wheelchair accessible). Applicants can apply for one or more categories. |



| Term | Definition |
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| SProc.Net / ADAM Supplier Network | The Authority's chosen e-sourcing system used to complete A&E, onboard suppliers and run call-off competitions. |
| Unique identifier | Unique identifiers are defined in regulation 8 of the Procurement Regulations 2024. In the case of a supplier, it is the unique code which is submitted to the central digital platform and is recognised by that platform or, where no such code is submitted and recognised, it is the unique code which is allocated by that platform when the supplier registers on that platform. |