

adam

Application Guide

Royal Borough of Greenwich and GS Plus
Passenger Transport Services

adam

Royal Borough of Greenwich and GS Plus – Application Guide

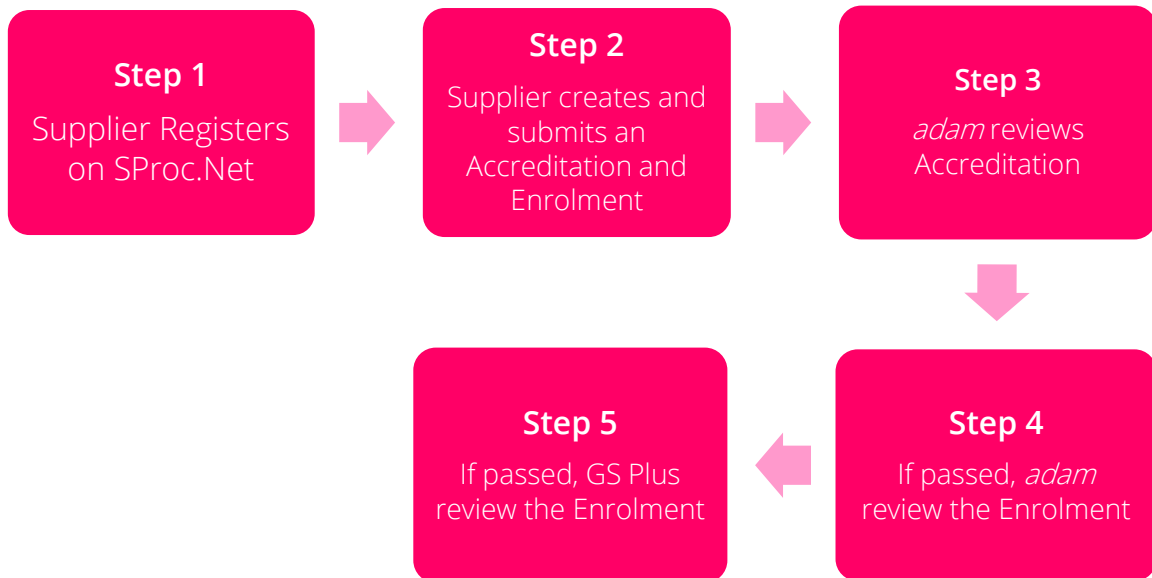
The Royal Borough of Greenwich and GS Plus will be working with *adam* HTT Ltd to introduce a web-based system, SProc.Net, to manage the Borough's Dynamic Purchasing System (DPS). SProc.Net will be used for the procurement of Passenger Transport Services for children and young people with special educational needs and disabilities (SEND).

The DPS will be used to source transport provision across a range of vehicle types for journeys to schools and placements outside of the borough, including the requirement for taxis, minibuses, wheelchair accessible vehicles and routes which may require a Passenger Assistant to support the passenger(s).

This document will outline the process of how to join SProc.Net from start to finish:

- How to join SProc.Net
- Registration
 - Add users
- Accreditation – information required
- Enrolment – information required
- Next Steps

How to join SProc.Net



Please note that if either the Accreditation or the Enrolment is failed, the Supplier will receive feedback from *adam* so amendments can be made. Typically, the cycle of these steps will take a maximum of 10 working days.

Step 1: Registration

Register

You must register your business on the system (<https://www.sproc.net>). The following is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (Ltd 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:

- First name
- Last name
- Job title
- Email address

Once the above fields have been completed, the first user will receive a username and a 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 by going to the admin tab > Users > New.

Additional Locations

If your company operates out of several offices/locations, you can add these by going on to the admin tab > Locations > New

Locations need to be added so that an Enrolment can be done per location (explained later).

Information required to make an additional location:

- 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.

All legal documentation for this implementation can be found at <http://demand.sproc.net>

Step 2: Accreditation & Enrolment

Accreditation

To start a new Accreditation, you will need to select the following:

- Accreditations tab > New
- Client: Royal Borough of Greenwich and GS Plus
- Category: Passenger Transport Services

At the Accreditation and Enrolment stages, your business will need to supply additional information to GS Plus. The tables below outlines the questions which require a response. Some questions will only have to be answered depending on the response to another question (see trigger questions). If the question is not applicable to your company, 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	Trading name(s) that will be used if successful in this procurement	

16	Relevant classifications (state whether you fall within one of these, and if so which one)	
17	Are you a Small, Medium or Micro Enterprise (SME)?	
18	<p>Details of Persons of Significant Control (PSC), where appropriate:</p> <ul style="list-style-type: none"> - Name; -Date of birth; -Nationality; - Country, state or part of the UK where the PSC usually lives; - Service address; -The date he or she became a PSC in relation to the company (for existing companies the 6 April 2016 should be used); - Which conditions for being a PSC are met; - Over 25% up to (and including) 50%, - More than 50% and less than 75%, - 75% or more. <p>(Please enter N/A if not applicable)</p> <p>UK companies, Societates European (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 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)

The table below shows which documents are on the Accreditation and how to submit these

Documents	Instructions
Declaration Statement	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Signature Document	Click on the document to open it and read. Return to the Accreditation and tick the corresponding box to electronically sign this document.
Sub-Contractor Information (Optional)	If you have responded 'Yes' to Q24, please download the Sub-contractor template provided, complete it and re-upload it.

Enrolment

You do not have to wait for the Accreditation to be approved to start your Enrolment, however, your Enrolment can only be reviewed by *adam* after you pass the Accreditation. Some questions will only display based on your answer to a previous question (trigger/response). If the question is not applicable to your company, you must insert N/A to submit your Enrolment.

Q	Company Information	Trigger / Response
1	<p>Has your organisation completed the European Single Procurement Document? https://ec.europa.eu/tools/espdc/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>	
2	<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 which should be referred to before completing these questions.</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 	
3	Please provide further details;	2 (Yes)

	<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. 	
4	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleansing)	2 (Yes)
5	<p>Regulation 57(3)</p> <p>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>	
6	<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>	5 (Yes)
7	<p>Regulation 57 (8)</p> <p>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? 	

	<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? 	
8	<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. 	7 (Yes)
9	<p>Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleansing)</p>	7 (Yes)
10	<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 	
11	<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. 	10 (Yes)
12	<p>Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (self-cleansing)</p>	10 (Yes)

13	Has your organisation been operating for more than three years?	
14	Please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least the past two years of trading.	13 (Yes)
15	Has your organisation been operating for between two and three years?	13 (No)
16	<p>Please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least the past two years of trading.</p> <p>OR</p> <p>If you are unable to upload the information required above, please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least one year of trading;</p> <p>AND</p> <p>Cash flow forecast for the next 3-5 years and projected profit and loss;</p> <p>AND</p> <p>Projected year-end balance sheet position for the current year of trading, both of which must have been certified by a qualified accountant or independent auditor.</p>	15 (Yes)
17	<p>Please confirm that you have uploaded audited or independently examined financial accounts that provide figures for at least the past one year of trading;</p> <p>AND</p> <p>A statement of the turnover, profit and loss and cash flow position for the most recent full year (or part year, if the full year is not applicable) trading and a year-end balance sheet, which must have been certified by a qualified accountant or independent auditor.</p> <p>OR</p> <p>If you are unable to upload the information required above, please confirm that you have uploaded a statement of the turnover, profit and loss and cash flow position for the most recent full year (or part year, if the full year is not applicable) trading and a year-end balance sheet</p>	15 (No)

18	Please say if your organisation is part of a wider group (e.g. a subsidiary of a holding/parent company)?	
19	What is the relationship of the organisation to your organisation?	18 (Yes)
20	Are you able to provide parent company accounts if requested to at a later stage?	18 (Yes)
21	Please confirm that if necessary, your organisation's parent company would be willing to provide a guarantee. (A parent company guarantee is a form of financial support provided by a holding company). It is a guarantee of your obligations and typically a financial guarantee that, in the event that you do not pay any obligations under your contractual arrangements then the entity providing the guarantee will pay instead.	18 (Yes)
22	Would your organisation be able to obtain a guarantee elsewhere (e.g. from a bank)?	21 (No)
23	Please provide details of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) that are relevant to our requirement. VCSEs may include samples of grant-funded work. Contracts for supplies or services should have been performed during the past three years. Works contracts may be from the past five years.	
24	If you cannot provide at least one example, in no more than 500 words please provide an explanation for this e.g. your organisation is a new start-up, or you have provided services in the past but not under a contract.	
25	Where you intend to sub-contract a proportion of the contract, please demonstrate how you have previously maintained healthy supply chains with your sub-contractor(s) Evidence should include, but is not limited to, details of your supply chain management tracking systems to ensure performance of the contract and including prompt payment or membership of the UK Prompt Payment Code (or equivalent schemes in other countries) Please enter N/A if you do not sub-contract.	
26	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
27	Are you compliant with the annual reporting requirements contained within Section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015? ("the Act")?	26 (Yes)
28	Employers Liability (including volunteers) Insurance (£10m):	

	Please confirm you have uploaded a scanned copy of your organisation's Insurance Certificate for your Employer's Liability Insurance, which must cover a minimum of £10m.	
29	Public Liability (including loss or damage to Service Users' personal effects) Insurance (£5m): Please confirm you have uploaded a scanned copy of your organisation's Insurance Certificate for your Public Liability Insurance, which must cover a minimum of £5m.	
30	Professional Liability Insurance (£2m): Please confirm you have uploaded a scanned copy of your organisation's Insurance Certificate for your Professional Liability Insurance, which must be a minimum of £2m.	
31	Please self-certify that your organisation has a Sustainability or Environmental Policy or Statement that complies with current legislative requirements.	
32	Please outline how you contribute to environmental sustainability in the course of your business	
33	Please self-certify that your organisation has a Diversity or Equality Statement that complies with current legislative requirements.	
34	Please outline how you ensure diversity and inclusion within the workplace	
35	Does your organisation hold a valid Public Service Vehicle Operator Licence?	
36	Please confirm you will upload evidence of your Public Service Operator Licence	35 (Yes)
37	Does your organisation hold a valid Private Hire Operators Licence?	
38	Please confirm you will upload evidence of your Private Hire Operators Licence	37 (Yes)
39	Does your organisation hold a valid Hackney Carriage Licence?	
40	Please confirm you will upload evidence of your organisation's Hackney Carriage Licence	39 (Yes)
41	For information only - Have you or your Company ever had a Vehicle Operator Licence suspended, revoked or refused?	
42	Please provide brief details of the circumstances and what actions were taken to enable the Licence to be renewed.	41 (Yes)
43	Have you ever been removed or suspended from a transport contract, Framework or DPS, or similar?	
44	Please provide brief details of the circumstances and what actions were taken.	43 (Yes)
45	Please outline how you propose to ensure children, young people are safe. How do you ensure that drivers and/or passenger assistants are aware of any risks and that passengers are able to cope with stressful situations?	

46	How do you ensure that your staff are able to communicate effectively with passengers, parents or carers? How does this ensure that passengers arrive at school in a calm state, ready to learn?	
47	Outline your plan to ensure continuous and timely service provision. In particular you should address staff shortages, major incidents/accidents, extreme weather conditions etc.	
48	Please confirm that all drivers will hold a full UK driving licence. This information will be required before the commencement of any contracts.	
49	Please confirm that each person employed or engaged in the provision of the services who may come into contact with children or vulnerable adults has undergone an Enhanced Disclosure & Barring Service (DBS) check.	
50	Please can you confirm your commitment to paying the London Living Wage: A) I am committed to paying the London Living Wage and do so to all staff members B) I am committed to pay the London Living wage but only to permanent staff members C) I do not pay the London Living Wage but we are considering it within the next 6 months D) We have no intention to pay the London Living Wage E) Not Applicable – I am self-employed.	
51	Please confirm that you have read and will adhere to GS Plus' GDPR policy? This document can be found on demand.sproc.net	
52	Please confirm that you have read and will adhere to GS Plus' safeguarding policy? This document can be found on demand.sproc.net	
53	Please confirm that you have read and will adhere to GS Plus' health and safety policy? This document can be found on demand.sproc.net	

Mandatory Enrolment Documents

Document	Instructions
Evidence of Employers Liability Insurance	Please upload your Employers Liability (including volunteers) Insurance Policy (£10m). Please fill in the start and expiry date.
Evidence of Public Liability Insurance	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£5m). Please fill in the start and expiry date.

Professional Liability Insurance	Please upload your Professional Liability Insurance Policy (£2m). Please fill in the start and expiry date. If you do not have Professional Liability insurance, please upload a blank word document and fill in the expiry date the same as one of your other insurances.
Financial Information	Please upload copies of the required financial documentation, as requested in questions 14-17, as applicable
Public Service Vehicle Operators Licence	Please upload evidence of your organisation's Public Service Vehicle Operator Licence as outlined in Q35 & Q36
Private Hire Operators Licence	Please upload evidence of your organisation's Private Hire Operators Licence as outlined in Q37 & Q38
Hackney Carriage Licence	Please upload evidence of your organisation's Hackney Carriage Licence as outlined in Q39 & Q40

Optional Documents

Document	Instructions
European Single Procurement Document	If you have answered Yes to Q1, please upload your organisation's European Single Procurement Document
Living Wage Foundation Certificate	If you have answered A) I am committed to paying the London Living Wage and do so to all staff members on Q45, please upload a copy of your organisation's Living Wage Foundation certificate

Service Categories

The eight Service Categories below show a breakdown of the services which GS Plus include under SEN transport. You will need to select all the Service Categories which apply to your business in order to view the relevant Requirements. These are:

1. Taxi and Minicab (1-8 seats)
2. Taxi and Minicab (1-8 seats) with Passenger Assistant
3. Taxi and Minicab (1-8 seats) Wheelchair Accessible
4. Taxi and Minicab (1-8 seats), Wheelchair Accessible with Passenger Assistant

5. Minibus (9-16 seats)
6. Minibus (9-16 seats) with Passenger Assistant
7. Minibus (9-16 seats) Wheelchair Accessible
8. Minibus (9-16 seats) Wheelchair Accessible with Passenger Assistant

Bank Details

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

Next Steps

For more details on how to create and submit your Accreditation and Enrolment, please see the Accreditation and Enrolment User Guide available at <http://demand.sproc.net> under the 'Help' section.

All documentation for this implementation can be found at <http://demand.sproc.net>