



**Passenger Transport Services 2020:
Supplier Briefing
on Dynamic Purchasing System (DPS)**



What We Are Going To Do

- Use of *adam's* SProc.Net
- Establish DPS on Friday 28th August 2020
- Submit enrolment application Friday 18th September 2020
- Go live Monday 28th September 2020

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Introduction

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adam delivers a **digital** commissioning solution to manage the

end-to-end

process

From accrediting suppliers, to buying personalised services, to single weekly billing

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The adam Transport *solution*



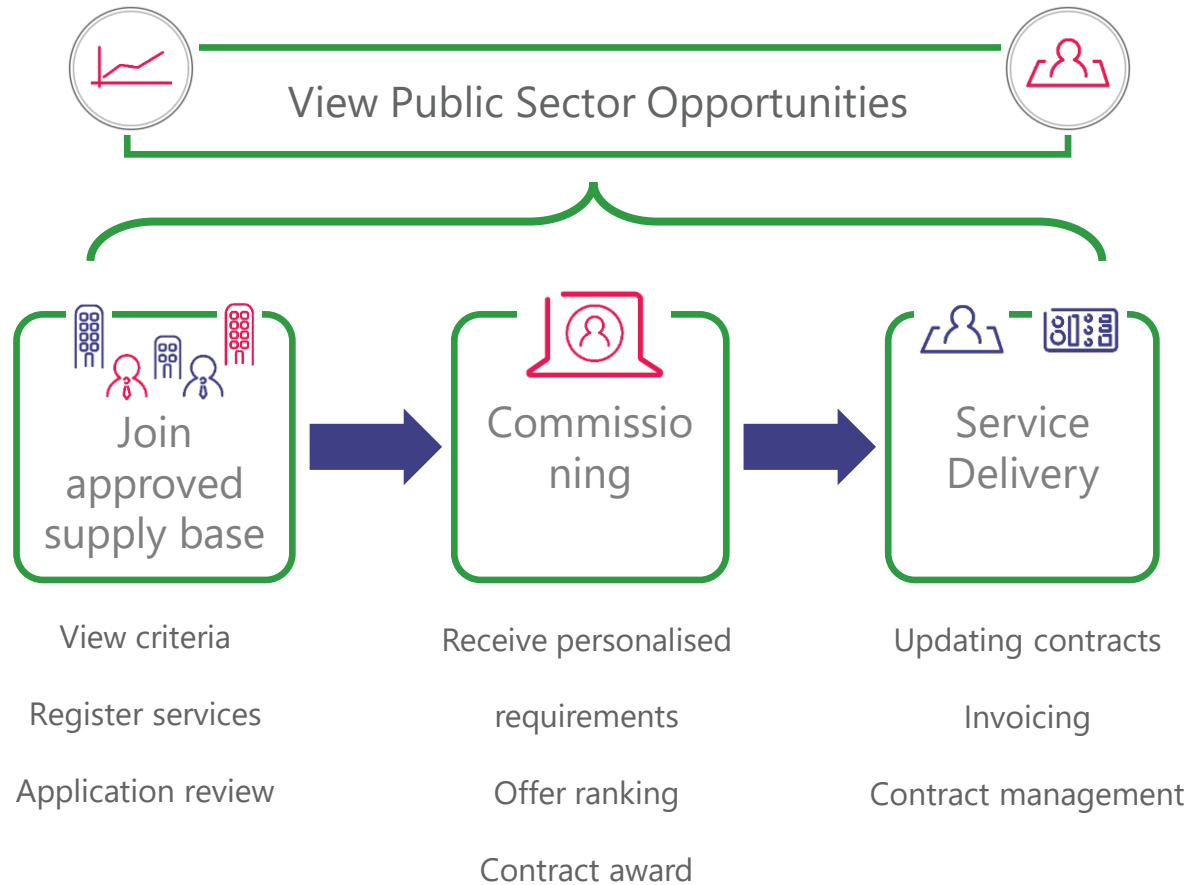
Manages over **£100m** of annual spend

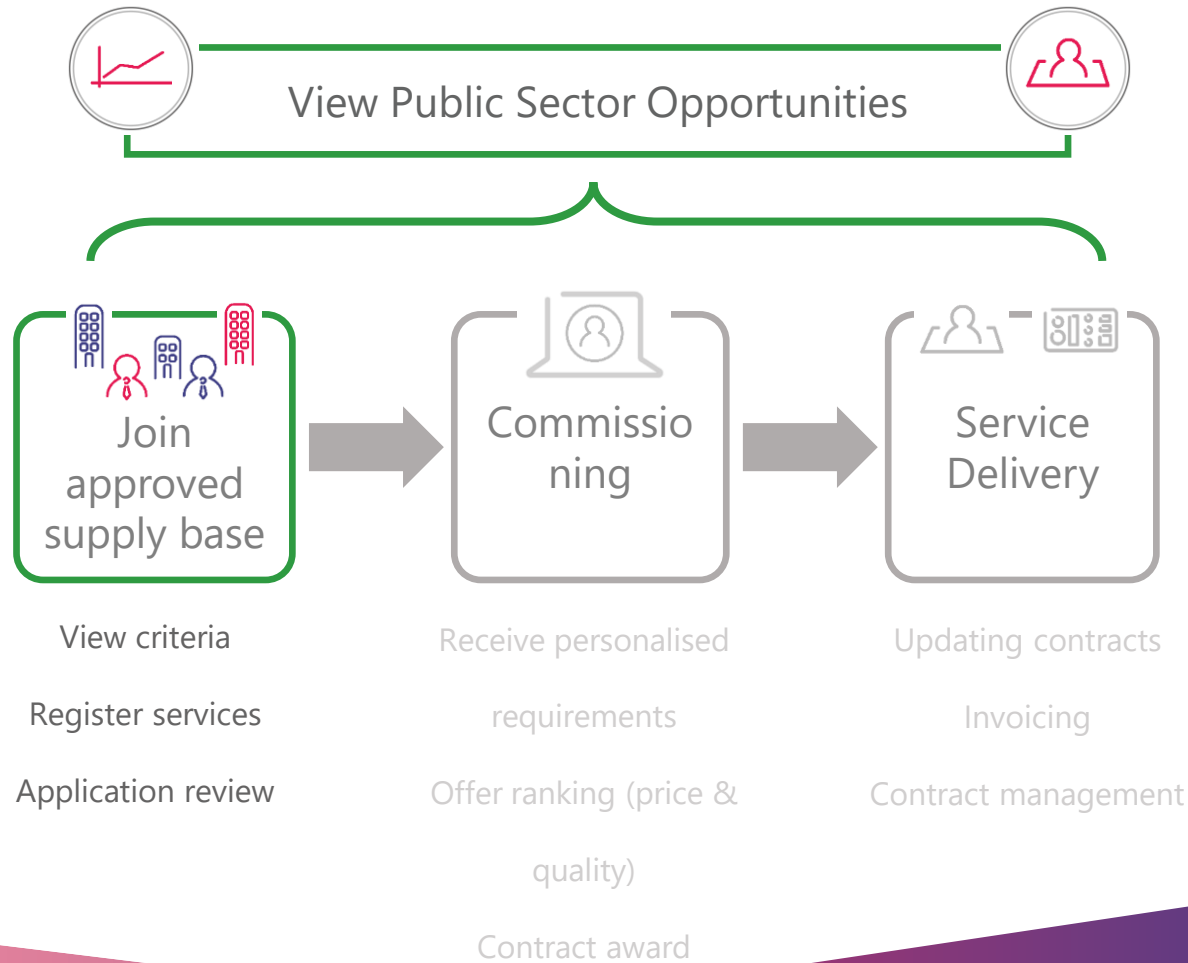
across **5,000** active routes, on behalf of



16 Local Authorities







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System Walkthrough

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Terminology & useful links

- www.sproc.net - the platform being used
- **adam** - the company that owns the SProc.Net system
- <http://demand.sproc.net/> - the 'shop window' to view opportunities and how to register
- **Accreditation and Enrolment (A&E)** - selection criteria required to be approved on SProc.Net

- **Service Agreement (SA)** - a contract to deliver the package
- **Service Receipt (SR)** - the receipt/invoice for the delivery of the package
- **Self Bill** - system Generated Invoice
- **Dynamic Purchasing System (DPS)** - electronic procurement model

Becoming an Approved Provider

1

Registration

SProc.Net

Company Name

Address

Details for 1st User

2

Accreditation

Sub-contractor
Information (optional)

Supplier Agreement

Self-Bill Agreement

Declaration Statement

3

Enrolment

European Single
Procurement Document
(Optional)

Contract Examples

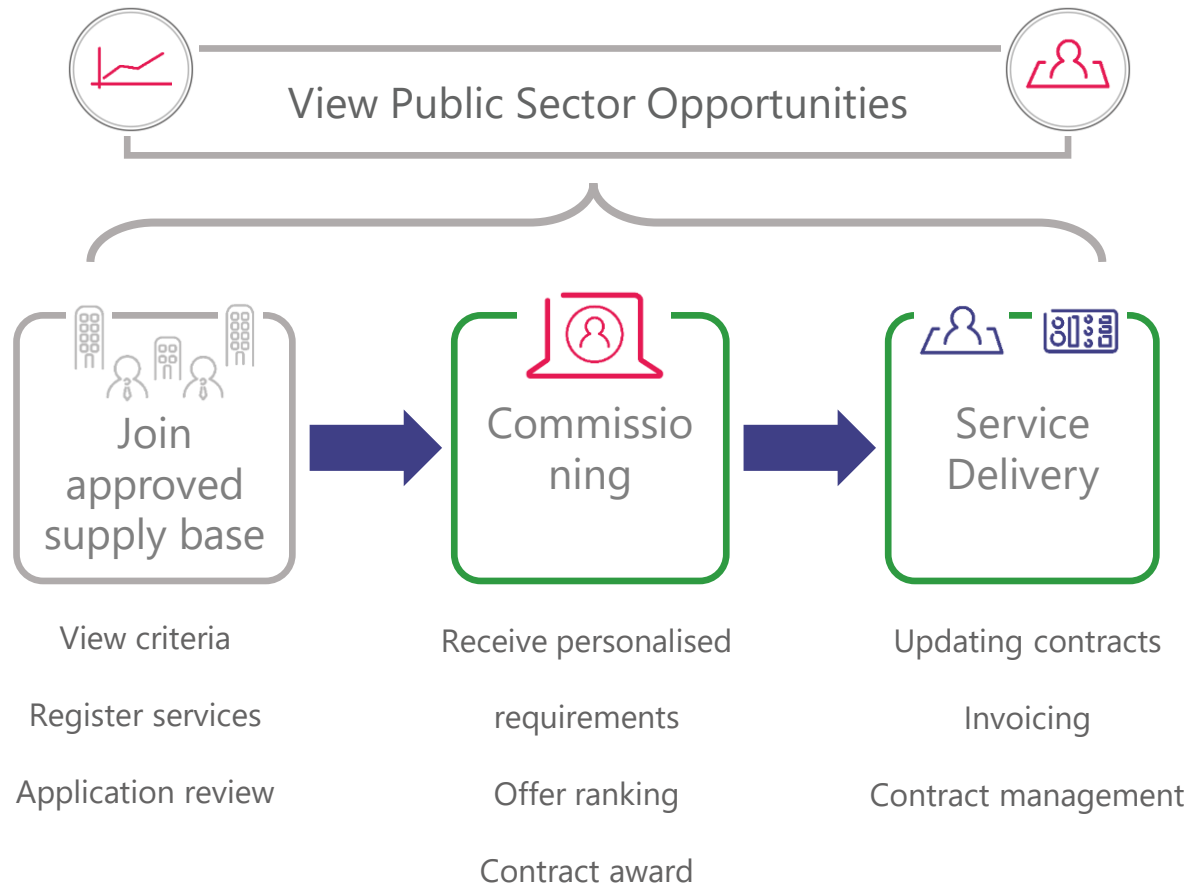
Insurance Documents

Finance Documents

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Looking ahead

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Help & Assistance



For queries regarding your Accreditation & Enrolment applications please contact *adam*:

Telephone

Support is available on 0871 474 0332 Mon-Fri 8:30am till 5:00pm

Live Chat

Log in to [sproc.net](http://www.sproc.net) and click the Need Assistance button to live chat with our support consultants.

www.sproc.net

<http://demand.sproc.net/>

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The Tendering Process

What happens when Waltham Forest require a service to be delivered?



Requirement Creation & Distribution

How it will work

- All suppliers are sent an email notification at the same time
- All suppliers receive the same information in the same format

Benefits to You

- You are instantly made aware of the opportunity
- You only receive requirements that you have subscribed for
- Increased opportunity to provide services
- Greater transparency



Offer

- Set offer format
- Simple wizard to ensure all elements of the offer are completed
- Consists of responses to quality criteria and price
- Messaging functionality

Benefits to You

- Auditable trail of all offers you have made
- Your offer is on a level playing field
- Streamlined process



Client Review

- All shortlisted offers are viewed by Waltham Forest in the same format
- Offer comparison report allows each response to any questions to be analysed and evaluated
- Profile statements are evaluated by the council and scored to contribute to the quality score

Benefits to You

- If you are shortlisted then you are reviewed and scored regardless
- Each shortlisted offer is scored against the same criteria



Service Agreement

- Brings together the details from the requirement and the details of the winning offer

Benefit to You

- If you are unsuccessful then you are given statistical feedback against the winning offer



The Billing Process

What happens once you have delivered the required service?



Service Receipting

- Weekly service receipts are created on SProc.Net
- Potential for quality feedback on service delivered



Self-Bill, Invoice & Payment

- Self-bill is downloaded per provider to show any approved service receipts
- Invoice sent to council for all approved service receipts
- Payment made in accordance with terms and conditions set out in self-bill agreement

Benefits to You

- Consistent and streamlined payment process
- Reduced timeline due to electronic transfer dependent on contracted payment terms



Audit & Supplier Management

- Central portal of reports and analysis tools
- Stores all documents attached to accreditation, enrolment, offers and service agreements
- Tasks, notes and messaging functionality

Benefits to You

- Gives you the information for strategic decision-making
- You can easily spot areas for improvement



Joining Waltham Forest's Supply Chain

How do you join the supply chain to provide services to Waltham Forest?



Engagement Timetable

- Register on SProc.Net
- Accredit and enrol - Friday, 28th August 2020
- Submit enrolment application by Friday 18th September 2020
- Go live on Monday 28th September 2020



Registration

- Provide basic details on SProc.Net to get a username and password

Accreditation

- SProc.Net checks responses
- Pass/Fail criteria
- Insurances

Enrolment

- Subjective criteria
- Quality assessment



Next Steps

- Once the portal opens on 28/08/2020, visit <http://demand.sproc.net/>
- Complete the A&E process on www.sproc.net
- Look out for requirements from London Borough of Waltham Forest