

adam

Application Guide
London Borough of Newham
SEND Services

adam

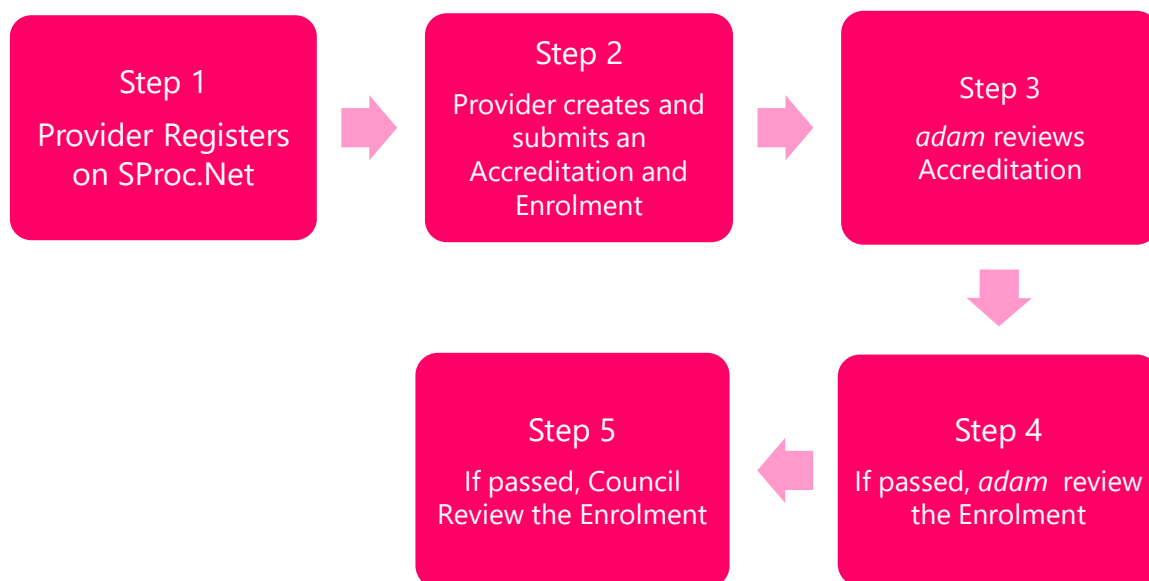
London Borough of Newham – Application Guide

The London Borough of Newham (the “Council”) 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 Services for children and young people with special educational needs and disabilities (SEND).

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

- How to join SProc.Net
- Registration
 - Adding 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 Provider 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 your first administrator 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 navigating to the admin tab > Locations > New

Locations need to be added so that an Enrolment can be completed per location (explained later in this document).

Information required to create 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 Provider 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: London Borough of Newham
- Category: Services for Children and Young People with SEND

At the Accreditation and Enrolment stages, your business will need to supply additional information to the Council. The tables below outline the questions and documents which require completing. Some questions will only have to be answered depending on the response to another question (trigger questions).

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)? See EU definition of SME: https://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en/	
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 that they became a PSC in relation to the company (for existing companies the 6 April 2016 should be used) - Which of the following conditions for being a PSC are met <ul style="list-style-type: none"> - 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, Societas Europaea (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 ultimate 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 the 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	<p>If you have responded "Yes" to question 24, please download the Sub-Contractor information document, complete, and re-upload.</p> <p>If you have responded "No" to question 24, please upload a document stating that no Sub-Contractors are to be used.</p> <p>*Please ensure you upload a document here, even if you do not intend to use sub-contractors</p>	24 (Yes)

The table below outlines which documents are required for completion of 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 to electronically sign this document.
Supplier Agreement	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes to electronically sign this document.
Self-Bill Agreement	Click on the document to open it and read. Return to the Accreditation and tick the corresponding boxes to electronically sign this document.
Sub-Contractor Information	<p>If you have responded 'Yes' to Q24, please download the Sub-contractor template provided, complete it and re-upload it.</p> <p>If you have responded "No" to Q24, please upload a document stating that no sub-contractors are to be used.</p>

Enrolment

You do not have to wait for your Accreditation to be approved by the Council to start completing 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).

Q	Company Information	Trigger / Response
1	<p>Has your organisation completed the European Single Procurement Document? https://ec.europa.eu/tools/espd/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) 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 	1 (No)

3	<p>If you have answered 'yes' to the question above, 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. 	2 (Yes)
4	<p>If you have answered Yes to any of the questions above. have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self-Cleaning)</p>	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>	1 (No)
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 - Aware of any conflict of interest within the meaning of regulation 24 due to the participation in the procurement procedure 	1 (No)

	<ul style="list-style-type: none"> - 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-cleaning)</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 	1 (No)
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-cleaning)</p>	10 (Yes)
13	<p>Are you able to provide a copy of your audited accounts for the last two years, if requested?</p>	
14	<p>If no, can you provide one of the following: answer with Y/N in the relevant box.</p> <p>A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most</p>	13 (No)

	<p>recent year of trading for this organisation</p> <p>or</p> <p>A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation.</p> <p>or</p> <p>A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position.</p> <p>or</p> <p>Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).</p>	
15	Where we have specified a minimum level of economic and financial standing and/or a minimum financial threshold within the evaluation criteria for this procurement, please self-certify by answering 'Yes' or 'No' that you meet the requirements set out.	
16	Are you able to provide parent company accounts if requested to at a later stage?	15 (No)
17	If yes, would the parent company be willing to provide a guarantee if necessary?	16 (Yes)
18	If no, would you be able to obtain a guarantee elsewhere (e.g. from a bank)?	16 (No)
19	<p>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.</p> <p>The named contact provided should be able to provide written evidence to confirm the accuracy of the information provided below.</p> <p>Consortia bids should provide relevant examples of where the consortium has delivered similar requirements. If this is not possible (e.g. the consortium is newly formed or a Special Purpose Vehicle is to be created for this contract) then three separate examples should be provided between the principal member(s) of the proposed consortium or Special Purpose Vehicle (three examples are not required from each member).</p> <p>Where the Supplier is a Special Purpose Vehicle, or a managing agent not intending to be the main provider of the supplies or services, the information requested should be provided in respect of the main intended provider(s) or subcontractor(s) who will deliver the contract.</p> <p>Please confirm you will complete the template attached</p>	

20	<p>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)</p> <p>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)</p> <p>Please enter N/A if you do not sub-contract.</p>	
21	<p>If you cannot provide at least one example for questions 19, 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.</p>	19 (No)
22	<p>Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?</p>	
23	<p>If you have answered yes to question 22 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?</p> <p>If yes, please provide the relevant URL to view the statement. If no, please provide an explanation</p>	22 (Yes)
24	<p>Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below:</p> <p>Employer's (Compulsory) Liability Insurance = £5m</p> <p>*It is a legal requirement that all companies hold Employer's (Compulsory) Liability Insurance of £5 million as a minimum. Please note this requirement is not applicable to Sole Traders.</p>	

25	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Public Liability Insurance = £1m	
26	Please self-certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below: Professional Indemnity Insurance = £1m	
27	Are you enrolling to provide any of the following: 1-2-1 Personal Care & Outreach Support, Overnight Respite (Registered Provisions), Healthcare & Nursing Support?	
28	Please confirm you have uploaded your most recent CQC certificate. If you have yet to be inspected, please upload a document to explain this.	27 (Yes)
29	Please provide your CQC Provider ID number (Type N/A if not applicable)	27 (Yes)
30	Please provide your CQC Location ID number (Type N/A if not applicable)	27 (Yes)
31	Are you enrolling to provide Overnight Respite (Registered Provisions)?	
32	Are you registered with Ofsted for Education or Social Care?	31 (Yes)
33	Please provide your Ofsted unique reference number (URN)	32 (Yes)
34	Are you registered with the UK Register of Learning Providers (UKRLP)?	
35	Please provide your United Kingdom Provider Number (UKPRN)	34 (Yes)
36	Please confirm you have uploaded your health and safety policy	
37	Please self-certify that you will read and adhere to the London Borough of Newham's health and safety policy which can be found on http://demand.sproc.net/ClientDetails	
38	Please upload your GDPR policy	
39	Please self-certify that you will read and adhere to the London Borough of Newham's GDPR policy which can be found on http://demand.sproc.net/ClientDetails	38 (No)
40	Please self-certify that you will read and adhere to the London Borough of Newham's sustainability and environmental policy which can be found on http://demand.sproc.net/ClientDetails . (Answer N/A if not applicable)	
41	Please self-certify that your organisation has a Diversity or Equality Statement that complies with current legislative requirements.	
42	Please confirm that you have uploaded your diversity and inclusion policy	41 (Yes)
43	Please upload a copy of your Safeguarding policy	
44	Please describe what accredited Safeguarding training all employees involved in direct delivery of services have received.	
45	Please upload a copy of your organisation's Business Continuity Plan to demonstrate how your organisation will respond to circumstances that may affect the day to day running of your business (e.g. telephone lines down, bad weather, unpredictable staff sickness).	

46	Please outline any continued training and development processes and opportunities provided to ensure continued quality care.	
47	Please self-certify that all staff have a valid Disclosure and Barring Service (DBS) check in place.	
48	<p>Please select the statement which best reflects your organisation's commitment to the Living Wage Foundation.</p> <p>A) I am an accredited Living Wage Foundation employer and pay my staff the London Living Wage rate and uplift pay in line with the current Living Wage Foundation rate.</p> <p>B) I am currently going through the process of becoming an accredited Living Wage Foundation employer</p> <p>C) I am not an accredited Living Wage Foundation employer but commit to gaining accreditation within the first 6 months of the Framework/Contract.</p> <p>D) I am not an accredited Living Wage Foundation employer but pay the London Living Wage Foundation rate to all employees (except volunteers, apprentices, and interns).</p> <p>E) I am not an accredited Living Wage Foundation employer and do not currently pay the London Living Wage rate to all employees but commit to paying the London Living Wage rate to all employees (except volunteers, apprentices, and interns) within the first 6 months of the Framework/Contract.</p> <p>F) I am not an accredited Living Wage Foundation employer and do not currently pay the London Living Wage rate to all employees</p>	
49	Please confirm you understand that site visits may be conducted as part of a supplier appraisal and monitoring process.	
50	Outline details of your specialism in Special Educational Needs Teaching. Supplier Help: Give examples of teaching pupils who have mental health needs, complex SEN needs including physical disabilities. Give examples of teaching pupils with communication difficulties including Social Emotional & Behaviour Difficulties (SEBD).	

Mandatory Enrolment Documents

Document	Instructions
Financial Documentation	Please upload copies of the required financial documentation, as requested in questions 13-17, as applicable

Contract Examples	Please upload the contract examples template as requested in Q19
Safeguarding policy	Please upload the completed Safeguarding template provided by the London Borough of Newham (available at http://demand.sproc.net/ClientDetails), as requested in Q43.
Employers Liability Insurance	Please upload your Employers Liability (including volunteers) Insurance Policy (£5m), as requested in Q24.
Public Liability Insurance	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£1m), as requested in Q25.
Professional Indemnity Insurance	Please upload your Professional Indemnity Insurance (£1m), as requested in Q26.
Service Provider CQC Registration Certificate	Please upload a copy of the Service Provider Certificate, NOT the Registered Manager Certificate as requested in Q28. Pages must be uploaded to show both the Provider ID and the Location ID of the location that is being enrolled.
Diversity and Inclusion Policy	Please upload a copy of your Diversity and Inclusion Policy as requested in Q42.
Health & Safety Policy	Please upload a copy of your Health & Safety Policy, as requested in Q36.

Optional Documents

Document	Instructions
European Single Procurement Document	Please upload a copy of the relevant evidence to having already completed a European Single Procurement Document, as outlined in Q1
Business Continuity Plan	Please upload a copy of your organisation's Business Continuity Plan, as requested in Q45.
Living Wage Foundation Certificate	Please upload a copy of your organisation's Living Wage Foundation certificate, as requested in Q48.

Service Categories

The five Service Categories below show a breakdown of the services which the Council include under SEND services. You will need to select all Service Categories which apply to your business in order to view the relevant Requirements. These are:

1. 1-2-1 Personal Care & Outreach Support
2. 1-2-1 Outreach Support
3. Group Based Short Breaks
4. Overnight Respite (Registered Provisions)
5. Healthcare & Nursing Support

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>