



# Assisted Passenger Transport Services

**SURREY COUNTY COUNCIL – MARKET  
ENGAGEMENT**

# New DPS – Assisted Passenger Transport SEN Schools Mainstream schools Adults Service

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Project Manager: Varsha Dadlani

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# Introduction

## **SCC Team**

Eamonn Gilbert -Assistant Director SEND & LAC Commissioning

TCC – Transport Coordination Centre

Tracey Coventry – TCC Team Manager

Matthew Winnett – Transport Delivery Team Leader

Keith Baxter – Russell – Contracts & Control Team Leader

Varsha Dadlani – Project Manager

# Introduction

We would have preferred a face to face market engagement however, in abiding by the rules of social distancing, we are glad that technology has enabled us to engage with all suppliers.

## **adam Team**

Lee Dutton – Project Executive Sponsor

Jared McComie – Supplier Onboarding Manager

Chloe Boyce – Supplier Onboarding Manager

Alex McColgan – Project Manager

Sophie King – Project Manager

Vicky Browning – Trainer

# Transportation in Surrey is Changing

- The passenger transport service has moved to Children Service from 1<sup>st</sup> March 2020
- September 2020 - [New home to school Transport Policy](#)
- Greater focus on preparing Children for Adulthood
- Align SEN placements with SEN Transport

# Transportation in Surrey is Changing – cont'd

- The Council needs to deliver an efficient and cost effective service - we are looking at
  - Introducing Collection Points
  - Promoting Independent travel training
  - Introducing a buddy service

# Background & Scope

- Procurement of routes across all the 11 Boroughs & Districts
- Includes transport to out of borough schools and other facilities
- Includes routes with Passenger Assistants and wheelchair accessible vehicles
- Vehicles ranging from cars and mini-buses to Coaches



# Background & Scope –cont'd

SCC spend is approximately £40m per annum – £1,052,632 per week

Around 1700 routes and transporting around 7000 service users

- Covers all Passenger Transport Services
- Children – Home to School - SEN
- Children – Mainstream Schools
- Children – Ad-hoc transport
- Adults – Assisted passenger Transport

# Current DPS

- Current contract - Partnership DPS with East Sussex, West Sussex and Surrey County Council since 2015. East Sussex withdrew from the partnership and have set up their own *adam* DPS
- The current Intend system has not been easy for providers to use and we need a modern system.
- *adam* is a simplified Procurement Process for a DPS



*adam*

# New – Adams DPS

- SCC has entered into a contract with *adam* HTT Limited .
- It is a new system for tendering that is modern, intuitive and comes with both support to help move every operator across and also ongoing support with tendering
- *adam* Supplier Engagement team will actively support the suppliers and train them on the system during the tender process.

# What changes for you ?

- You will need to register with the new system to both continue delivering your current routes and tender for new work.
- The new system is easier, faster and it will help you both with invoicing and with compliance to our contract terms.
- You will have visibility of all routes issued to the market

# Our Aim – An Opportunity

- Want to continue to work in partnership with local businesses.
- Continue to provide safe and high quality transport services for our vulnerable children and young people and adults
- Ensure transparency and accountability in the process

# Safeguarding – Key to the service

- Safeguarding our passengers is vital
- Drivers must hold UK licences for the vehicle they will be driving
- Passenger Assistants & Drivers must hold TCC Authorised Identification badges (these include DBS clearance certificates)
- All crew members must be fully committed to delivering the service to the passengers

# What is in it for you?

- Access to approximately £40m per annum spend across 11 boroughs and districts
- Simple one-time on boarding process for a contract term of 4 years with a possible extension of further 2 years.
- Opportunity to grow your business
- Open, simplified application process
- Accurate electronic format for invoicing, improving cash flow
- An open, simplified application process with support from *adam* along the way

# How?

- Introduce *adam* (handover)





adam

Introduction

adam

# Table of Contents

- [The \*adam\* portfolio](#)
- [The process: step by step](#)
- [Useful Terminology](#)
- [System demo](#)
- [Next Steps?](#)
- [Your Support Team](#)

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

*end-to-end*

process

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

*adam*



The adam Transport *solution*



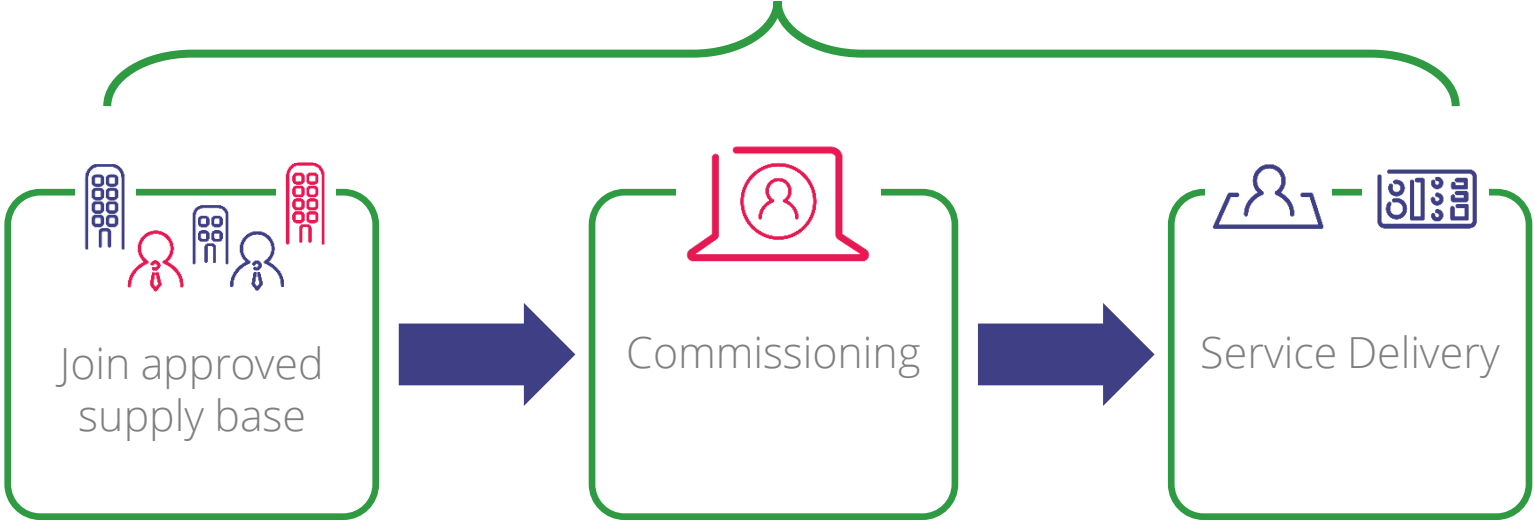
Manages over £100m of annual spend

across 5,000 active routes, on behalf of



16 Local Authorities

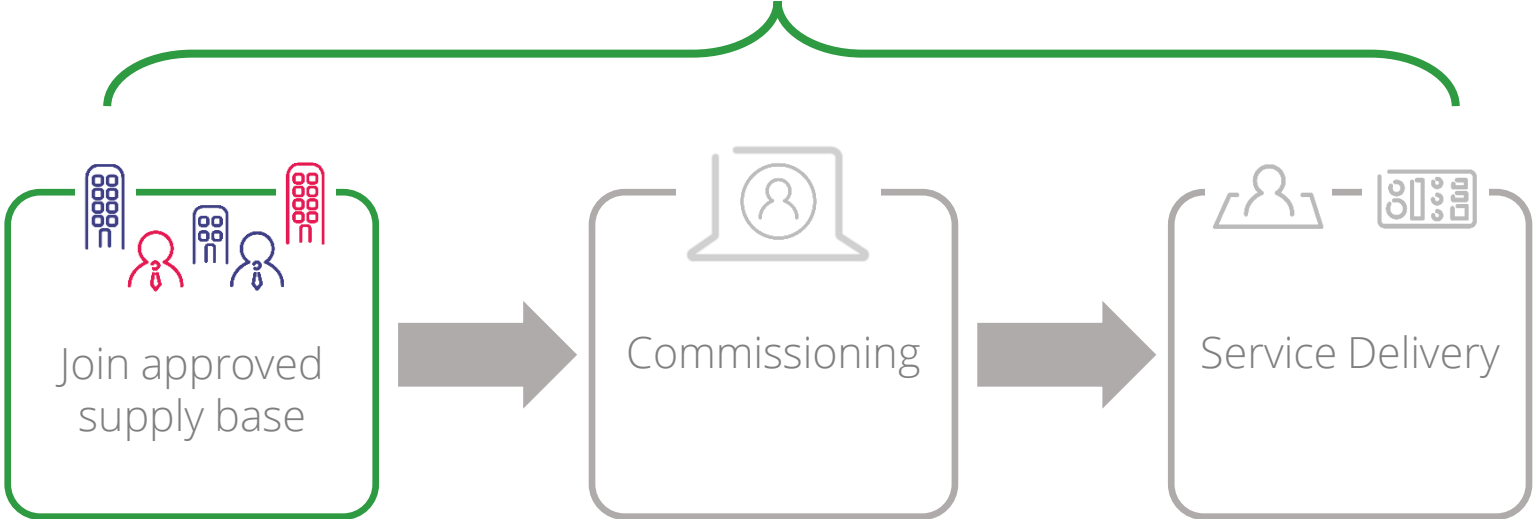




- View criteria
- Register services
- Application review

- Receive personalised requirements
- Offer ranking
- Contract award

- Updating contracts
- Invoicing
- Contract management



View criteria  
Register services  
Application review

Receive personalised requirements  
Offer ranking (price & quality)  
Contract award

Updating contracts  
Invoicing  
Contract management

# Terminology & useful links

- [www.sproc.net](http://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

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System Walkthrough

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# Becoming an Approved Provider

1

## Registration

SProc.Net

Company Name

Address

Details for 1<sup>st</sup> 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

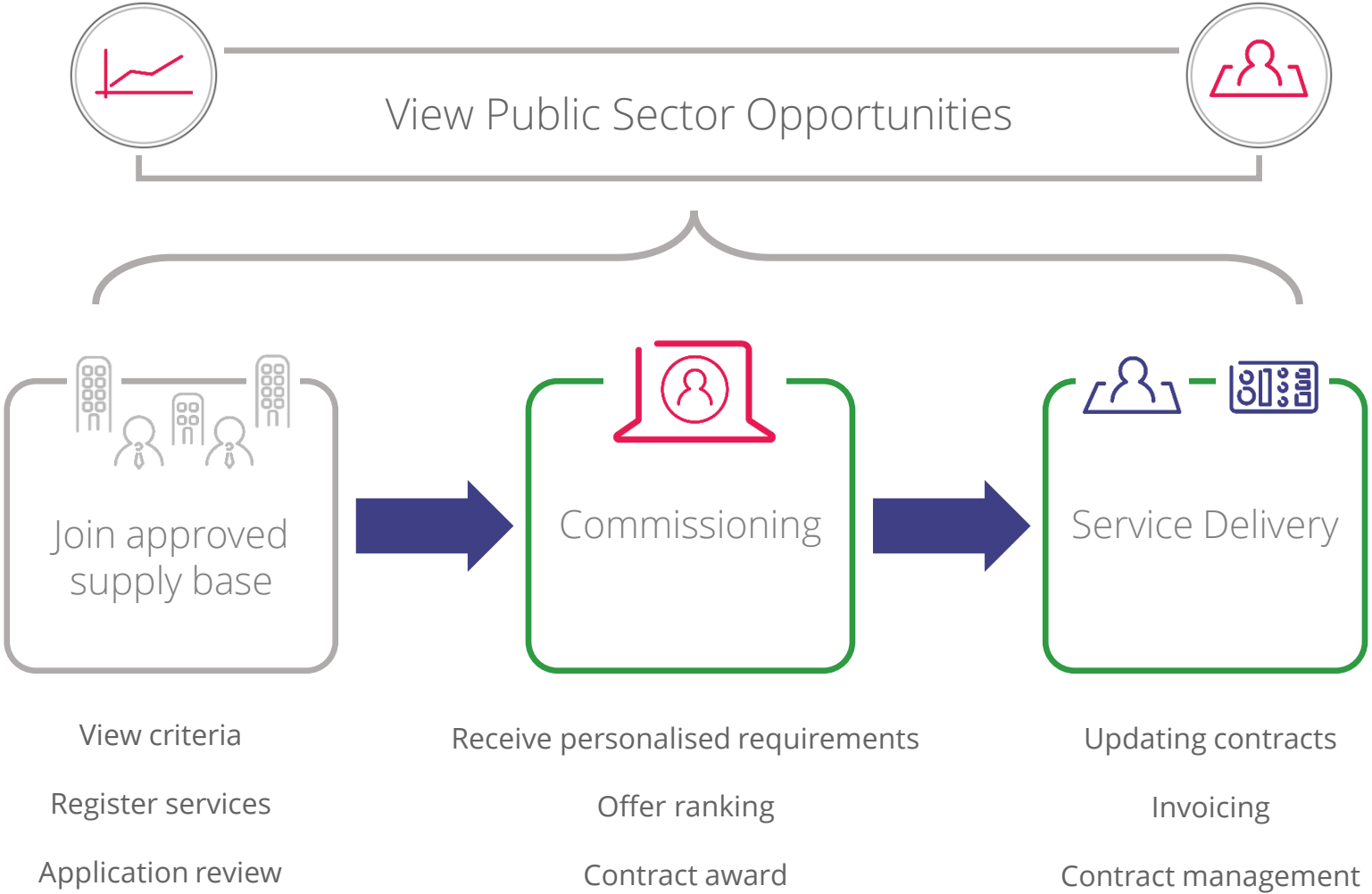
<https://vimeo.com/245338478/441f98201d>

*adam*

adam

Looking ahead

adam



## Next Steps

- Once the portal opens on 07/05/2020, visit [demand.sproc.net](http://demand.sproc.net)
- Complete the A&E process
- Attend one of the drop-in sessions on the TBC
- Look out for communications concerning the upcoming SProc.Net tutorial sessions (TBC)
- Look out for requirements from Surrey County Council

[www.sproc.net](http://www.sproc.net) <http://demand.sproc.net/>

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# Help & Assistance



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

Email: [supplier.engagement@useadam.co.uk](mailto:supplier.engagement@useadam.co.uk).

Phone: Jared – 0777 3971 228

Chloe – 0785 0913 121

For any technical queries or issues, please use the adam **LIVE CHAT** function on SProc.Net

[www.sproc.net](http://www.sproc.net) <http://demand.sproc.net/>

*adam*