

adam

Application Guide

Sutton, Achieving for Children and Kingston

Passenger Transport Services

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adam

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Sutton, Achieving for Children and Kingston - Application Guide

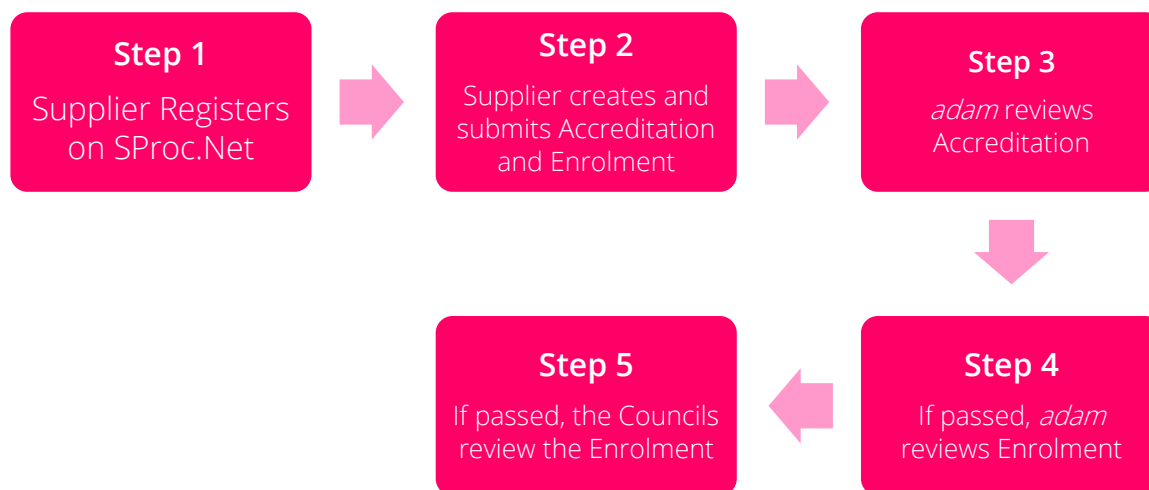
All Suppliers wishing to join this DPS will need to complete an Accreditation and Enrolment (A&E) on the new DPS to receive Requirements through SProc.Net.

This document will cover the following:

- Registration – applicable for Providers new to SProc.Net
 - Adding Users
 - Adding Locations
- Accreditation – information required
- Enrolment – information required
- Next Steps

How to join SProc.Net

The step-by-step process to be completed online is as follows:



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

Registration

Register

You must register your business on the system (<https://www.sproc.net>). If your company is part of a larger parent group, then head office should register on SProc.Net. The below shows what is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (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 for head office which will require the following:

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

Once the above fields have been completed and the first User has been created, they will receive a username and 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.

Add a Location

If your organisation has multiple locations or offices, it is possible to add these additional locations once the company has been registered.

To add a location, go to the Admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:

- Location display name
- Address

Accreditation & Enrolment

The Accreditation and Enrolment are the two phases of the application criteria to join the DPS. The tables below show the questions which the Supplier will have to respond to. Some questions will only have to be answered depending on the response to another question.

1. Accreditation

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

Client: Sutton, Achieving for Children and Kingston

Category: Passenger Transport Services

This table shows the questions which will need to be completed as part of your Accreditation. If the question is not applicable to your organisation you must insert N/A.

Q	Company Information	Trigger
1	Name of legal entity or sole-trader	
2	Registered office address (if applicable)	
3	Registered website address (if applicable)	
4	Trading status?	
5	Please specify your trading status	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	Please provide additional details of what is required and confirmation that you have complied with this.	
16	Relevant classifications (state whether you fall within one of these, and if so which one) Voluntary Community Social Enterprise (VCSE)	

	Sheltered Workshop Public service mutual N/A	
17	Are you a Small, Medium or Micro Enterprise (SME)? See EU definition of SME: http://ec.europa.eu/enterprise/policies/sme/facts-figures-analysis/sme-definition/	
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 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 the group of economic operators? Please enter N/A if not applicable.	21 (Yes)
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)

This table shows the documents which will need to be uploaded as part of your Accreditation.

Documents	Instructional text
Supplier Agreement	Please Download the templates provided, complete it and re-upload it.
Declaration Statement	Please Download the templates provided, complete it and re-upload it.
Sub-Contractor Information (Optional)	If you have responded 'Yes' to Question 24, please download the Sub-Contractor Information document, complete, and re-upload.

2. Enrolment

Once the Accreditation is complete, the Enrolment can be started immediately. You do not have to wait for the Accreditation to be approved, however your Enrolment can only be reviewed by *adam* after you have an Approved Accreditation.

This table shows the questions which will need to be completed as part of your Enrolment. If the question is not applicable to your organisation you must insert N/A.

Q	Company Information	Trigger
1	Has your organisation completed the European Single Procurement Document? https://ec.europa.eu/tools/espd/filter?lang=en (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.	
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 	1 (No)
3	<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. 	2 (Yes)
4	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	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>Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)</p>	5 (Yes)
8	<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? - 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? 	1 (No)
9	<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. 	8 (Yes)

	-If the relevant documentation is available electronically please provide the web address, issuing authority, precise reference of the documents.	
10	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	8 (Yes)
11	<p>Regulation 57 (8) 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)
12	<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. 	11 (Yes)
13	Have measures been taken to demonstrate the reliability of the organisation despite the existence of a relevant ground for exclusion? (Self Cleaning)	11 (Yes)
14	<p>Please confirm that your organisation will provide one of the following to demonstrate its economic/financial standing;</p> <ul style="list-style-type: none"> (a) A copy of the audited accounts for the most recent two years (b) A statement of the turnover, profit & loss account, current liabilities and assets, and cash flow for the most recent year of trading for this organisation (c) A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position (d) 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). 	

15	Please say if your organisation is part of a wider group (e.g. a subsidiary of a holding/parent company)?	
16	What is the relationship of the organisation to your organisation?	15 (Yes)
17	Are you able to provide parent company accounts if requested to at a later stage?	16 (Yes)
18	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.	17 (No)
19	Would your organisation be able to obtain a guarantee elsewhere (e.g. from a bank)?	18 (No)
20	Please confirm you will complete and upload the contracts examples template, providing examples of up to three contracts, in any combination from either the public or private sector; voluntary, charity or social enterprise (VCSE) from the last three years. You must have permission from the named contact provided to provide their information and they should be able to provide written evidence to confirm the accuracy of the information provided.	
21	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.	20 (No)
22	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")?	
23	Are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015?	22 (Yes)
24	Please provide the relevant url to view the statement.	23 (Yes)
25	Please provide an explanation if the answer is No.	23 (Yes)
26	Please self-certify that you have Public Liability Insurance to the level of 5m.	
27	Please self-certify that you have Employers Liability Insurance to the level of 5m	
28	If you are a minibus company, please confirm that you have uploaded a copy of your Public Service Vehicle Operator Licence	
29	Please confirm that you have uploaded a copy of your Private Hire Operator Licence (i.e. for taxi companies) or Hackney Carriage Licence (i.e. for sole traders).	
30	For information only - Have you or your Company ever had a Vehicle Operator Licence suspended, revoked or refused?	

31	Please provide brief details of the circumstances and what actions were taken to enable the Licence to be renewed.	30 (Yes)
32	Have you ever been removed or suspended from a transport contract, Framework or DPS, or similar?	
33	Please provide brief details of the circumstances and what actions were taken.	
34	Please confirm that all drivers will hold a full UK driving licence. This information will be required before the commencement of any contracts.	33 (Yes)
35	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.	
36	Please confirm that you have read and will adhere to the London Borough of Sutton and Achieving for Children, and the Royal Borough of Kingston's health and safety policies? These documents can be found on demand.sproc.net	
37	Please confirm that you have read and will adhere to the London Borough of Sutton and Achieving for Children, and the Royal Borough of Kingston's safeguarding policies? These documents can be found on demand.sproc.net	
38	Please confirm that you have read and will adhere to the London Borough of Sutton and Achieving for Children, and the Royal Borough of Kingston's environmental policies? These documents can be found on demand.sproc.net	
39	Please confirm that you have read and will adhere to the London Borough of Sutton and Achieving for Children, and the Royal Borough of Kingston's GDPR policies? These documents can be found on demand.sproc.net	
40	Please outline how you propose to ensure passengers 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?	
41	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 their destination in a calm state?	
42	Outline your plan to ensure continuous and timely service provision. In particular you should address staff shortages, major incidents/accidents, extreme weather conditions etc.	

This table shows the documents which will need to be uploaded as part of your Enrolment.

Documents	Instructional text
Financial Information	Please upload copies of the required financial documentation, as requested in Q14, as applicable.
Operating Licence/Licences	Please upload your operators licence/s as requested in Q28/29
Employers Liability Insurance	Please upload your Employers Liability (including volunteers) Insurance Policy (£5m), as requested in Q27.
Public Liability Insurance	Please upload your Public Liability Insurance (including Loss or damage to Service Users' personal effects) (£5m), as requested in Q26.
Contract Examples	Please upload the contract examples template as requested in Q20
European Single Procurement Document (Optional)	Please upload a copy of the relevant evidence to having already completed a European Single Procurement Document, as outlined in question 1

2.1 Enrolment quality criteria and approval process

The following scoring criteria shall be used when evaluating the statements provided in response to questions 40, 41 and 42. Responses may be scored any number between 0 and 5. These questions will be based on pass or fail basis. The supplier will need to score a minimum of 3 points against the relevant question to pass.

Score	Criteria to Award Score
5	The Tenderer's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements. The response also demonstrates how relevant added value will be provided.

4	The Tenderer's response enables the evaluator to have a comprehensive understanding of how the requirement will be met. The evaluator can clearly identify comprehensive evidence that the response given will deliver all stated requirements.
3	The Tenderer's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver most of the stated requirements, but the solution offers added value.
2	The Tenderer's response enables the evaluator to have an understanding of how the requirement will be met. The evaluator can identify sufficient evidence that the response given will deliver some of the stated requirements. The response has raised one or more significant concerns.
1	The Tenderer's response does not enable the evaluator to have a clear understanding of how most of the requirement will be met. The evaluator cannot clearly identify that the response given will deliver all stated requirements due to insufficient evidence, the Tenderer's limited understanding and/ or omissions.
0	The evaluator believes that Tenderer has failed to either answer the question or provide a relevant response.

Once your Enrolment submission has been reviewed by the Council, you will receive an email notification confirming whether your application has been approved within 10 working days of the date of submission. You will receive an email notification if you are unsuccessful inclusive of feedback on the strengths and weakness of your submission.

You will be given another opportunity to review your submission and resubmit it for the second time. If your second submission fails to meet the award criteria, you will be notified by the Council and will be offered feedback on the strengths and weaknesses of your submission. In six months, you can reapply to join the DPS. The six months' time frame is to ensure supplier have sufficient time to improve and grow their business.

2.2 Adding Service Categories

The Service Categories below show a breakdown of the services which are included under this DPS.

You will need to select all the Service Categories which apply to your organisation, so that you can later receive the relevant notifications. These are:

Service Category	Service Templates
Minibus (9+ seats)	London Borough of Sutton London Borough of Richmond Royal Borough of Kingston

	Adults - London Borough of Sutton Adults - Royal Borough of Kingston
Minibus (9+ seats) with Personal Assistant	London Borough of Sutton London Borough of Richmond Royal Borough of Kingston Adults - London Borough of Sutton Adults - Royal Borough of Kingston
Minibus (9+ seats), Wheelchair Accessible	London Borough of Sutton London Borough of Richmond Royal Borough of Kingston Adults - London Borough of Sutton Adults - Royal Borough of Kingston
Minibus (9+ seats), Wheelchair Accessible with Personal Assistant	London Borough of Sutton London Borough of Richmond Royal Borough of Kingston Adults - London Borough of Sutton Adults - Royal Borough of Kingston
Taxi and Minicab (1-8 seats)	London Borough of Sutton London Borough of Richmond Royal Borough of Kingston Adults - London Borough of Sutton Adults - Royal Borough of Kingston
Taxi and Minicab (1-8 seats) with Personal Assistant	London Borough of Sutton London Borough of Richmond Royal Borough of Kingston Adults - London Borough of Sutton Adults - Royal Borough of Kingston
Taxi and Minicab (1-8 seats), Wheelchair Accessible with Personal Assistant	London Borough of Sutton London Borough of Richmond Royal Borough of Kingston Adults - London Borough of Sutton Adults - Royal Borough of Kingston
Taxi and Minicab (1-8 seats), Wheelchair Accessible	London Borough of Sutton London Borough of Richmond Royal Borough of Kingston Adults - London Borough of Sutton Adults - Royal Borough of Kingston
Stretcher accessible vehicle	Adults - London Borough of Sutton Adults - Royal Borough of Kingston

2.3 Adding Bank Details

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

Next Steps

Following submission, the Accreditation and Enrolment will be vetted by *adam* and then reviewed by Sutton and Achieving for Children and the Royal Borough of Kingston. System notifications are issued following each review stage to advise if the application has been approved.

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

To register and begin your application, visit www.sproc.net.