



Supplier Engagement Event

Home to School Transport Service for
Children with Special Educational Needs

2nd November 2021



Housekeeping

- No scheduled fire alarm
- Please turn phones to silent
- Slides will be uploaded to The Chest
- Any questions asked will be noted and responses published on the Chest.

Speakers & Agenda

- Service Requirements: Ben Holt (Oldham Council – Transport Manager)
- Procurement: Emily Molden (Oldham Council – Senior Category Manager)
- Early Payment Scheme: Libby Daniels (Oxygen Finance – Head of Supplier Engagement)



Ben Holt

Oldham SEND Travel Assistance Service



About Us

- Oldham Council offer travel assistance for pupils who, because of their special educational needs, disability or mobility difficulties cannot be reasonably expected to walk to their nearest qualifying school.
- The Travel Assistance team currently support over 800 children accessing school or college. We currently manage over 200 routes, transporting pupils to over 50 school sites.
- The Travel Assistance team offer travel support to children and young people up to the age of 25.

What's on offer?

- Oldham Council are looking to work in partnership with local providers, within Greater Manchester, to offer travel assistance for children and young people with SEND.
- The opportunity to enhance your businesses reputation within the local community supporting the children, young people and families of Oldham.
- To provide a quality service, working in partnership with Oldham Council.

What's on offer

- Oldham Council are looking for a reliable, efficient businesses with effective communication.
- A safe professional provider, empathetic to the needs of the children, young people and families we support.
- A flexible provider to meet the needs of a changing organisation with a developing service.
- Organisations who are forward thinking, with desire's to utilise the latest technology to enhance the service we offer to Oldham's most vulnerable children.

Future Demand

- The Travel Assistance team currently support over 800 children accessing school or college. Forecasts indicate that by 2030 we will transport well over 1000 Children.
- Changes in the way we offer our services.
- Greater Manchester and Oldham's Clean Air Policy.
- New technology to enhance the service we offer to Oldham's most vulnerable children.



Emily Molden

Clean Air Agenda

Clean Air Agenda

- The Clean Air Plan comes into force in Greater Manchester on 1st 2022
- The following vehicles will be affected if not Euro 6 or above for diesel or Euro 4 for petrol:

Vehicle Type	Daily Charge
Coaches	£60
Hackney Cabs	£7.50
Private Hire Vehicles	£7.50
Minibuses	£10

- An extension has been given however for these vehicles until 1st June 2023 and Contractors will be required to have in place compliant vehicles
- Funding is available to support the move to cleaner vehicles and will open from November 2021.
- Further details can be found on these websites:
- <https://cleanairgm.com/clean-air-plans>.
- <https://cleanairgm.com/#newsletter>



Emily Molden

Procurement



Procurement Agenda

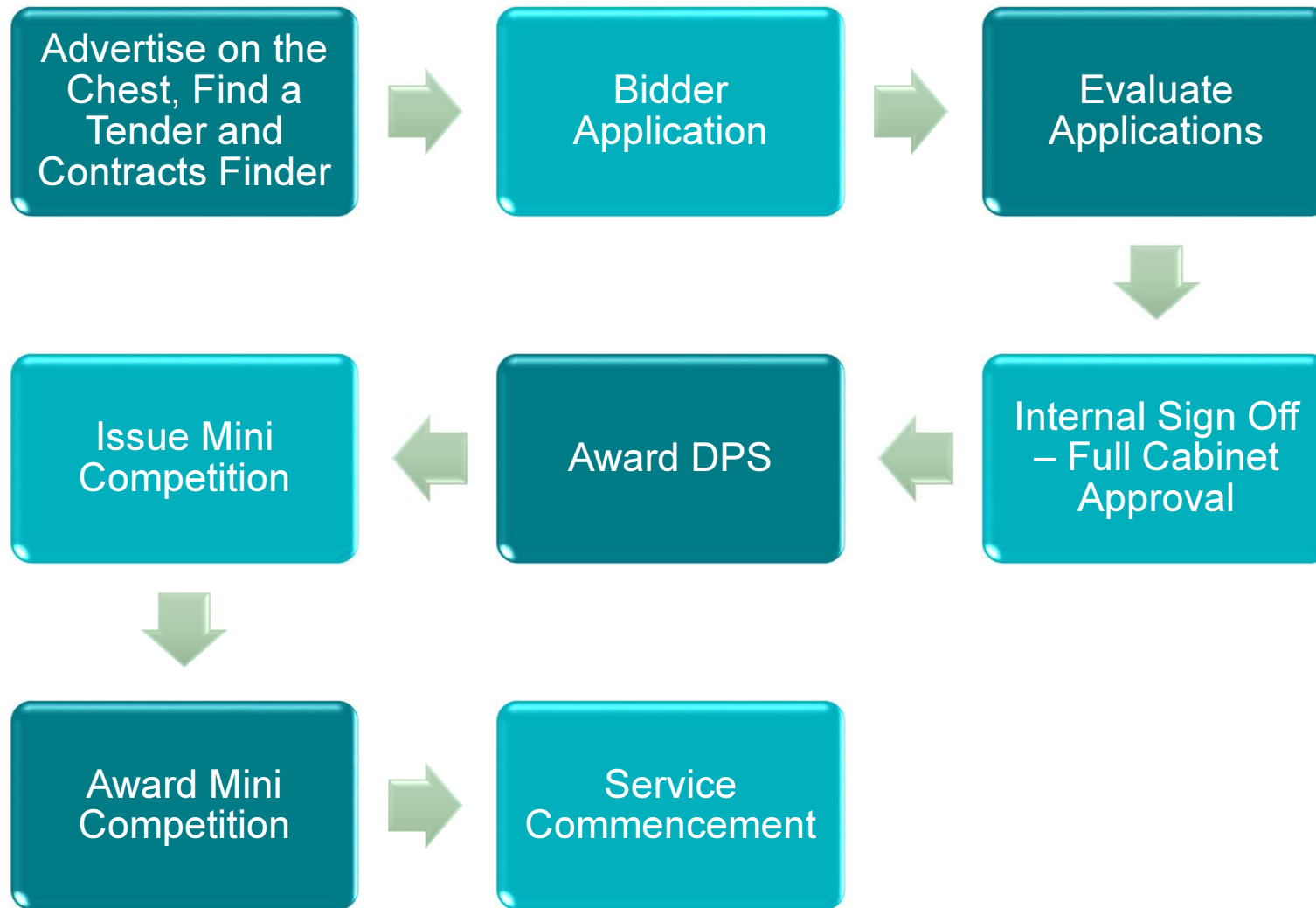
- What is a Dynamic Purchasing System?
- Procurement Process
- Soft Market Testing
- Standard Selection Questionnaire
- Mini Competitions
- Social Value
- The Chest
- Timetable
- Top Tips for Tendering

Dynamic Purchasing System (DPS)

What is it?

- A Dynamic Purchasing System (DPS) – similar to a framework in which there are number of suppliers to provide the service
- Where the DPS differs from a framework is the flexibility – a DPS is a live and open system where organisations can apply to be part of it at any time and if changes need to be made we can accommodate these easily.
- A DPS is split into two stages:
 - 1. Application for a place on the DPS
 - 2. Mini Competition
- Entirely electronic process – all communication and tendering activity to be done via the Chest.

Procurement Process



Soft Market Testing

- The purpose soft market testing is to allow the Council an opportunity to refine its current working contract methodology and shape our proposal for the new DPS.
- This is an opportunity for suppliers to express their thoughts and opinions – let us know what you think.
- The questionnaire is advertised on the Chest portal:
 - <https://procontract.due-north.com>
 - Reference: DN576806
 - Deadline: 12pm on 8th November 2021
- Any questions you have on the questionnaire please raise on the portal.

Standard Selection Questionnaire (SQ)

The Standard Selection Questionnaire (SQ) is structured into different sections:

	Section Name	Evaluation Criteria
1	Supplier Information	For Information Only
2	Grounds for Mandatory Exclusion	Pass/Fail
3	Grounds for Discretionary Exclusion (Part 1)	Pass/Fail
4	Grounds for Discretionary Exclusion (Part 2)	Pass/Fail
5	Economic & Financial Standing	Pass/Fail
6	References	Pass/Fail
7A	Project Specific Questions	Pass/Fail and Scored (Max. 5)
7B - E	Insurance, Equality, Environmental Management, H&S, Data Protection & Ethical Values	Pass/Fail

Standard Selection Questionnaire (SQ)

- Responses to the SQ will be evaluated first. Only those Applicants who pass all sections of the SQ will be awarded a place on the DPS and able to bid on the mini competitions.
- Applicants responding to this SQ as a single bidding organisation should complete all sections.
- Where a consortium is proposed, all members of the consortium will be required to provide the information required in all sections of the SQ as part of a single composite response.
- Applicants who self-certify that they meet the requirements to the questions in the SQ will be required to provide evidence of this if they are successful at contract award stage.
- If a supplier is unsuccessful with the SQ they can re-apply at any time. Feedback will be provided on why they were unsuccessful.
- Please note: If suppliers pass the SQ stage it does not guarantee any work.

Mini Competitions

- All contractors who have been successful in the SQ stage will be invited to bid
- The Early Payment Scheme will be included in every mini competition so contractors can onboard at any point
- Details of the routes will be provided – home postcode, destination, PA, wheelchair adapted vehicle required, total mileage per day.
- Contractors are to submit a fixed price for the route
- Submissions will be evaluated 90% on price and 10% for vehicle type i.e. ultra-low emission vehicles scored higher than those that pass the minimum requirements.
- Driver details will need to be provided at this stage and if successful copies of licences, insurance and DBS will be required.
- Contractors will be notified via email from Proactis about live mini competitions
- Due to the nature of the service turnaround is short from advertisement, submission deadline, evaluation, award and service commencement.
- The routes that will be advertised for September 2022 are the current ones so please note that come September some may have changed or become obsolete and further competition for the new routes via the DPS will be undertaken.

Social Value

- The Council is taking a performance and evidence-based approach to Social Value. Based on the National TOMs (Themes, Outcomes and Measures) developed by the Social Value Portal, bidders are required to propose credible targets against which performance will be monitored.
- Only bidders who amass routes valued over £100k over the contract period will be required to submit a response to social value.
- Bidders are free to choose which measures they wish to deliver but they must be proportional and relevant to the contract and their business. A key success factor for bidders will be the ability to deliver against the commitments made.
- The social value submission is made up of the following:
 - A quantified Social Value Proposal; and
 - A qualitative response evidencing how the commitments selected will be delivered.
- Delivery of the outcomes will be monitored by the Council.

The Chest



TheChest North West Portal

- Navigation
- Home
- Current Opportunities
- Contracts Register
- Buyers' Area
- Suppliers' Area
- Supplier Help
- Supplier Support
- Username/Password Reminder
- Register FREE

Home

Welcome to The Chest, the North West's Local Authority Procurement Portal.

The Chest has been created with funding from the North West Centre of Excellence to bring together buyers and suppliers making it easier for businesses to find out about new sources of potential revenue and to grow and develop to the benefit of the local economy.

Local Authorities in the north west currently spend between £6bn and £6.5bn each year on goods and services so they could provide long-term stability for local businesses.

Follow the **Current Opportunities** link on your left to browse north west opportunities, as well as opportunities for other areas across the UK.

Suppliers can register online via the Suppliers' Area to receive email updates on opportunities that match their capabilities.

Suppliers can reduce tendering costs by registering their interest in opportunities online.

Already registered with ProContract? - then there is no need to re-register to access North West opportunities.



[Tendering for public sector contracts](#)

The Chest – Important Information

- Opportunity to be advertised on the Chest – www.the-chest.org.uk
- To access:
 1. Register on the Chest (Free registration)
 2. Search under Oldham Council opportunities:
 3. Express your interest in the opportunity and all information and documentation will be made available
- User manuals are available on the Chest home page
- Technical problems contact Due North by:
 1. email: ProContractSuppliers@proactis.com
 2. Telephone: 0330 005 0352.



Libby Daniels

Early Payment Scheme – Oxygen Finance

Timetable

The proposed timetable for the procurement is:

Activity	Date
Advertise Soft Market Testing Documents	18 th October 2021
Return of Soft Market Testing Questionnaire	8 th November 2021
Advertise SQ	22 nd November 2021
Return of SQ	5 th January 2022
Evaluation Completion	26 th January 2022
Internal Governance – Cabinet Approval	21 st March 2022
Inform Bidders	31 st March 2022
Final DPS Award	1 st April 2022
Issue of Mini Competitions	July 2022
Service Commencement	1 st September 2022

Top Tips for Tendering: Tip 1 - Be in the know

Understand the process so.....

- Find out more information on Dynamic Purchasing Systems
- Documents that will be published:
 1. Selection Questionnaire Information Document
 2. Selection Questionnaire Response Document – **This is the only document that needs returning.**
 3. Terms and Conditions – **Acceptance is mandatory.**
 4. Appendix - Drivers Guide – **this document will be updated annually**
 5. Appendix - Obligations of a Contractor
 6. Early Payment Scheme Declaration Form – **For information only**
 7. Early Payment Participation Agreement – **For information only**
 8. Social Value Response Document – **For information only**
 9. Social Value Do's & Don'ts Guide – **For information only**
 10. Oldham Additional Guidance Document – **For information only**

Top Tips for Tendering: Tip 2 – Be prepared

Check what is being asked.....

- **Read the documents** make notes of what is being requested
- **Documents requested** ensure all being requested are attached
- **If unsure** raise questions via The Chest Messages function
- **Scored Section** check the weightings & apply effort accordingly

Top Tips for Tendering: Tip 3 – Do Research

Completing tenders is time consuming so.....

- **Can you deliver?** – Capacity within your organisation, appropriate personnel
- **Can you manage?** - Essential that children get to and from school safely

Top Tips for Tendering: Tip 4 – Is your tender response organised?

Make sure your response is.....

- Sufficiently detailed – if you have a word limit? do not exceed this;
- Numbered & indexed (in the same order as the tender);
- Make one person responsible for the tender submission;
- Have you completed all the mandatory fields?
- Have you referenced your documents clearly?
- **Sign your bid** – If your bid isn't signed it may be rejected (even if your bid offers best quality and/or price) and;
- **Be aware of the closing date & time** – leave plenty of time to upload your submission and any supporting information you may have.

Any Questions?



Oldham
Council