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Tender

## **HCC - 09/22 - Dynamic Purchasing System (DPS) for the Provision of Local Bus and School Coach Transport Services**

Hertfordshire County Council

F02: Contract notice

Notice identifier: 2022/S 000-025125

Procurement identifier (OCID): ocds-h6vhtk-03669e

Published 7 September 2022, 3:01pm

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Hertfordshire County Council

Pegs Lane

Hertford

SG13 8DE

#### **Contact**

Strategic Procurement Group

#### **Email**

[zoe.upson@hertfordshire.gov.uk](mailto:zoe.upson@hertfordshire.gov.uk)

#### **Telephone**

+44 01707292463

**Country**

United Kingdom

**NUTS code**

UKH23 - Hertfordshire

**Internet address(es)**

Main address

[www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

Buyer's address

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

**I.3) Communication**

The procurement documents are available for unrestricted and full direct access, free of charge, at

<https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

HCC - 09/22 - Dynamic Purchasing System (DPS) for the Provision of Local Bus and School Coach Transport Services

Reference number

HCC2113140

#### **II.1.2) Main CPV code**

- 60000000 - Transport services (excl. Waste transport)

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

Hertfordshire County Council (the 'Council') invites applications from suitably experienced and competent organisations who wish to pre-qualify onto its Dynamic Purchasing System ('DPS') for the provision of Local Bus and School Coach Transport Services. Further information in regards to this opportunity can be found in II.2.4). Organisations wishing to take part in this project are invited to "express interest" which will give access to the full procurement documents in the e-tendering system. Please see VI.3) Additional information for further information. Any questions relating to this procurement must be made via the correspondence area in the e-Tendering system, in accordance with the procurement documents and can be addressed to the main contact as shown in the details above.

#### **II.1.5) Estimated total value**

Value excluding VAT: £80,000,000

#### **II.1.6) Information about lots**

This contract is divided into lots: Yes

Tenders may be submitted for all lots

### **II.2) Description**

**II.2.1) Title**

Registered Local Bus Services

Lot No

Category 1

**II.2.2) Additional CPV code(s)**

- 60000000 - Transport services (excl. Waste transport)

**II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

**II.2.4) Description of the procurement**

Hertfordshire County Council ("the authority") is establishing a Dynamic Purchasing System ("the DPS") for the provision of Local Bus and School Coach Transport Services. The DPS will be established and operate in accordance with Regulation 34 of The Public Contracts Regulations 2015 ("the Regulations"). The authority has published a contract notice in the Official Journal of the European Union and Potential Suppliers are now invited to express an interest in joining the DPS. Firstly, organisations apply by completing the Council's Supplier Questionnaire (SQ). Organisations which satisfy the pre-determined selection criteria will then be admitted to the DPS. Individual Orders throughout the duration of the DPS will be awarded via competition during the second stage. Organisations admitted to the DPS should note they won't be invited to tender for competition(s) until they have signed the DPS Agreement which will be done electronically via DocuSign. Category 1 – Registered Local Bus Services Contracted Home to School Transport Services, used solely for the purpose of transporting students to schools and colleges. Drivers and Passenger Assistants working in this category will be required to undertake an Enhanced-level DBS with barred list check prior to commencement in their role. This must be arranged through the Council's umbrella body. Contact details for the Council DBS Officer will be shared with Operators so that they can make arrangements. The Integrated Transport Unit (ITU) plans and manages transport arrangements to schools, colleges, day services and other destinations on behalf of the Council's Children's Services ("CS") & Adult Care Services ("ACS") Departments. The Admissions & Transport team in CS provides home to school transport for pupils who meet the criteria set out in the Council's Home to School Transport Policy. In order to apply organisations must follow the steps laid out below; Step 1 - log in or register at <https://intendhost.co.uk/supplyhertfordshire.aspx/Home> Step 2 - Find the project and click on View Details Step 3 - Click on Express Interest Step 4 - If you are intending to bid click 'Opt In' if

you aren't intending to bid click 'Opt Out'

**Step 5 - Download and fully complete all of the relevant documentation and upload your submission by 12 noon on 7th October 2022.**

Please ensure you allow plenty of time prior to the closing date to do this. If you experience any system problems please contact In-Tend directly on: +44 (0)114 407 0065

If you have any questions relating to service delivery or the tender documents please send these via the correspondence area in In-Tend

**Please Note:** The closing date for this opportunity is 12 noon on the 7th October 2022. The Council will not re-open the DPS until January 2023. During the DPS Term, the Council intends to use electronic auctions if the Council deems this to be the most appropriate method of Competition. Full details are provided in the tender documents. The estimated total value of the DPS is stated in II.1.5 of this notice and is for the initial term inclusive of the approximate value for extensions. The DPS will be awarded for an initial term of five (5) years, with the option to extend the DPS up to five (5) further years as per the DPS Agreement. TUPE may apply to individual Orders and organisations will be notified of this (if applicable) during any competition.

#### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

#### **II.2.6) Estimated value**

Value excluding VAT: £80,000,000

#### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The Council will review its options towards the end of the DPS

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Option to extend for up to a further five (5) years

### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

## **II.2) Description**

### **II.2.1) Title**

Contracted Education Bus, Coach or PCV Minibus Services

Lot No

Category 2

### **II.2.2) Additional CPV code(s)**

- 60000000 - Transport services (excl. Waste transport)

### **II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

### **II.2.4) Description of the procurement**

Hertfordshire County Council ("the authority") is establishing a Dynamic Purchasing System ("the DPS") for the provision of Local Bus and School Coach Transport Services. The DPS will be established and operate in accordance with Regulation 34 of The Public Contracts Regulations 2015 ("the Regulations"). The authority has published a contract notice in the Official Journal of the European Union and Potential Suppliers are now invited to express an interest in joining the DPS. Firstly, organisations apply by completing the Council's Supplier Questionnaire (SQ). Organisations which satisfy the pre-determined selection criteria will then be admitted to the DPS. Individual Orders throughout the duration of the DPS will be awarded via competition during the second stage. Organisations admitted to the DPS should note they won't be invited to tender for competition(s) until they have signed the DPS Agreement which will be done electronically via Docusign. Category 2 – Contracted Education Bus, Coach or PCV Minibus Services Contracted Home to School Transport Services, used solely for the purpose of transporting students to schools and colleges. Drivers and Passenger Assistants working in this category will be required to undertake an Enhanced-level DBS with barred list

check prior to commencement in their role. This must be arranged through the Council's umbrella body. Contact details for the Council DBS Officer will be shared with Operators so that they can make arrangements. The Integrated Transport Unit (ITU) plans and manages transport arrangements to schools, colleges, day services and other destinations on behalf of the Council's Children's Services ("CS") & Adult Care Services ("ACS") Departments. The Admissions & Transport team in CS provides home to school transport for pupils who meet the criteria set out in the Council's Home to School Transport Policy. In order to apply organisations must follow the steps laid out below;

Step 1 - log in or register at <https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home>

Step 2 - Find the project and click on View Details

Step 3 - Click on Express Interest

Step 4 - If you are intending to bid click 'Opt In' if you aren't intending to bid click 'Opt Out'

Step 5 - Download and fully complete all of the relevant documentation and upload your submission by 12 noon on 7th October 2022. Please ensure you allow plenty of time prior to the closing date to do this. If you experience any system problems please contact In-Tend directly on: +44 (0)114 407 0065. If you have any questions relating to service delivery or the tender documents please send these via the correspondence area in In-Tend.

Please Note: The closing date for this opportunity is 12 noon on the 7th October 2022. The Council will not re-open the DPS until January 2023. During the DPS Term, the Council intends to use electronic auctions if the Council deems this to be the most appropriate method of Competition. Full details are provided in the tender documents. The estimated total value of the DPS is stated in II.1.5 of this notice and is for the initial term inclusive of the approximate value for extensions. The DPS will be awarded for an initial term of five (5) years, with the option to extend the DPS up to five (5) further years as per the DPS Agreement. TUPE may apply to individual Orders and organisations will be notified of this (if applicable) during any competition.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £80,000,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

60

This contract is subject to renewal

Yes

Description of renewals

The Council will review its options towards the end of the DPS

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

The option to extend for up to a further five (5) years

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

### **II.2) Description**

#### **II.2.1) Title**

Demand-Responsive Transport (DRT)

Lot No

Category 3

#### **II.2.2) Additional CPV code(s)**

- 600000000 - Transport services (excl. Waste transport)

#### **II.2.3) Place of performance**

NUTS codes

- UKH23 - Hertfordshire

#### **II.2.4) Description of the procurement**

Hertfordshire County Council ("the authority") is establishing a Dynamic Purchasing System ("the DPS") for the provision of Local Bus and School Coach Transport Services. The DPS will be established and operate in accordance with Regulation 34 of



The Public Contracts Regulations 2015 ("the Regulations"). The authority has published a contract notice in the Official Journal of the European Union and Potential Suppliers are now invited to express an interest in joining the DPS. Firstly, organisations apply by completing the Council's Supplier Questionnaire (SQ). Organisations which satisfy the pre-determined selection criteria will then be admitted to the DPS. Individual Orders throughout the duration of the DPS will be awarded via competition during the second stage. Organisations admitted to the DPS should note they won't be invited to tender for competition(s) until they have signed the DPS Agreement which will be done electronically via DocuSign. Category 3 – Demand-Responsive Transport A form of shared transport for individuals or groups travelling where vehicles alter their journey based on demand without using a fixed route or timetables journeys. These vehicles typically pick-up and drop-off passengers in locations according to passenger's needs. In order to apply organisations must follow the steps laid out below; Step 1 - log in or register at <https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home> Step 2 - Find the project and click on View Details Step 3 - Click on Express Interest Step 4 - If you are intending to bid click 'Opt In' if you aren't intending to bid click 'Opt Out' Step 5 - Download and fully complete all of the relevant documentation and upload your submission by 12 noon on 7th October 2022. Please ensure you allow plenty of time prior to the closing date to do this. If you experience any system problems please contact In-Tend directly on: +44 (0)114 407 0065 If you have any questions relating to service delivery or the tender documents please send these via the correspondence area in In-Tend Please Note: The closing date for this opportunity is 12 noon on the 7th October 2022. The Council will not re-open the DPS until January 2023. During the DPS Term, the Council intends to use electronic auctions if the Council deems this to be the most appropriate method of Competition. Full details are provided in the tender documents. The estimated total value of the DPS is stated in II.1.5 of this notice and is for the initial term inclusive of the approximate value for extensions. The DPS will be awarded for an initial term of five (5) years, with the option to extend the DPS up to five (5) further years as per the DPS Agreement. TUPE may apply to individual Orders and organisations will be notified of this (if applicable) during any competition.

### **II.2.5) Award criteria**

Price is not the only award criterion and all criteria are stated only in the procurement documents

### **II.2.6) Estimated value**

Value excluding VAT: £80,000,000

### **II.2.7) Duration of the contract, framework agreement or dynamic purchasing system**

Duration in months

This contract is subject to renewal

Yes

Description of renewals

The Council will review its options towards the end of the DPS

#### **II.2.10) Information about variants**

Variants will be accepted: No

#### **II.2.11) Information about options**

Options: Yes

Description of options

Option to extend for up to a further five (5) years

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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### **Section III. Legal, economic, financial and technical information**

#### **III.1) Conditions for participation**

##### **III.1.1) Suitability to pursue the professional activity, including requirements relating to enrolment on professional or trade registers**

List and brief description of conditions

Please refer to the tender documentation

##### **III.1.2) Economic and financial standing**

Selection criteria as stated in the procurement documents

##### **III.1.3) Technical and professional ability**

Selection criteria as stated in the procurement documents

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## **Section IV. Procedure**

### **IV.1) Description**

#### **IV.1.1) Type of procedure**

Restricted procedure

#### **IV.1.6) Information about electronic auction**

An electronic auction will be used

Additional information about electronic auction

During the DPS Term, the Council intends to use electronic auctions if the Council deems this to be the most appropriate method of Competition. Full guidance on how to complete the electronic auction has been supplied as part of the tender pack

#### **IV.1.8) Information about the Government Procurement Agreement (GPA)**

The procurement is covered by the Government Procurement Agreement: Yes

### **IV.2) Administrative information**

#### **IV.2.2) Time limit for receipt of tenders or requests to participate**

Date

7 October 2022

Local time

12:00pm

#### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

### **VI.1) Information about recurrence**

This is a recurrent procurement: No

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.3) Additional information**

The Council's supply Hertfordshire portal provides an e-Tendering system which is run by In-Tend. To access this procurement opportunity please visit <https://in-tendhost.co.uk/supplyhertfordshire.aspx/Home> and follow the on-screen guidance. In accordance with Regulation 53 of The Public Contracts Regulations 2015, the Council's procurement documents are available within the e-Tendering system. This procurement process is a two stage process and you will only be invited to tender if you have been successfully admitted to the DPS. If you wish to be considered you must complete and submit a completed Selection Questionnaire by the specified closing date and time. There will be no form of exclusivity or volume that is guaranteed under the resultant DPS and the Council will be entitled to enter into other contracts and arrangements with other suppliers for the provision of any, or all, of the requirements which are the same as, or similar to those specified under the established DPS. If you are experiencing problems In-Tend offer a help section which includes a dedicated UK support desk which can be contacted via email: [support@in-tend.com](mailto:support@in-tend.com) or Telephone: +44 1144070065 for any website/technical questions, Monday to Friday, 8:30-17:30. The Council reserves the right at any time to cease the procurement process and not award the DPS or to award only part of the opportunity described in this notice. If the Council takes up this right, then they will not be responsible for or pay the expenses or losses, which may be incurred by any organisation or tenderer as a result. The Council undertakes to hold confidential any information provided in the proposal submitted, subject to the Council's obligations under the law including the Freedom of Information Act 2000. If the organisation considers that any of the information submitted in the proposal should not be disclosed because of its sensitivity then this should be stated with the reason for considering it sensitive. The Council will then endeavour to consult with the applicant about such sensitive information when considering any request received under the Freedom of Information Act 2000 before replying to such a request. The Council reserves the right to carry out additional financial checks on all organisations bidding for this opportunity at any time during the procurement process. This is to ensure that they continue to meet the Council's requirements and remain financially viable to fulfil the requirements under the DPS. The date stated for

requests to participate is the earliest date when the Council can begin to evaluate applications and admit organisations to the DPS. Please note that organisations can apply to join the Council's DPS at any time during its validity if they satisfy the selection criteria and none of the grounds for exclusion apply. So, whilst it is open to any organisation to apply to join the DPS, those organisations who wish to participate in the earliest competitions will be required to submit their online SQ no later than the date stated for requests to participate. If an organisation admitted to the DPS ceases to satisfy the Council's selection requirements it is likely that it may be excluded or suspended from taking part in any competition. If an admitted organisation fails one of the grounds for exclusion during the validity of the DPS the Council may be required to remove the supplier from the DPS. Organisations should be aware that due to the nature of the Services provided, any DPS formed as a result of this procurement process shall be executed as a deed. Organisations should seek independent legal advice on the implications of this prior to submitting their bid, where appropriate.

## **VI.4) Procedures for review**

### **VI.4.1) Review body**

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom