

This is a published notice on the Find a Tender service: <https://www.find-tender.service.gov.uk/Notice/025863-2024>

Tender

## **HCC - 08/24 - Dynamic Purchasing System (DPS) for the Provision of Transport Services**

Hertfordshire County Council

F02: Contract notice

Notice identifier: 2024/S 000-025863

Procurement identifier (OCID): ocds-h6vhtk-048afb

Published 14 August 2024, 4:38pm

### **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/asp/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/asp/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

---

**Section II: Object**

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

**II.1.1) Title**

HCC - 08/24 - Dynamic Purchasing System (DPS) for the Provision of Transport Services

Reference number

HCC2415526

### **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 is currently out to procurement for a Dynamic Purchasing System (DPS) for the Provision of Transport Services. Further information in regards to this opportunity can be found in II.2.4 and VI.3 below. 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. To be considered as a Bidder you must complete and submit a Selection Questionnaire (SQ) by the deadline of 12:00 Noon on 13th September 2024. Please allow sufficient time to make your return as late returns will not be permitted by the system. The estimated total value of all of the DPS is stated in II.1.5 of this notice and is for initial term inclusive of the approximate value for extension.

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

Value excluding VAT: £198,000,000

### **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**

Wheelchair Accessible Vehicles (with or without Passenger Assistant)

Lot No

Category 1

### **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 is establishing a Dynamic Purchasing System (the DPS) for the provision of Transport Services. The DPS will commence on the 1st January 2025 and will continue for a core period of four (4) years with the option to extend for up to two (2) further years. The DPS will be established and operate in accordance with Regulation 34 of The Public Contracts Regulations 2015 (the Regulations). The Council has published a contract notice in FTS 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. The DPS has been split into 4 Categories. Category 1 - Wheelchair Accessible Vehicles (with or without passenger assistant). Orders requiring wheelchair accessible vehicles to transport children/young people and adults in manual or electric wheelchairs with or without a passenger assistant. This could include special needs such as autism, ADHD, physical, learning or any other disability, social emotional and mental health needs. This category will require managing the needs of the passenger and can include monitoring and use of specific medical related equipment such as oxygen cylinders, suctioning machines, and body harnesses. Staff will need the relevant training to work on such contracts for use of tail lift and restraints. A regular driver and passenger assistant is required. In order to apply organisations must follow the steps laid out below; Step 1 - log in or register at <https://intendhost.co.uk/supplyhertfordshire/asp/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 13th September 2024. Please ensure you allow plenty of time prior to the closing date to do this. Please allow sufficient time to make your return, as submissions cannot be uploaded and submitted after this return deadline, the Council will close the DPS for a short period to allow us time to evaluate initial submissions after which it will be re-opened as per the Instructions to Tenderers document. Please ensure that where possible documents are uploaded as a PDF and that file names are succinct. Any questions relating to this procurement must be made via correspondence on the website, in accordance with the procurement documents, and can be addressed to the main contact as shown in the details above. Suppliers should be aware that due to the nature of the Services provided,

any agreement formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Please Note that TUPE may apply to individual Contracts placed under the DPS and this will be stated in the Mini Competition document. To access this opportunity please visit <https://in-tendhost.co.uk/supplyhertfordshire/asp/Home> The value in II.2.6 covers all Categories and is for initial term inclusive of any extension.

#### **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: £198,000,000

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

Duration in months

72

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 core DPS period is four (4) years with the option to extend for up to two (2) further 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**

Special Educational Needs (with or without passenger assistant

Lot No

Category 2

### **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 is establishing a Dynamic Purchasing System (the DPS) for the provision of Transport Services. The DPS will commence on the 1st January 2025 and will continue for a core period of four (4) years with the option to extend for up to two (2) further years. The DPS will be established and operate in accordance with Regulation 34 of The Public Contracts Regulations 2015 (the Regulations). The Council has published a contract notice in FTS 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. The DPS has been split in to 4 Category's. Category 2 - Special Educational Needs (with or without passenger assistant). Orders requiring transport for children/young people and adults with or without passenger assistants. This could include special needs such as autism, ADHD, physical, learning or any other disability, social emotional and mental health needs. This category will require managing the needs of the passenger and can include monitoring and use of specific medical related equipment such as oxygen cylinders, suctioning machines, and body harnesses. Passenger assistants will be required to monitor the needs of the

passenger and their safety whilst on route. A regular driver and passenger assistant is required. 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/asp/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 13th September 2024. Please ensure you allow plenty of time prior to the closing date to do this. Please allow sufficient time to make your return, as submissions cannot be uploaded and submitted after this return deadline, the Council will close the DPS for a short period to allow us time to evaluate initial submissions after which it will be re-opened as per the Instructions to Tenderers document. Please ensure that where possible documents are uploaded as a PDF and that file names are succinct. Any questions relating to this procurement must be made via correspondence on the website, in accordance with the procurement documents, and can be addressed to the main contact as shown in the details above. Suppliers should be aware that due to the nature of the Services provided, any agreement formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Please Note that TUPE may apply to individual Contracts placed under the DPS and this will be stated in the Mini Competition document. To access this opportunity please visit <https://in-tendhost.co.uk/supplyhertfordshire/asp/Home>

The value in II.2.6 covers all Categories and is for initial term inclusive of any extension.

#### **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: £198,000,000

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

Duration in months

72

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 core DPS period is four (4) years with the option to extend for up to two (2) further 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**

Adult Care Services (with or without passenger assistant)

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 is establishing a Dynamic Purchasing System (the DPS) for the provision of Transport Services. The DPS will commence on the 1st January 2025 and will continue for a core period of four (4) years with the option to extend for up to two (2)



further years. The DPS will be established and operate in accordance with Regulation 34 of The Public Contracts Regulations 2015 (the Regulations). The Council has published a contract notice in FTS 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. The DPS has been split in to 4 Categories. Category 3 – Adult Care Services (with or without passenger assistant). Transport for adults attending Day Centre provisions. Passengers could have a learning or physical disability, mental health issue or dementia. Passengers may be vulnerable and may require assistance. Further information on the passenger's needs will be supplied within the order. 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/asp/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 13th September 2024. Please ensure you allow plenty of time prior to the closing date to do this. Please allow sufficient time to make your return, as submissions cannot be uploaded and submitted after this return deadline, the Council will close the DPS for a short period to allow us time to evaluate initial submissions after which it will be re-opened as per the Instructions to Tenderers document. Please ensure that where possible documents are uploaded as a PDF and that file names are succinct. Any questions relating to this procurement must be made via correspondence on the website, in accordance with the procurement documents, and can be addressed to the main contact as shown in the details above. Suppliers should be aware that due to the nature of the Services provided, any agreement formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Please Note that TUPE may apply to individual Contracts placed under the DPS and this will be stated in the Mini Competition document. To access this opportunity please visit <https://in-tendhost.co.uk/supplyhertfordshire/asp/Home>

The value in II.2.6 covers all Categories and is for initial term inclusive of any extension.

### **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: £198,000,000

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

Duration in months

72

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 core DPS period is four (4) years with the option to extend for up to two (2) further 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**

Mainstream Schools (with or without passenger assistant)

Lot No

Category 4

**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 is establishing a Dynamic Purchasing System (the DPS) for the provision of Transport Services. The DPS will commence on the 1st January 2025 and will continue for a core period of four (4) years with the option to extend for up to two (2) further years. The DPS will be established and operate in accordance with Regulation 34 of The Public Contracts Regulations 2015 (the Regulations). The Council has published a contract notice in FTS 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. The DPS has been split in to 4 Category's Category 4 – Mainstream Schools (with or without passenger assistant). Children/young people attending a mainstream school some of which most likely will not require a passenger assistant, but in some cases, there may be required. Further information on the passenger's needs will be supplied within the order. 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 13th September 2024. Please ensure you allow plenty of time prior to the closing date to do this. Please allow sufficient time to make your return, as submissions cannot be uploaded and submitted after this return deadline, the Council will close the DPS for a short period to allow us time to evaluate initial submissions after which it will be re-opened as per the Instructions to Tenderers document. Please ensure that where possible documents are uploaded as a PDF and that file names are succinct. Any questions relating to this procurement must be made via correspondence on the website, in accordance with the procurement documents, and can be addressed to the main contact as shown in the details above. Suppliers should be aware that due to the nature of the Services provided, any agreement formed as a result of this procurement process shall be executed as a deed. Tenderers should seek independent legal advice on the implications of this prior to submitting their Tender, where appropriate. Please note that the contract requirements will be subject to available financial resources, supplier performance and flexibility to meet changing demands. Please Note that TUPE may apply to individual Contracts placed

under the DPS and this will be stated in the Mini Competition document. To access this opportunity please visit <https://in-tendhost.co.uk/supplyhertfordshire/asp/HomeThe> value in II.2.6 covers all Categories and is for initial term inclusive of any extension.

#### **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: £198,000,000

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

Duration in months

72

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 core DPS period is four (4) years with the option to extend for up to two (2) 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

---

## **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

Selection criteria as stated in the procurement documents

#### **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

### **III.2) Conditions related to the contract**

#### **III.2.2) Contract performance conditions**

Please refer to Part F of the Taxi DPS Agreement

---

## **Section IV. Procedure**

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

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

Restricted procedure

#### **IV.1.3) Information about a framework agreement or a dynamic purchasing system**

The procurement involves the setting up of a dynamic purchasing system

#### **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

13 September 2024

Local time

12:00pm

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

English

---

## **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**

High Court Royal Courts of Justice

The Strand

London

WC24 2LL

Country

United Kingdom

##### **VI.4.2) Body responsible for mediation procedures**

High Court Royal Courts of Justice

The Strand

London

WC24 2LL

Country

United Kingdom



**VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

n/a

**VI.4.4) Service from which information about the review procedure may be obtained**

High Court Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom