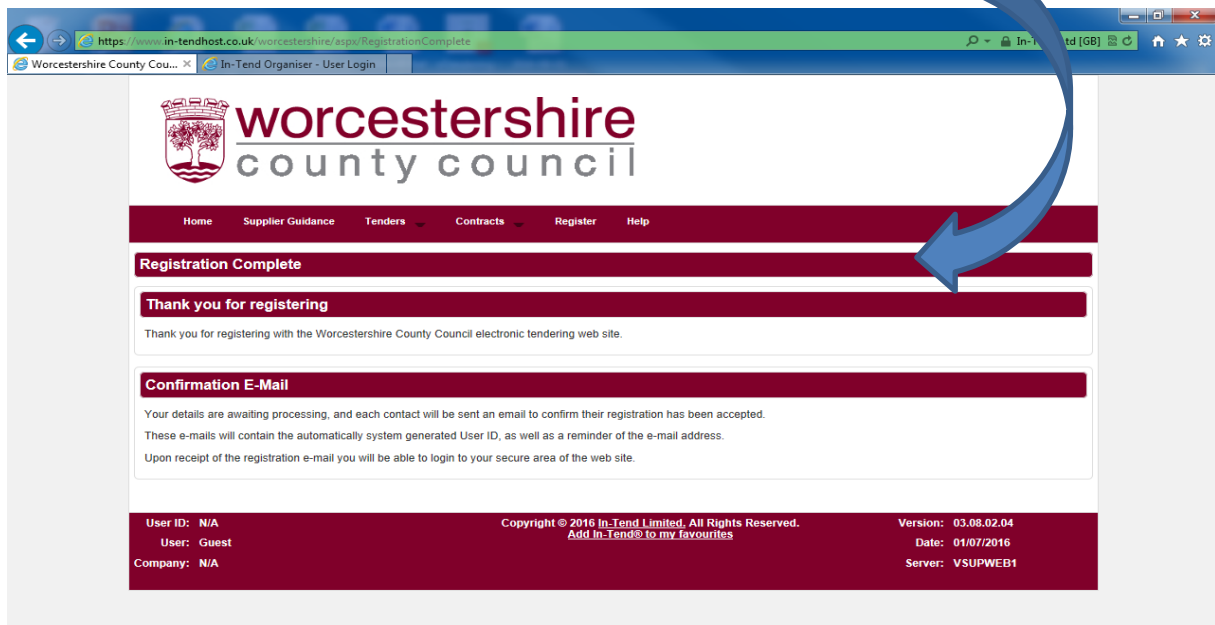
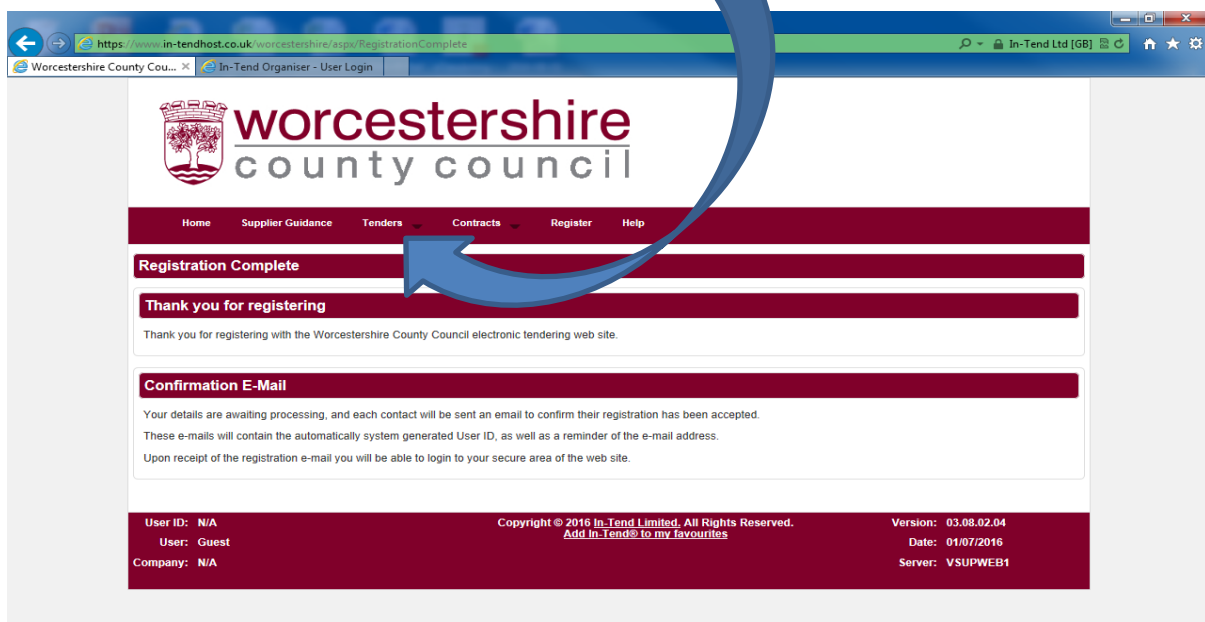


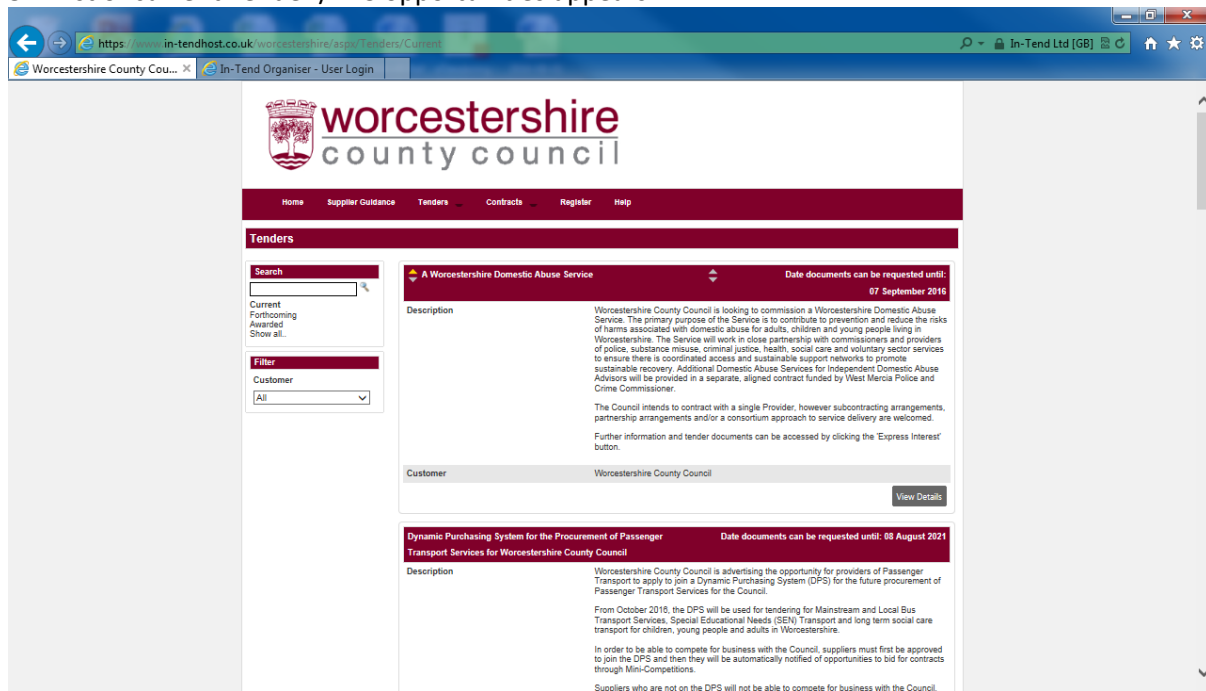
1 Following Registration – "Registration Complete" appears in text box



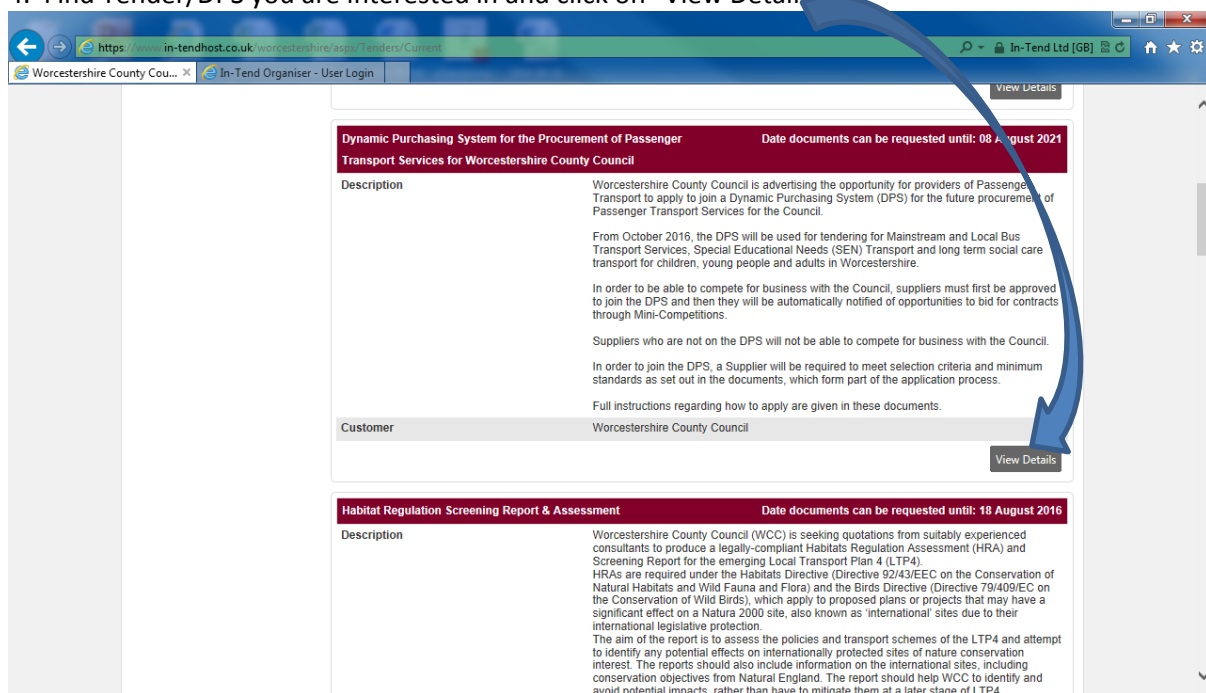
2. To look at current tender click on "Tenders" tab



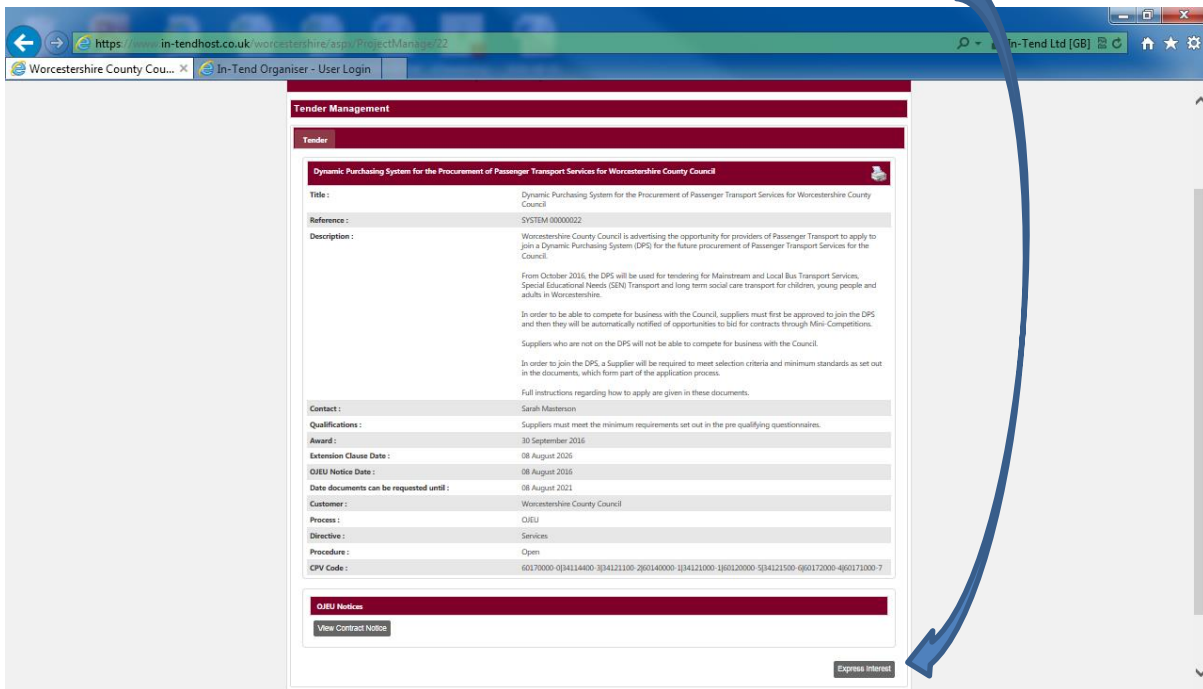
3. A list of current Tender /DPS opportunities appears:



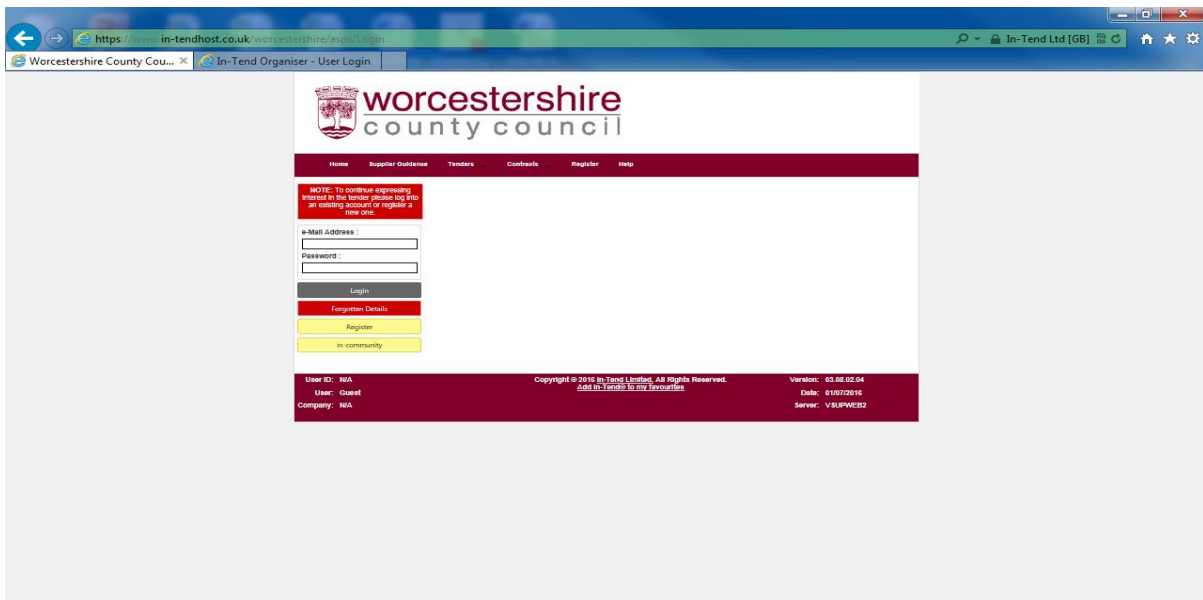
4. Find Tender/DPS you are interested in and click on "View Details"



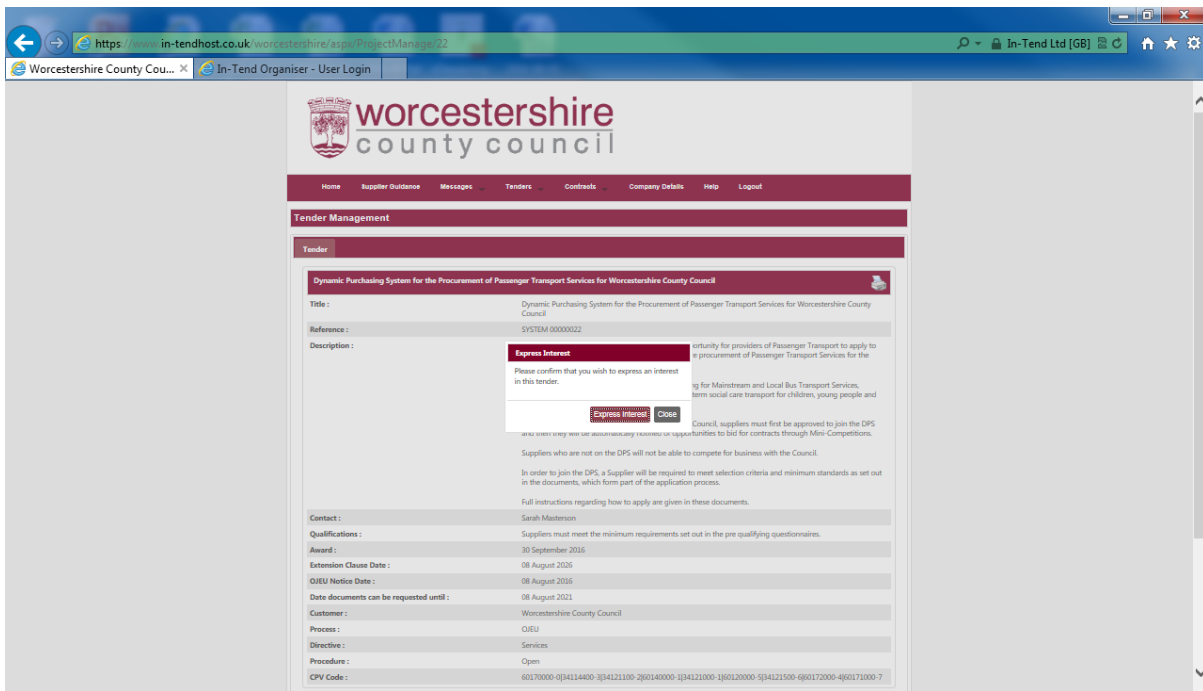
5. Outline information about the Tender/DPS is shown – to look at documents click on "Express Interest"



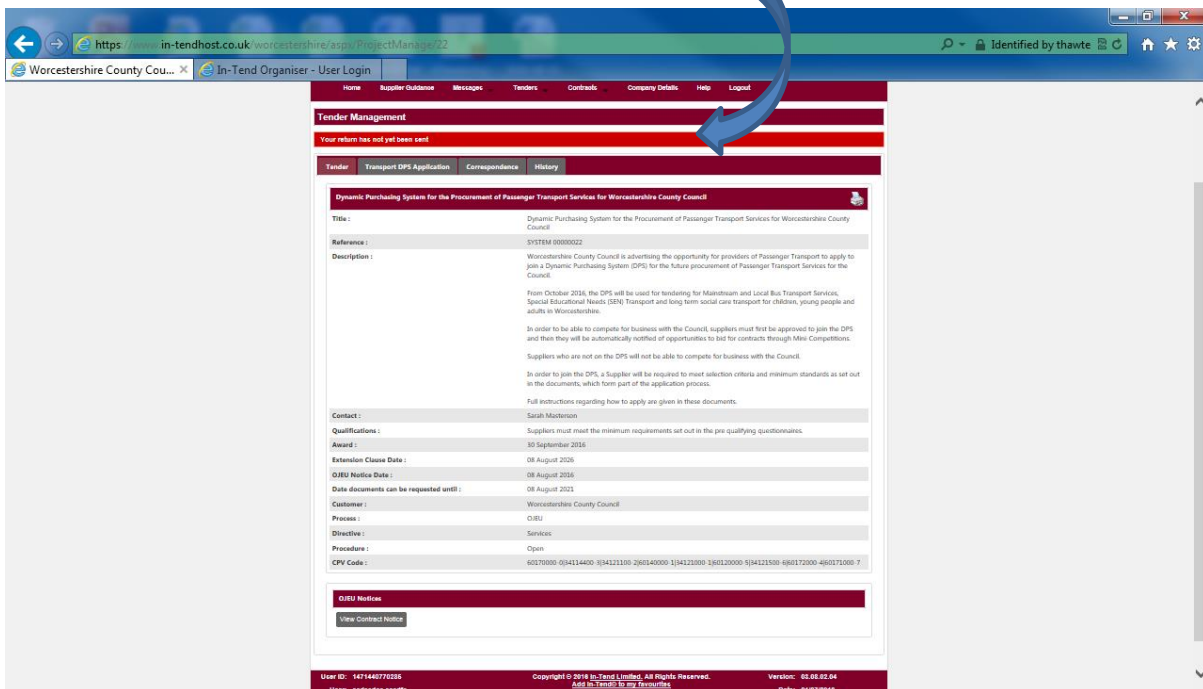
6. This takes you to another screen where you need to put in your log in details again – as used to register



7. When you have logged in you will be asked to confirm you want to express an interest:



8. When you have confirmed this, the wording "Your return has not yet been sent" appears in text box. This is just standard.



9. Now click on the "Transport Application DPS" tab



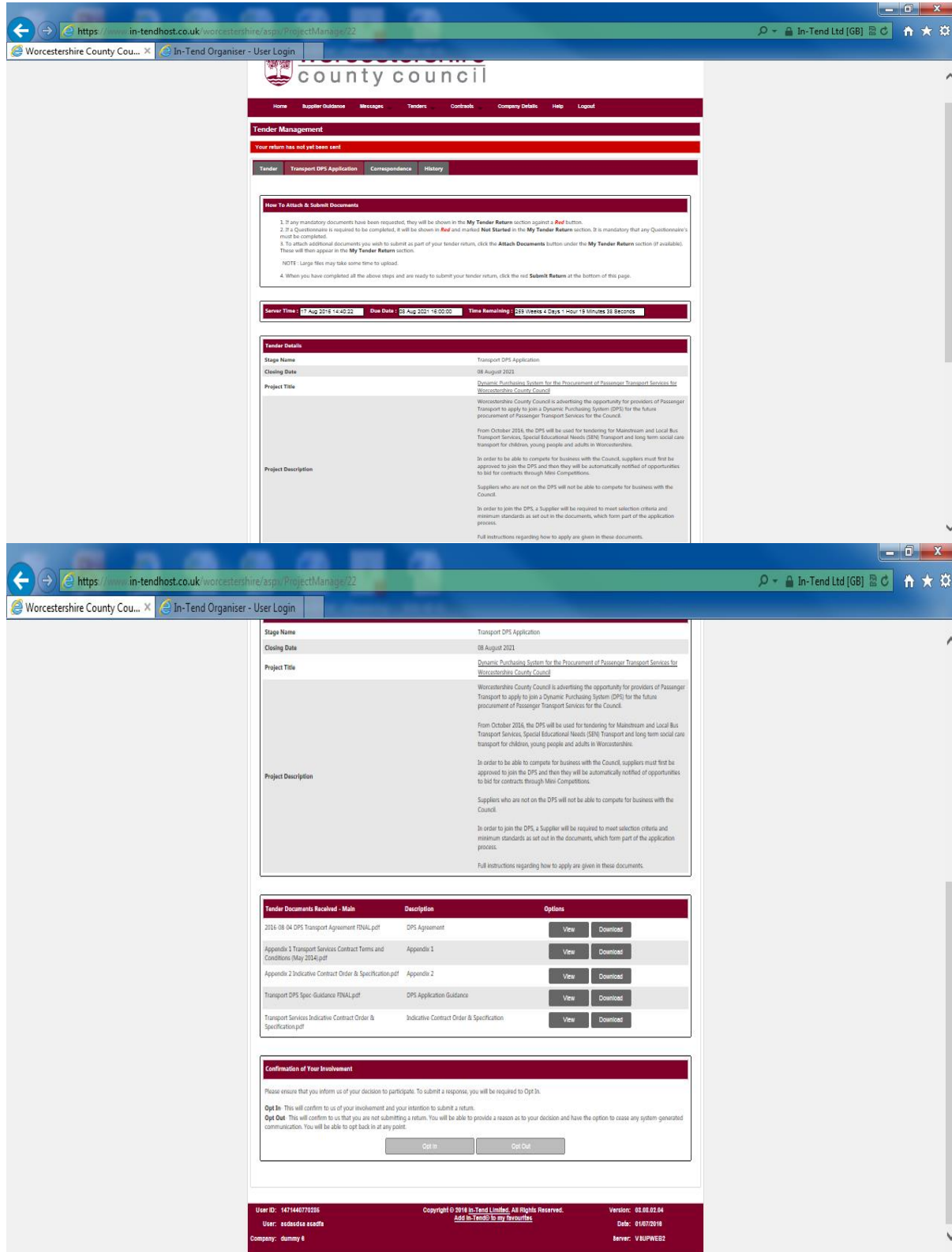
The screenshot shows a web browser window displaying the In-Tend application for Worcestershire County Council. The browser address bar shows the URL: <https://www.in-tendhost.co.uk/worcestershire.aspx/ProjectManage/22>. The page header includes the Worcestershire County Council logo and a navigation menu with links: Home, Supplier Guidance, Messages, Tenders, Contracts, Company Details, Help, and Logout. Below the navigation menu, the 'Tender Management' section is active, displaying a red banner that reads 'Your return has not yet been sent'. A sub-menu is visible with tabs: Tender, Transport DPS Application, Correspondence, and History. A blue arrow points to the 'Transport DPS Application' tab. The main content area displays details for a 'Dynamic Purchasing System for the Procurement of Passenger Transport Services for Worcestershire County Council'. The details include:

<b>Title :</b>	Dynamic Purchasing System for the Procurement of Passenger Transport Services for Worcestershire County Council
<b>Reference :</b>	SYSTEM 00000022
<b>Description :</b>	<p>Worcestershire County Council is advertising the opportunity for providers of Passenger Transport to apply to join a Dynamic Purchasing System (DPS) for the future procurement of Passenger Transport Services for the Council.</p> <p>From October 2016, the DPS will be used for tendering for Mainstream and Local Bus Transport Services, Special Educational Needs (SEN) Transport and long term social care transport for children, young people and adults in Worcestershire.</p> <p>In order to be able to compete for business with the Council, suppliers must first be approved to join the DPS and then they will be automatically notified of opportunities to bid for contracts through Mini-Competitions.</p> <p>Suppliers who are not on the DPS will not be able to compete for business with the Council.</p>

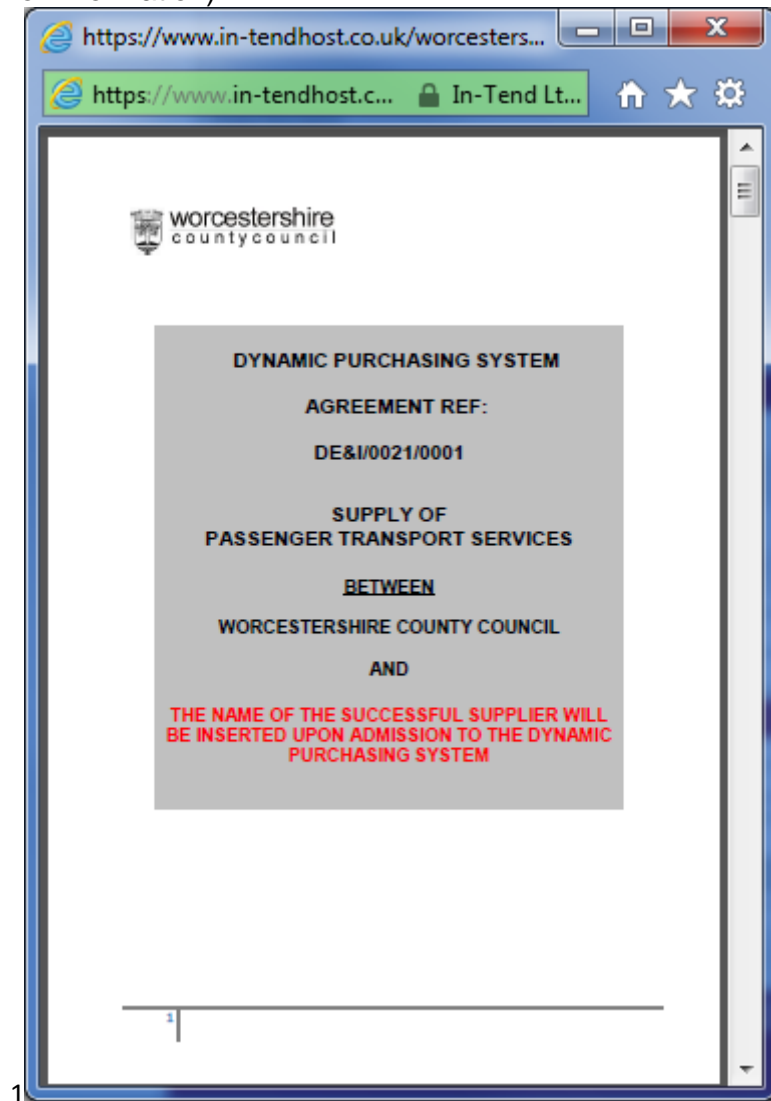
10. You can then view more information about the Tender/DPS and will be able to view the documents that are linked to the Tender/DPS by clicking on "View" or "Download" against each document.

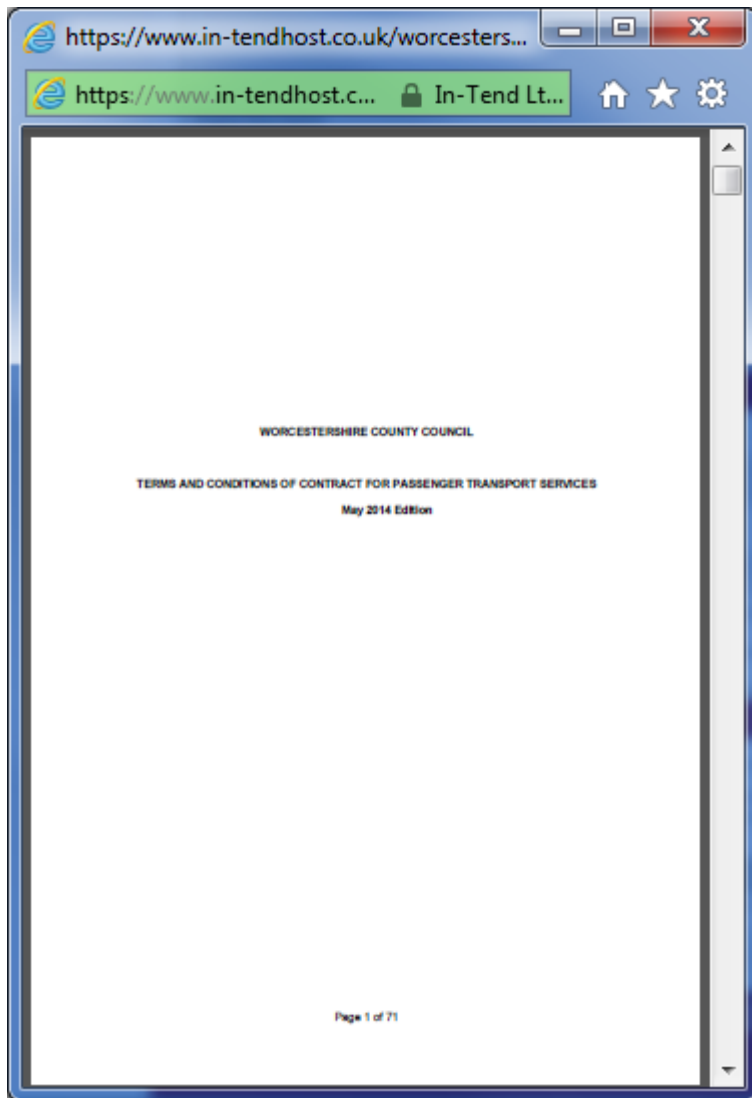
Note: at this stage you will not be able to look at the questionnaires.

(Image below will appear as one continuous screen – not split)



10. The following 5 documents are available for the Transport DPS (front covers shown for information)







https://www.in-tendhost.co.uk/worcesters...

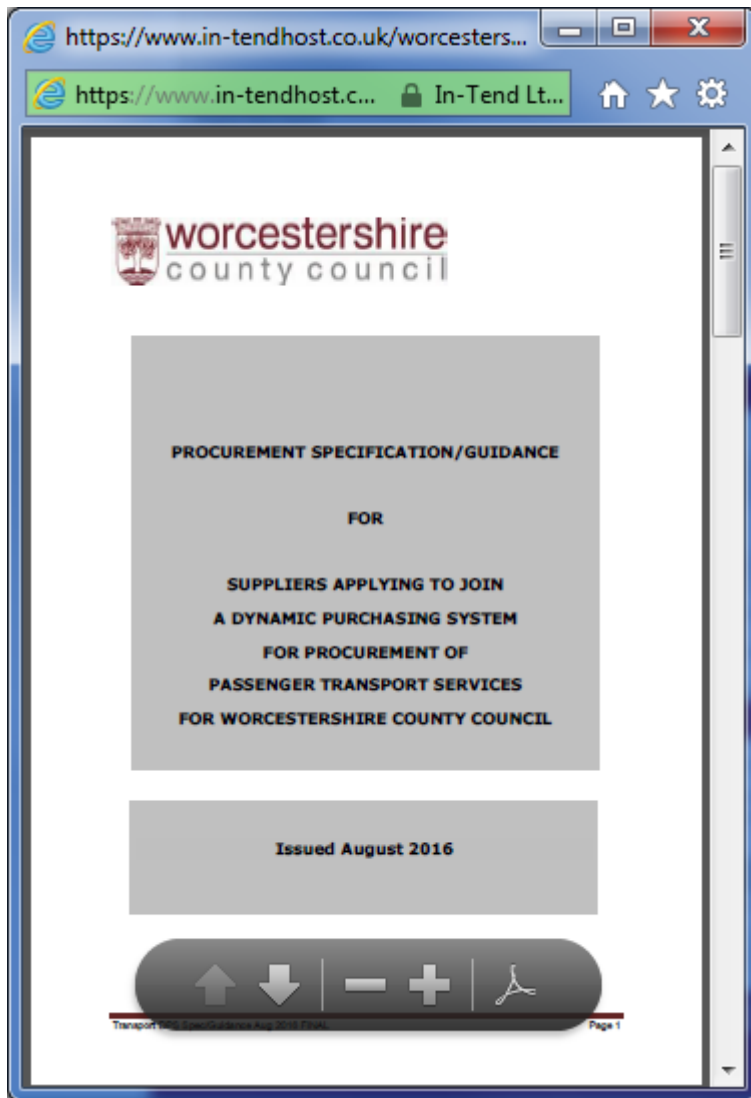
https://www.in-tendhost.c... In-Tend Lt...

**CONTRACT ORDER** Appendix 2 to DPS Agreement  
(Page 1 of 5)

### Indicative Contract Order and Specification for Passenger Transport

Contract Number			
Title			
Contract Start Date			
Contract End Date	End Date		
	Potentially Extensible To		
Contract Type – Insert Price Info Transport Box (Cost or Subsidy Base – see Note 1 below) (Insert 0 (zero) in Passenger Assistant box if not applicable)	Transport Daily Rate		
	Passenger Assistant Daily Rate		
	Total Daily Rate		
Minimum number of Vehicles Expected and Vehicle Type (including Low Floor, single or double deck and seat belt requirements)			
Minimum Vehicle Capacity	Seated		
	Standing		
Wheelchair Details			
Other Details including Passenger Assistant Provision			
Contact for clarification of tender document(s)		<a href="mailto:TransportTendering@worcestershire.gov.uk">TransportTendering@worcestershire.gov.uk</a>	

1 - Note:  
Cost based contracts have a daily rate, are paid monthly and invoices are required.  
Subsidy based contracts have a monthly rate, are paid monthly in arrears for September to July and no invoices are required.



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**CONTRACT ORDER**  
(Page 1 of 5)

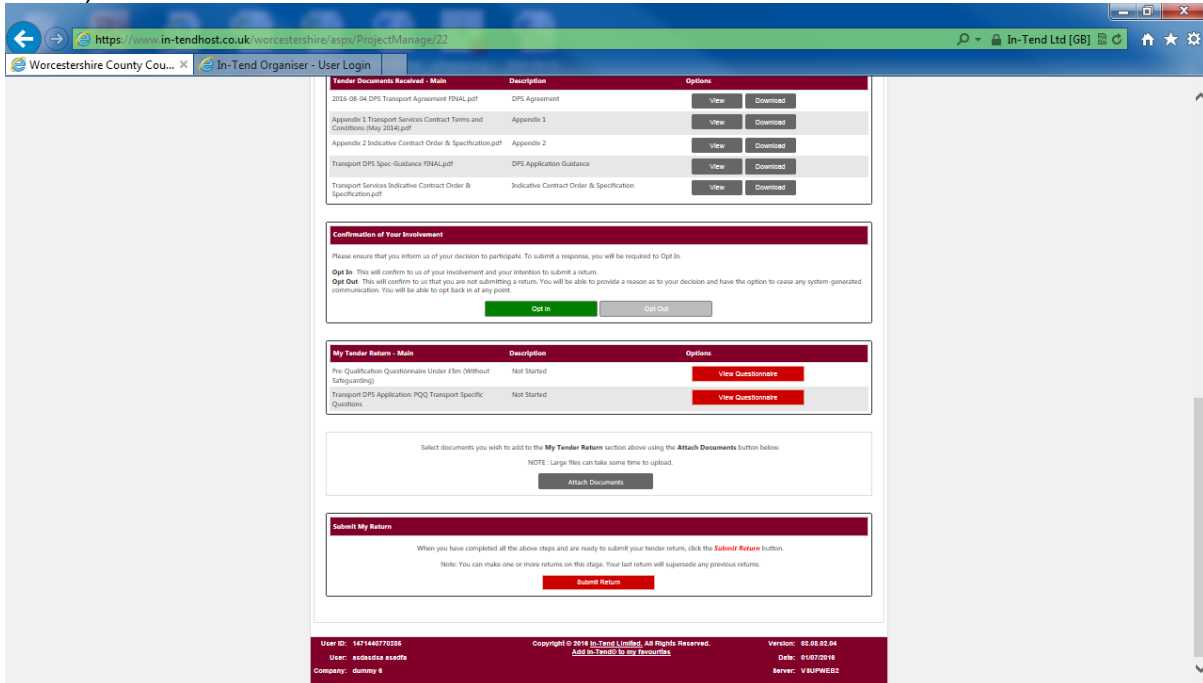
### Indicative Contract Order and Specification for Passenger Transport

Contract Number			
Title			
Contract Start Date			
Contract End Date	End Date		
	Potentially Extensible To		
Contract Type – Insert Price Info Transport Box (Cost or Subsidy Base – see Note 1 below) (Insert 0 (zero) in Passenger Assistant box if not applicable)	Transport Daily Rate		
	Passenger Assistant Daily Rate		
	Total Daily Rate		
Minimum number of Vehicles Expected and Vehicle Type (including Low Floor, single or double deck and seat belt requirements)			
Minimum Vehicle Capacity	Seated		
	Standing		
Wheelchair Details			
Other Details including Passenger Assistant Provision			
Contact for clarification of tender document(s)		<a href="mailto:TransportTendering@worcestershire.gov.uk">TransportTendering@worcestershire.gov.uk</a>	

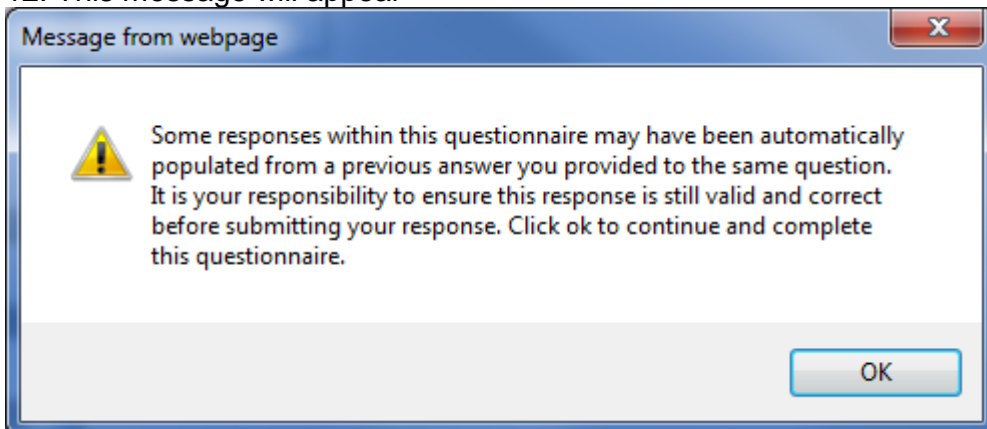
1 - Note:  
Cost based contracts have a daily rate, are paid monthly and invoices are required.  
Subsidy based contracts have a monthly rate, are paid monthly in arrears for September to July and no invoices are required.

11. If you want to proceed after you have looked at the information documents, click on "Opt In" – this will appear highlighted green when you hover your mouse over it. Otherwise click "Opt Out" (red)

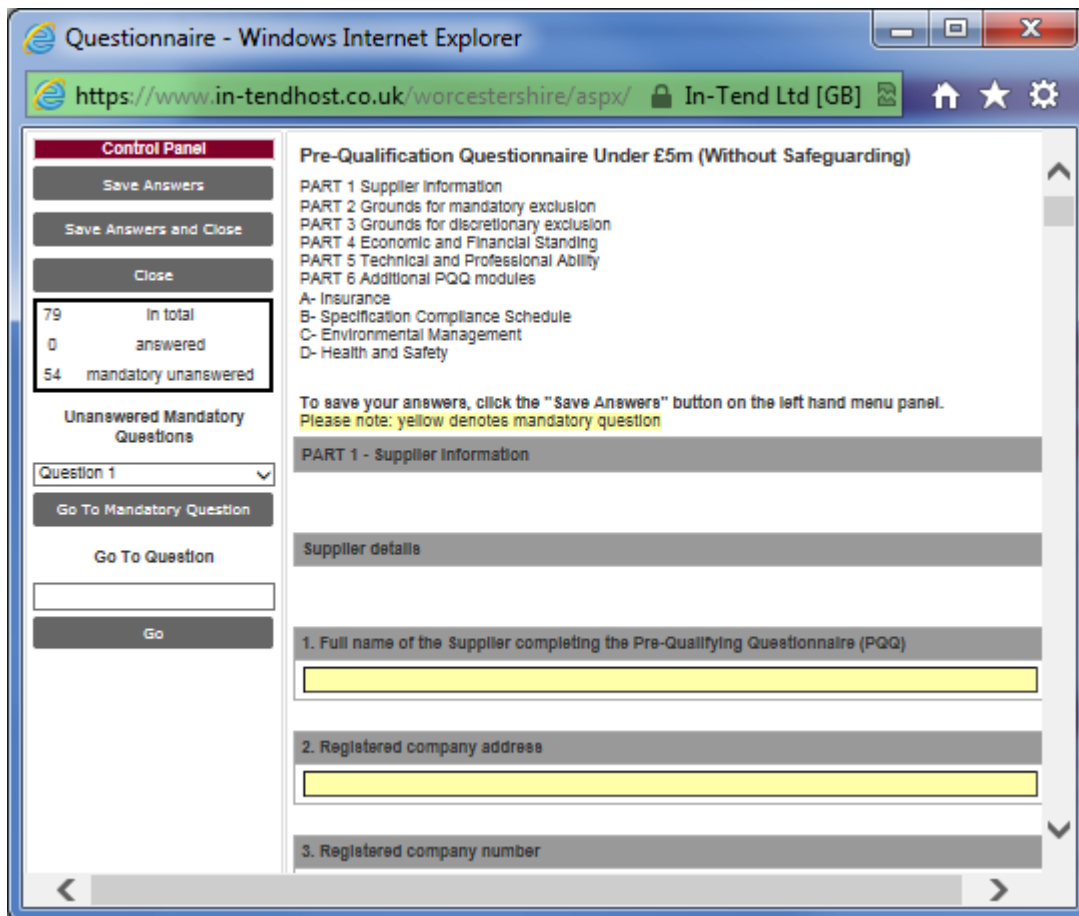
You will then be able to see the questionnaires that have to be completed (2 red boxes below).



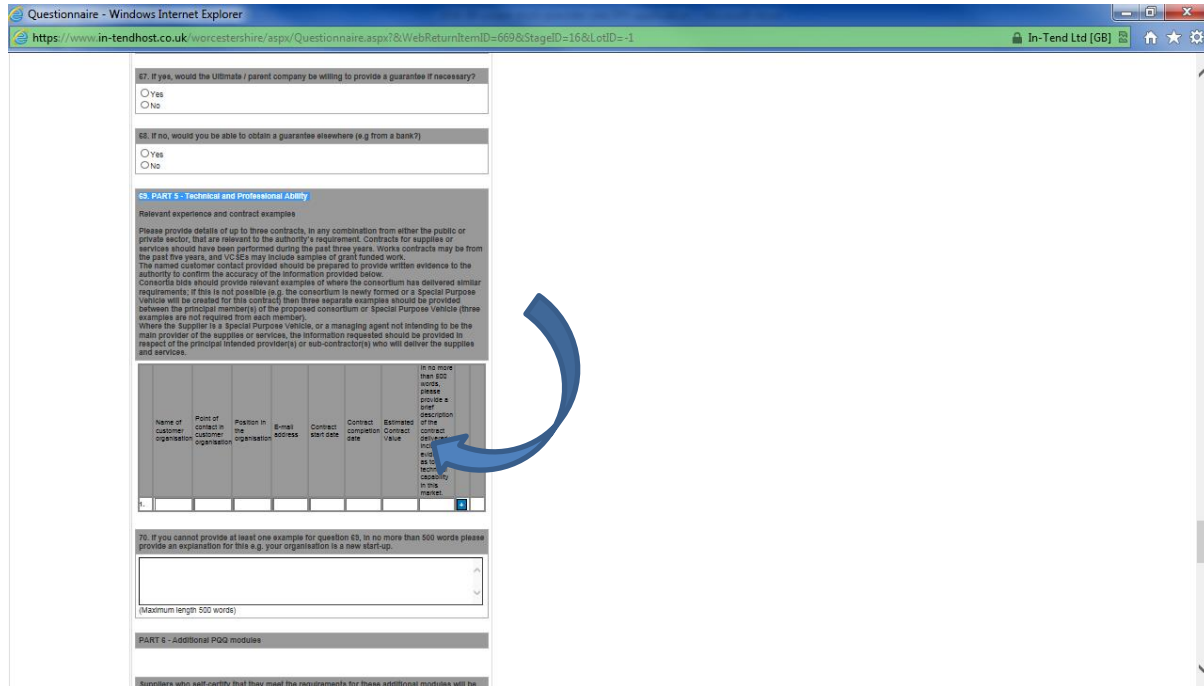
12. This message will appear



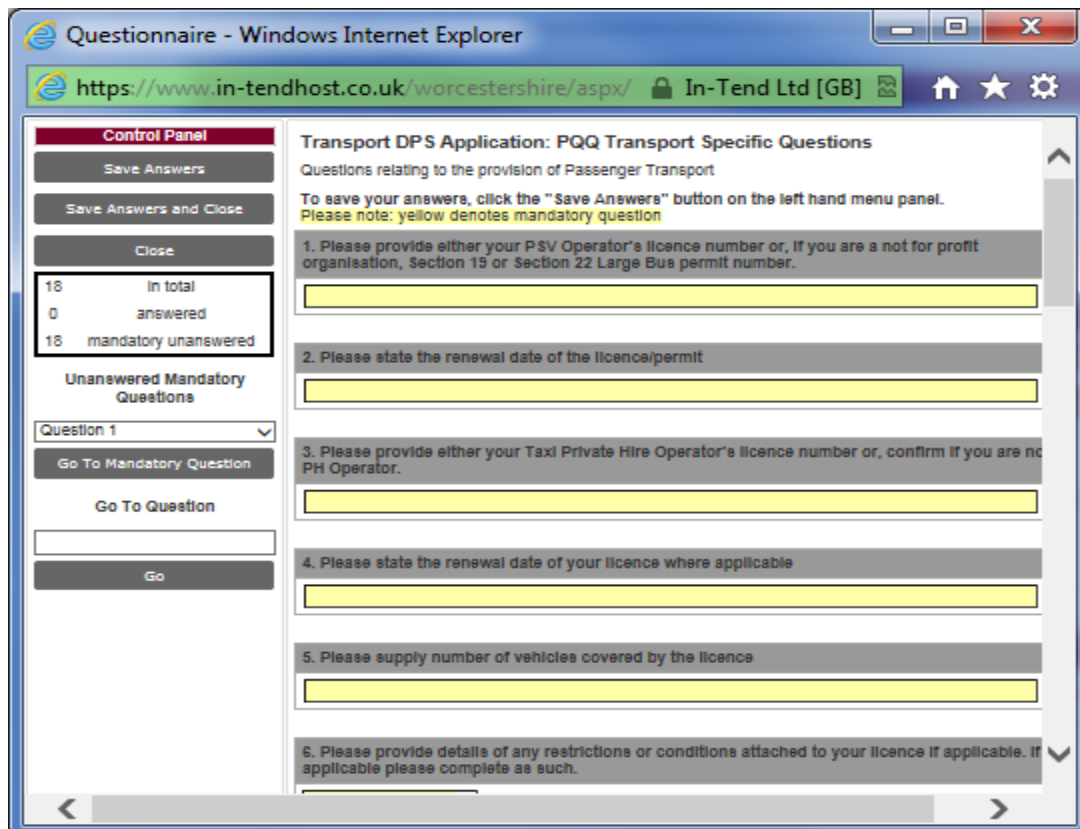
13. The first questionnaire is a standard one:



**Technical Note: for Q69. PART 5 - Technical and Professional Ability – the set up/formatting of the column 9 is incorrect. For this information: "In no more than 500 words, please provide a brief description of the contract delivered including evidence as to your technical capability in this market" – you are advised to complete the information in a separate Word document and upload it onto the system. Please add a note in the column to say "see separate document"**



14. The second questionnaire is Transport specific:



15. Both questionnaires must be completed. If you need to attach any documents you can do so from this page. (Note: for the transport DPS you do not need to submit insurance, DBS etc yet but may need to attach separate documents in response to the standard questions such as Q69 as per above note)

When you are ready to submit your information click on "Submit" – if anything is missing the following message appears:

