

How to Register onto the RBWM Transport Services Dynamic Purchasing System (DPS)

RBWM Transport DPS Introduction

Thank you for your interest and taking the time to complete the registration process, which will allow you to see RBWM Transport Service tendering opportunities.

RBWM are responsible for the running of the DPS processes, qualification process, invitation to tender (ITT) publishing and awarding of contracts. The DPS software is hosted by BravoSolutions, who are responsible for the management of the software and IT support.

How to Register for the DPS

To complete the registration process onto the DPS, you will need to complete two stages:

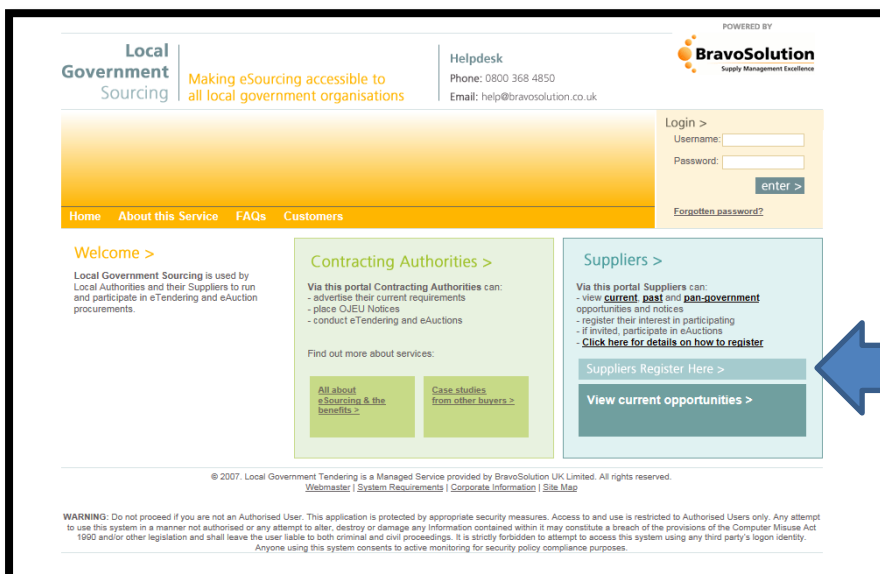
Stage 1 Supplier Registration Form onto the Bravo Software

Stage 2 Complete the Qualification Questionnaire (guidance on how to complete this is in Annex 1)

Top Tip: Read Annex 1 before starting this process. Prepare your documents which need to be uploaded into the questionnaire from your computer. This may include scanning your documents. The documents required are: vehicle maintenance procedures; company accounts for the last two years; and your valid insurance certificates.

Step 1: Supplier Registration Form on Bravo System

1. Go to the following website: <https://www.localgovsourcing.co.uk>
2. In the Suppliers box on the right hand side, click on **Suppliers Register Here**.
3. Review and agree to the User Agreement and then complete the Registration Data.



The screenshot shows the 'Local Government Sourcing' website. At the top, there is a header with the logo and tagline 'Making eSourcing accessible to all local government organisations'. A 'Helpdesk' section provides contact information: Phone: 0800 368 4850, Email: help@bravosolution.co.uk. The main content area is divided into three columns. The left column has a 'Welcome' message. The middle column is titled 'Contracting Authorities' and lists actions like 'advertise their current requirements', 'place OJEU Notices', and 'conduct eTendering and eAuctions'. The right column is titled 'Suppliers' and lists actions like 'view current, past and pan-government opportunities and notices', 'register their interest in participating', and 'participate in eAuctions'. A blue arrow points to the 'Suppliers Register Here' button in the 'Suppliers' section. The footer contains copyright information and a warning about unauthorized use.

You will receive two emails, one welcome and one with a temporary password, which you will need to change the first time you log in. Once done, you will also get an email confirming that you have changed your password.

System emails regarding tender opportunities will come from auto-alert@bravosolution.co.uk. Please ensure they do not go into junk mail by addressing this with your IT department if you have one and/or marking it as safe.

Step 2: Category Registration

Please select category code 360000 Public Transport and then 361300 Passenger Transport. You will then be asked whether you would like to join the RBWM Transport DPS. Select Yes.

Step 3: RBWM Transport DPS Qualification Questionnaire

Please complete the questionnaire to be assessed by RBWM. Guidance on completing the questionnaire and how RBWM will evaluate the questionnaire can be found in Annex 1.

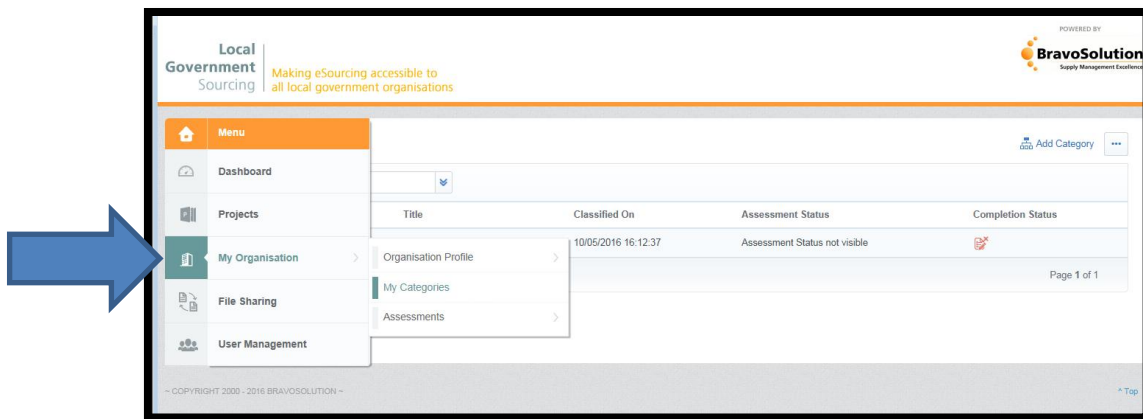
Top Tip: Please remember to save as you go along by clicking on the save button on the top right hand side. It will tell you that you have not completed all the mandatory questions. Please ignore this and to continue with the questionnaire click on Complete Questionnaire.

If you are inactive for a period of time, then you will time out and you will need to log back in.

Step by step guide: How to log back into Bravo to complete the questionnaire

If you have timed out or you need to log back into the system to complete or review the questionnaire, then :

- 1) Log on at <https://www.localgovsourcing.co.uk>
- 2) Click on **Manage Your Profile** on left hand side
- 3) Then click on the **tower block (My Organisation)** then **My Categories**
- 4) **Click on the questionnaire**



Step by step guide: How to Submit the Questionnaire

Once you have completed all the questions and reviewed your data, then take the following steps:

1. Navigate to the final questionnaire question and indicate here when you are ready for your application to be submitted. You can review your answers at any time. Once an application is submitted please allow up to 10 working days for it to be processed.
2. Select **I submit my response to this DPS** as the response to the final question.
3. Click on save on the top right of the screen.
4. Then log out.

Once you have completed the questionnaire the status will change to completed and will turn blue. If the document is coloured red you have not completed all the mandatory fields.

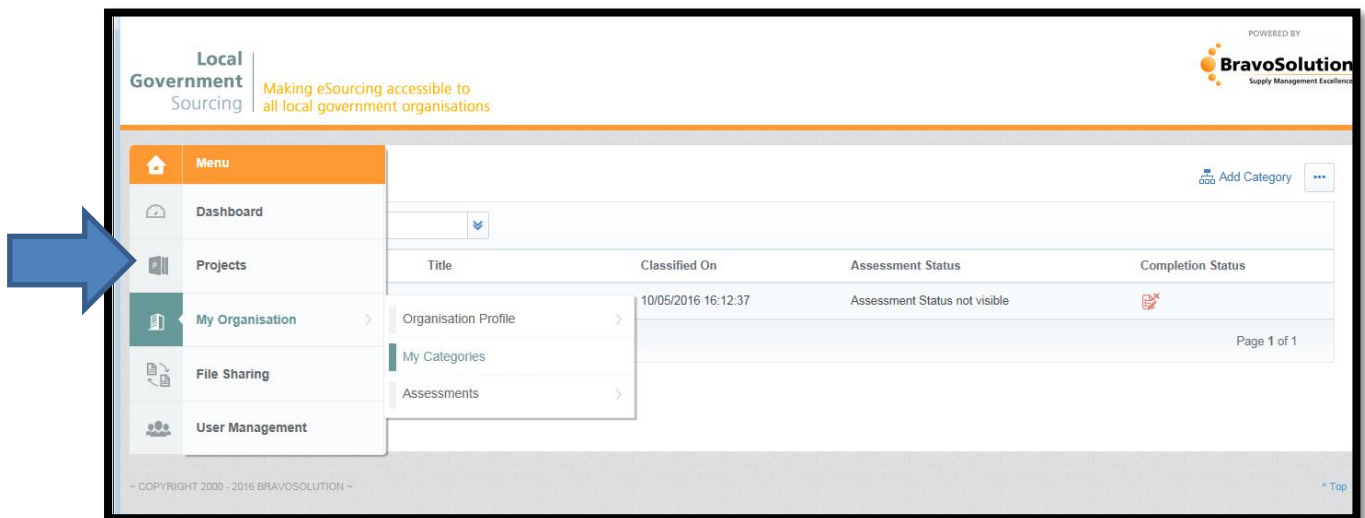
Step by step guide: How to view your Assessment Status

Once you have submitted your completed questionnaire, RBWM will then assess your questionnaire and assign you to one of the following statuses:

DPS Assessment Status	What does that mean?
Assessment Status not visible	Questionnaire is in progress A red coloured document means it is with the supplier for completion. A blue coloured document means it is with RBWM to assess.
Pre-Qualified	Suppliers are part-assessed and flagged as needing more information before qualification to the DPS. You will not be able to see DPS ITT opportunities until Qualified.
Qualified	You will be qualified on the transport DPS for 24 months from the date the qualified status is awarded

1. Click on **Manage Your Profile**
2. Then click on the **tower block (My Organisation)**
3. Then click on **My Categories**

This shows you your assessment status and the completion status of the questionnaire.



Step 4: Keep Your Qualification Questionnaire Up to date

It is the **Supplier's responsibility** to keep all information accurate and up to date on the registration data and the qualification questionnaire. This must include valid insurance certificates, licences and any exclusions/situation changes. It is also vital to ensure supplier contact details are accurate on the supplier registration form as you would not want to miss opportunities.

Step by step guide: How to review and update your Registration Data


1. Click on **Manage Your Profile** on the main page
2. Click on the **tower block (My Organisation)** then **Organisational Profile** then **Registration Data**
3. Click on the **Edit** button at the top right

4. Amend the data as required then click on the **Save** button

Step by step guide: How to review and update your qualification questionnaire data (Insurance certificates, financial accounts and contacts)

1. Click on **Manage Your Profile** on the main page
2. Click on the **My Organisation**, then **My Categories**
3. Then click on the **Assessment** to review
4. Then click on **Edit** on the right hand side to update

To update any question that requires documents:

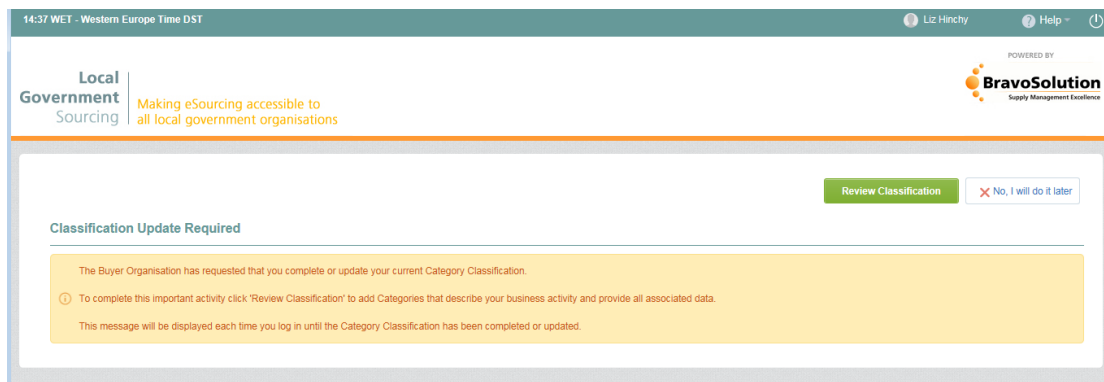
Scroll down to the required question and click on the circle arrows  then click on **Select a File to Upload**, select the new file from your computer, then click on **Confirm** at the top right hand side.

When you have finished updating, please click on **Save** on the top right hand side.


You will also get an email notification confirming the changes made.

Step by Step guide: How to update expiring insurances once you get a reminder

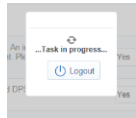
As a Supplier you will get an email reminder of your expiring insurances starting at 30 days before expiry. You will need to log into the system to update. You will see the screen below when you log in.



1. Click on **Review Classification**
2. Then click on **Assessment**
3. Then click on **Edit** on the right hand side
4. Firstly upload new certificates, then add the new expiry date
5. Scroll down to the insurance question with the expired insurances and click on the circle

arrows  then click on select a file to upload, select the new insurance certificates from your computer, then click on **Confirm** at the top right.

6. Then add the new expiry date to the expiry date question.
7. Then click on **Save and Continue** at the top right. You will see this on the screen when it is saving.



You will also get an email notification confirming the changes made. Then upload your new certificates and update the expiry dates. Click on **Confirm Categories** on the right.

Where to Get Help

BravoSolutions System Support	Helpdesk telephone number: 0800 368 4850 or email: help@bravosolution.co.uk
DPS Qualification Questionnaire Support	Please email the RBWM Transport Team: transport@rbwm.gov.uk
ITT and contract queries	Please email RBWM transport team or use the BravoSolutions messaging service in the ITT area
Day to day queries	Please email the RBWM Transport Team: transport@rbwm.gov.uk

Troubleshooting

Logging on

If when you opening up the website you get this message: **There is a problem with this website's security certificate**, then please click on **continue to this website (not recommended)**

Annex 1 - Quick Guide on How to Answer DPS Qualification Questions

Question Ref	Question	Why have we asked this question	Answer	What we expect to see in the answer
Details of Passenger Transport Services				
	Introduction - Thank you for taking the time to apply for the RBWM Transport DPS. An introduction to the DPS and guidance on where to find help can be found in the attachment. Please confirm you have read the attachment		Select YES or NO	
	Terms & Conditions - Please can you confirm that you have read and agree to the attached DPS qualification terms and conditions		Select YES or NO	
1	Please provide a summary of the company's fleet of vehicles	To understand your service offering	Type text answer 2000 characters max	Provide details of the number and types of vehicles
2	Please tick the Transport Services you wish to supply on this DPS.	What would you like to supply and what opportunities would you like to hear about	Select options	You can tick more than one option
Lot 1	Passenger Carrying Vehicles (9 seater +)	This Lot is for the provision of operator supplied vehicles (9 passenger seats or more) and drivers. If a route carries a passenger with additional needs who requires a passenger assistant, then this requirement will be included within the Route Specification.		
Lot 2	Hackney/Private hire (8 seats or less)	This Lot is for the provision of operator supplied Hackney/Private hire vehicles (8 seats or less). If a route carries a passenger with additional needs who requires a passenger assistant, then this requirement will be included within the Route Specification.		
Lot 3	Driver and Passenger Assistant Provision	This lot is for the provision of drivers and escorts on the Council's own fleet or other vehicles.		
Lot 4	Public Transport	This Lot is for the provision of operator supplied vehicles and drivers to provide registered local bus services. Vehicles		

Question Ref	Question	Why have we asked this question	Answer	What we expect to see in the answer
		required will normally range from a minibus to a double-deck vehicle.		
Lot 5	Other car provisions such as community cars	This Lot is for the provision of pre-booked transport services such as community cars, volunteer drivers and/or driver owned vehicles. If a route carries a passenger with additional needs who requires a passenger assistant, then this requirement will be included within the Route Specification.		
3	Please self-certify that you will abide by the attached core requirements when delivering contracted transport services with RBWM for all Services.	We need you to ensure that you understand what we require from you to deliver the services	Select YES or NO	Please read the attachment detailing service requirements and confirm compliance. You will not be accepted onto the DPS if you do not meet this.
4	Please attach details of your maintenance procedures, schedules and safety checks for vehicles to be employed on the contract and outline how any work undertaken on the vehicles by third parties is managed.	We need to understand that that you maintain your vehicles to statutory requirements	Upload document attachments	You may not be accepted onto the DPS if you do not meet the requirement
5	Please detail any fines or penalties that you have incurred as a result of running poorly maintained vehicles or failing safety inspections. <Over what period – last 3 years?>	This is required	Type text answer 2000 characters max	You may not be accepted on the DPS if remedial action has not been taken.
6	Please detail any relevant professional bodies your organisation belongs to or any awards won, especially those in relation to the services. Detail any membership numbers, such as Community Transport Association accreditation.	For information only	Type text answer 2000 characters max	Information regarding membership of any relevant professional bodies.
Grounds for Exclusion				
1	Please confirm that you have read the attached Grounds for Exclusion document and self-certify that your answer is no to all the criteria for mandatory exclusions detailed in the document.	Read the document attached. This relates to convictions specific to criminal offences including, but not limited to, bribery, corruption, conspiracy, terrorism, fraud and money laundering, or if you have been the subject of a binding legal decision which found a breach of legal obligations to pay tax or social security obligations (except	Select YES if any do apply or NO if none apply	You will be excluded from the DPS if there is evidence of convictions

Question Ref	Question	Why have we asked this question	Answer	What we expect to see in the answer
		where this is disproportionate, e.g. only minor amounts involved).		
2	Please confirm that you have read the Grounds for Discretionary Exclusion document and self-certify that your answer is to no to all the criteria detailed in the document.	Read the document attached.	Select YES if any do apply or NO if none apply	You may not be accepted onto the DPS if you do not meet the requirement
3	If any answer is yes, then please provide further details as per the document and attach the required appendix	If the answer is yes to the Grounds for Exclusion or Grounds for Discretionary Exclusion, then please provide full details in an attachment.	Upload document attachment	You may not be accepted onto the DPS if you do not meet the requirement
Finance				
	To demonstrate your economic/financial standing, please provide a copy of the last two years financial accounts. This should include a statement of turnover, a profit and loss account, current liabilities and assets, and cash flow for the most recent year for assessment. You may be excluded if you are unable to demonstrate financial stability to meet the contractual obligations. The council may seek information from an independent credit reference agency, as part of the assessment of financial stability.	We need to understand that you are financially stable and can meet the contractual obligations. This should include one of the following: (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.		If you are a newly formed company this year and/or have no trading history, then please provide (c).
1	Please attach last year's annual accounts		Upload document attachment	If there is more than one file for the Accounts, then please upload all documents in a single zip file.
2	Please attach the previous year's annual accounts		Upload document attachment	If there is more than one file for the Accounts, then please upload all documents in a single zip file.
Insurance Details				
1	Please self-certify that you meet the required insurance levels.	You must have Public Liability (Min £5 million), Employers Liability (Min £10 million) or be able to obtain this when delivering the services	Select YES or NO	You may not be accepted onto the DPS if you do not meet this requirement
	Please attach your insurance certificates and insert the expiry dates	This is a service requirement. The expiry date will trigger a reminder to upload your new certificates when they have expired	Upload document attachment and expiry date.	You may not be accepted onto the DPS if you do not meet this requirement

Question Ref	Question	Why have we asked this question	Answer	What we expect to see in the answer
2	Motor Fleet Insurance including Business Category Cover			
3	Employers Liability Insurance			
4	Public Liability Insurance			
Organisational Policies				
	Please self-certify that the company has the following policies that comply with current legislation, which can be made available upon request	If you have more than 5 employees, then this is required		You may not be accepted onto the DPS if you do not meet this requirement
1	Complaints Procedure		Select YES or NO	
2	Environmental Policy		Select YES or NO	
3	Data Security Policy		Select YES or NO	
4	Equalities Policy		Select YES or NO	
5	Health and Safety Procedure		Select YES or NO	
6	Please detail the company's training, evaluation and monitoring programmes that are in place for drivers, passenger assistants and admin/management staff in order to provide a safe, reliable and user-friendly environment.		Type text answer 2000 characters max	
Contingency planning and data security				
1	Please detail how you would continue to run the service as a result of vehicle breakdowns, staff absences and computer failures. Please provide specific examples of the actions that you have taken to mitigate service impacts within your business/organisation over the last two years.	We need to know that you are still able to provide a service, even when there are issues or problems.	Type text answer 2000 characters max	Reliability of service is important, describe your contingency plans for the specific events in the question
2	Please detail the company's data security provisions and controls that are in place.	We need to know that you take responsibility for sensitive data on passengers, addresses and routes, holding data securely and managing access to the data for only those that need it in accordance with the Data Protection Act.	Type text answer 2000 characters max	Security of data on passengers and routes is essential. Add details on how your data is securely held and data is controlled for essential users only, such as use of password protection on the system, restricted access and firewalls.
Client References				

Question Ref	Question	Why have we asked this question	Answer	What we expect to see in the answer
	Please detail below two references that you have contracted with in the past three years where you have provided these Services. We may contact these references to inform us on your contractual performance and reliability.	This enables us to review your past performance and also assess whether specified minimum standards for reliability for such contracts are met. We may contact the referee directly to gain further information.	Type text answer 2000 characters max for each answer	You may not be accepted onto the DPS if you do not meet this requirement. You can enter a future end date. If this is a rolling contract, then please estimate an end date and state that it is a rolling contract in the contract details section.
1	Reference 1 Contact details (name, email, organisation, telephone number)			
2	Contract start date			
3	Contract end date			
4	Contract details, such as contract value, performance and service requirements			
5	Reference 2 Contact details (name, email, organisation, telephone number)			
6	Contract start date			
7	Contract end date			
8	Contract details such as contract value, performance and service requirements			

Question Ref	Question	Why have we asked this question	Answer	What we expect to see in the answer
Section B Questions Specific for each Service Category				
Lot 1	Passenger Carrying Vehicles (9 Seater +)			
1	Please confirm that you can meet the core requirement for delivering this service	Please read the attached document and self-certify that you can meet the core requirements for delivering the service.	Select YES or NO	You may not be accepted onto the DPS if you do not meet this requirement.
2	Please provide your Operator's Licence number to allow you to operate 9 seater plus passenger vehicles.	Provide any relevant operator licence numbers.	Type text answer 2000 characters max	You may not be accepted onto the DPS if you do not meet this requirement.
Lot 2	Hackney/Private hire (8 seats or less)			
1	Please can you confirm that you can meet the core requirement for delivering this service.	Please read the attached document and self-certify that you can meet the core requirements for delivering the service.	Select YES or NO	You may not be accepted onto the DPS if you do not meet this requirement.
2	Please provide your Taxi Operator's number.	Provide any relevant operator licence numbers.	Type text answer 2000 characters max	You may not be accepted onto the DPS if you do not meet this requirement.
Lot 3	Driver and Passenger Assistant Provision			
1	Please confirm that you can meet the core requirement for delivering this service.	Please read the attached document and self-certify that you can meet the core requirements for delivering the service.	Select YES or NO	You may not be accepted onto the DPS if you do not meet this requirement.
2	Please provide details of any licences and certificates that you hold in relation to the delivery of the transport services (include any licence numbers).	Provide any relevant operator licence numbers.	Type text answer 2000 characters max	You may not be accepted onto the DPS if you do not meet this requirement.
Lot 4	Public Transport			
1	Please confirm that you can meet the core requirement for delivering this service.	Please read the attached document and self-certify that you can meet the core requirements for delivering the service.	Select YES or NO	You may not be accepted onto the DPS if you do not meet this requirement.
2	Please provide details of any licences and certificates that you hold in relation to the delivery of the transport services (include any licence numbers).	Provide any relevant operator licence numbers.	Type text answer 2000 characters max	You may not be accepted onto the DPS if you do not meet this requirement.
Lot 5	Other car provisions such as community cars			
1	Please provide details of what services you are able to deliver.	Provide details of what services you are able to offer the Council.	Type text answer 2000 characters max	
2	Please provide details of any licences and certificates that you hold in relation to the delivery of the transport services (include any licence numbers).	Provide any relevant licence numbers.	Type text answer 2000 characters max	

Submission

1	Please indicate here when you are ready for your application to be submitted. You can review your answers at any time. Once an application is submitted please allow up to 10 working days for it to be processed.	Confirm that you have completed your DPS qualification and would like to submit in for review by RBWM Transport Services.	I submit my response to this DPS	
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