

**Date:** 20 January 2017  
**My ref:**  
**Your ref:**  
**Contact:** Paul Baker  
**Direct dial:** 01934 426715  
**Email:** paul.baker2@n-somerset.gov.uk



Integrated Transport Unit  
Development and Environment  
North Somerset Council  
Town Hall  
Walliscote Grove Road  
Weston-super-Mare  
BS23 4EJ

[ADDRESS]

Dear Sirs

**Procurement of Transport Services in North Somerset  
Supplier Information Events – 20<sup>th</sup> and 27<sup>th</sup> February 2017**

North Somerset Council is changing the way that it manages and procures passenger transport services. I am writing to you as a transport service provider that may be interested in providing contracted services to the council and as such you will need to be aware of these changes.

We will shortly be introducing a Dynamic Purchasing System (DPS) for the majority of our passenger transport services. Any organisation that wishes to tender for contracted transport services with North Somerset Council will need to join the DPS and become an approved supplier.

The DPS will include the following lots:

- Lot 1: Passenger Carrying Vehicles (PCV) contracted transport (including an option to provide passenger assistants)
- Lot 2: Hackney / Private Hire contracted transport (including an option to provide passenger assistants)
- Lot 3: Public Transport Services
- Lot 4: Community Transport Services

Suppliers will be invited to join as many lots as they wish, but they must meet certain criteria to be accepted onto the DPS. Once the DPS is established, only approved suppliers within the relevant lots will be invited to tender for contracts. The process for tendering new contract opportunities will subsequently be a much quicker and easier process.

All public transport, associated passenger transport and home to school transport services, including SEN transport will be covered by the new DPS.

We have arranged two supplier information days as follows:

**Monday 20<sup>th</sup> February – 2.00pm to 4.00pm – The Campus, Highlands Lane, Weston-super-Mare. Welcome and refreshments available from 1.30pm.**

and

**Monday 27<sup>th</sup> February – 10.00am to Midday – Somerset Hall, The Precinct, Portishead. Welcome and refreshments available from 09.30am.**

You are invited to attend one or both of these events. You do not need to register in order to attend, however we would be grateful if you could let us know so that we are able to cater for the appropriate numbers. Council officers will be on hand at these events to talk to suppliers and to answer any questions that you may have.

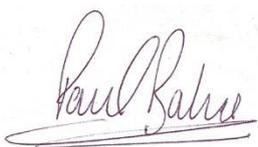
These events will include:

- An introduction to NSC's new Integrated Transport Unit
- A summary of our transport service contract opportunities
- An introduction to the DPS and how to become an approved supplier
- Details of our Health & Safety requirements
- Details of our Equality & Diversity requirements
- Details of our Sustainability requirements
- A summary of our financial assessments
- An opportunity for questions and answers

The DPS application process will go live in March. I therefore encourage you to attend the information events in February as these will give you all the information you may need in advance. We also intend to run further supplier days once the DPS is open to give further advice and support. If your application is successful, you will be advised of this in August. All new contract opportunities beyond September will be procured through the DPS.

I hope that you will be able to attend one of these important events. In the meantime, should you have any immediate queries on this new process, please do not hesitate to contact the team here on 01934 426715.

Yours faithfully



**Paul Baker**

Integrated Transport Unit Manager