

Application Guide

Bedford Borough Council
**School and Specialist Transport
Services - BBC CH 00001**

Sept 2026



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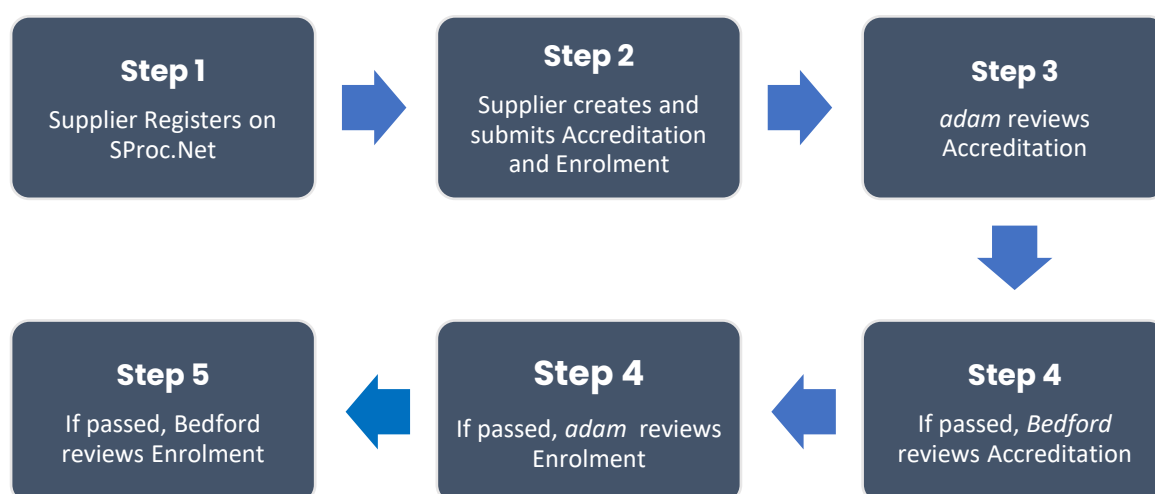
Bedford Borough Council - Application Guide

Bedford Borough Council will be working with Access Adam to implement a new commissioning system for School and Specialist Transport Services. All providers wishing to join this system will need to complete an Accreditation and Enrolment (A&E) on the new system to receive Requirements through SProc.Net.

- This document will cover the following:
 - Registration – applicable for providers new to SProc.Net
 - Adding users
- Adding locations
- Accreditation – information required
- Enrolment – information required
- Next steps

How to join SProc.Net

The step-by-step process to be completed online is as follows:



Please note that if either the Accreditation or the Enrolment is failed, the provider will receive feedback from *adam* so amendments can be made (where possible). Equally if the Enrolment is Rejected by Bedford, the provider will receive feedback so amendments can be made (where possible). Typically, the cycle of these steps will take a maximum of 10 working days.

Registration

Register

You must register your business on the system (<https://www.sproc.net>). If your business is part of a larger parent group, then head office should register on SProc.Net. The below shows what is required:

- Business name
- Registered trading name (if different from the above)
- Business tax/VAT number
- Charity registration number (charities only)
- Company registration number (companies only)
- SME status
- Registered business address (Address line 1, City, Postcode etc.)
- Telephone number
- Email address

Add a system user

Once the company details have been filled in, you will be taken to a page to create a system User for head office which will require the following:

- First name
- Last name
- Job title
- Email address

Once the above fields have been completed and the first User has been created, they will receive a username and temporary password. Upon logging into SProc.Net the User will be prompted to change their password. The User will have the ability to create other Users for their organisation.

Add a location

If your organisation has multiple locations or offices, it is possible to add these additional locations once the company has been registered.

To add a location, go to the Admin tab > My Company > Locations > New, and then follow the steps to fill in the details for the location. This will include:

- Location display name
- Address

Accreditation & Enrolment

The Accreditation and Enrolment are the two phases of the application criteria to join the system. The tables below show the questions which the Provider will have to respond to. Some questions will only have to be answered depending on the response to another question.

1. Accreditation

To start a new Accreditation, you will need to select the following:

Client: Bedford Borough Council

Category: School and Specialist Transport Services - BBC CH 00001

a. Central Digital Platform Share Code and External Register Identifier

You will be provided with a space to enter your Central Digital Platform Share Code and Identification Register details. Please ensure these are correct to allow appropriate publication of Call-off award notices.

b. Questions

This table shows the questions which will need to be completed as part of your Accreditation. If the question is not applicable to your organisation you must insert N/A.

Q	Company Information	Trigger
1	Name of legal entity or sole-trader	
2	What is your central digital platform unique identifier?	
3	You must submit up-to-date core supplier information on the CDP and share this information with us: This includes: a. basic information b. economic and financial standing information c. connected person information (these are persons with the right to exercise, or who actually exercise, significant influence or control over the supplier, or over whom the supplier has the right to exercise, or actually exercises, significant influence or control over, for example: directors, majority shareholders and parent and subsidiary companies) d. exclusion grounds information. Please ensure you have upload the pdf with your submission. For guidance on how to generate a PDF file of your most up to date Core Supplier Information on the CDP click on the following link: https://www.youtube.com/watch?v=5qlgZehQyoo	
4	Are bidding as a single supplier (with or without sub-contractors)	
5	Are you bidding as part of a group or consortium	
6	What is the name of the group of consortium?	5 (Yes)
7	What is the proposed structure of the group/consortium, including the legal structure where applicable	5 (Yes)
8	What is the name of the lead member in the group/consortium	5 (Yes)

9	What is your role in the group/consortium (e.g. lead member, consortium member, sub-contractor)	5 (Yes)
10	Are you on the debarment list?	
11	If you answer Yes to above question please provide details as to the nature of the debarment and where applicable details of any steps taken to rectify this and prevent reoccurrence (self-cleaning).	10 (Yes)
12	Are you relying on any associated persons to satisfy the conditions of participation? (these are other suppliers who might be sub-contractors or consortium members but not a guarantor)	
13	If yes, for each associated person have you uploaded a completed 'Associated Persons' document.	12 (Yes)
14	Are you relying on any Sub-Contractors to satisfy the conditions of delivery?	
15	If yes, for each Sub-Contractor have you uploaded a completed 'Sub-contractor' document.	14 (Yes)
16	Registered office address (if applicable)	
17	Registered website address (if applicable)	
18	What is the legal entity type of your organisation?	
19	If Other, please specify the legal entity type of your organisation	18 (Other)
20	Date of registration in country of origin	
21	Company registration number (if applicable)	
22	Charity registration number (if applicable)	
23	Head office DUNS number (if applicable)	
24	Registered VAT number	
25	If applicable, is your organisation registered with the appropriate professional or trade register(s) in the member state where it is established?	
26	Please provide the relevant details, including the registration number(s).	
27	Is it a legal requirement in the state where you are established for you to possess a particular authorisation, or be a member of a particular organisation in order to provide the services specified in this procurement?	
28	Please provide additional details of what is required and confirmation that you have complied with this.	
29	State ALL Trading name(s) and address(es) of companies that will be used if successful in this procurement	
30	State ALL Operator (Licensed) name(s) and address(es) that will be used if successful in this procurement	
31	Relevant classifications (state whether you fall within one of these, and if so which one)	
32	Details of immediate parent company: - Full name of the immediate parent company - Registered office address (if applicable) - Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
33	Details of ultimate parent company; - Full name of the ultimate parent company - Registered office address (if applicable)	

	- Registration number (if applicable) - Head office DUNS number (if applicable) - Head office VAT number (if applicable) (Please enter N/A if not applicable)	
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c. Documents

This table shows the documents which will need to be uploaded as part of your Accreditation.

Documents	Instructional text
Core Supplier Information from CDP	Please ensure you attach/upload the pdf with your submission. For guidance on how to generate a PDF file of your most up to date Core Supplier Information on the CDP click on the following link: A guide for suppliers: https://www.youtube.com/watch?v=5qlgZehQyoo
Associated Person Information	If you have responded 'Yes' to Question 12, please download the Associated Person Information document, complete, and re-upload.
Sub-Contractor Information	If you have responded 'Yes' to Question 14, please download the Sub-Contractor Information document, complete, and re-upload.

2. Enrolment

Once the Accreditation is complete, the Enrolment can be started immediately. You do not have to wait for the Accreditation to be approved, however your Enrolment can only be reviewed by *adam* after you have an Approved Accreditation.

a. Questions

This table shows the questions which will need to be completed as part of your Enrolment. If the question is not applicable to your organisation you must insert N/A.

Q	Company information	Trigger
1	Please confirm that there are no grounds under which your organisation has identified an actual, potential or perceived conflict of interest in relation to this procurement as set out in Regulation 82 of the Procurement Act 2023 In accordance with Regulation 82 of the Procurement Act 2023, a Supplier may become excludable if there is a conflict of interest which cannot be effectively remedied.	
2	If you have answered No to above question please provide details of the actual, potential or perceived conflict	1 (No)
3	Are you able to provide a copy of your audited accounts for the last two years, if requested?	
4	If no, can you provide one of the following: answer with Y/N in the relevant box.	3 (No)

	A statement of the turnover, Profit and Loss Account/Income Statement, Balance Sheet/Statement of Financial Position and Statement of Cash Flow for the most recent year of trading for this organisation or A statement of the cash flow forecast for the current year and a bank letter outlining the current cash and credit position. or Alternative means of demonstrating financial status if any of the above are not available (e.g. forecast of turnover for the current year and a statement of funding provided by the owners and/or the bank, charity accruals accounts or an alternative means of demonstrating financial status).	
5	Please confirm that for public sector contracts awarded under the Procurement Act 2023 and the Public Contract Regulations 2015 you have systems in place to comply with obligations to pay your supply chain as set out in the Governments Prompt Payment Policy and (where this applies to your organisation) the Reporting on Payment Practices and Performance Regulations 2017.	
6	Where the conditions of participation have specified organisational qualifications or standards, please confirm that your organisation will meet these standards or provide details of other equivalent standards that equal or exceed what has been requested. If you are relying on another associated person, sub-contractor, parent company or subsidiary company to satisfy this condition of participation please provide details.	
7	Are you a relevant commercial organisation as defined by section 54 ("Transparency in supply chains etc.") of the Modern Slavery Act 2015 ("the Act")? Is your organisation required to publish an annual Modern Slavery Statement under Section 54 of the Modern Slavery Act 2015?	
8	If you have answered yes to question 27 are you compliant with the annual reporting requirements contained within Section 54 of the Act 2015? If yes please provide a link to your current statement. If no, please confirm that your organisation has policies and procedures in place to prevent modern slavery and human trafficking within your business.	7 (Yes)
9	If you operate larger vehicles (9+ passengers seats - not including the driver) or are a Private coach or minibus Operator, please confirm that you have uploaded a copy of your Public Service Vehicle Operator Licence	
10	If you are a Community Transport Operator (either within a Council or as a Charitable Organisation), please confirm that you have uploaded evidence that you operate under Section 19 or 22 permits.	
11	If you are a Private Hire Operator, please confirm that you have uploaded a copy of all Private Hire Operator Licence(s) to be used to provide services under this contract.	
12	If you are a Hackney Carriage Licensed Driver, please confirm that you have uploaded a copy of the Hackney Carriage Drivers Licence.	
13	MEDICAL TRANSPORT ONLY. If you provide transport services as part of your CQC Registration, please confirm that you have uploaded your CQC Registration certificate.	
14	Please certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below Employer's (Compulsory) Liability Insurance = £5m Please note this requirement is not applicable to Sole Traders.	

15	Please certify whether you already have, or can commit to obtain, prior to the commencement of the contract, the levels of insurance cover indicated below Public Liability Insurance = £5m which includes work away for all drivers and PAs. Please provide a letter of confirmation from your insurance company (not an insurance broker) confirming this cover is in place. Otherwise either your Schedule of Insurance or Statement of Fact will be accepted provided they include and have these details highlighted.	
16	MEDICAL TRANSPORT ONLY. Please self-certify that you already have, the levels of insurance cover indicated below: £5 Million Medical Malpractice Insurance or Extension on £10 million Public Liability Insurance to specify Administering Medication is covered. Insurance documents or a letter from your insurance company (not an insurance broker) must be uploaded to show this.	13 (Yes)
17	For information only - Have you or your Company ever had an Operator (or Hackney Carriage Driver) Licence suspended, revoked or refused?	
18	Please provide brief details of the circumstances and what actions were taken to enable the Licence to be renewed.	17 (Yes)
19	Have you ever been removed or suspended from a transport contract, Framework or DPS, or similar?	
20	Please provide brief details of the circumstances and what actions were taken.	19 (Yes)
21	Please confirm that all drivers will hold a full UK driving licence. This information will be required before the commencement of any contracts.	
22	Please confirm that all vehicles with up to and including 8 passenger seats are no more than 9 years old from the date of first registration with the DVLA. Where an exemption applies, please provide details and supporting evidence.	
23	Please confirm that all vehicles with more than 9 passenger seats are no more than 20 years old from the date of first registration with the DVLA. Where an exemption applies, please provide details and supporting evidence.	
24	Please confirm that all vehicles used under this Contract will remain compliant throughout the contract term with the Council's vehicle standards, age requirements, licensing requirements, inspection requirements and all relevant legislation applicable to passenger transport services.	
25	Please confirm that you will only use drivers and passenger assistants in the provision of the services that hold a valid Bedford Borough Council Client Transport Authorisation (CTA) Badge or a Bedford Borough Council PH Driver Badge incorporating School Transport.	
26	Please provide the name and position of the person with overall responsibility for Health and Safety in your organisation.	
27	Please confirm that your staff have or will have completed the Blue Lamp Trust Safeguarding Training. Please refer to BLTdrivertraining.co.uk	
28	Please confirm that you have read and will adhere to Bedford Borough Council's GDPR (Data Protection) policy. This document can be found on www.adamproviders.co.uk	
29	Please confirm that you have read and will adhere to the Drivers & Passenger Assistants Code of Practice. These documents can be found on www.adamproviders.co.uk	
30	Can you confirm that you agree to the Framework Agreement and the Call off Terms and Conditions. These documents can be found on www.adamproviders.co.uk	
31	Please confirm that you will check with all drivers that journeys have been completed for every planned journey.	
32	Does your fleet contain vehicles with passenger lifts?	
33	If answered yes to above, please state the number of licensed passenger vehicles with lifts in your fleet.	32 (Yes)

34	Please provide the dates of the last two passenger lift inspections in accordance with LOLER (Lifting Operations and Lifting Equipment Regulations 1998) and submit copies of the certificates. (You must be able to demonstrate compliance with LOLER regulations).	32 (Yes)
35	During the last 36 months has your organisation had any action taken against it by the Licensing Authority in respect of Operator, Driver or Vehicle failures?	
36	If Yes, please provide details including dates, reason, outcome and subsequent actions taken to avoid recurrence.	35 (Yes)
37	During the last 36 months has your organisation been called to appear at a Public Enquiry before the Traffic Commissioner?	
38	If Yes, please provide details including dates, reason, outcome and subsequent actions taken to avoid recurrence.	37 (Yes)
39	During the past 24 months have any of the vehicles in your fleet failed a Council inspection?	
40	If Yes, please provide details including dates, reason, outcome and subsequent actions taken to avoid recurrence.	39 (Yes)
41	During the past 24 months have any of the vehicles in your fleet been issued with notices for immediate prohibitions (PG9), delayed prohibitions or defect notices?	
42	If Yes, please provide details including dates, reason, outcome and subsequent actions taken to avoid recurrence.	41 (Yes)
43	During the last 36 months has your organisation had any contract terminated for poor performance or failure to fulfil the terms of the contract or had damages claimed from you by a contracting authority?	
44	If Yes, please provide details including dates, reason, outcome and subsequent actions taken to avoid recurrence.	43 (Yes)
45	Please confirm that when recruiting employees you check, and keep records of proof of eligibility to work in the UK?	
46	Please confirm that your organisation has and will maintain appropriate policies, procedures, records, management controls and monitoring arrangements to ensure compliance with all applicable legislation, licensing requirements and industry standards relevant to the delivery of passenger transport services under this Contract. This includes, but is not limited to: - Operator, vehicle and driver licensing requirements - Vehicle safety inspections and maintenance - Driver daily vehicle checks - Defect reporting and rectification - Health and Safety requirements - Safeguarding requirements - Staff recruitment, vetting and Right to Work checks - Record keeping and audit requirements	
47	Please confirm that your organisation has appropriate business continuity and contingency arrangements in place to ensure the continued delivery of passenger transport services in the event of service disruption. This includes arrangements for: - Staff shortages - Vehicle breakdowns or shortages - Severe weather events - ICT or communication failures - Emergency incidents affecting service delivery	

48	Please confirm that your organisation has the operational capability, systems, resources and management arrangements necessary to deliver passenger transport services safely, legally and to the standards required by Bedford Borough Council. This includes: - Sufficient suitably licensed vehicles - Appropriately qualified and vetted staff - Vehicle maintenance arrangements - Safeguarding procedures - Business continuity arrangements - Compliance monitoring processes - Contract management arrangements	
49	Please confirm that your organisation will comply and actively participate with all requirements set in the service specifications related and within the timed deadlines outlined upon commencement of the following - Head Office Audits, LADO investigations, Transport Practice (non-LADO) Investigations	
50	Please confirm you have signed and uploaded the Non-Collusion and Non-Canvassing Certificate	
51	Please confirm you have signed and uploaded the Commercially Sensitive Information document	

b. Documents

This table shows the documents which will need to be uploaded as part of your Enrolment.

Documents	Instructional text
Self – Bill Agreement	Click Download Document to download and read it. Return to the Enrolment and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
ITT Open Framework SST	Click Download Document to download and read it. Return to the Enrolment and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Open Framework Agreement Ts and Cs - SST	Click Download Document to download and read it. Return to the Enrolment and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Call off Contract SST	Click Download Document to download and read it. Return to the Enrolment and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Route Service Agreement and Service Specification - SST	Click Download Document to download and read it. Return to the Enrolment and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Default Points SST	Click Download Document to download and read it. Return to the Enrolment and tick the corresponding boxes 'I agree to the terms of the document'

	'I am authorised to agree'
Drivers-Passenger Code of Practice	Click Download Document to download and read it. Return to the Enrolment and tick the corresponding boxes 'I agree to the terms of the document' 'I am authorised to agree'
Appendix G (Certificate of Non-Collusion and Non-Canvassing)	Please download the Certificate of Non-Collusion and Non-Canvassing, complete, sign and reupload.
Appendix H (Commercially Sensitive Information)	Please download the Commercially Sensitive Information document, complete, sign and reupload.
Financial Documentation	Please upload copies of the required financial documentation, as requested in Q3, as applicable. PLEASE DO NOT ENTER AN ISSUE OR EXPIRY DATE.
Employers Liability Insurance	Please upload your Employers Liability (including volunteers) Insurance Certificate (£5m), as requested in Q14. If you are operating as a sole trader and do not intend on giving work to any other you will need to upload a signed document to state this. It is a MANDATORY REQUIREMENT TO ENTER AN ISSUE AND EXPIRY DATE.
Public Liability Insurance	Please upload your Public Liability Insurance Statement of Fact or Schedule of insurance showing £5 million cover including work away and Loss or damage to Service Users' personal effects, as requested in Q15. It is a MANDATORY REQUIREMENT TO ENTER AN ISSUE AND EXPIRY DATE.
Medical Malpractice/Public Liability Insurance (optional)	Please upload your insurance documents (either medical malpractice or Public Liability Extension), as requested in Q16. It is a MANDATORY REQUIREMENT TO ENTER AN ISSUE AND EXPIRY DATE.
Hackney Carriage Drivers License (optional)	Please upload a copy of your Hackney Carriage Driver's Licence as requested in Q12. IT IS MANDATORY THAT YOU ENTER AN ISSUE AND EXPIRY DATE. Please ensure that the title of the document is the Licensing Authority that has issued the Hackney Carriage Drivers Licence, and that the Issue Number is the Operator licence number (or reference).
Private Hire Operator Licence (optional)	Please upload a copy of your Private Hire Operator Licence as requested in Q11. IT IS MANDATORY THAT YOU ENTER AN ISSUE AND EXPIRY DATE. Please ensure that the title of the document is the Licensing Authority that has issued the PH Operators Licence, and that the Issue Number is the Operator licence number (or reference).
Public Service Vehicle Operator Licence (optional)	Please upload a copy of your Public Service Vehicle Operator Licence as requested in Q9. IT IS MANDATORY THAT YOU ENTER AN ISSUE AND EXPIRY DATE. Please ensure that the Issue Number is the Operator Licence Number.
Community Transport Organisation (optional)	Please upload evidence that your Organisation operates vehicles under Section 19 or 22 Permits as requested in Q10. PLEASE DO NOT ENTER AN ISSUE OR EXPIRY DATE.
CQC Registration Certificate (optional)	Please upload evidence that your Organisation operates services under your CQC Registration, including your registration/provider ID and certificate, as requested in

	Q13.IT IS MANDATORY THAT YOU ENTER AN ISSUE DATE, BUT NOT AN EXPIRY DATE.
LOLER Certificates (optional)	Please provide the dates of the last two passenger lift inspections in accordance with LOLER (Lifting Operations and Lifting Equipment Regulations 1998) and submit copies of the certificates. (You must be able to demonstrate compliance with LOLER regulations)

c. Adding service categories

The Service Categories below show a breakdown of the services which Bradford Metropolitan District Council includes under the Passenger Transport Services category.

You will need to select all the Service Categories which apply to your organisation, so that you can later receive the relevant notifications. These are:

Service Category
Lot 1 (a) - 1 - 3 Passenger Transport - Driver and Vehicle only
Lot 1 (b) - 1 - 3 Passenger Transport - Driver, Passenger Assistant and Vehicle
Lot 1 (c) - 1 - 3 Passenger Transport - Driver, Passenger Assistant and Vehicle for one wheelchair
Lot 2 (a) - 4 - 8 Passenger Transport - Driver and Vehicle only
Lot 2 (b) - 4 - 8 Passenger Transport - Driver, Passenger Assistant and Vehicle
Lot 2 (c) - 4 - 8 Passenger Transport - Driver, Passenger Assistant and Vehicle for up to two wheel
Lot 3 (a) - 9 - 16 Passenger Transport - Driver and Vehicle only
Lot 3 (b) - 9 - 16 Passenger Transport - Driver, Passenger Assistant and Vehicle
Lot 3 (c) - 9 - 16 Passenger Transport - Driver, Passenger Assistant and Vehicle for up to four wheel
Lot 4 (a) - 17 - 33 Passenger Transport - Driver and Vehicle only
Lot 4 (b) - 17 - 33 Passenger transport - Driver, Passenger Assistant and Vehicle
Lot 4 (c) - 17 - 33 Passenger transport - Driver, Passenger Assistant and Vehicle for up to six wheel
Lot 5 (a) - 49 + Passenger transport - Driver and Vehicle only
Lot 5 (b) - 49 + Passenger transport - Driver, Passenger Assistant and Vehicle
Lot 6 - Medical Transport

d. Adding bank details

You will be provided with a space to enter your Bank Details for payment purposes.

Next steps

Following submission, the Accreditation and Enrolment will be vetted by *adam* and then reviewed by Bedford Borough Council. System notifications are issued following each review stage to advise if the application has been Approved.

To register and begin your application, visit <https://www.theaccessgroup.com/en-gb/health-social-care/software/commissioning-software/access-adam-providers-site/passenger-transport/> and click 'Get started'.

