

Connect to Work

Procurement Info and Guidance

Mark Brown – Procurement Team

28th October 2025



Somerset
Council

Recent Changes...

The Procurement Act 2023 (PA2023)

- Came into force 24th February 2025.
- Somerset's internal procurement rules also updated at this time.

Central Digital Platform (CDP) aka Find a Tender Service (FTS)

- All suppliers need to register on CDP to participate in public procurement – currently for above threshold, but will be extended.
- When Tendering suppliers provide a link code to their registered info or pdf.
- This platform also hosts the published procurement notices.

Proactis e-Tendering Portal

- Current portal <https://supplierlive.proactisp2p.com/Account/Login>
- Previous portal <https://www.supplyingthesouthwest.org.uk> ceased Aug 2024.

Procurement Act 2023

[Information and guidance for suppliers - GOV.UK](#)

Threshold

- Services contracts valued at over £213,477 (inc. VAT) 'Above Threshold'

Procedure – Above Threshold

- Open Procedure – single stage, all tenders evaluated
- Competitive Flexible Procedure – multiple stages, down-selection or shortlisting may occur.

Notices

- Tender Notice (UK4), Contract Award Notice (UK7), Contract Details Notice (UK8)
- Award Notice is public, naming the winning and unsuccessful suppliers
- Award Notice commences the Standstill Period of 8 working days.

MAT

- Award to the 'Most Advantageous Tender' – typically ratio of Price:Quality:SV

Find a Tender Service - CDS

Guide to the Central Digital Platform

<https://www.find-tender.service.gov.uk/>

Buyers - Somerset Council

- Publish Procurement Notices

Suppliers - you

- Can view opportunities and see details of contracts that have been let.
- Register for free.
- Provide 'Core Business Information' that is given in conjunction with any tender.
 - Basic Info – name, address, registration number
 - Financial – copies of accounts
 - Connected persons – persons with signification control
 - Exclusions – discretionary and mandatory exclusions.

Proactis – e-Tendering Portal

<https://supplierlive.proactisp2p.com/Account/Login>

Somerset Council no longer uses 'Supplying the South-West'

We use the portal to:

- Manage the procurement process
- Publish procurement documents (ITTs)
- Communicate with suppliers through 'Dialogue'

Suppliers

- Need to register – this is free and allows you to:
- Access and download procurement documents
- Raise questions 'Clarifications' and any communications with Somerset.
- Submit 'Tender Documents' by the deadline

The portal keeps an audit record of the procurement process and communications.

Proactis

- **Account set up**
- **Registering Interest**



Setting up an Account

Step 1: Set Up

Go to
<https://supplierlive.proactisp2p.com/Account/Login>

Go to the 'Sign Up?' box on the right and Click on Register

https://supplierlive.proactisp2p.com/Account/Login?lc=True

English (United Kingdom)

proactis

Supplier Network

Username (usually your email address)

Password

[Haven't got a Username?](#)
[Cannot access your account?](#)

Sign In

Sign Up?

Don't have an account? [Register](#)

Have you been invited?

Access Code

Go

Tenders Direct

Opportunities

Setting up an Account

Step 2: Self Registration

You will need to complete the form below where a * is indicated

Once completed, Click on 'Register' at the bottom of the page and an activation email will be sent to you.

Click on link provided in the email to activate your account which will allow you to Log On.

Self Registration

Register on our Supplier Network

Please follow these simple steps to register

1. Enter the following information and click the Register button to start the process.
2. An activation email will be sent to the email address of your Primary Contact.
3. Click on the link contained within the email to activate your account.

Not received your activation email yet? [Click here.](#)

Sign in Details	
Email Address *	Repeat Email Address *

Organisation Details	
Organisation Name *	Property Name/Number *
Address 1 *	Address 2
Town *	County
Postcode *	Country *
	UNITED KINGDOM ▼

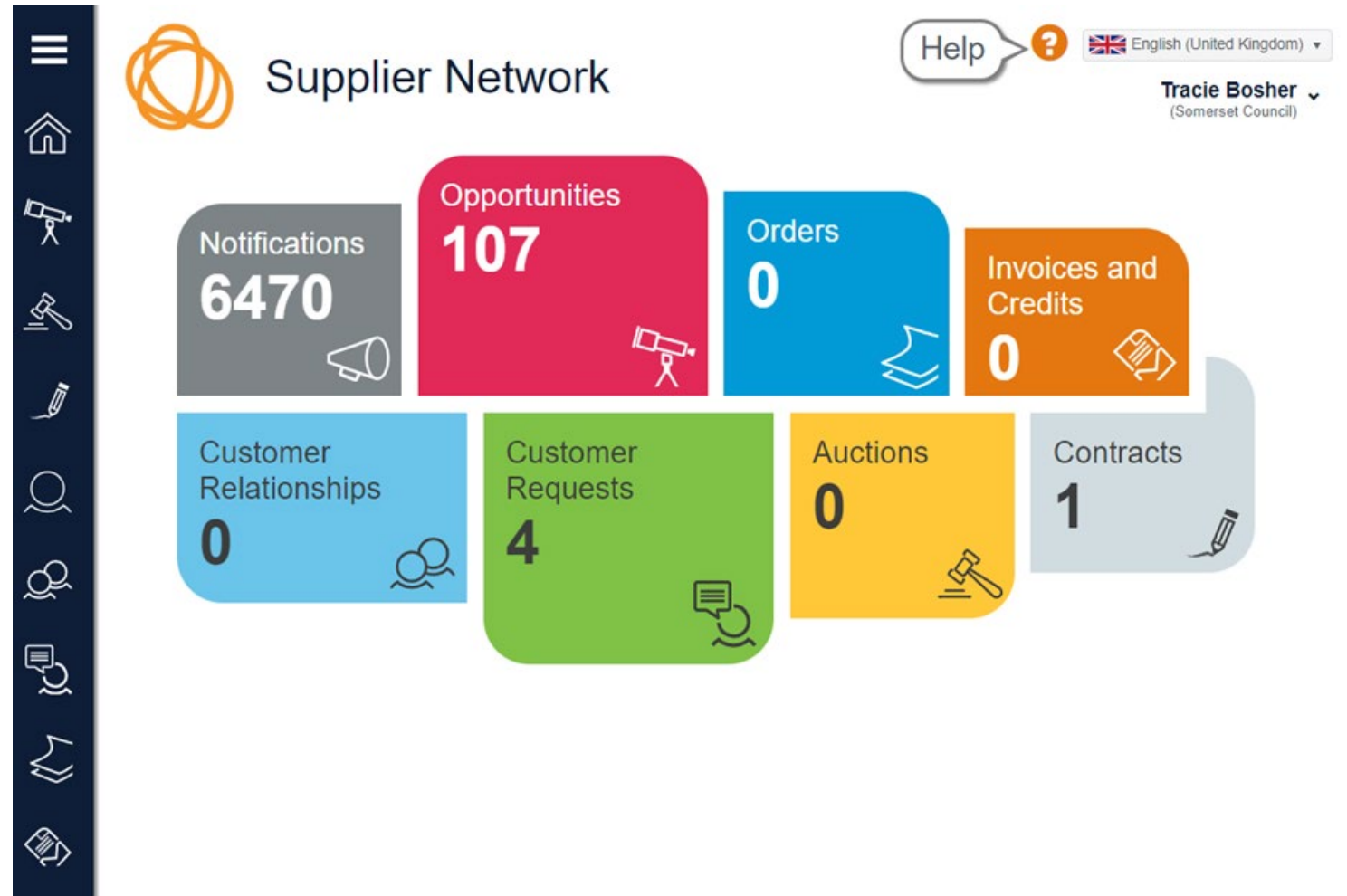
Primary Correspondence Details	
First Name *	Surname *
Telephone Number *	

Registering an Interest

Step 3: Supplier Network Dashboard

Once Logged in it will take you to the Dashboard below. Click on 'Opportunities' which will enable you to search for the relevant opportunity

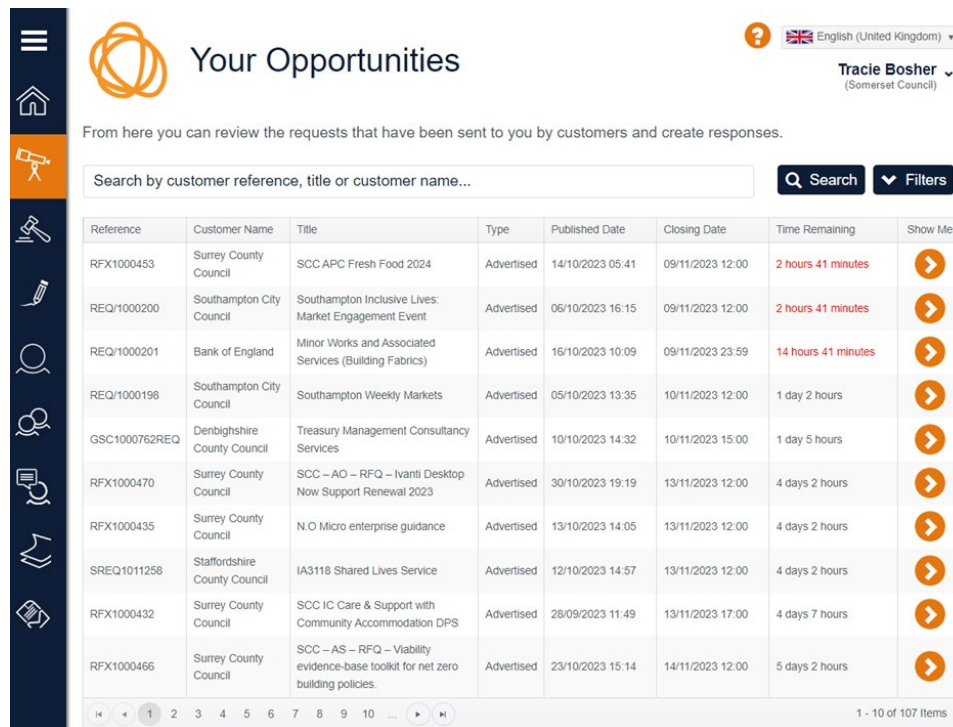
Note: there is a Help option, located on the top right of the Dashboard



Registering an Interest

Step 4: Selecting an Opportunity

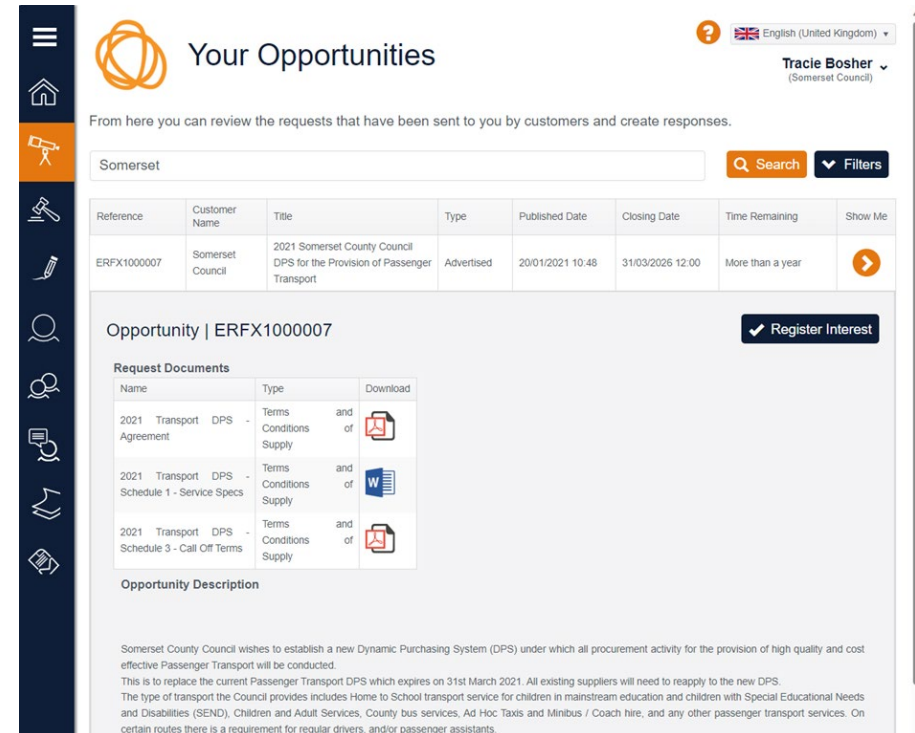
Once you have selected the 'Opportunity' option the following page is displayed:



The screenshot shows the 'Your Opportunities' page. At the top, there is a header with the Somerset Council logo, the user name 'Tracie Boshier (Somerset Council)', and a language dropdown set to 'English (United Kingdom)'. Below the header, a message states: 'From here you can review the requests that have been sent to you by customers and create responses.' A search bar is present with the placeholder text 'Search by customer reference, title or customer name...'. To the right of the search bar are 'Search' and 'Filters' buttons. The main content area is a table with the following columns: Reference, Customer Name, Title, Type, Published Date, Closing Date, Time Remaining, and Show Me. The table lists 10 opportunities, each with a right arrow icon in the 'Show Me' column. The first opportunity is RFX1000453, titled 'SCC APC Fresh Food 2024', with a closing date of 09/11/2023 12:00 and 2 hours 41 minutes remaining. The last opportunity is RFX1000466, titled 'SCC - AS - RFX - Viability evidence-base toolkit for net zero building policies', with a closing date of 14/11/2023 12:00 and 5 days 2 hours remaining. At the bottom of the table, there is a pagination bar showing '1 - 10 of 107 Items'.

Reference	Customer Name	Title	Type	Published Date	Closing Date	Time Remaining	Show Me
RFX1000453	Surrey County Council	SCC APC Fresh Food 2024	Advertised	14/10/2023 05:41	09/11/2023 12:00	2 hours 41 minutes	➔
REQ/1000200	Southampton City Council	Southampton Inclusive Lives: Market Engagement Event	Advertised	06/10/2023 16:15	09/11/2023 12:00	2 hours 41 minutes	➔
REQ/1000201	Bank of England	Minor Works and Associated Services (Building Fabrics)	Advertised	16/10/2023 10:09	09/11/2023 23:59	14 hours 41 minutes	➔
REQ/1000198	Southampton City Council	Southampton Weekly Markets	Advertised	05/10/2023 13:35	10/11/2023 12:00	1 day 2 hours	➔
GSC1000762REQ	Denbighshire County Council	Treasury Management Consultancy Services	Advertised	10/10/2023 14:32	10/11/2023 15:00	1 day 5 hours	➔
RFX1000470	Surrey County Council	SCC - AO - RFX - Ivanti Desktop Now Support Renewal 2023	Advertised	30/10/2023 19:19	13/11/2023 12:00	4 days 2 hours	➔
RFX1000435	Surrey County Council	N.O Micro enterprise guidance	Advertised	13/10/2023 14:05	13/11/2023 12:00	4 days 2 hours	➔
SREQ1011258	Staffordshire County Council	IA3118 Shared Lives Service	Advertised	12/10/2023 14:57	13/11/2023 12:00	4 days 2 hours	➔
RFX1000432	Surrey County Council	SCC IC Care & Support with Community Accommodation DPS	Advertised	28/09/2023 11:49	13/11/2023 17:00	4 days 7 hours	➔
RFX1000466	Surrey County Council	SCC - AS - RFX - Viability evidence-base toolkit for net zero building policies.	Advertised	23/10/2023 15:14	14/11/2023 12:00	5 days 2 hours	➔

You will be able to search to find the relevant opportunity. Once found, you need to click on 'Register Interest':



The screenshot shows the 'Your Opportunities' page with details for a specific opportunity. At the top, there is a header with the Somerset Council logo, the user name 'Tracie Boshier (Somerset Council)', and a language dropdown set to 'English (United Kingdom)'. Below the header, a message states: 'From here you can review the requests that have been sent to you by customers and create responses.' A search bar contains the text 'Somerset'. To the right of the search bar are 'Search' and 'Filters' buttons. Below the search bar is a table with the following columns: Reference, Customer Name, Title, Type, Published Date, Closing Date, Time Remaining, and Show Me. The table lists one opportunity: ERFX1000007, titled '2021 Somerset County Council DPS for the Provision of Passenger Transport', with a closing date of 31/03/2026 12:00 and 'More than a year' remaining. To the right of the table is a right arrow icon. Below the table is a section titled 'Opportunity | ERFX1000007' with a 'Register Interest' button. Under this section is a 'Request Documents' table with the following columns: Name, Type, and Download. The table lists three documents: '2021 Transport DPS - Terms Conditions and of Supply', '2021 Transport DPS - Schedule 1 - Service Specs', and '2021 Transport DPS - Schedule 3 - Call Off Terms'. Below the 'Request Documents' table is an 'Opportunity Description' section. The description states: 'Somerset County Council wishes to establish a new Dynamic Purchasing System (DPS) under which all procurement activity for the provision of high quality and cost effective Passenger Transport will be conducted. This is to replace the current Passenger Transport DPS which expires on 31st March 2021. All existing suppliers will need to reapply to the new DPS. The type of transport the Council provides includes Home to School transport service for children in mainstream education and children with Special Educational Needs and Disabilities (SEND), Children and Adult Services, County bus services, Ad Hoc Taxis and Minibus / Coach hire, and any other passenger transport services. On certain routes there is a requirement for regular drivers, and/or passenger assistants.'

Reference	Customer Name	Title	Type	Published Date	Closing Date	Time Remaining	Show Me
ERFX1000007	Somerset Council	2021 Somerset County Council DPS for the Provision of Passenger Transport	Advertised	20/01/2021 10:48	31/03/2026 12:00	More than a year	➔

Opportunity | ERFX1000007

[Register Interest](#)

Name	Type	Download
2021 Transport DPS - Terms Conditions and of Supply	Terms Conditions and of Supply	
2021 Transport DPS - Schedule 1 - Service Specs	Terms Conditions and of Supply	
2021 Transport DPS - Schedule 3 - Call Off Terms	Terms Conditions and of Supply	

Opportunity Description

Somerset County Council wishes to establish a new Dynamic Purchasing System (DPS) under which all procurement activity for the provision of high quality and cost effective Passenger Transport will be conducted. This is to replace the current Passenger Transport DPS which expires on 31st March 2021. All existing suppliers will need to reapply to the new DPS. The type of transport the Council provides includes Home to School transport service for children in mainstream education and children with Special Educational Needs and Disabilities (SEND), Children and Adult Services, County bus services, Ad Hoc Taxis and Minibus / Coach hire, and any other passenger transport services. On certain routes there is a requirement for regular drivers, and/or passenger assistants.

Registering an Interest

Step 5: Register an Interest

Clicking on 'Register Interest' will take you to the page opposite. You will need to complete all the mandatory fields by going through the General, Lots, Questions, Attachment etc Tabs.

You can save and validate each section as you proceed and then once all the details have been completed you need to click on the 'Submit' at the top of the page displayed. If you decide this opportunity is not for you, you can 'Decline' the option.

If you want to ask a question to validate any points relating to the information on this page, select 'Messages' and we will respond.

Your Response | SRESP 1000899

Decline Messages Validate Save Draft Submit

From here you can edit your response by completing the various steps within the wizard below, or process it using the options above.

General Lots Questions Attachments

Request Documents (3)

Please ensure you read all documents before responding to opportunity request.

Name	Type	Download
2021 Transport DPS - Agreement	Terms and Conditions of Supply	
2021 Transport DPS - Schedule 1 - Service Specs	Terms and Conditions of Supply	
2021 Transport DPS - Schedule 3 - Call Off Terms	Terms and Conditions of Supply	

About You

Please use this text area to provide additional information

Request Overview

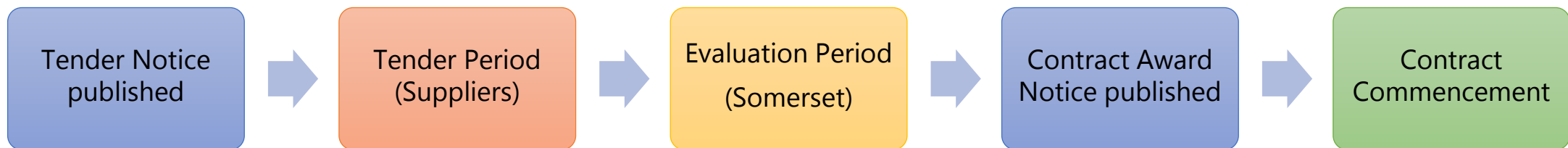
Request | ERFX1000007

Customer Name Somerset Council	Allow multiple responses? Yes
Title 2021 Somerset County Council DPS for the Provision of Passenger Transport	Allow response re-submit before deadline? No
Description Somerset County Council wishes to establish a new Dynamic Purchasing System (DPS) under which all procurement activity for the provision of high quality and cost effective Passenger Transport will be conducted. This is to replace the current Passenger Transport DPS which expires on 31st March 2021. All existing suppliers will need to reapply to the new DPS. The type of transport the Council provides includes Home to School transport service for children in mainstream education and children with Special Educational Needs and Disabilities (SEND), Children and Adult Services, County bus services, Ad Hoc Taxis and Minibus / Coach hire, and any other passenger transport services. On certain routes there is a requirement for regular drivers, and/or passenger assistants.	Delivery Date 01 April 2021
	Delivery Address Somerset Council County Hall Taunton Somerset TA1 4DY UNITED KINGDOM

Connect to Work – Procurement

What to expect next:

- **Tender Notice** to be published to commence the procurement process
- Suppliers to register interest and access the procurement documents
- Suppliers to submit **Tender** by the **Submission Deadline**
- Somerset to evaluate Tenders
- Somerset to inform successful and unsuccessful suppliers by publishing **Contract Award Notice**
- Awarded Supplier/s to enter into contract and commence delivery.



Procurement Documents

Available from Tender Notice date

Document A – Instructions and Information

Document B – Specification

Document C – Conditions of Participation and Award **Response**

Document D – Price **Response**

Document E – Social Value **Response**

Appendix A – Conditions of Contract

Parts C, D & E are to be completed and returned as the Tender by the submission deadline.

Procedure

The **Open Procedure** will be used for this procurement
This means all submitted tenders will be subject to the evaluation and award criteria.

The evaluation includes:

- 1) Conditions of Participation** previously referred to 'Selection/PQQ/SQ', this looks at the suppliers suitability to perform the contract.
- 2) Award Criteria**
 - I. Quality – the award questions (how you will deliver the contract services)
 - II. Price – the cost to deliver the service
 - III. Social Value – any SV commitments

The award weighting is 30% Price:60% Quality:10% SV.

The supplier/s that score the highest as the Most Advantageous Tender/s will be offered the contract/s.

Tender/Response Documents

- **Document C – Conditions of Participation and Award**
- **Document D – Price**
- **Document E – Social Value**

These documents must be completed in full and returned by the Submission Deadline – time and date e.g. '14:00 on 04 Dec 2025'.

You may resubmit your tender any time prior to the deadline, we only see the final tender after the deadline.

Quality Question written responses will have a page count limit – this is a number of A4 pages at size 12 font, includes any diagrams, table etc. unless otherwise stated.

Responses may be given in the space provided, or you may put these in separate documents and provide the title. Header pages may be used.

Lotting Structure

IPS & SEQF

- This procurement is to be split into several parts called lots, each lot may result in the award of a specific contract.
- Suppliers may tender for multiple lots.
- The Lots at the highest level are for IPS and SEQF
- These may be further divided into specific cohorts and/or geographical location
- Commencement at the earliest is aimed for mid-February 2026.
- The expected value of individual contracts is up to £500,000, running until March 2027
- Consortium tenders are acceptable
- Sub-contracting is not acceptable
- Details are still being finalised with DWP

Clarification Questions

- Suppliers may raise questions with regards to the published procurement documents, these questions are listed as 'Clarifications'.
- Questions **must** be submitted through the e-Tendering Portal using the 'Dialogue' function.
- Responses will be given by Somerset through a Clarification & Response Log.
- Similar or repeat questions will be grouped together.
- The identity of suppliers raising questions will be anonymised in the Log.
- Suppliers may state in their question that this is 'Confidential' where the question is specific to their organisation and structure.
- Somerset may update the Procurement Documents in line with responses.
- Questions must be submitted prior to the Clarification Question Deadline.

Timetable

Open Procedure - example

Tender Published	December 2025
Tender Period	4-6 weeks
Evaluation Period	February 2026
Contract Award Notice	late February 2025
Standstill Period	8-working day period
Commencement	March 2026

Specific dates will be given in the tender documents when published.
Dates are subject to change and any such change will be notified through e-tendering portal.

Time for Questions

