

How to View and Respond to RBWM Transport DPS Business Opportunities

When RBWM requires an Operator for a route they will publish what is known as an Invitation To Tender (ITT) on the DPS, for you to respond to with a tender. ITT contains details of the Route Specification (route requirements, passenger details and whether a passenger assistant is required). You will only be invited to tender if you have been qualified on the DPS in the particular lot e.g. Lot 2 Hackney/Private Hire (8 seats or less).

How to find business opportunities (ITT's)?

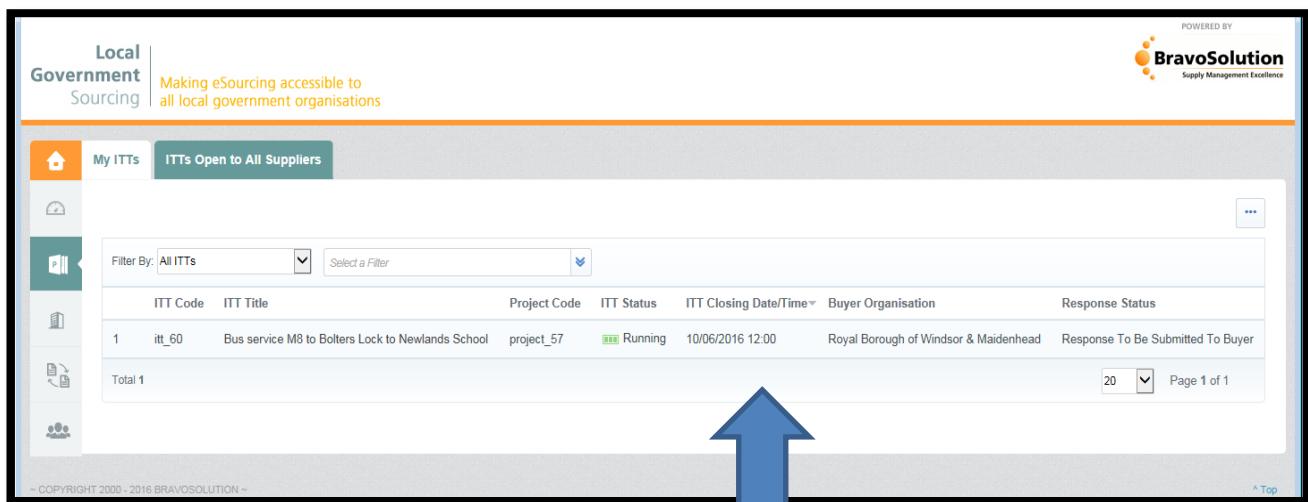
1) By Email weblink

The contact email address on the supplier registration form will receive email on ITT publication notices once you have a qualified status. To view the opportunity click on the weblink in the email, log in and then you go directly to the opportunity for review and response.

2) Log onto Bravo

To find ITTs once you have logged on click on My ITT's which can be found on the Yours Tenders Section in the middle of the front page.

My ITT's Page looks like this:



The screenshot shows the 'My ITTs' page in the BravoSolution system. The page header includes 'Local Government Sourcing' and 'BravoSolution Supply Management Excellence'. The main content area displays a table of ITT entries. A blue arrow points to the 'ITT Closing Date/Time' column, which contains the value '10/06/2016 12:00'.

ITT Code	ITT Title	Project Code	ITT Status	ITT Closing Date/Time	Buyer Organisation	Response Status
1	itt_60	Bus service M8 to Bolters Lock to Newlands School	project_57	Running	10/06/2016 12:00	Royal Borough of Windsor & Maidenhead
Total 1						20 Page 1 of 1


Top Tip: Take note of the closing date and time before viewing the ITT.

Step by step guide: How to View the ITT

Navigate to the My ITT's section as above then click on the ITT title you are interested in viewing

Step 1: Before you are able to see the ITT you will need to read and accept the DPS terms and condition by clicking on I agree at the bottom of the screen and then confirm on the top right hand side.

Here is a typical ITT format that you will see when you have accepted the DPS Terms.

1.1 Compliance				
Section Type Question Section				
Note	Note Details			
1.1.1	Route Specification Details	RBWM is requesting tender responses for the attached Route Specification. Please read the attached Route Specification before completing the pricing section.		
1.1.2	 Contract Terms & Conditions	Contracts will be awarded in accordance with the attached RBWM Transport Services Standard Terms and Conditions,		
Question	Description	Question Type		
1.1.3	Self Certification	* You are required to self certify that you meet the Requirements (Route Specification in the ITT & core requirements in the terms & conditions) and that your DPS Qualification questionnaire is accurate.		
			Options List	
1.2 Operator Quotation Submission				
Section Type Price Section		Section Total Included in Total Yes		
Reference	Description	Unit of Measurement	Quantity	
1.2.1	Add Vehicle Type	* Please provide vehicle price per day in accordance with the Route Specification in .1.1.1	per day	1
1.2.2	Passenger Assistant (PA) Price	* Please provide PA price per day for a passenger assistant in accordance with the Route Specification in 1.1.1.	per day	1

Step 2: View the ITT Details in 1. Commercial Response section of the page. This details the route being tendered.

- Review the route specification by clicking on the paperclip in section 1.1.1
- Review the contract terms and conditions by clicking on 1.1.2
- Check the messaging area to see if there are any messages which may aid you in your response. RBWM will post all queries and answers in this messaging area that have been raised by any operator on the DPS. (See below instructions detailing messaging)

Step by step guide: How to respond to an ITT

Responses to ITT requests will only be considered if you respond on the Bravo System within specified deadline which is typically within 48 hours of the ITT being posted unless otherwise stated in the tender documentation and email notification. There are two stages to creating a tender response, the first is self certification of terms and the second is submitting a price for the route in according with the Route Specification.

Step 1: Create a Response or Decline to Respond

In the ITT on the top right click on **create a response button** or the **Button** to decline to respond.

Then click on OK.

Step 2: Commercial Respond

To respond you are required to create a commercial response which consists of two sections. To start a response click on Edit Response the right on the Commercial Response line.

Section 1.1 Self Certification on Compliance with Requirements and Accuracy of DPS

1.1.3 You are required to self certify that you meet the Requirements (Route Specification in the ITT & core requirements in the terms & conditions) and that your DPS Qualification questionnaire is accurate.

Section 1.2 Quotation Submission

1.2.1 Onwards provide a price as per the instructions this may include a vehicle and passenger assistance.

There are a number of buttons at the top you can use:

Save and Exit Response	Saves the commercial response and returns back to the previous screen for submission
Save Changes	Saves changes to the screen
Cancel	Exits the form without saving
Refresh	Optional: Recalculates the total price if you make any alterations
Validate Response	Optional : Checks that you have completed all the mandatory fields without saving

Once you have completed the commercial response for submission **click on the Save and Exit Responses button**

Step 3: Submit Commercial Response for review

Top tip: Do a final review of your submission to check for errors, also check the messaging area to see if there are any messages which may aid you in your response.

Scroll up to the top of the screen and on the right click on Submit Response. You will receive an email confirming your response has been submitted. Once you click on the Submit response you are bound by RBWM standard terms and conditions if you are awarded the tender and receive an Order Form.

Messages

If you have any questions about the ITT please message transport in Bravo. This must be done whilst you are in the ITT itself. The second tab allows you to create message to the buyer on queries about the ITT such as the route specification and read Received Messages. Received messages will be those only send from the buyer detailing queries and answers that other operators have raised in relation to the ITT.

Reviewing submitted response after submission

You are able to review your response at any time. You are also able to amend the response prior to the end date/time by navigating to My ITT's from the front page, click on the ITT title, click on 1.1 to expand the section to view your response. To edit your response you will need to click on edit response and follow on again from step 2 above. Note you will need to resubmit this before then end date/time.

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 email transport@rbwm.gov.uk
ITT and contract queries	Please email RBWM transport team to respond to or in use the BravoSolutions messaging service in the ITT area
Day to Day queries	Please email the RBWM Transport Team email transport@rbwm.gov.uk