

Electronic Reverse Auction Rules of Participation

Warwickshire County Council Provision of Bus Services

Warwickshire County Council (WCC) will be holding an Electronic Reverse Auction(s) (eAuction) as part of the tender for the Provision of Passenger Transport Services – January 2012.

The eAuction will be held on one session on:

Friday 20th January 2012 beginning at 10:30AM (UK)

BravoSolution has been appointed to organise and manage the eAuction events. The events will take place on the Local Government eAuction platform through www.localgovsourcing.co.uk

This Terms & Conditions document defines the specific rules of engagement for participating parties in reference to:

The Provision of Transport Services (Buses)

Overview

Access to the eAuction will be strictly limited to those bidders selected by Warwickshire County Council to participate in the final round of bidding and this will be based on operators who are part of the relevant Home to School Transport Framework Agreement - Framework Reference 3607.

BravoSolution will manage the operational aspects of the eAuction event and will have the overall responsibility for its proper technical and procedural implementation.

eAuction Lots

There will be **ONE (1) eAuction event**:

eAuction for the Provision of Bus Services – Friday 20th January 2012 10:30AM

The event will be made up of 20 multiple lots representing the routes identified by Warwickshire County Council in relation to Home to School Transport **January 2012**.

Operators will be required to enter a price (£) per day for each lot/route, that they wish to bid for including the cost of a passenger assistant where this is identified as a requirement on the route information previously provided.

Route descriptions are as per the specifications issued by Warwickshire County Council.

It is the responsibility of each operator to ensure that they are aware of the relevant eAuction(s) in which they will be participating.

The eAuction lot is as follows:

Route. No.	Route description	Tender	Auction opening price
250	Clifford Chambers - Stratford Schs	Auction	£ 225.00
251/203pm	251 Weston on Avon - Stratford Schs; 203pm Alcester Schs - Stratford Schs	Auction	£ 235.00
201	Pillerton Hersey - Stratford - Alcester Schs	Auction	£ 325.00
325/335	325 Wormleighton - Kineton High; 335 Shotteswell - Dasset Primary	Auction	£ 225.00
256/257pm	256 Hatton Park - Stratford Schs; 257pm ST GREGORYS RC PRIMARY, SonA - HAMPTON LUCY	Auction	£ 225.00
109	Hockley Heath - Lapworth CE Primary	Auction	£ 150.00
216/108pm	216 Studley - Stratford Schs; 108pm Lapworth CE Primary - Shrewley Common	Auction	£ 250.00
154am/159	154am Preston on S - Shipston High; 159 Stretton on F - Ilmington CE Prim	Auction	£ 225.00
633	Clifton - Brownsover - Avon Valley School	Auction	£ 225.00
882	Seckington - Polesworth School	Auction	£ 150.00
881/883	881 Newton Regis - Polesworth School; 883 Alvecote - Newton Regis CE Primary	Auction	£ 150.00
566pm	566pm Warwickshire College, L/Spa - Five Ways	Auction	£ 75.00
131am	131am Studley - Alcester Schools	Auction	£ 75.00
638	Churchover - Harris School, Rugby	Auction	£ 200.00
259am/257am	259am Hatton Park - Stratford College/KES, 257am Hampton Lucy - Stratford High School	Auction	£ 100.00
105	Burton Hastings - Nuneaton Schools	Auction	£ 225.00
690	Smeaton Lane - Bilton Lane	Auction	£ 200.00
691/699am/632pm	691 Binley Woods - Bilton School, 699am Long Lawford - Bilton School, 632pm Harris School - Newton	Auction	£ 200.00
319/332/239pm	319 Wellesbourne - Kineton High School 332 Wellesbourne - Stratford Schools, 239 Moreton Morrell - Henley in	Auction	£ 250.00
327/347	327 Sunrising - Kineton High School 347 Wellesbourne - Kineton Primary School	Auction	£ 225.00

Placing bids

During the eAuction, participating operators will be able to enter their bids in a bidding window and view their overall price prior to its submission. Upon issuing a bid, the system will request absolute confirmation from the operator prior to committing the bid to the eAuction. Bids, once confirmed, are considered binding and cannot be withdrawn.

Starting bid

The base price for each lot can be found above, and will be communicated via the eAuction monitor. Operators will be required to place their opening bids below the base price as indicated above.

Price visibility

During the eAuction participating operators will be able to view their bid, their current ranking and the best bid within the eAuction.

Duration

The eAuction will have a standard duration of 20 minutes. If a bid is placed in the last 3 minutes of the eAuction, the remaining time will return to 3 minutes, this is to allow all participants the necessary time to place a competing bid if appropriate. This time extension will be applied constantly to the eAuction(s) whenever there are bids placed within the last 3 minutes.

The eAuction will close once the 20 minute standard duration has elapsed and there are no further bids within the last 3 minutes.

Please note – any bids placed will extend the entire group of routes, not just the leading bids. It is highly recommended that participating bidders place their bids well in advance of the last remaining minute in order to avoid the risk of not being able to issue their bid prior to eAuction closure.

Operators must be available for contact from 20 minutes prior to the eAuction start and 1 hour after the eAuction closes.

Minimum bid decrement

For each participating bidder, bids subsequent to the starting bids are considered valid and accepted by the system provided they are lower than the bidder's previous best bid by **at least** the minimum bid decrement. This means that bids placed by the operator must be an improvement on their OWN bids by at least the minimum bid decrement (not necessarily the leading bid) to be considered valid.

The minimum bid decrements for each lot will be **£1.00**

It is not mandatory to match the eAuction's overall best bid in order to place a valid bid.

Please note that the event structure and configuration (bid decrements etc.) may be revised prior to the live event, if this happens you will be notified before the live event commences.

Maximum Bid decrement

For each participating Bidder, bids are considered valid and accepted by the system provided they are not lower than their previous best bid by the maximum bid decrement.

There will be a maximum bid decrement limit of 50% per bid that is placed. This means that if a supplier places their first bid at, for example £250, the next bid by that bidder cannot be lower than £125 (50% of their previous bid). The maximum bid decrement is set to minimise bidding risk and reduce the risk of erroneous bids being placed during the event.

Erroneous Bids

Due to the controls put in place, there should be very few occasions where incorrect prices are submitted by operators in error as the software will ask operators to confirm their bids before placing - this is important as all bids are binding.

However, if an operator still submits an incorrect price in error, they must contact BravoSolution's help desk immediately on 0800 368 4853 (free-phone – available during the event only), who will contact the Authority and ask for permission to remove the erroneous bid.

Awarding method

The eAuction will provide each invited operator with their rank position and the best bid information.

In the event of equal bids, the first bid placed will be shown as number 1 in the eAuction monitor. Operators should endeavour to beat this bid in order to achieve first placed ranking. In the event of equal bids, Warwickshire County Council will award the contract to the Operator that placed the lowest bid first and is therefore shown as number 1 in the Auction monitor.

During the event, operators will not have access to any other information which could identify any of the competing bidders.

Bidders should ensure that their closing bids reflect their best and final offer since, if exceptional circumstances should arise, bids ranked lower than 1st may be referred to in support of a sourcing decision.

Warwickshire County Council reserves the right not to award a contract based on the outcome of the eAuction.

Practice (dummy) eAuction

BravoSolution will provide all confirmed and registered participating bidders with practice eAuction sessions prior to the live eAuction, with the goal of providing hands-on training on the system and on this specific configuration of eAuction. This exercise is also aimed at ensuring that participating bidders are adequately equipped in terms of computer software, hardware and Internet connectivity.

Suppliers are requested to register on www.localgovsourcing.co.uk (if you have not already done so previously) by Friday 13th January by 18:00. A Practice eAuction will then be run from Monday 16th January 2012 (12:00) until Thursday 19th January 2012 (23:59). Please log-in at any point during this time period to acquaint yourself with the bidding process.

Any supplier *who does not log in to the training eAuction* from 16th January 2012 to the 19th January 2012 and who subsequently finds they are not invited to the eAuction events once they have gone live on Friday 20th January 2012 (10:30) will not be able to participate.

A training guide on "how to place bids" will also be made available via the eAuction 'attachments' link (eAuction Instructions.pdf) – please use this well in advance of the Live Event to maximise your understanding.

Warwickshire County Council strongly recommends that all bidders take part in the practice eAuction sessions (even if you have participated in eAuctions in the past) in order to ensure that they are fully prepared for the event.

Event suspension/resumption

Should any participant experience any technical difficulties during the eAuction, it is highly recommended that he/she contact BravoSolutions' Market Operations Centre: **0800 368 4853** (free-phone) to report the problem. This line will only be open during the eAuction. If you have general queries, please contact the helpdesk on 0800 368 4850. Pending Warwickshire County Council's approval, BravoSolution specialists are able to suspend the eAuction in order provide the participant(s) enough time to re-establish system connectivity.

In agreement with Warwickshire County Council, a new time and duration is established for the eAuction's resumption.

Suspension and resumption activities are applied synchronously to all eAuction lots.

In case problems are reported in the last 2 minutes of the eAuction, BravoSolution and Warwickshire County Council will not be able to ensure that the eAuction suspension can be timely executed (prior to eAuction closure). **It is therefore highly recommended that participating bidders place their bids well in advance of eAuction closing time.**

Please note it is the responsibility of the operator to keep lines of communication open up to 20 minutes prior to and 60 minutes after the eAuction event has ended in case contact needs to be made.

General Conditions

For all terms and conditions not included in the present Terms & Conditions, all parties shall refer to:

- General terms and conditions for seller participation in events conducted through BravoSolution's technology platform
- Any Warwickshire County Council related documentation provided prior to the eAuction.