

Record of officer decision

Decision title:	Admittance of applicants to the Passenger Transport Dynamic Purchasing System (DPS) - Round 2
Date of decision:	04 th July 2018
Decision maker:	Assistant Director Environment & Place
Authority for delegated decision:	This is an operational decision with regard to Part 3 Section 7 para 3.7.5 of the constitution.
Ward:	Countywide
Consultation:	None.
Decision made:	<ol style="list-style-type: none"> 1. To approve the admittance of the following contractors to the Passenger Transport Dynamic Purchasing System (DPS). <ol style="list-style-type: none"> a) L Nicholls admitted to join the DPS on 13th June 2018. b) Woodstone Coaches admitted to the DPS on 14th June 2018
Reasons for decision:	<p>Currently Passenger Transport contracts are awarded via a Framework which was tendered on 28 February 2014; this Framework is due to expire in July 2018 and has reached its authorised limit. The Framework is to be replaced by an electronic Dynamic Purchasing System which was opened for applications to join on the 27th April 2018.</p> <p>Applicants to join the DPS were required to answer qualifying questions, and submit supporting information which enabled evaluation of their fitness to hold council contracts.</p>
Highlight any associated risks/finance/legal/equality considerations:	<p>18 contractors who currently hold Passenger Transport contracts with Herefordshire Council have not applied to join the DPS in the first or second round and are therefore not eligible to bid for new contracts, or replace contracts on expiry until such time as they make an application. It is possible that these contractors could claim that they have been excluded from having the opportunity to bid for work.</p> <p>In consideration of this risk the following contact has been made with contractors in the build up to the DPS being opened for applications:</p> <ol style="list-style-type: none"> 1. All contractors listed on the Framework tendered 28th February 2014 were invited to supplier workshops held in February 2018. During these workshops the process and timescales for joining the DPS was explained. 2. All contractors, with help from the Commercial Services team, registered on the Supplying the South West procurement portal. This portal was used to publish the DPS invitations. By registering contractors enabled automatic notifications, including notification of the publication of the

	<p>invitation to join the DPS which was published on the 27th April 20180.</p> <ol style="list-style-type: none"> 3. On 27th April a separate email was sent to all contractors advising them that the invitation to join the DPS had now been published. 4. On the 2nd May 2018 a reminder email was sent to all contractors advising them that the invitation to join the DPS had now been published. 5. On the 18th May 2018 a reminder email was sent to all contractors advising them that the invitation to join the DPS had now been published. This email also explained that contractor not joining the DPS in round 1 would not be eligible to bid for contracts tendered in June 2018. <p>In addition any risk of complaint is mitigated by the fact that the DPS allows for applications to join to be made at any time.</p>
<p>Details of any alternative options considered and rejected:</p>	<p>No other options were considered.</p>
<p>Details of any declarations of interest made:</p>	<p>None</p>

Head of Transportation and Access
Date: 4 July 2018