

Record of officer decision

Decision title:	Award of SEN Transport Contracts – September 2018 (Ref 2808)
Date of decision:	3rd September 2018
Decision maker:	Acting Director Economy and Place
Authority for delegated decision:	<p>1. Key decision of 9 August 2017 by the cabinet member for transport and roads authorised:</p> <p>a) the assistant director environment and place to take all operational decisions necessary to undertake future school transport route reviews and subsequent procurement in accordance with council policies, contract procedure rules and approved budgets and</p> <p>b) for the director of economy, communities and corporate to award contracts for future passenger transport services tendered in accordance with agreed policies and approved budgets. (copy of the written statement of the key decision is attached).</p> <p>2. This is an operational decision with regard to Part 3 Section 7 para 3.7.5 of the constitution.</p> <p>3. The tendering process has been undertaken in accordance with the contract procedure rules at part 4 section 6 of the constitution.</p> <p>4. Scheme of delegation amendment 17 May 2017 All contracts must be approved by Assistant Director level or above.</p>
Ward:	Countywide
Consultation:	Members were consulted during the Passenger Transport Review reported to Cabinet in April 2017 which set out the approach to the provision of services for public, education and special needs transport.
Decision made:	<p>The decision has been taken to:</p> <p>1. Award SEN Transport contract numbers BF596P, WF592S, BM275S and BF630P as follows:</p> <p>Contract BF596P – Brookfield School. Awarded to Blue Line for a 5 year term commencing 1st November 2018 at an annual value of £151,000. 1 Compliant bid was received.</p> <p>Transport for Brookfield School is currently provided by school operated vehicles paid for by the Local Authority. This is supplemented by a further 7 commercial contracts held with local operators. The total cost of these services is £166,000 per annum. Following notification by Brookfield School that they wish to cease providing in-house transport a tender was published which consolidated all of these contracts in to one, contract BF596P.</p> <p>The award of this contract achieved an annual saving of £15,000 and a reduction in the number of vehicles used from 10 to 8.</p>

	<p>Contract WF592S – Westfield School, Leominster. Awarded to CM Davies for a 5 year term commencing 4th September 2018 at an annual value of £44,650. Contract WF592S replaces a Council operated service at an additional annual cost of £4,905. 1 Compliant bid was received.</p> <p>Contract BF630P – Brookfield School. Awarded to Blue Line for 1 term commencing 6th September 2018 at a total value of £615. Contract BF630P provides short term transport for new starters at Brookfield School during their phased introduction to a full time timetable. This contract replaces like for like contracts and has no additional budgetary costs. 3 Compliant bids were received.</p> <p>Contract BM275S – Blackmarston School. Awarded to Blue Line Taxis for a 5 year term commencing 4th September at an annual value of £21,850. This is an additional contract required to provide specialist medical transport to an SEN student with significant health needs.</p> <p>The net effect of the retendering of these 4 contracts is an increase in contracting costs of £11,755.</p>
Reasons for decision:	To ensure that the council manages its transport services effectively whilst also meeting its statutory duties and ensures children are transported to school in line with eligibility.
Highlight any associated risks/finance/legal/equality considerations:	The Passenger Transport Dynamic Purchasing System (DPS) complies fully with current procurement legislation, the Councils contract procedure rules, and established best practice. Applicants to join the DPS have to complete a thorough evaluation questionnaire which is then checked for compliance by Passenger Transport and Commercial Services. Applicants are only allowed to join the DPS if they meet all of the specified criteria. The e-portal used to carry out tendering exercises under the DPS ensures that contracts are securely advertised to all qualifying parties. The Passenger Transport DPS ensures that contracts are awarded fairly and transparently based on specified evaluation criteria. Selection questionnaires, contract specifications and conditions of contract have been written in consultation with legal and commercial services.
Details of any alternative options considered and rejected:	Not to proceed with re-tendering or the award of contracts. This is not recommended as this is likely to result in services being withdrawn and could mean that the council breaches its statutory responsibilities relating to school transport
Details of any declarations of interest made:	None

Signed Richard Ball
Acting Director for Economy & Place

Date: 10 September 2018