

Record of officer decision

Decision title:	Award of SEN Transport Contracts – November 2018 (Ref 1118)
Date of decision:	3 November 2018
Decision maker:	Acting Assistant Director Highways and Transport
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> <ol style="list-style-type: none"> 1. Award SEN Transport contract numbers NS538S, BC175S, NS159S, and MSH94S as follows: <p>Contract NS538S – New Star College. Awarded to Blue Line Taxis for a 9 month term commencing 2nd November 2018 at an annual value of £3,800. 1 Compliant bid was received. This is an additional contract required to provide transport for a post 19 SEN student in accordance with DfE guidance.</p> <p>Contract BC175S – Barrs Court School. Awarded to CM Davies for a 5 year term commencing 19th November 2018 at an annual value of £32,300. 3 Compliant bids were received. This contract replaces a Herefordshire Council operated service achieving an annual saving of £7,326.</p> <p>NS159S - New Star College. Awarded to Blue Line Taxis for a 1 month period commencing 16th November 2018 at an annual value of £2,200. 1 Compliant bid was received. This is an additional</p>

	<p>contract required to provide transport for a post 19 SEN student in accordance with DfE guidance.</p> <p>MSH94S – Marlowe School. Awarded to Blue Line Taxis for an 8 month period commencing 22nd November 2018 at an annual value of £15,200. 1 Compliant bid was received. This is an additional contract required to provide statutory free transport to an SEN student.</p> <p>The net effect of awarding these contracts is an increase in contracting costs for SEN transport of £11,100 per annum.</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

I am an officer delegated to make the decision

Signed:

Print Name: Clive Hall

Job Title: Acting Assistant Director Highways & Transport