

### Record of officer decision

<b>Decision title:</b>	<b>Award of SEN Transport Contracts – April 2019 (Ref 0419)</b>
<b>Date of decision:</b>	<b>20 May 2019</b>
<b>Decision maker:</b>	Acting Assistant Director Highways and Transport
<b>Authority for delegated decision:</b>	<p>1. This is an operational decision with regard to Part 3 Section 7 para 3.7.5 of the constitution.</p> <p>2. The tendering process has been undertaken in accordance with the contract procedure rules at part 4 section 6 of the constitution.</p> <p>3. Scheme of delegation amendment 17 May 2017 All contracts must be approved by Assistant Director level or above.</p>
<b>Ward:</b>	Countywide
<b>Consultation:</b>	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.
<b>Decision made:</b>	<p>The decision has been taken to:</p> <p>1. Award SEN contracts BF911P, AC896P, BF997P and BF312P.</p> <p><b>Contract BF911P</b> – The Brookfield School. Awarded to High Town Taxis for a 1 month term commencing 30<sup>th</sup> April 2019 at a total cost of £211.14. 4 compliant bids were received.</p> <p><b>Contract AC896P</b> – The Aconbury Centre. Awarded to Blue Line Taxis for a 3 month term commencing 29<sup>th</sup> April 2019 at a total cost of £3699.40. 4 compliant bids were received.</p> <p><b>Contract BF997S</b> – The Brookfield School. Awarded to Hereford City Taxis for a 1 month term commencing 1<sup>st</sup> May 2019 at a total cost of £433.20. 3 compliant bids were received.</p> <p><b>Contract BF312P</b> – The Brookfield School. Awarded to Blue Line Taxis for a 1 month term commencing 1<sup>st</sup> May 2019 at a total cost of £796.80. 2 compliant bids were received.</p> <p>These are additional contracts required to provide statutory school transport. The net effect of tendering these contracts will see an increase in SEN transport contracting costs of £5,140.54 in the current financial year.</p>
<b>Reasons for decision:</b>	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.
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	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.
<b>Details of any alternative options considered and rejected:</b>	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.
<b>Details of any declarations of interest made:</b>	None

I am an officer delegated to make the decision

Signed:

Job Title:                   Acting Assistant Director Highways & Transport