

### Record of officer decision

<b>Decision title:</b>	<b>Award of contract for the supply of school transport route planning and management software</b>
<b>Date of decision:</b>	6 September 2019
<b>Decision maker:</b>	Acting Assistant Director for Highways and Transport
<b>Authority for delegated decision:</b>	<p>1. Approval granted by Cabinet in the 2019/20 capital programme for expenditure of up to £90k over 3 years - <b>Purchase of a route planning software tool for school transport service for a period of 3 years which coincides with the timescale during which it is planned to review and tender all school transport services in the county, which currently is done manually. Specialist route planning software has been demonstrated to achieve contracting efficiencies and savings in other local authority areas.</b></p> <p>Documents relating to this decision are available at <a href="http://hc-modgov:9070/ieListDocuments.aspx?CId=291&amp;MID=6541#AI52479">http://hc-modgov:9070/ieListDocuments.aspx?CId=291&amp;MID=6541#AI52479</a></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>	None
<b>Decision made:</b>	To approve the award of a 3 year contract to Data Images Software Solutions Ltd for the supply of school transport route planning and management software. Including user licenses, technical support, and an optional 2 year extension period. In accordance with Herefordshire Council's contract procedure rules, at a total cost of £79,500.
<b>Reasons for decision:</b>	<p>The home to school transport network has historically been planned manually. The scale and complexity of the school transport network now prevents manual planning from achieving the most efficient and optimised services.</p> <p>The benefits of purchasing and using the Flexiroute software system supplied by Data Images Software Solutions Ltd are:</p> <ul style="list-style-type: none"> <li>• Reduced administration time planning and managing school transport routes</li> <li>• Greater route efficiency – improved vehicle utilisation and reduced distance and time travelled for students</li> <li>• Delivery of lower revenue costs achieved through a reduction in the number of contracts required</li> <li>• Reduced journey times for students</li> <li>• Environmental benefits including, lower carbon emissions, less traffic congestion, lower use of fuel.</li> <li>• Improved customer service as the system includes multi-</li> </ul>

	functional communication technology <ul style="list-style-type: none"> <li>• Reduction in administration time processing and recording applications, and payments as the system features automated functionality to replace current manual processes.</li> </ul>
<b>Highlight any associated risks/finance/legal/equality considerations:</b>	Data Images Software Solutions Ltd have been awarded the contract following a full procurement exercise managed by the council's commercial services team. This followed both public and council contract procedure rules resulting in a minimal risk of challenge. The financial risk is low as the anticipated savings achieved by using the Flexiroute system will off-set the capital purchase costs.
<b>Details of any alternative options considered and rejected:</b>	5 compliant bids were received and evaluated for both price and quality. 2 bids were shortlisted for the second stage software demonstration.
<b>Details of any declarations of interest made:</b>	None

I am an officer delegated to make the decision

Signed:

Print Name:

Clive Hall

Job Title:

Acting Assistant Director Highways & Transport