

Record of officer decision

Decision title:	Award of SEN and Mainstream Transport Contracts – June 2019 (Ref 0619)
Date of decision:	1 July 2019
Decision maker:	Acting Assistant Director Highways and Transport
Authority for delegated decision:	<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>
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"> Award mainstream contract number CLE22S. <p>Contract CLE22S – Clehonger Primary School. Awarded to High Town Taxis for a 14 month term commencing 10th June 2019 at a total cost of £6,080. 2 compliant bids were received. This is an additional contract required to provide statutory school transport.</p> <ol style="list-style-type: none"> Award SEN/LAC transport contracts BC539S, BF938P, HFA361L and EJ991S as detailed below. <p>Contract BC539S – Barrs Court School. Awarded to High Town Taxis for a 2 week term commencing 8th July 2019 at a total cost of £674. 4 compliant bids were received.</p> <p>Contract BF938P – Brookfield School. Awarded to Blue Line Taxis for a 4 week term commencing 3rd June 2019 at a total cost of £318. 4 compliant bids were received.</p> <p>Contract HFA361L – Hereford Academy School. Awarded to High Town Taxis for a 6 week term commencing 4th June 2019 at a total cost of £2,700. 3 compliant bids were received.</p> <p>Contract EJ991S – Edward Jenner School. Awarded to Blue Line Taxis for a 1 year term commencing 10th June 2019 at an annual value of £26,562. 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 £15,016 in the current financial year.</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:	<p>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.</p>
Details of any alternative options considered and rejected:	<p>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</p>
Details of any declarations of interest made:	<p>None</p>

I am an officer delegated to make the decision

Signed:

Job Title: Acting Assistant Director Highways & Transport