

Record of officer decision

Decision title:	Award of School Transport Contracts (Ref Area 2)																																														
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:	<p>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.</p> <p>The following key stakeholders have been consulted and asked for feedback specifically on this retendering program.</p> <ul style="list-style-type: none"> • Cabinet member for transport and regulatory services • Cabinet member for children and families • Transport operators • Schools involved in the tendering program • Internal Council officers representing children and families, economy and place, adults and communities, and corporate support 																																														
Decision made:	<p>The decision has been taken to:</p> <p>1. Award mainstream school contract's as detailed in the following table:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Contract</th> <th style="text-align: center;">Awarded To</th> <th style="text-align: center;">Annual Value</th> <th style="text-align: center;">Compliant Bids</th> </tr> </thead> <tbody> <tr> <td>EM191</td> <td>Jones Coaches</td> <td style="text-align: right;">£33,250</td> <td style="text-align: center;">3</td> </tr> <tr> <td>EM192</td> <td>Leominster Taxis</td> <td style="text-align: right;">£25,507</td> <td style="text-align: center;">7</td> </tr> <tr> <td>EM193</td> <td>KS Harris</td> <td style="text-align: right;">£16,136</td> <td style="text-align: center;">5</td> </tr> <tr> <td>EM194</td> <td>I & S Coaches</td> <td style="text-align: right;">£32,490</td> <td style="text-align: center;">4</td> </tr> <tr> <td>KB191</td> <td>Ryan Waygood</td> <td style="text-align: right;">£25,507</td> <td style="text-align: center;">5</td> </tr> <tr> <td>OL191</td> <td>Lugg Valley</td> <td style="text-align: right;">£39,710</td> <td style="text-align: center;">3</td> </tr> <tr> <td>PB191</td> <td>KS Harris</td> <td style="text-align: right;">£16,131</td> <td style="text-align: center;">6</td> </tr> <tr> <td>SP191</td> <td>Leominster Taxis</td> <td style="text-align: right;">£25,507</td> <td style="text-align: center;">7</td> </tr> <tr> <td>TB191</td> <td>M & S Coaches</td> <td style="text-align: right;">£33,820</td> <td style="text-align: center;">3</td> </tr> <tr> <td>TB192</td> <td>I & S Coaches</td> <td style="text-align: right;">£29,260</td> <td style="text-align: center;">6</td> </tr> </tbody> </table>			Contract	Awarded To	Annual Value	Compliant Bids	EM191	Jones Coaches	£33,250	3	EM192	Leominster Taxis	£25,507	7	EM193	KS Harris	£16,136	5	EM194	I & S Coaches	£32,490	4	KB191	Ryan Waygood	£25,507	5	OL191	Lugg Valley	£39,710	3	PB191	KS Harris	£16,131	6	SP191	Leominster Taxis	£25,507	7	TB191	M & S Coaches	£33,820	3	TB192	I & S Coaches	£29,260	6
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WG192	M & S Coaches	£28,500	6
WG193	Lugg Valley	£36,860	3
WG194	Forest Coaches	£32,300	4
WG195	Lugg Valley	£41,420	2
WG196	M & J Travel	£27,550	6
Total		£483,658	

The procurement of these contracts has been carried out as part of a review of all mainstream educational contracts throughout the County. A number of geographical areas will be tendered over the next 3 years, details of which are shown in the table below highlighting the impact on annual school transport costs as this programme progresses. The table indicates a full year contract saving of £175k following the first two rounds of retendering. Once adjusted to take account of reduced income from paying passengers the net full year annual saving is £104k. In addition the number of routes being operated has reduced from 37 to 27 reflecting more efficient route planning.

Area	Pre Tendering		Post Tendering	
	Contracts	Annual Value	Contract s	Annual Value
Bromyard	14	£280,943	11	£252,540
Wigmore	23	£631,033	16	£483,658
Weobley & Kington	15	£478,365	Jan-20	
Ross-on-Wye	20	£458,032	Apr-20	
Kingstone	25	£592,927	Sep20	
Ledbury	10	£223,697	Jan-21	
Hereford	20	£471,976	Apr-21	

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.
To implement the recorded officer decision **'Retendering programme for mainstream school and college transport'** dated 19 January 2019.

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:

Options for progressing the retendering considered impacts on the local supplier market.
Options to undertake retendering in one phase were rejected due to the potential destabilising impacts on the local supplier market and the

	<p>practicalities of ensuring all parents and pupils could be updated on service changes.</p> <p>Not progressing the retendering is rejected as it will not provide sufficient assistance in the council's aims to reduce costs and contribute to reducing budget pressures. In addition, it will not address the issue of ensuring all contracts are managed in accordance with up to date terms and conditions.</p> <p>A phased programme was developed to limit impacts on suppliers and to provide time for them to make business adjustments in the event that currently held contracts are lost. The programme also includes a geographical component which means that changes will roll out area by area over time and this will also assist suppliers in making adjustments. Phasing will also provide time to ensure that parents and pupils can be kept informed of service changes.</p> <p>Whilst retendering of services may realise some inflation increases the aim of the retendering is to increase efficiency and reduce the overall number of routes being operated. It is anticipated that this will have an overall positive effect on costs.</p>
<p>Details of any declarations of interest made:</p>	<p>None</p>

I am an officer delegated to make the decision

Signed:

Job Title: Acting Assistant Director Highways & Transport