

Part A – For General Release

REPORT TO:	Cabinet Member for Children, Young People and Learning
SUBJECT:	SEN Passenger Transport In House Service Vehicles
LEAD OFFICER:	Shifa Mustafa ,Executive Director of Place Steve Iles, Director of Public Realm
CABINET MEMBER:	Cllr Alisa Flemming, Cabinet Member for Children, Young People and Learning Cllr Jane Avis, Cabinet Member for Families, Health and Social Care Cllr Simon Hall, Cabinet Member for Finance and Resources
WARDS:	All
<p>CORPORATE PRIORITY/POLICY CONTEXT/ AMBITIOUS FOR CROYDON</p> <p>The delivery of a high quality Passenger Transport service has a positive impact on the outcomes of children, young people and vulnerable adults. It contributes to the following corporate objective:</p> <ul style="list-style-type: none"> • Growth: To enable people of all ages to reach their potential through access to quality schools and learning <p>It also reflects the following priorities within the Community Strategy 2016-2021:</p> <ul style="list-style-type: none"> • To support individuals and families with complex needs • To deliver better education and the opportunity for everyone to reach their full potential 	
<p>FINANCIAL IMPACT</p> <p>The procurement contract award covers the leasing costs for 39 minibuses for the Passenger Transport in-house service. Currently the council uses 23 vehicles for SEN and Adults transport that will be replaced when the contract ends on 31 August 2019. The new estimated value is £485,000 per annum over a 5 year period.</p> <p>The funding for the 23 replacement vehicles will be met from existing budgets. Additional budget and funding of £297,000 (as set out in section 5) will be required for the 16 new vehicles needed for the in-house service.</p>	
<p>FORWARD PLAN KEY DECISION REFERENCE NO.: 1019CYPL</p> <p>This is a Key Decision as defined in the Council’s Constitution. The decision may be implemented from 13.00 hours on the expiry of 5 working days after it is made, unless the decision is referred to the Scrutiny & Overview Committee by the requisite number of Councillors.</p>	

The Leader of the Council has delegated the power to make the decisions set out in the recommendations below:

1. RECOMMENDATIONS

- 1.1 The Cabinet Member for Children's, Young People and Learning in consultation with Cabinet Member for Families, Health and Social Care and Cabinet Member for Finance and Resources is recommended by the Contracts & Commissioning Board to:
- 1.2 Approve the award of SEN Passenger Transport In House Service Vehicles in accordance with Regulation 27(c) of the Council's Tenders and Contracts Regulations to the named supplier and for the contract prices listed in Part B of this report for a contract term of 5 years.
- 1.3 Note and agree the additional budget and funding of £297,000 that is required for the 16 new vehicles that will be needed to deliver the in-house transport services.
- 1.4 Note that the name of the successful supplier and price will be released once the contract award has been agreed and implicated.

2. EXECUTIVE SUMMARY

- 2.1 The Council provides home-to-school travel support for children and young people with Special Education Needs and/or Disabilities (SEND), and home-to care provision travel support for vulnerable adults, in accordance with its statutory obligations and published eligibility policies. Travel support takes many forms, including the provision of independent travel training to enable clients to travel independently on public transport, and personal travel budgets and direct payments to enable clients to make their own travel arrangements. Nevertheless, the direct provision of passenger transport is still the most common provision for eligible clients. The outcomes the service are trying to achieve are as follows:

- A quality transport service for all clients
- Transport which meet the clients' needs, no matter how complex
- A service which works within the Council's budgetary restraints
- An increase in clients becoming independent

The Council want to fulfil their statutory responsibility to provide free transport for all eligible pupils of compulsory school age and make transport arrangements for children with special educational needs.

- 2.2 The content of this report has been endorsed by the Contract & Commissioning Board.

2.3 The content of this report has been endorsed by the Contracts and Commissioning Board.

CCB Approval Date	CCB ref. number
15/03/2019	CCB1460/18-19

3. DETAIL

3.1 Procurement Process

3.1.1 A mini competition was run from Lot 218 of the ESPO Framework (“the Framework”) as it represented the widest potential supplier list and providers of the required specialist vehicles. The number of suppliers available through the Framework ensured a good competition and therefore led to a contest that enabled the Council to procure best value in terms of price and quality. All suppliers on the Framework are already on the procurement portal.

3.1.2 The suppliers on ESPO Lot 218 are:

- Dawson Rentals Bus and Coach Ltd
- Go Planet Fleet Services
- Limesquare Vehicle Rental Ltd
- London Hire Ltd
- Riverside Truck Rental Ltd
- SHB Hire Ltd
- Specialist Fleet Services Limited

3.1.3 The mini-competition opportunity was advertised on the London Portal and Contracts Finder.

3.2 Evaluation Process

3.2.1 The evaluation was split 40% quality and 60% cost, to align with the Council’s T&Cs.

The evaluation was split into:

- Vehicle Delivery timetable
- Replacement Vehicles
- Quality Standards
- Maintenance
- PSP

3.2.2 The tender evaluation panel was:

- Deputy Head of Service – Independent Travel Service
- Fleet Supervisor
- Contracts and Procurement Officer

3.2.3 The evaluation panel scored each method statement using a 1-5 scale. This process was completed independently initially and then during a moderation

process each score was discussed and one score agreed for each method statement submitted by each tenderer. Please see criteria below:

Score	Acceptability	Description
0	Unacceptable	The information is omitted/no details provided
1	Poor	The response does not address the criterion, or the Evaluator is not confident that the bidder understands the contract requirements covered by this criterion and/or will be able to satisfactorily meet the criterion requirements.
2	Fair	The Evaluator has some reservations that the bidder understands the contract requirements covered by this criterion and/or will be able to satisfactorily meet the criterion requirements.
3	Satisfactory	The Evaluator is reasonably confident that the bidder understands the contract requirements covered by this criterion and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a reasonable standard.
4	Good	The Evaluator is confident that the bidder understands the contract requirements covered by this criterion and/or will be able to satisfactorily complete the contract requirements covered by this criterion to a high standard.
5	Excellent	The Evaluator is completely confident that the bidder understands the contract requirements covered by this criterion and or will be able to satisfactorily complete the contract requirements covered by this criterion to a very high standard.

3.3 Final Results

3.3.1 Two providers submitted tender submissions, and two providers opted out. The other providers didn't respond. Supplier A received 84% and Supplier B have received 81%. Supplier A are the chosen supplier.

Question	Supplier A	Supplier B
VEHICLE DELIVERY	9%	12%
REPLACEMENT VEHICLES	6%	4%
QUALITY STANDARDS	7%	0%
MAINTENANCE	6%	4%
PSP	1%	1%
PRICE	56%	60%
Overall Score	84%	81%

3.3.2 Contract Management will be carried out by the Independent Travel Service, which is consistent with the current arrangement.

4. CONSULTATION

4.1 There is no intended change in policy or entitlement associated procurement.

5 FINANCIAL AND RISK ASSESSMENT CONSIDERATIONS

5.1 The procurement contract award covers the leasing costs for 39 minibuses for the Passenger Transport in-house service. Currently the council uses 23 vehicles for SEN and Adults transport that will be replaced when the contract ends on 31 August 2019.

The funding for the replacement vehicles will be met from existing budgets. Additional budget and funding of £297,000 will be required for the 16 new vehicles needed for the in-house service.

1 Revenue and Capital consequences of report recommendations

	Current year	Medium Term Financial Strategy – 3 year forecast		
	2018/19	2019/20	2020/21	2021/22
	£'000	£'000	£'000	£'000
Revenue Budget available				
Expenditure	188	188	188	188
Income				
Effect of decision from report		297	297	297
Expenditure	188			
Income				
Remaining budget	<u>0</u>	<u>485</u>	<u>485</u>	<u>485</u>
Capital Budget available				
Expenditure				
Effect of decision from report				
Expenditure				
Remaining budget	<u></u>	<u></u>	<u></u>	<u></u>

2 The effect of the decision

The effect of the decision will be an annual spend of £485,000 for 5 years. The annual budget will increase by £297,000 due to the leasing costs of additional 16 vehicles required to deliver the in-house service.

3 Risks

The main risk around this project is that the vehicles are not delivered on time, for the service to start in September as it is a statutory service.

4 Options

The options around the service are detailed in Section 12.

Service users have different travel assistance options available to them, traditional transport, Independent Travel Training and Personal Transport Budgets.

5 Future savings/efficiencies

There are no savings associated with this service currently.

6 Approved by: Flora Osiyemi, Head of Finance - Place

6. LEGAL CONSIDERATIONS

6.1 The Director of Law & Governance comments that there are no additional legal considerations directly arising in respect of this report.

Approved by Sean Murphy, Director of Law and Governance and Deputy Monitoring Officer.

7. HUMAN RESOURCES IMPACT

7.1 There are no immediate HR issues arising from this report for Council Employees.

7.2 Approved by: Gillian Bevan, Head of HR – Resources, on behalf of the Director of Human Resources

8. EQUALITIES IMPACT

8.1 An initial EA has been completed. There are no changes to current service, for the service user, so a full EA is not required.

8.2 Approved by: Yvonne Okiyo, Equalities Manager

9. ENVIRONMENTAL IMPACT

9.1 Vehicles must be brand new and would have to Euro 6 at least.

10. CRIME AND DISORDER REDUCTION IMPACT

10.1 There are no crime and disorder reduction impacts arising from this report.

11. REASONS FOR RECOMMENDATIONS/PROPOSED DECISION

- 11.1 The Council has a statutory requirement to provide home-to-school travel support for children and young people with Special Education Needs and/or Disabilities (SEND). The Council, in accordance with its policy, needs to provide home-to care provision travel support for vulnerable adults. Without the in-house service vehicles, these services would be unable to be provided to the clients.

12. OPTIONS CONSIDERED AND REJECTED

- 12.1 The following options have been considered, with the four options highlighted in bold being the preferred options:

Children	Make	Make & Buy	Buy
Taxis	N/A	High Cost routes (>£52k/year) delivered in-house. Buy remainder of provision from an existing market through DPS	Set up Dynamic Purchasing System (DPS) to procure all taxi routes
Bus	All Bus routes insourced from 2019	Phased transition to in-house model for all schools Continue to buy from 'manufactured' market in the interim.	Establish external contract(s)/framework, potentially adopting a lotting approach
Passenger Assistants	Insourc all PAs (288)	Provide PAs for in-house provided routes and review opportunities	Buy all PAs as routes require, including for in-house services
Adults			
	In-house all day care with option to combine with SEN transformation programme	Maintain in-house provision, buy taxis – review transformation	Buy all provision through DPS and external contract(s)/framework

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BACKGROUND DOCUMENTS: None