

## Report to the Chief Officer Highways and Transportation

**Date: 21 July 2015**

**Subject: Bikeability Cycle Training Contract 1 September 2015 to 31 August 2017  
(Extendable to 2019)**

|  |                              |  |
|--|------------------------------|--|
| Are specific electoral Wards affected?<br>If relevant, name(s) of Ward(s):   | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Are there implications for equality and diversity and cohesion and integration?  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Is the decision eligible for Call-In?  | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |
| Does the report contain confidential or exempt information?<br>If relevant, Access to Information Procedure Rule number:<br>Appendix number: | <input type="checkbox"/> Yes | <input checked="" type="checkbox"/> No |

### Summary of main issues

1. Delivery of Bikeability cycle training directly links with the Best Council Plan Objectives to 'Promote Sustainable and Inclusive Economic Growth and 'Build a Child Friendly City'.
2. To award the Bikeability Cycle Training Contract 2015-17 to the preferred tenderer following a tender exercise.

### Recommendations

3. The Chief Officer (Highways and Transportation) is requested to approve the recommendation to award of the Bikeability Cycle Training Contract 2015-17 to Cycle Leeds.

#### 1 Purpose of this report

- 1.1 To award the Bikeability Cycle Training Contract.

#### 2 Background information

- 2.1 Bikeability Cycle Training is a contract to provide various levels of cycle training to children in schools within Leeds. A major aim of the Councils plan to make Leeds a Child Friendly City is to make Leeds a place where children can make safe journeys and easily travel around the City, and by training school children in safe cycle usage this contract is directly contributing towards the aims of the Council Plan.

- 2.2 The current contract expires on 31<sup>st</sup> July 2015.
- 2.3 Approval to tender Bikeability Cycle Training Contract 2015-17 was approved by the Chief Officer (Highways & Transportation) on 10<sup>th</sup> March 2015.
- 2.4 A tender was advertised using the EU Open procedure and tenders were returned on 29<sup>th</sup> April 2015.

### **3 Main Considerations and Reasons for Contract Award**

- 3.1 There were five tender returns following the Open EU tender process.
- 3.2 The five tenderers Quality Submission was assessed by a panel of Highway & Transportation officers and was chaired by an officer from the H&T Procurement Section.
- 3.3 The quality scores of the tenderers were inserted into the model and the weighting specified in the tender documentation was applied. As all tenderers had achieved a score in excess of the minimum 60% stated in the tender documents the financial submissions were opened.
- 3.4 One tender was disqualified as their tender was qualified.
- 3.5 The remaining tender's submission was entered into the evaluation model:

| Tender | Quality Mark | Quality Score | Financial Score | Combined Score<br>(30 Quality/70 Price) |
|--------|--------------|---------------|-----------------|---|
| A      | 750          | 100           | 95.07           | 96.55                                   |
| B      | 500          | 66.67         | 92.38           | 84.67                                   |
| C      | 500          | 66.67         | 100             | 90.00                                   |
| D      | 590          | 78.67         | 98.61           | 92.63                                   |

- 3.6 The highest Combined Score is the preferred tenderer which is Cycle Leeds (Tenderer A).

### **4 Corporate Considerations**

#### **4.1 Consultation and Engagement**

- 4.1 No consultation has taken place with key stakeholders as to whether the contract should be awarded to the winning bidder or not as this is determined by the evaluation of the tender received. However, consultation with key stakeholders was undertaken when the particular procurement route was chosen.

## **4.2 Equality and Diversity / Cohesion and Integration**

- 4.2.1 Due consideration to equality has already taken place as part of the Procurement Process. An Equality screening has been completed and indicated that an Equality Impact Assessment is not required for what is being proposed

## **4.3 Council Policies and City Priorities**

- 4.3.1 Delivery of Bikeability supports all three objectives of LTP3 relating to 'Economy', 'Low Carbon' and 'Quality of Life' and the Best Council objectives to 'Promote Sustainable and Inclusive Economic Growth' & 'Building a Child Friendly City'. It also supports the Tour de France Legacy, the City Connect programme and other service / team plan objectives.

## **4.4 Resources and Value for Money**

- 4.4.1 Funding for Bikeability Cycle Training is provided in the form of a grant from the Department of Transport, with the number of training places offered under the scheme being linked to the amount of grant allocated.

## **4.5 Legal Implications, Access to Information and Call In**

- 4.5.1 There are no specific legal implications arising from this report. All activities relating to the award of this contract are being executed in accordance with the Public Procurement Regulations 2015.

## **4.6 Risk Management**

- 4.6.1 The existing contract expires on 31<sup>st</sup> July 2015 and if this contract is not awarded there will be risk in the continual delivery of Bikeability Training.

## **5 Conclusions**

- 5.1 The tender has been procured in accordance with the Public Procurement Regulations 2015 and is appropriate to award the contract to the preferred tenderer for the deliver Bikeability Training.

## **6 Recommendations**

- 6.1 The Chief Officer (Highways & Transportation) is requested to approve the recommendation to award the Bikeability Cycle Training Contract 2015-17 to Cycle Leeds.

## **7 Background documents<sup>1</sup>**

- 7.1 None

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<sup>1</sup> The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.