

Report of : Julie Hatton, Head of Passenger Transport

Report to : Chief Commercial Services Officer

Date: 2nd March 2012

Subject: Award of contract for the supply of Independent Travel buddies.

Are specific electoral Wards affected? 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 checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: 10.4 (3) Appendix number: Appendix B	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

- 1.1. Children's services have commissioned Passenger Transport to provide a number of Independent Travel buddies who will provide support to children and young people through a transitional period until they are confident to travel independently.
- 1.2. A pilot scheme was started in May 2011 and the uptake, feedback and customer satisfaction has proved that the initiative is highly effective and beneficial, both for the student and for the authority.
- 1.3. The financial implications are cost neutral as the long term savings on transport out-weigh the initial cost of the buddies.
- 1.4. A tender was released in February and two submissions were received, unfortunately one of the submissions was incomplete therefore could not be considered. The remaining submission was from Leeds Alternative Travel, a social enterprise who are currently providing buddies under the pilot scheme.

Recommendations

- 1.5. This report seeks approval to award the contract for the supply of Travel buddies to Leeds Alternative Travel from 1st May 2012 to 30th April 2015, with an option to extend for a further two years.

1 Purpose of this report

- 1.1 The purpose of the report is to inform the Chief Commercial Services officer of the process undertaken in awarding the contract for the supply of travel buddies and to seek approval to award the contract to Leeds Alternative Travel.

2 Background information

- 2.1 In May 2011 Children's Services in conjunction with Passenger Transport undertook a pilot scheme in which five travel buddies supported and coached young SEN people who were previously transported by Passenger Transport , so that after a couple of weeks training they are able to travel independently.
- 2.2 From May 2011 to February 2012, 64 students successfully undertook the programme and now travel independently.
- 2.3 Children's services wish to increase the service and ensure a supplier is available to provide up to 20 buddies from May 2012 onwards. It is anticipated 200 students will utilise the scheme each year.

3 Main issues

- 3.1 The procurement process was conducted under the open procedure; all contract documents were advertised on SCMS on Wednesday 15th February and the tender closed on Wednesday 29th February 2012.
- 3.2 Two submissions were received, one was from HKS consultancy the second from Leeds Alternative Travel.
- 3.3 The submission from HKS consultancy could not be evaluated as it was incomplete, therefore just the one tender from Leeds Alternative Travel was available for consideration.
- 3.4 Only organisations that had passed the PQQ stage of the tendering exercise could qualify and be considered for the tender stage.
- 3.5 The project team for this tendering exercise consisted of representatives from the client departments – Children's Services and Passenger Transport (Commercial Services).
- 3.6 Using a predetermined PQQ and Tender evaluation model, each member of the evaluation team independently scored each submission. Please see **Appendix A** (PQQ) and **Appendix B** (Tender)
- 3.7 The evaluation was made on a price quality split; 70% price and 30% quality. On quality a minimum of 180 points out of a possible 300 had to be achieved.
- 3.8 Leeds Alternative Travel successfully passed the minimum quality criteria to be able to proceed to the Tender Evaluation Stage.

3.9 The evaluation of the PQQ and Tender documents was undertaken on Friday 2nd March 2012 by Officers from Passenger Transport and Children's Services and overseen by an Officer from Procurement. Checks on the Health and Safety policy submission were made by Corporate Health and Safety and Finance checks were made by Procurement.

3.10 LAT had qualified there bid by putting in a minimum pricing period and also and a change to the price increase element. Both of these of qualifications were withdrawn and LAT agreed to abide by the terms and conditions as set out in the tender documentation.

4 Corporate Considerations

4.1 Consultation and Engagement

Children's services have responded to the feedback from parents, carers and school/ college staff throughout the pilot, to ensure any further development includes lessons learnt.

4.2 Equality and Diversity / Cohesion and Integration

An Equality, Diversity, Cohesion and Integration Screening document was completed and published on 1st December 2012.

4.3 Council policies and City Priorities

The provision of "buddies" is consistent with the Children's Services Transport Policy and Leeds Sustainable Education Travel Strategy, providing those eligible to assistance with a service based upon individual's needs, promoting enhanced life skills and greater independence. The reduction in the number of vehicles required to discharge the Council's statutory responsibilities to provide assistance with home to school/college journeys will also reduce its carbon footprint by lowering emissions and reducing congestion.

Independent Travel Training, in which the "buddies" will play a vital role will also promote greater inclusion whereby those presently segregated by taxi based travel can be fully integrated with mainstream school transport provisions. The breaking down, or avoidance from the outset of "taxi-dependency" at an early age will ensure that these benefits are secured beyond adolescence and through to later life opening up employment opportunities and reducing dependence on other Council services in retirement.

4.4 Resources and value for money

There are no implications on resources and the initiative is cost neutral as the cost of the buddies is met by savings on transport.

4.5 Legal Implications, Access to Information and Call In

There are no legal implications.

4.6 Risk Management

There are no risk management implications.

4.7 Public Interest

Appendix B – (Appendix B - tender evaluation scoring matrix V1.0 FINAL.xls) to this report has been marked as confidential and under Access to information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information) which, if disclosed to the public, would, or would likely to prejudice the commercial interests of that person or of the Council.

5 Conclusions

The pilot scheme for Independent buddies has proved effective and beneficial, a tender was released for the supply of up to 20 buddies for a three year scheme. One provider, Leeds Alternative Travel, submitted a tender, which met the minimum requirements.

6 Recommendations

The Chief Commercial Services Officer is recommended to approve the tender award for the contract to supply Travel Buddies to Leeds Alternative Travel, with effect from 1st May 2012 to 30th April 2015.

7 Background documents¹

The tender documents, evaluation records (Appendix A & B) and DDN are available to support this decision.

¹ The background documents listed in this section are available for inspection on request for a period of four years following the date of the relevant meeting. Accordingly this list does not include documents containing exempt or confidential information, or any published works. Requests to inspect any background documents should be submitted to the report author.