

Report of : Head of Passenger Transport

Report to: Director Resources and Housing

Date: 31st May 2018

Subject: Passenger Transport – Approval to procure and award call off contracts from the Passenger Transport Framework arrangements and DPS for the supply of minibuses.

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: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

- 1 Passenger Transport is commissioned by Children’s and Families and Adults and Health to provide transport for children and young people with statements of special educational needs and disabilities (SEND) and children who are in care of the authority requiring home to school transport, as well as older people and adults with learning difficulties on order they can access day services.
- 2 This is currently managed through a mix of our own in house fleet as well as the utilisation of a framework agreement for Taxi and Private hire providers to support the service. The current Framework agreement and Dynamic Purchasing system (DPS) were both approved in March 2017 and effective from 1st April 2017. There are a total of 27 providers on the two arrangements, all of whom have met various quality checks, have provided assurances on safeguarding and agreed to support the Councils ambition to be a child friendly city and comply with the appropriate clean air legislation.
- 3 During the summer months the service will reschedule all the transport arrangements for home to school transport for children with SEND. The scheduling takes into account any new children, those who have left and any changes to settings. Approx 1000 children and young children will be assessed and the most optimum route determined, planned and scheduled. Once the schedules have been determined then each individual contract will be tendered to ensure value for money.

- 4 Any contract with a value of each individual call-off (i.e. the order for a journey) which is less than £100k will be processed by staff with appropriate delegated authority as an Administrative decision and managed by the service.
- 5 Any contracts with a value of each individual call-off greater than £100k but less than £250k will be actioned by staff within the appropriate Contract procedure rules (CPR's) and delegated authority as a Significant Operational decision.
- 6 There are four contracts where it is anticipated the spend will exceed £250k per annum, (based on current demand and future plans) and therefore require a Key Decision:-
 - 6.1 A contract for the supply of Home to school transport for Children with SEND to NW SILC West Oaks. The approx. value of this contract will be £250k per annum.
 - 6.2 A contract for the supply of Home to school transport for Children with SEND to the three Wellspring Academy settings, with an approx. value of £800k per annum
 - 6.3 A contract for the supply of Home to school transport for Children with SEND to East SILC, Grafton, with an approx.value of £250k per annum..
 - 6.4 And a contract for the supply of Home to school transport for Children who are in care of the Authority, for transport in the East of the city, with an approx. value of £250k per annum.
- 7 All contracts will be awarded on a 80/20 price quality split, with the quality score being carried forward from the original Framework contract let.

Recommendations

- 1 The Director Resources and Housing is requested to note that procurement from the framework arrangement and DPS for Taxi and Private hire will now commence and that:-
 - 1.1 Call-off contracts with a value of £100k or less will be awarded as and when required from 1st July 2018 to 31st March 2019 as Administrative Decisions by staff with appropriate delegated authority.
 - 1.2 Call-off contracts with a value greater than £100k, but less than £250k, will be awarded as and when required from 1st July 2018 to 31st March 2019 as a Significant Operational decision by staff within the appropriate Contract Procedure rules.
 - 1.3 To approve the decision to commence procurement and award a contract for the provision of Home to school transport for children and young people with SEND who attend NW SILC, West Oaks. The approx. value of the contract is £250k per annum.
 - 1.4 To approve the decision to commence procurement and award a contract for the provision of Home to school transport for children and young people with SEND who attend Wellspring Academy. The approx. value of the contract is £800k per annum and the contract.
 - 1.5 To approve the decision to commence procurement and award a contract for the provision of Home to school transport for children and young people with SEND who attend East SILC, Grafton. The approx. value of the contract is £250k per annum.

- 1.6 To approve the decision to commence procurement and award a contract for the provision of Home to school transport for children and young people who are in care of the authority, for transport in the east of the city. The approx. value of the contract is £250k per annum.

1.0 **Purpose of this report**

- 1.1 To advise the Director Resources and Housing that procurement and the award of call-off contracts from the taxi and private hire framework and DPS will now commence with staff awarding call-off contracts within the spend threshold for Administrative Decisions. Details of the individual call offs will be managed and maintained by the service.
- 1.2 To seek approval to commence procurement and award contracts from the taxi and private hire framework and DPS for contracts within the spend threshold for Significant Operational decisions. Approval will be managed through the appropriate Contract Procedure rules.
- 1.3 To seek approval to commence procurement and award a contract for the supply of transport to NW SILC West Oaks, Wellspring Academy, East SILC Gratton, and home to school transport for children and young people who are in care of the authority, in the east of the city.

2 **Background information**

- 2.1 Passenger transport is commissioned by Children's and Families and Adult's and Health to provide home to school transport for children and young people with special educational needs and disabilities and children who are looked after, as well as adults with learning difficulties in order that they can access day services.
- 2.2 The service is currently provided by a mix of our own in-house fleet as well as the utilisation of a framework agreement and DPS from which a total of 27 taxi and private hire providers are invited to bid for routes as and when required.
- 2.3 The service is looking at a number of new initiatives in order to reduce the demand on transport, including the offer of personal travel allowances, but the demand is such that there remains a requirement for the commissioning of external taxi and private hire providers.

3 **Main issues**

- 3.1 Passenger Transport is required to transport over 3000 customers each day. This is managed through our own in house fleet but also in partnership with Taxi and Private hire providers, who through either a framework agreement or a DPS, are able to support the service with the provision of wheelchair accessible minibuses, standard minibuses, cars, and also some companies are able to supply passenger assistants who support the young child or adult with learning difficulties throughout their journey.
- 3.2 Requests for transport are approved by either Children's and Families or Adult's and Health and can be made throughout the year. That said, the bulk of the tenders are let between July and August as a result of the main SEND home to school contract lets.
- 3.3 The service intends to manage the summer tender process through an E-auction in August. E-auctions have been used previously by the service and have resulted in efficiencies.

3.4 All contractors will be invited to tender for individual routes or requests to supply all transport into an establishment. The contracts will be awarded on a 80/20 price quality split, the quality score having been determined as part of the framework award.

3.5 The contracts will be let for one to two years depending on the passenger needs, and the route requirements.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Consultation with both Children's and Families and Adult's and Health continues throughout the year in order that transport arrangements meet the appropriate requirements and is within the appropriate policy.

4.1.2 The service also works in partnership with the Councils Taxi and Private hire licensing service if there is any licensing or regulation issues with a provider.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1 An Equality, Diversity, Cohesion and Integration screening report was considered for the framework arrangement and a further Equality Impact Assessment is not required for this request.

4.3 Council policies and City Priorities

4.3.1 The proposals within this report will contribute to the continued delivery of an effective Passenger Transport service for Leeds City Council

4.4 Resources and value for money

4.4.1 A framework contract has been let and orders will be placed in accordance with its terms and the Council's Contract Procedure Rules. Competition has been used throughout the process to assure value for money.

4.5 Legal Implications, Access to Information and Call In

4.5.1 The value of the contracts will vary therefore throughout the year, therefore the results of each contract award will be managed by the service in accordance with appropriate CPR's.

4.6 Risk Management

4.6.1 If Passenger transport did not have a framework contract which supports the service in the provision of transport some of the most vulnerable children in Leeds would not access learning establishments and adults with learning difficulties would be unable to access day services.

5 Conclusions

5.1 Passenger Transport is commissioned to provide home to school transport for children and young people and transport for adults with learning difficulties in order they can access day services.

- 5.2 The service is provided through a mix of an in house fleet and the utilisation of a framework agreement whereby taxi and private hire providers are invited to bid for routes as and when required.
- 5.3 In order to meet the weekly demand call off contracts are tendered and awarded. The value of these will vary but will be less than the £100k threshold and will be managed as Administrative decisions and be managed by the service.
- 5.4 There will be further contracts which are tendered and awarded with a value greater than £100k, but less than £250k. These Significant Operational decisions will be managed through the appropriate CPR's.
- 5.5 There are a further four individual contracts which will be procured and awarded with a value greater than £250k per annum. These relate to the transport to NW SILC West Oaks, Wellspring Academy, East SILC Grafton, and home to school transport for children who are in care of the authority in the East of the city.

6 Recommendations

- 6.1 The Director Resources and Housing is requested to note that procurement from the framework arrangement and DPS for Taxi and Private hire will now commence and call-off contracts with a value of £100k or less will be awarded as and when required from 1st April 2018 to 31st March 2019 as Administrative Decisions by staff with appropriate delegated authority.
- 6.2 The Director Resources and Housing is requested to approve the request to call off from the framework arrangement for Taxi and Private hire contracts which are likely to exceed £100k, but less than £250k. These Significant Operational decisions will be managed through the appropriate CPR's.
- 6.3 The Director Resources and Housing is requested to approve the decision to commence procurement and award a contract for the provision of Home to school transport for children and young people with SEND who attend NW SILC West Oaks. The approx. value of the contract is £250k per annum.
- 6.4 To approve the decision to commence procurement and award a contract for the provision of Home to school transport for children and young people with SEND who attend Wellspring Academy. The approx. value of this contract is £800k per annum.
- 6.5 To approve the decision to commence procurement and award a contract for the provision of Home to school transport for children and young people with SEND who attend East SILC Grafton. The approx. value of the contract is £250k per annum.
- 6.6 To approve the decision to commence procurement and award a contract for the provision of Home to school transport for children and young people who are in care of the authority for transport in the east of the city. The approx. value of the contract is £250k per annum.

- 7.0 Background documents¹
None.

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