
Report to Chief Officer Highways and Transportation

Date: 6 August 2019

Subject: Award of Bikeability Cycle Training Contract 1 September 2019 to 31 August 2021 (Extendable to 2023)

Are specific electoral wards affected? If yes, name(s) of ward(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Has consultation been carried out?	<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
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" 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

1. Main issues

The current Bikeability Cycle Training Contract comes to an end on the 31 August 2019 and tenders have been invited and evaluated to appoint a provider for the next two years with provision to extend the contract by mutual agreement to 2023.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

Delivery of Bikeability Cycle Training directly links with the Best Council Plan objectives and to the Cycling Starts Here Strategy.

3. Resource Implications

Funding for Bikeability cycle training is funded by way 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 to Leeds City Council each year.

Future training provision will only be procured if the external funding is secured.

Recommendations

The Chief Officer (Highways and Transportation) is asked to approve the recommendation to award the Bikeability Cycle Training Contract 2019-2021 (Extendable to 2023) to Cycle Leeds Ltd T/A Cycle North in the Schedule of Rates submitted.

1. Purpose of this report

- 1.1 This report sets out the reasons for recommending that the Chief Officer (Highways and Transportation) should award the Bikeability Cycle Training Contract 1st September 2019 to 31st August 2021 (Extendable to 2023) to the preferred bidder following a tender exercise.

2. Background information

- 2.1 Bikeability Cycle Training is a contract to provide various levels of cycle training to children in schools within Leeds.
- 2.2 Bikeability is the government's cycle training programme. It is based on the National Standard for Cycle Training and is designed to give the next generation the skills and confidence to ride their bikes on today's roads.
- 2.3 The current Bikeability Cycle Training contract comes to an end on 31st August 2019 and a new provider is required to continue the delivery of this valuable service.

3. Main issues

- 3.1 Approval to tender the Bikeability Cycle Training Contract 2019-2021 (Extendable to 2023) was given by the Chief Officer Highways and Transportation on the 18th December 2018.
- 3.2 A tender was published on Yortender on the 30th April 2019 using the Open EU tender process and an appropriate notice was placed in the Official Journal of the European Union.
- 3.3 Four compliant tender returns were received on 3rd June 2019.
- 3.4 The four tenderers quality submissions were assessed on a consensus basis by a panel of three Highways and Transportation Officers and this was chaired by an officer from the Highways and Transportation Procurement Team.
- 3.5 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.
- 3.6 The tenderers financial and quality scores were entered into the evaluation model and the scores are given below in a randomised order.

Tender	Quality Score 60%	Financial Score 40%	Combined Score (60 Quality/40 Price)
A	39.31	36.38	75.69
B	42.41	40	82.41
C	59.66	35.43	95.09

D	60.0	36.89	96.89
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3.7 The highest Combined Score is the preferred tenderer which is Cycle Leeds Ltd T/A Cycle North (Tenderer D).

4. Corporate considerations

4.1 Consultation and engagement

4.1.1 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.

4.3 Council policies and the Best Council Plan

4.3.1 The provision 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”.

Climate Emergency

4.3.2 Encouraging more sustainable travel may contribute towards improving air quality and more children travelling more actively may contribute towards public health strategies aimed at promoting healthy weight in childhood.

4.4 Resources, procurement and value for money

4.4.1 Funding for Bikeability Training is provided by the Department for Transport and funding is not guaranteed. Future training provision will be only be provided if the external funding is secured.

4.5 Legal implications, access to information, and call-in

4.5.1 There are no specific legal implications arising for this report and all activities relating to the award of this contract are being executed in accordance with the Public Contract Regulations 2015 and the Leeds City Council Corporate Procurement Rules.

4.5.2 Notice to tender this contract was placed on the List of Forthcoming Key Decisions on the 28th September 2018 and the report giving authority to tender was published on the 25th January 2019 and this was subject to call-in.

4.6 Risk management

4.6.1 The existing contract expires on the 31st August 2019 and if this contract is not awarded there will be risk to continued provision of Bikeability training in Leeds schools.

5. Conclusions

5.1 The Chief Officer (Highways and Transportation) is requested to approve the recommendation to award the Bikeability Cycle Training Contract 2019-2021 (extendable to 2023) to Cycle Leeds Limited T/A Cycle North.

6. Recommendations

6.1 The Chief Officer (Highways and Transportation) is asked to approve the recommendation to award the Bikeability Cycle Training Contract 2019-2021 (Extendable to 2023) to Cycle Leeds Ltd T/A Cycle North in the Schedule of Rates submitted.

7. Background documents¹

7.1 None

¹ 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.