

# Approval to tender the Bikeability Cycle Training Contract 2023

Date: February 2023

Report of: Senior Contracts Engineer Procurement

Report to: Chief Officer (Highways & Transportation)

Will the decision be open for call in?  Yes  No

Does the report contain confidential or exempt information?  Yes  No

## Brief summary

This report seeks the approval of the Chief Officer (Highways and Transportation) to tender and evaluate the Bikeability Cycle Training Contract 2023.

The Contract allows Leeds City Council to provide various levels of cycle training to children in schools within Leeds.

The current contract expires 31/08/2023 with no further extensions available and requires retendering.

## Recommendations

- a) The Chief Officer (Highways and Transportation) is requested to approve the tender of and evaluation of subsequent submissions for the Bikeability Cycle Training Contract (the Contract) from 1<sup>st</sup> September 2023 to 31<sup>st</sup> August 2025 with the option to extend the contract for a further 2 years to 31<sup>st</sup> August 2027.

## What is this report about?

- 1 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 The Contract allows Leeds City Council to provide various levels of cycle training to children in schools within Leeds.
- 3 Funding for Bikeability is provided via a grant to the Local Authority from the Department for Transport (DfT). Annual funding from the DfT is not guaranteed and future training provision through the contract will only be procured if this external resource is secured.
- 4 The current contract expires on the 31<sup>st</sup> August 2023 with no further provisions to extend. A full tender process must therefore be undertaken to award a new 2-year contract with the option to extend it for an additional 2 years.
- 5 The Contract will be awarded to one supplier based on the evaluation criteria set out in the tender documents. This will be a combined 60/40 quality/price split as opposed to the Council's

standard price-quality separated approach in accordance with the Councils Contract Procedure Rules 15.2.

- 6 To ensure a seamless process for schools and to avoid a drop in numbers of pupils trained, the preferred bidder will need to take bookings in advance of the contract start date. As such, arrangements must be in place well in advance of the start date and no later than July 2023.
- 7 The total estimated value of the contract is £2,000,000 exceeding the public procurement threshold for service contracts. It will therefore be advertised on the Find a Tender Service (FTS) as an open tender ensuring a competitive tender process to obtain the best value possible and to follow the compliant route to market.

### **What impact will this proposal have?**

- 8 Continuation of the Contract arrangements and delivery of the associated service will ensure various levels of cycle training to children in Leeds' schools can continue across the City. The use of the tender process and subsequent delivery via the appointed supplier is an efficient and cost-effective method of procuring this service delivery.
- 9 The proposals requested in this report have no impact on the equality characteristics identified in the original equality, diversity, cohesion and integration screening assessment conducted as part of the procurement process. Therefore, it is not applicable to carry out an EDCI impact assessment at tender stage.
- 10 The tender process does require tenderers to have appropriate arrangements in place to ensure equality and diversity is embedded within their organisation which is evaluated through the standard selection questionnaire. They are also required not to unlawfully discriminate and must comply with the Equality Act 2010.
- 11 Where considered appropriate an EDCI impact assessment will be carried out by the service responsible for managing the contract and organising the training.

### **How does this proposal impact the three pillars of the Best City Ambition?**

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 12 As set out in Leeds Best City Ambition, Leeds aims to become carbon neutral by 2030. To realise this ambition, the future focus is based upon transforming the way people move around Leeds, with a target to increase cycling usage by 400%. The Bikeability Contract feeds directly into this initiative by teaching the younger generation how to cycle which could help them become confident enough to cycle in and out of the City in future.
- 13 The Contract also links in with Inclusive Grow by teaching children how to ride bikes. This will give them the option to cycle to work when they are older or travel to and from the City via bicycle for any other opportunities that would have otherwise been missed through a lack of inclusion.
- 14 Encouraging more sustainable travel may contribute towards improving air quality and more children travelling more actively may contribute towards better health and wellbeing and promote a healthy lifestyle.
- 15 Initiatives like Bikeability, contribute towards embedding a cycling culture and therefore may contribute towards all three pillars within the Best City Ambition. Giving children experience as on-road cyclists and of how road users interact with each other on the network may also contribute towards them becoming safer road users both now and in the future.

### **What consultation and engagement has taken place?**

Wards affected:

Have ward members been consulted?

Yes

No

16 Consultation has taken place between the Influencing Travel Behaviour team and Highways Procurement where it was agreed this is the only viable procurement route to take in line with the Councils Contract Procedure Rules.

### **What are the resource implications?**

17 Funding for Bikeability training is provided by the Department for Transport (DfT).

18 The Council have received the grant award from the DfT for financial year 2023/24. The amount granted has continued to increase year on year and is now just under £500,000.00.

19 The total estimated value of the Contract including extensions is £2,000,000.

20 The Council retains a small proportion of the DfT grant to contribute towards the administrative and supervisory assistance that delivery of the Bikeability Cycle Training programme demands of the Council.

### **What are the key risks and how are they being managed?**

21 There is no capacity to deliver this service in house therefore outsourcing is the most viable option.

22 Funding for Bikeability delivery is provided by the DfT Grant. It is drawn respectively after training has been delivered. Should the contracted provider be unable, for whatever reason, to fulfil its obligations and deliver training to the required numbers, the council would simply not draw down the grant. The financial risk to the council is therefore negligible.

23 Annual funding from the DfT is not guaranteed and future training provision through the contract will only be procured if this external resource is secured.

24 To maintain continuity in terms of the existing service it is essential that the Contract is tendered and awarded before the existing arrangement expires on 31<sup>st</sup> August 2023.

### **What are the legal implications?**

25 There are no specific legal implications arising from this report. All activities relating to the procurement will be executed strictly in accordance with the Public Procurement Regulations 2015 and Councils Contract Procedure Rules.

26 This is a Key decision due to the value of services that are likely to be administered over the life of the Contract. It was accordingly published on the List of Forthcoming Key Decisions on the 26<sup>th</sup> January 2023.

27 The report does not contain any exempt or confidential information under the Access to Information Rules.

### **Options, timescales and measuring success**

#### **What other options were considered?**

28 No other suitable frameworks were found to be available. It was concluded this was the most cost effective and efficient way to manage this programme of work due to the lead times required to make the necessary arrangements and take advance bookings with schools. This allows the process to be streamlined and manageable in comparison to procuring individual contracts with different service providers for short periods of time.

#### **How will success be measured?**

29 Success would be achieved through procuring a suitable and capable supplier within the time frames set out in the report and achieving added value through the social value included within the contract.

**What is the timetable and who will be responsible for implementation?**

30 The Highways Procurement team will aim to have the contract awarded in June 2023, allowing several months of mobilisation for the preferred tenderer before the current arrangement expires on 31<sup>st</sup> August 2023.

**Appendices**

- Equality, diversity, cohesion and integration screening form.

**Background papers**

- N/A