

Authority to Procure the West Yorkshire Vision Zero Delivery Group Theatre in Education contract.

Date: 26th April 2024

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 West Yorkshire Vision Zero Delivery Group Theatre in Education contract.

The Contract allows the Council, on behalf of West Yorkshire Vision Zero Delivery Group partners, to provide theatre in education sessions in secondary schools within Leeds.

The current contract (procured by Kirklees Council) expires on the 26th July 2024 (the tour completed on 31st March 2024) with no further extensions available, and as such requires re-tendering.

The West Yorkshire Vision Zero Delivery Group have a set budget for the project; therefore a 100% quality evaluation will be used to obtain the best quality service for this budget as per Contracts Procedure Rule 15.2(b).

Recommendations

- a) The Chief Officer (Highways and Transportation) is requested to approve the open tender procurement and evaluation of subsequent submissions for the West Yorkshire Vision Zero Delivery Group (WYVZDG) Theatre in Education Contract (TIE Contract). The Contract is expected to commence on 1st July 2024 to 30th June 2025 with the option (budget dependent) to extend the contract for a further 12 months to 30th June 2026 using the 100% quality evaluation criteria.
- b) The maximum budget for the contract over 2 years is £100,000.

What is this report about?

- 1 WYVZDG have provided theatre in education sessions to Year 7 & 8 pupils for over 5 years.
- 2 This is a behaviour change project which contributes to the Leeds and West Yorkshire Vision Zero ambition, which aims for zero road deaths and serious injuries by 2040.

- 3 Sessions are aimed primarily at Year 7 pupils who have recently moved into secondary school.
- 4 Data for West Yorkshire shows that for both all severities and killed/serious injuries (KSI), higher rates of casualties occur amongst older children. Specifically, those aged 10-15 are at a greater risk of being involved in a road traffic collision than those aged under 10.
- 5 The TIE Contract allows the Council, on behalf of the WYVZDG, to provide theatre in education sessions for pupils who have recently moved from primary to secondary school.
- 6 Funding for the project is provided via the West Yorkshire Safety Camera Partnership (WYSCP). Approval for funding for the project for the 2024/25 academic year has been confirmed. Annual funding from the WYSCP is not guaranteed and future provision through the TIE Contract will only be procured if this external resource is secured.
- 7 A total of £30,000 has been allocated to the project for the academic year 2024/25.
- 8 The current contract expires on the 26th July 2024 with no further provisions to extend. Delivery for the academic year 2023/24 has now been completed. A full tender process must therefore be undertaken to award a new 1 year contract with the option to extend it for an additional 12 months.
- 9 The TIE Contract will include the option for the five partner West Yorkshire local authorities to purchase additional sessions for their area from local budgets.
- 10 The TIE Contract will be awarded to one supplier based on the 100% quality evaluation criteria set out in the tender documents.

What impact will this proposal have?

- 11 The TIE Contract will ensure that behaviour change interventions aimed at this age group in schools across West Yorkshire can continue. The use of the open tender process and subsequent delivery via the appointed supplier is an efficient and cost-effective method of procuring this service delivery.
- 12 An Equality, Diversity, Cohesion and Integration (EDCI) screening assessment has been conducted as part of the procurement process (appendix attached). It is not applicable to carry out an EDCI impact assessment at tender stage.
- 13 Where considered appropriate, an EDCI impact assessment will be carried out by the service area responsible for managing the contract.

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

Health and Wellbeing

Inclusive Growth

Zero Carbon

- 14 The project helps to achieve the Health and Wellbeing pillar by encouraging young people to make healthy journeys, where they feel safe and secure to do so. It will help young people to travel actively to school and between connected places.
- 15 The project also impacts the Inclusive Growth pillar by providing young people with skills and knowledge relating to safe travel which will help them to realise their potential. By encouraging safe and active travel, they project will assist young people in becoming more connected to their local communities.

16 In relation to Zero Carbon, by recapping and reinforcing safe active travel messaging, the contract/project will encourage young people to be more physically active and to feel more confident to walk and/or wheel around the city both now and in the future.

What consultation and engagement has taken place?

Wards affected: n/a

Have ward members been consulted? Yes No

17 Consultation has taken place between the Influencing Travel Behaviour team and Highways Procurement where it was agreed this is the only viable procurement route for procuring a £100,000 contract in line the Council's Contracts Procedure Rules (CPRs) 9.1 and 9.2.

18 Consultation has also taken place with the WYVZDG Steering Group and WYSCP. All parties have approved this activity for delivery in 2024/25.

What are the resource implications?

19 Funding for the TIE sessions is approved and provided by the WYSCP.

20 £30,000 has been allocated for financial year 2024/25. Following satisfactory delivery of the project in 2024/25, the contract will provide the option to extend the project for a further 12 months into the financial year 2025/26.

21 West Yorkshire local authority partners will have the option to purchase addition sessions for their area if required from local budgets.

22 The maximum estimated expenditure is £50,000 per annum. If the contract is extended, this would take the total estimated value to £100,000, below the UK procurement threshold for services (£214,904 inclusive of VAT).

23 Officer time of the Council's Influencing Travel Behaviour team and West Yorkshire partner authority officers will be required to manage and co-ordinate delivery of the project with the successful contractor.

24 The Council officers will be required to administer the procurement and payments process.

25 Time will also be required of officers from the West Yorkshire partner authorities during the tender evaluation period.

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

26 There is no capacity to deliver this service in-house, therefore procuring a provider is the most viable option.

27 Should the successful provider be unable, for whatever reason, to fulfil its obligations and deliver sessions to the required number of settings, the partnership and Council would not administer any payments to the provider (or would pay only for the number of sessions actually delivered). The financial risk to the Council is therefore negligible. The Council will ensure that services specification and terms and conditions of the contract will make this clear.

- 28 If settings cancel sessions at short notice, the provider will endeavour to rearrange where at all possible. Cancellation terms will be included within documentation to settings.
- 29 Further funding from the WYSCP is not guaranteed and the extension of the TIE Contract will only be approved if this external resource is secured.
- 30 To allow time for bookings to be made for the new academic year starting September 2024, the new TIE Contact will aim to be in place by 1st July 2024.

What are the legal implications?

- 31 All activities relating to the open procurement for this contract will be carried out strictly in accordance with Council's CPRs.
- 32 This is a Significant Operational Decision and will be published in line with the Council's governance.
- 33 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?

- 34 The option for each West Yorkshire local authority to procure sessions independently was considered. However, approaching the procurement as a partnership provides economies of scale and greater flexibility for schools in terms of the dates available for bookings (selecting from a five-week period rather than a one-week period).
- 35 No other suitable interventions 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?

- 36 Success would be achieved through procuring a suitable and capable supplier within the time frames set out in the report.
- 37 A full evaluation report will be completed by the provider, including the number of settings visited, number of pupils and staff attending along with both quantitative and qualitative feedback.

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

- 38 The Highways Procurement team will aim to have the contract awarded in June 2024, with a start date of 1st July 2024, allowing the preferred tenderer to arrange the tour before the start of the new academic year in September 2024.

Appendices

- EDCI screening form TIE 2024

Background papers

- N/A

