

**OFFICER DELEGATION SCHEME
RECORD OF OPERATIONAL DECISION**



TO BE UPLOADED TO THE E-MEETINGS MANAGER

Date: 1 August 2019	Ref No: CS 584
Type of Operational Decision:	
Executive Decision <input type="checkbox"/> Yes	Council Decision <input type="checkbox"/>
Status: To be published	
Title/Subject matter: Award of Mini Competition for the Provision of Home to School & College Transport	
Budget/Strategy/Policy/Compliance – Is the decision:	
(i) within an Approved Budget	Yes
(ii) not in conflict with Council Policy	Yes
(iii) not raising new issues of Policy	Yes
Equality Impact Assessment [Does this decision change policy, procedure or working practice or negatively impact on a group of people? If yes – complete EIA and summarise issues identified and recommendations – forward EIA to Corporate HR]	No
Details of Operational Decision Taken [with reasons]:	
<p>Applications were invited from suitably qualified and experienced operators for inclusion on the dynamic purchasing system for home to school and college transport. The DPS is a two stage process, the first stage is to for operators to apply to be considered on the DPS list. The second stage, this stage, is where operators, accepted onto the DPS list are invited to submit bids for individual transport routes (schedules). The DPS will remain open during its lifecycle, which means that following the initial establishment of the DPS, additional operators can apply to be included on the DPS at any point in time.</p> <p>The DPS commenced on 1 June 2019 for a period of 3 academic years with an option to extend for a further academic year.</p>	

A total of 26 contractors have been appointed to the DPS framework however, additional applicants can be accepted at any point throughout the duration of the contract term.

Individual contracts under the DPS will be awarded via mini competition as and when required. All applicants successfully appointed to the DPS will be notified via The Chest of the release of any mini competitions. Schedules are awarded to the most economically advantageous bid having regard to price and operator vehicle availability/suitability.

Mini competition tender documents were sent to all 26 contractors with 24 mini competitions being returned by the closing date.

Following evaluation and scoring of the mini competition it is recommended that the individual schedules are awarded to the operators shown in appendix A.

The attached appendix titled background information provides further detail in relation to the procurement process.

Contract benefits:

- Competitive pricing fixed for the first two years of contract
- Demonstration that best prices have been received as well as ensuring transparency, fairness and equality within the process.
- Ability to accept and increase contractor availability throughout the duration of the contract term
- All operators assessed on Health & Safety standards applicable to the nature of the service.
- All drivers are DBS checked at the enhanced level.
- All drivers undertaking the required level of safeguarding training (level 2) at no additional cost to the council.

Decision taken by:	Signature:	Date:
Director or Chief/Senior Officer	K. Worton	13/08/19
Members Consulted [see note 1 below]		
Cabinet Member/Chair	T. T. O.	13/08/19.
Lead Member		
Opposition Spokesperson	M. A. Cant	10/09/19

Notes

1. It is not generally a requirement to consult with any Members on Operational Decisions but where a Chief Officer considers it necessary to consult with the appropriate Cabinet Member and/or Lead Member, they must sign the form so as to confirm that they have been consulted and that they agree with the proposed action. The signature of the Opposition Spokesperson should be obtained to confirm that he/she has been consulted.
2. **This form must not be used for urgent decisions.**