



**Report of the Cabinet Member for Environment & Infrastructure
Management**

Cabinet – 19 September 2019

**Tender for a Dynamic Purchasing System for the
Provision of Taxi Services**

Tender Reference Number: CCS/19/050

Purpose:	To provide details of the outcome of the tendering process and to seek approval to award contracts to successful bidders.
Policy Framework:	Transportation Cross cutting review. Sustainable Social Services – Framework for action. Home to school transport policy
Consultation:	Access to Services, Finance, Legal.
Recommendation(s):	It is recommended that: 1) The Dynamic Purchasing System for Taxi Services be implemented for the period 28 October 2019 to 30 June 2021 with an option to extend for up to a further 36 months. 2) The Tenders from the operators listed in Appendix 1 be accepted and they be awarded a place on the DPS.
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1. Introduction

1.1 The current Taxi Framework Agreement is due to expire on 27 October 2019. The Framework is used by the Integrated Transport Unit (ITU) to

procure taxi services for Home to School Transport on behalf of Education, and Social Care clients on behalf of Social Services.

- 1.2 A replacement mechanism for procuring taxi services has therefore been sought for implementation from 28 October 2019.

2. The Dynamic Purchasing System

- 2.1 The current Taxi Framework Agreement was let in 2015 and comprises of a fixed number of suppliers who have met the required Quality standards. When the ITU receives a request for transport that requires taxi provision, prices for the specified service are requested from all providers on the Framework.

- 2.2 During the term of the Agreement the number of suppliers has diminished as companies have ceased trading or been excluded due to poor operational performance. As a result there has been less competition for contracts as time has gone by and the prices received for individual services/ routes have increased.

- 2.3 Tenders have therefore been invited for a Dynamic Purchasing System (DPS) which will allow new suppliers to apply to join the DPS at any point during the contract term, subject to them completing the quality evaluation process. It is considered that this will enable a reasonable number of suppliers to be maintained and ensure competitive prices continue to be submitted throughout the term of the DPS.

- 2.4 When new taxi services are required, the providers will be contacted with a Request for Quotation to provide a specified service. These ongoing mini competitions mean that the Council will be able to take advantage of the market conditions at the time. The call off mechanism for tendering and evaluating individual routes will be done through an electronic web based system, which has been built and will be maintained by the Council's ICT Department.

- 2.5 The majority of taxi services are for pupils with Additional Learning Needs for whom the Council has a statutory duty to provide home to school transport or for social care clients. The transport requirements of these clients can change frequently so the contract will allow the Council to terminate the contracts for individual routes giving one weeks' notice. This also allows the Council to revise arrangements quickly where efficiencies are identified. Taxi providers will be required to give 3 weeks' notice to the Council.

- 2.6 The DPS will be used to procure pre-programmed and longer term taxi transport services using vehicles with between 4 and 8 passenger seats. Emergency, short term, or ad hoc taxi requirements, such as for respite care and Officer and Councillor travel, will continue to be procured using a separate Framework Agreement

3. Procurement Process

- 3.1 Supplier engagement meetings were held with taxi service providers on 3 occasions to gather feedback on the existing framework arrangements and to obtain their views on the proposed DPS mechanism. Business Wales also attended these events to explain how their service could support companies and provide assistance with the tendering process.
- 3.2 The estimated value of the contract over the full term exceeds the European Union threshold under the Public Contract Regulations 2015. The contract was therefore advertised in the Official Journal of the European Union (OJEU) via Sell2Wales.
- 3.3 The 'open' procedure was selected and the Invitation to Tender (ITT) was issued on 29 March 2019 via the eTenderWales Portal.
- 3.4 Following the publication of the ITT, Business Wales provided support to potential bidders in the preparation of their tender submissions including a Tendering Briefing session.
- 3.5 The tenders were opened by Commercial Services on the initial deadline of 29 April when 40 tenders were received with a further one tender opened on 12 June 2019. This is permissible since the DPS allows tenders to be submitted throughout the term of the contract.

4. Evaluation

- 4.1 The tenders received were evaluated by two officers from the Integrated Transport Unit with support from an Officer of the Commercial Services Team.
- 4.2 The tenders received were all compliant.
- 4.3 Clarifications had to be sought on elements of the submissions from tenderer numbers 3, 14, 15, 27 and 36. These clarifications adhered to the requirements of CPR 11 in all instances.
- 4.4 The evaluation of the tenders was undertaken in accordance with the criteria set out in the Invitation to Tender and has been based 100% on quality.
- 4.5 Evaluation of tenders for the individual taxi routes procured through the DPS will be based 100% on price.
- 4.6 The Quality Evaluation has been based on the assessment of 11 method statement questions to ensure that the tenderers were able to demonstrate a minimum understanding of the key operational requirements. The questions were as follows:

- i. DBS checking procedures
- ii. Dealing with staff shortages
- iii. Dealing with vehicle breakdowns
- iv. Accident procedures
- v. Emergency and inclement weather operating procedures
- vi. Contract performance management.
- vii. Monitoring of driver compliance.
- viii. Staff training.
- ix. Communications with staff.
- x. Vehicle and licensing inspection regime.
- xi. Vehicle defect and maintenance reporting.

4.7 Tenderers were required to achieve a minimum score of 33 from the maximum 55 marks available for all 11 Method Statement questions.

4.8 All of the tenderers achieved the minimum score.

4.9 Details of the companies that tendered and their quality scores are provided in Appendix 1.

5. Equality and Engagement Implications

5.1 The Council is subject to the Public Sector Equality Duty (Wales) and must, in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.

Our Equality Impact Assessment process ensures that we have paid due regard to the above.

5.2 An Equality Impact Assessment Screening Form was completed for the retendering exercise with the outcome that a Full Equality Impact Assessment Report is not required. This is because the taxi services procured through the current framework mechanism will be replaced with similar services procured through the DPS.

6. Financial Implications

6.1 In 2018/19 services with an approximate value of £1,058,000 were let using the existing Taxi Framework contract. This takes into account the fact that some services started during the course of the year rather than from the beginning of the year, and that some finished at various time

during the year. A similar spend profile is anticipated when using the DPS.

6.2 For a 5 year contract term the expenditure would be as follows:

	Year	Annual call off (£)	Cumulative call off (£)	Indexation (3%) (£)
School Transport	1	923,000		
	2	923,000	1,846,000	27,690
	3	923,000	2,769,000	56,211
	4	923,000	3,692,000	84,756
	5	923,000	4,615,000	113,303
	Sub total		4,615,000	281,960
	Total for School transport	£4,896,960		

Client Transport	Year	Annual call off (£)	Cumulative call off (£)	Indexation (3%) (£)
	1	135,000		
	2	135,000	270,000	4,050
	3	135,000	405,000	8,590
	4	135,000	540,000	12,408
	5	135,000	675,000	16,572
	Sub total		675,000	41,620
	Total for Client transport	£716,620		
Total cumulative call off value over 5 years is £5,613,580				

6.3 The services procured through the DPS will be funded from the budgets for Home to School transport and Social Services Client transport. Most of the school transport provided using taxis is for pupils with Additional Learning Needs. The budget for this transport is £4,638,900 in 2019/20. The budget for taxi transport for Social Services clients (LAC) is £113,800.

7. Legal Implications

7.1 The Responsible Officer is satisfied that the tender process has been undertaken in compliance with the Public Contracts Regulations 2015 and the Council's Contract Procedure Rules, and recommends approval in accordance with those Rules.

7.2 The contracts for tenderers listed in Appendix 1 are to be prepared by Legal, Democratic Services and Business Intelligence. All contractual liabilities / obligations will be covered by the contract documentation.

Background Papers: Tender Evaluation Panel report dated 5 July 2019 and electronic approvals received from the Panel members.

Appendices:

Appendix 1 Scores of Bidders from whom tenders were received

Appendix 2 Equality Impact Assessment Screening Form

Appendix 1

Dynamic Purchasing System for Taxi Services 2019

Scores of Bidders from whom Tenders were received

Bidder No(s)	Score(s) (Out of 55)
1	52
2	50
3	41
4	54
5	46
6	50
7	44
8	54
9	53
10	40
11	48
12	50
13	53
14	49
15	55
16	50
17	49
18	49
19	49
20	51
21	52
22	50
23	49
24	35
25	46
26	49
27	39
28	55
29	52
30	49
31	51
32	54
33	53
34	51
35	55
36	49
37	47
38	35
39	55
40	55
41	46