

CONTRACT AWARD REPORT – PART



Bikeability Schools Cycle Training 25497

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I. INTRODUCTION

The Council has sought to procure a provider for Bikeability Schools Cycle Training.

This procurement was issued as part of the procurement process in which the Council is undertaking under the Open tendering procedure; in accordance with the Public Contracts Regulations 2015.

2. BACKGROUND

Plymouth City Council, a Bikeability Grant Recipient, has facilitated delivery (via third parties) of cycle training to the children of Plymouth for many years. Since 2008 over 38,000 children in Plymouth have received Bikeability training.

Since 2015 Plymouth's School Games Organiser (SGO), Plymouth School Sports Partnership (PSSP) (part of Sir John Hunt school) has, with the council's approval, received funding direct from the DfT to deliver school cycle training. From April 2023 the Council commissioned, via a contract exemption process, a single contractor to deliver Bikeability cycle training in Plymouth. The current contract expires on 31st March 2024. Plymouth City Council is going to competitive tender for a new contract to deliver ongoing Bikeability Cycle Training from 1st April 2024.

3. PROCUREMENT PROCESS

The Public Contract Regulations 2015 stipulate that contracts with a value in excess of £189,330 must be procured using an OJEU compliant process and there is no provision to bypass or amend the regulations. This ITT was advertised to the open market whereby only 1 submission was received but the tender was viewed by a further 5 suppliers.

4. TENDER EVALUATION CRITERIA

The evaluation was undertaken in accordance with the overall evaluation strategy for the project.

Any failure to provide a satisfactory response to any of the questions would result in the Council not proceeding further with the Tenderer.

The Council evaluated the tender submissions as a two-part process.

The first part will consist of an assessment of the Tenderer's suitability in principle to deliver the requirement as detailed in the ITT document pack and checking that all required documents are completed and submitted. Only Tenderers passing this first part will have their Tenders evaluated at the second part.

The second part is the award and considers the merits of the eligible Tenders in order to assess which is the most advantageous. In this part only quality and social value criteria that are linked to the subject matter of the contract are used.

Criteria and weightings

The evaluation was carried out in accordance with the following criteria and weightings.

Quality - 100% weighting - Quality was split as follows:-

Section	Weighting
MS1 – Capacity/Plan of Action	25%
MS2 – Instructor Training and Qualifications	25%
MS3 – Instructor Conduct, Performance and Complaints	20%
MS4 - Relationships	10%
MS5 – Added Value	10%
MS6 – Social Value	10%
Total	100%

Compliance with tender and Innovation:

Suppliers were awarded a score which directly reflects the points achieved from the answers given in the completed Tender document returned with Supplier's submission.

AWARD SCORING RATIONALE

The scoring rationale behind the award evaluation criteria was in accordance with the graduated approach set out in the following table.

Response	Score	Definition
Excellent	5	Response is completely relevant and excellent overall. The response is comprehensive, unambiguous and demonstrates a thorough understanding of the requirement/outcomes and provides details of how the requirement/outcomes will be met in full.
Very good	4	Response is particular relevant. The response is precisely detailed to demonstrate a very good understanding of the requirements and provides details on how these will be fulfilled.
Good	3	Response is relevant and good. The response is sufficiently detailed to demonstrate a good understanding and provides details on how the requirements/outcomes will be fulfilled.
Satisfactory	2	Response is relevant and acceptable. The response addresses a broad understanding of the requirements/outcomes but lacks details on how the requirement/outcomes will be fulfilled in certain areas.
Poor	1	Response is partially relevant and poor. The response addresses some elements of the requirements/outcomes but contains insufficient/limited detail and explanation to demonstrate how the requirements/outcomes will be fulfilled.
Unacceptable	0	No or inadequate response. Fails to demonstrate an ability to meet the requirement/deliver the required outcomes.

Tenderers must achieve a score of 2 or more for each scored item. Any scored criteria item receiving less than 2 will result in the Tender being rejected and Tenderer being disqualified from the process.

The Council decided to take a '**consensus**' scoring evaluation approach to this procurement. This means that, following the independent evaluation of submissions where there is a difference in individual evaluator scoring for one or more individual questions, a moderation session will take place to arrive at an agreed, consensus score. In the event that the evaluators cannot agree on a final score, the score awarded by the majority will be the consensus score.

5. SUMMARY OF EVALUATION

The Tender was dispatched on 4th December 2023 with a Tender submission date of 17th January 2024. Suppliers were given the opportunity to submit points for clarification up until 11th December 2023 whereby no clarifications were received.

Only one submission was received which was from PSSP.
The results are contained in the Confidential paper (Part II).

6. FINANCIAL IMPACT

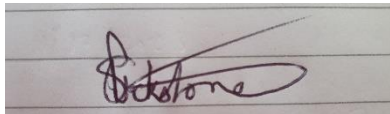

Financial provision has been made for this contract from funding from the Department for Transport which has been confirmed. Details of the contract costs are contained in the confidential paper (Part II), the estimated cost is £257.458.00.

7. RECOMMENDATIONS

It is recommended that a contract be awarded to PSSP from 1st April 2024 to 31st March 2025 on PCC Services Term and Conditions – PS0028.v4.

8. APPROVAL

Authorisation of Contract Award Report

Author (Responsible Officer / Project Lead)			
Name:	Simon Pickstone		
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Additional Comments (Optional):	None.		
Signature:		Date:	31/01/2024
Head of Service / Service Director [Signature provides authorisation to this award report and award of Contract]			
Name:	Paul Barnard		
Job Title:	Service Director for Strategic Planning and Infrastructure		
Additional Comments (Optional):			
Signature:		Date:	12.02.2024