

**WEST DUNBARTONSHIRE COUNCIL****Report by the Chief Education Officer****Tendering Committee: 8 June 2022**

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**Subject: Contract Authorisation Report - School Transport Session 2022/2023****1. Purpose**

- 1.1** The purpose of this report is to seek approval of the Tendering Committee to authorise the Chief Education Officer in liaison with Strathclyde Partnership for Transport (SPT) to conclude and award contracts for mainstream school transport from August 2022 and up to end of school session 2024/25.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Chief Education Officer in liaison with SPT to conclude on behalf of West Dunbartonshire Council, the award of the provision of mainstream school transport contracts from August 2022 as detailed in appendix 1;
- b) Note that the contracts shall be for a maximum period of 3 years and at the cumulative value of £451,568 per annum (ex VAT);
- c) Note the Chief Education Officer in liaison with SPT will award any further contracts during school term 2022/2023 for contracts not exceeding £50,000.

**3. Background**

- 3.1** Strathclyde Partnership for Transport (SPT) makes the necessary arrangements in liaison with West Dunbartonshire Council to procure all mainstream school transport contracts.

- 3.2** The procurement exercise was conducted on the Council's behalf by SPT under their Dynamic Purchasing System which offers open access to suppliers and enables the Council to take advantage of supplier competition and capacity. The procurement was carried out in accordance with the Public Procurement Regulations.

- 3.3** Members will be aware that:

- a) Contracts for sums not exceeding £50,000 may be awarded by the appropriate Chief Education Officer following appropriate procurement processes; and

b) Contracts for sums exceeding £50,000 require to be notified to Members for approval.

**3.4** As contracts are aggregated for Public Procurement Regulations they have been reported here regardless of their individual values.

#### **4. Main Issues**

**4.1** Tender submissions were evaluated by representatives from SPT (as laid down in West Dunbartonshire Council's mainstream school transport agency agreement) against pre-determined selection criteria forming part of the published tender documents which assessed contingency planning, presentation and livery and social benefit. Eight tender submissions passed the selection criteria.

**4.2** Tender submissions were evaluated against a set of award criteria which was based on a Total Cost of Ownership (TCO) / Quality ratio of 90% /10 %. The quality element reflects 80% contingency planning, 10% relating to presentation and livery and 10% relating to social benefit. TCO includes the maintenance, running costs, disposal etc as well as price.

**4.3** Lists of contracts are appended showing those for sums exceeding £50,000 for Members approval (Appendix 1).

**4.4** The contracts recommended for award are for a range of 12 and 36 month period and include dedicated vehicle provision and service bus passes. Where dedicated contracts are approved, all vehicles must be fitted with seatbelts. The annual value of the contracts recommended as listed at appendix 1 is £451,568 (exc VAT) which represents an increase of £57,865 compared to current contract cost.

**4.5** The award of contracts will be subject to meeting the terms and conditions as stated in the Conditions of Contract.

**4.6** 10% of the available quality marks (20% weighting overall) were attributed to social benefits and this will be explored further with the appointed contractors under the terms of the contract and in consultation with SPT.

#### **5. People Implications**

**5.1** There are no people implications related to this report.

#### **6. Financial and Procurement Implications**

##### **6.1 Financial:**

Financial costs in respect of these particular contracts will require to be met from the approved revenue budgets of Education, Learning and Attainment. As noted in 4.4 above, there will be an overall increase in annual cost of £57,865 for the recommended contracts as referenced in appendix one. At the budget setting exercise each year anticipated costs are determined by our understanding of

expected market fluctuations, however this year has seen a marked rise in transport costs out with our prediction.

#### **6.1.1 Procurement:**

This procurement exercise was conducted in accordance with the relevant Public Procurement Regulations.

### **7. Risk Analysis**

- 7.1** There is a risk that the Authority will not deliver its statutory duties under the Education Scotland Act (1980) should the committee decide not to proceed as recommended.
- 7.2** The successful contractors have no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

### **8. Equalities Impact Assessment (EIA)**

- 8.1** An equalities impact assessment screening has been carried out which confirmed there is no negative impact on any protected characteristic.

### **9. Consultation**

- 9.1** Legal, Finance and Corporate Procurement Unit have been consulted in relation to the content of this report.

### **10. Strategic Assessment**

- 10.1** Proper procurement is a cornerstone of good governance and supports Council and officers to pursue the 5 strategic priorities of the Council's Strategic Plan. This report forms part of the financial governance of the Council.

**Laura Mason**  
**Chief Education Officer**

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**Appendices:** As attached

**Background Papers:** EIA screening

**Wards Affected:** All