

**HAMPSHIRE COUNTY COUNCIL****Decision Report**

<b>Decision Maker:</b>	Executive Member for Environment and Transport
<b>Date:</b>	2 April 2013
<b>Title:</b>	Procurement of Contract for Community Transport Training Services
<b>Reference:</b>	4790
<b>Report From:</b>	Director of Economy, Transport and Environment

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**1. Executive Summary**

1.1. The purpose of this paper is to seek approval to procure and spend for a contract to provide Community Transport Training Services, which will include the Minibus Driver Awareness Scheme (MiDAS) which the County Council operates, and which will encompass the future development of MiDAS and other training courses. It sets out the background to the current arrangements together with the tendering and evaluation process for the proposed procurement process. The financial arrangements and implications on budgets is also considered.

**2. Contextual information**

2.1. The County Council has developed MiDAS and this has been operating in Hampshire since 1994. The scheme helps to improve minibus safety by working with organisations to improve driver training standards and is organised by the Community Transport Team in the Passenger Transport Group.

2.2. MiDAS works by training an individual within each school or organisation, called a Driver Assessor/Trainer. This person provides classroom-based theory training to their drivers and on-road skills training in driving a minibus. Drivers who are assessed as meeting the MiDAS standard are issued with a MiDAS Driver's Certificate, and receive refresher training every four years. Nationally, there are other minibus driver training schemes but MiDAS is unique in offering an accessible module, which trains drivers in providing safe travel for people with disabilities and assesses their ability to use specialist equipment safely, such as passenger lifts and wheelchair restraint equipment.

2.3. The training which Driver Assessor/Trainers receive is currently provided by two separate Training Agents (external contractors) under contract to Hampshire County Council. The current contracts expire on 30 September 2013 after which new arrangements will need to be in place.

- 2.4. MiDAS is available to schools, colleges, voluntary organisations and council departments in Hampshire. The scheme is also offered to the same organisations in Portsmouth and Southampton. There are currently 360 Minibus Driver/Assessor Trainers in Hampshire and since the scheme was introduced over 31,000 drivers have been assessed and trained by the scheme.
- 2.5. MiDAS is recognised as a leading minibus driver training scheme outside Hampshire. The County Council currently has a franchise agreement with the Community Transport Association which generates income for the County Council.
- 2.6. The County Council updates the MiDAS training materials every two years in order to ensure that the scheme remains class-leading and to enable Refresher Training to be delivered to trainers and drivers. The updating is done by procuring external training consultants when required. In future it would be logical to include this work within the scope of the tender for training services.
- 2.7. In addition to MiDAS, the council also organises a programme of training courses aimed at those people who are involved in setting up and operating community transport services. The training programme is designed to provide specific training for community transport operators on the legal and best practice elements of operating a high quality community transport service. The proposed procurement process and contract award will provide Training Contractors who are able to deliver these courses as required by the council over the life of the contract. Currently, arrangements are made to purchase these services each time a series of training courses is organised.
- 2.8. The Road Safety Team within the Economy, Transport and Environment Department also offer a number of driver training courses, which are primarily aimed at car drivers and consequently the proposed procurement will be undertaken in conjunction with Road Safety.

### **3. Procurement Process**

- 3.1. The existing contracts with the MiDAS Training Agents expire on 30 September 2013 and a new procurement process needs to be undertaken. It is proposed that the initial contract term be two years with the option to extend for a further five years.
- 3.2. Prior to the tender being issued a number of decisions need to be made. Approval is sought for the overall approach outlined below in order to allow officers to proceed with refining the details of the process in preparation for the issuing of the tender.
- 3.3. The evaluation of tenders will be based on quality (40%) and price (60%). Quality will include any added value the tenderer can offer at no extra cost. Tenderers will need to submit a quality statement which will be used to assess the extent to which they can meet or exceed the quality standards set out in the specification. Given that delivering training is a practical skill there will also be provision within the tendering exercise for the training delivery skills of each tenderer to be assessed and for this to be incorporated into the tender evaluation..

- 3.4. The tender will cover the delivery of all of the existing training modules offered by MiDAS together with the range of training courses required for people involved in setting up and operating community transport services. It will also encompass the future development of MiDAS and other training materials.
- 3.5. The requirements for trainers may vary for each of the training modules and courses. Consequently, tenderers will be able to bid to provide training in one or more of these areas. There is an expectation that more than one contract will be awarded to providers as this will ensure that there is good coverage at all times for the wide range of training courses offered.
- 3.6. The tendering process will be designed to ensure a high quality service to end users within the available budget. It is proposed that the overall approach be agreed in principle and that the Director of Economy, Transport and Environment be given delegated authority to develop the detail in consultation with the Executive Member for Environment and Transport.
- 3.7. It may be necessary to put short term interim single tender contracts in place with existing providers to bridge any gap between the existing arrangements finishing and new contracts commencing. Approval for this is also recommended.

#### **4. Budget**

- 4.1. The contract will be awarded initially for two years with an option to extend up to seven years. The annual value of the contract will be £40,000 which at the outset would need to be funded by the County Council. However, a proportion of this cost will be recovered through individuals and organisations attending training courses and by recharges to other departments and councils.

#### **5. Conclusion**

- 5.1. The paper proposes a procurement process which will put in place a contract to provide trainers for the MiDAS training scheme and other community transport training courses organised by the Economy, Transport and Environment Department. It will also encompass the future development of MiDAS and other training materials. These training courses are aimed at improving standards and safety for minibus drivers and operators in schools, colleges, voluntary organisations and council departments.
- 5.2. These training courses help to make Hampshire a safer and more secure place for all, whilst the actual services which benefit from these within the community transport sector help to improve well-being within their local community.

#### **6. Recommendations**

- 6.1. That approval to procure and spend be given in respect of the contract for Community Transport Training Services, with a contract initially being awarded for two years with an option to extend up to seven years duration, with a total estimated value of £280,000, which will be funded by Hampshire County Council.

- 6.2. That a ratio of 60% for price and 40% for quality is applied in tender evaluation of the items approved.
- 6.3. That the Director of Economy, Transport and Environment be given delegated authority to agree any variations to the items approved referred to at paragraphs 6.1 – 6.2 above, in consultation with the Executive Member for Environment and Transport.
- 6.4. That the overall approach to tendering as set out in paragraphs 3.1-3.7 of the report, be agreed in principle and that the Director of Economy, Transport and Environment be given delegated authority to develop the detail in consultation with the Executive Member for Environment and Transport.
- 6.5. That approval be given to award single tender contracts with existing providers which may be required to bridge any gap between the existing arrangements finishing and new contracts commencing in order to ensure an uninterrupted service to end users.

**CORPORATE OR LEGAL INFORMATION:****Links to the Corporate Strategy**

<b>Hampshire safer and more secure for all:</b>	yes
Corporate Improvement plan link number (if appropriate):	
<b>Maximising well-being:</b>	yes
Corporate Improvement plan link number (if appropriate):	
<b>Enhancing our quality of place:</b>	no
Corporate Improvement plan link number (if appropriate):	

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

<u>Document</u>	<u>Location</u>
None	

## **IMPACT ASSESSMENTS:**

### **1. Equalities Impact Assessment:**

- 1.1 The proposals in this report have been developed with due regard to the requirements of the Equality Act 2010, including the Public Sector Equality Duty and the Council's equality objectives. An assessment of the impacts in this service area can be found under Safe and Efficient Transport Systems in Hampshire at [this link](#).

It is considered that the issues covered by this report will not have impacts requiring further specific actions by the Council above those already established in its existing policies and working procedures.

### **2. Impact on Crime and Disorder:**

- 2.1. This measure is not expected to impact on crime and disorder

### **3. Climate Change:**

- 3.1. How does what is being proposed impact on our carbon footprint / energy consumption?

Providing driver training on fuel efficiency driving will have a positive impact on the carbon footprint and fuel efficiency.

- 3.2. How does what is being proposed consider the need to adapt to climate change, and be resilient to its longer term impacts?

This measure is not expected to have any impact in this area.