



TENDER FOR THE SCHOOL AND PUBLIC TRANSPORT FRAMEWORK AGREEMENT 2016

Introduction



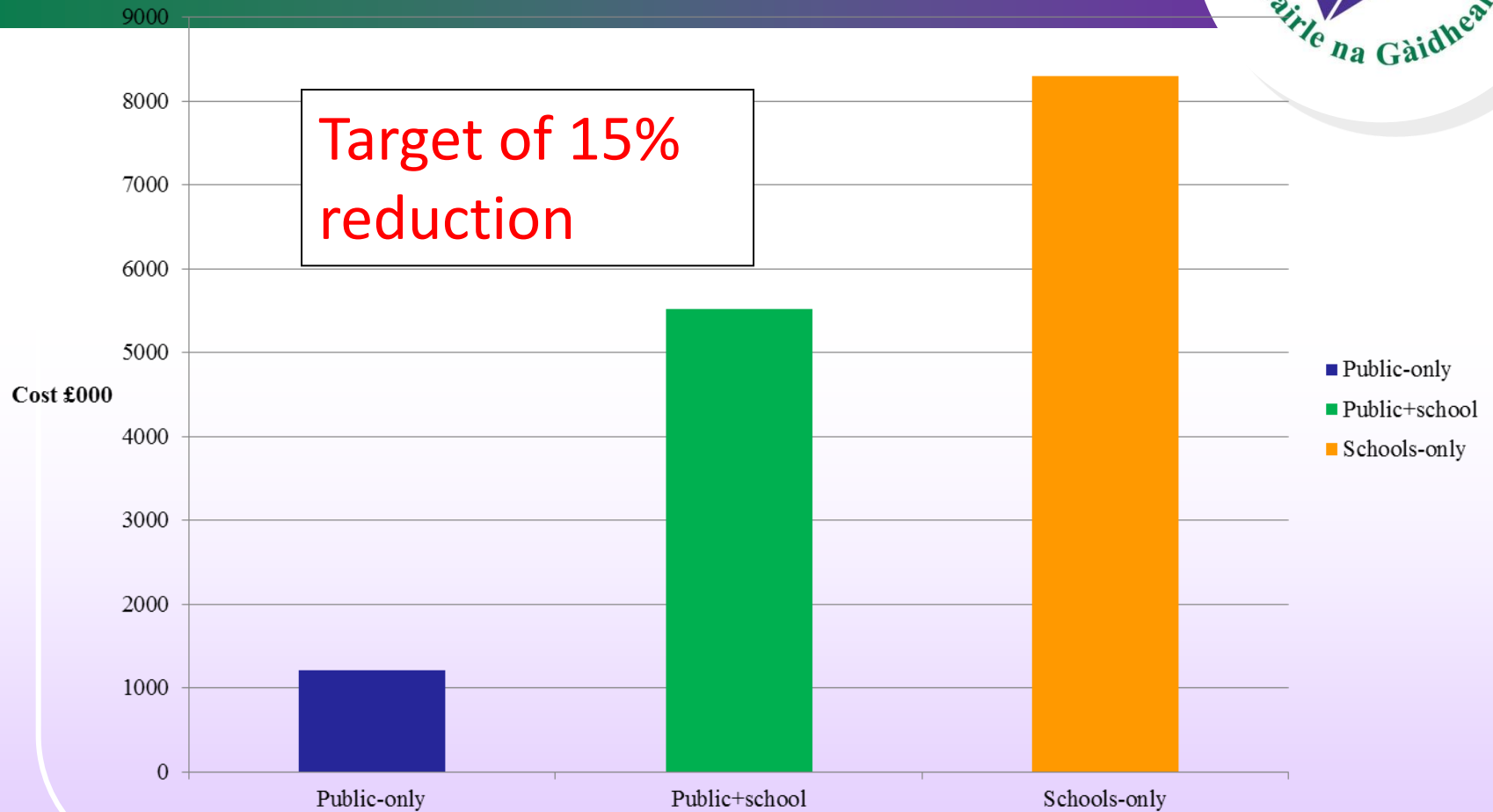
- What do we need to achieve?

Contents



- Transport Unit Overview
- Framework Agreement
 - Explanation, benefits, what's included and excluded
- Procurement
 - Contract, timescales
- Videos – how to tender, hard copy documents
- E-auctions – explanation, support available
- Signposting
- Q&As

Overview of contract costs



Obligations



- School transport – statutory
- Public transport – discretionary
- But rural and equality implications have to be taken into account

Consultations



- Councillors
- Communities
- Aim – to generate inputs to be considered during the development of the route specifications



What governs how we procure goods and services?

Procurement Principles



- Equal treatment
- Without discrimination
- Transparent and proportionate manner
- Public Contracts (Scotland) Regulations 2012
- Council's Contract Standing Orders

What is a Framework?



- Effectively a list of “approved suppliers” who will be invited to tender for Routes as and when they arise – within the geographical areas/vehicle types the supplier has said they are interested in;
- Only the approved suppliers can be invited to tender for these Routes.

How long will the Framework last for?



- Four years – until 31 January 2020;
- Individual contracts awarded under the Framework may last longer and may vary in duration.
 - For example it is anticipated that the majority of the March Mini-Competition routes will have an end date of 31/12/21;
 - Other Mini-Competitions could have a contract period of weeks.

What are the benefits?



- One larger process to get on to the framework – after that, quicker and easier responses to routes as and when they arise;
- You specify which geographical areas and vehicle types you're interested in;
- We don't need to ask you a lot of questions every time;
- We can respond quicker to school pupil requirements – e.g. new school year needs

What does the framework cover?



- All school and public related routes;
- All sizes and types of vehicles;
- Contracts due to expire on 31/12/16 – where there is still a need for the route.

What does the framework exclude?



- The routes awarded during 2015 within the Sutherland area through:-
 - SPPT Sutherland 2015
 - SPPT Sutherland T.01 Kinlochbervie 2015
 - SPPT Sutherland Negotiated 2015

Routes awarded are in place until 31/12/2021 (with an option to extend for 12 months);
- School Meals Conveyancing 2015 – unless terminated early;
- Parental routes.

How do I get on to the framework?



- Respond to the tender opportunity
 - Complete the Qualification Response
 - Complete the Technical Response
 - Submit pricing for 1 scenario (fictional) route.
- Tenders will be assessed and if successful you will be offered a place.

Mini Competitions



Successful suppliers will be invited to submit route specific information and pricing.

- Licence Info, Motor Insurance/MOT
- A Route Information Table
 - Publicity Information (public only);
 - Additional Support Needs Information (ASN only);
 - Food Safety and Health and Safety information (school meals only);
 - A proposed timetable (school only);
- A Schedule of Prices and Rates.

Conducting a Mini-Competition

We will:-



Produce a specification for the requirements

Provide details of any TUPE information provided by a current contractor(s) or in-house provision for a Route(s)

Produce a Schedule of Prices and Rates for the requirements

Invite the supplier(s) awarded on to the Framework Agreement who match the requirements identified in their tender submission

Set a time limit for receipt of submissions



Contract Conditions

Structure of Contract



Section 1 – Standard Conditions

- Schedule A – All Services
 - Schedule B – Transport of School Children
- Some guidance in current (2011-2016) contract will move into Conditions.

Section 2 – Specification

Section 3 – Administration Instructions

Section 4 – Schedule of Prices and Rates

Price Adjustment



- All pricing fixed for between 7 and 18 months
- Thereafter annual adjustment available – you must apply it will not be automatic;
- Index for price adjustments similar to now

Labour	50%
Petrol & Oil	35%
Vehicle Tax & Insurance	5%
Consumer Price Index	10%

- Contract states the exact tables to be used

School Transport



- Some closed school routes
- Some open to public
- All sizes of vehicle
- At the Mini-Competition stage we will ask you to submit a timetable.

Public Transport



- Fixed timetable routes
- Demand responsive routes (dial-a-bus and subsidised taxi)
- 5% increase (approx) in maximum fares
- Consider:
 - How can usage be increased?
 - Publicity
 - Meeting wider range of needs – if affordable

Vehicles – public service routes (A3)



- All buses ≥ 23 seats on public service routes must be wheelchair accessible;
- Less accessible buses will be allowed **as duplicates only** where capacity is needed for school pupils;
- Coaches will be allowed on some long routes;
- Buses <23 seats - we will aim to have accessible buses subject to needs and affordability.

When will the procurement
happen?



Framework Key Milestones



Milestone	Target Completion Date
Tender deadline	noon on 24/11/2015
Evaluations	w/c 18/1/2016
Framework awards	5/2/2016
Framework starts	8/2/2016

2016 Mini-Competition Key Milestones



Milestone	Target Completion Date
Mini-Competition documents issued	w/c 29/2/2016
Tender deadline	18/4/2016
Practice E-auctions	20/6/2016
Live E-Auctions	4/7/2016
Award	End September 2016

Other Mini-Competitions



- As and when required

Mini-Competitions



How will we decide which supplier wins a route?

Decide

Evaluation Process



Most Economically Advantageous

- Pass/Fail Threshold questions
- Quality/Technical questions
- Price – from tenders
- Price – e-auctions

How do I tender?





Videos

PCS Video



How to Register on Public Contracts Scotland (PCS)

<https://www.youtube.com/watch?v=QbT0nTv4xsY>

Useful for finding future tender opportunities.

PCS Tender Registration video



How to Register on Public Contracts
Scotland Tender (PCS T)

<https://www.publictendersscotland.publiccontractsscotland.gov.uk/esop/pts-host/public/pts/supplierhelppage/>

How to Tender via PCS T




<https://www.youtube.com/watch?v=ltcpyoqJX5c>

Will I be able to submit a Hard
Copy Document?

Hard Copy Documents



- Council's preference is electronic
- If unable to action electronically then we can email the documents out for you to print out. Only if you have no email will we post the documents

Email submissions back?	
Participate in the e-auction?	

E-auction



E-auction Benefits



- Visibility on what the best bid received is;
- Ability to submit a lower pricing;
- Can encourage more competition;
- Potential budgetary savings;
- Secure process.

E-Auction



- What routes might be auctioned?
 - Those identified where the service costs appear high
 - Current costs
 - Cost per pupil or cost per mile
 - There is competitive pricing from two or more tenderers for a Route or Route Option.

E-Auction



- Who will be invited to take part?
 - Electronic tenderers
 - Hard copy tenderers – who are PCS T registered can be included



- You can not be invited to take part if you are not PCS T registered and/or haven't bid for a route or route option being auctioned.



E-Auction Support



- To be circulated to appropriate suppliers when invited to participate in an e-auction;
 - Video for you to watch
 - Practice auction to take part in
 - Guidance notes
- Sustainable pricing –you need to remain in operation
 - and we need you to as well!!

Tender Queries



- Only either through Public Contracts Scotland Tender (PCS T)
or
- Procurement.unit1 @highland.gov.uk
or
01463 785150

Signposting



- VAT Registration?
- You may need to seek guidance from:-
 - Your accountant
 - HMRC - <https://www.gov.uk/vat-registration/overview>
 - Business Gateway - <http://www.bgateway.com/search?keywords=vat>

Business Gateway



- <http://www.bgateway.com/>
- Presentation slides from Business Gateway are available in the PSC T attachment folder and
- <http://www.highland.gov.uk/transportproviders>

Any Questions

