

DECISION NO: PCCG-2014-029

OFFICE OF POLICE & CRIME COMMISSIONER

TITLE: Provision of National Driver Offender Rehabilitation Courses Framework

DATE: 22 April 2014

TIMING: Urgent Response Required

PURPOSE: For Approval

1. RECOMMENDATION

1.1 It is recommended that the framework for the Provision of National Driver Rehabilitation Courses be awarded to Tenderer E, in accordance with paragraph 85 of the Manual of Governance. Tenderer E scored the highest following the completion of a Most Economically Advantageous Tender (MEAT) process.

2. INTRODUCTION & BACKGROUND

2.1 The current contract for National Driver Rehabilitation Courses was awarded in January 2009. This contract provides speed awareness and driver alertness courses through a service provider to the public who have been caught speeding and eligible to take part in such courses. The current contract services Gwent Police, South Wales Police and Dyfed Powys Police. The current contract is due to expire on 31st May 2014 and to ensure continuity of service the contract was re-tendered.

2.2 A new procurement process was carried out in accordance with the EU Directives and Manual of Governance to award a new contract to a supplier for the Provision of National Driver Rehabilitation Courses. The courses covered in this specification include the following; Speed Awareness, Driver Alertness, RIDE, What's Driving Us? and Driving 4 Change.

2.3 National Driver Rehabilitation Courses that are covered under this framework are created and developed by National Drivers Offenders Re-Training Scheme (NDORS), which was established by the Association of Chief Police Officers (ACPO). The fundamental point of NDORS Courses is to educate the driver of the mistakes he or she has made which has resulted in attending a course. NDORS work with various agencies to develop a national model in the interest of road safety, a model is developed for each course which is used by the service providers to deliver to drivers.

2.4 The process followed a restricted procedure which requires suppliers to complete a Pre-Qualification Questionnaire (PQQ), prior to being selected to complete the Invitation To Tender (ITT) documents which contains the requirements for the service. The new framework will cover the provision of the service for the four forces in Wales; Gwent, South Wales, Dyfed Powys and North Wales, for a period of three years with an option to extend for an additional one year period.

2.5 The submissions from suppliers for both the PQQ stage and ITT stage were evaluated by the Evaluation Panel, which was made up by Justice Manager and Police Constable, Roads Policing Unit for Gwent Police, Central Ticket

	Office Manager for South Wales Police, NDORS Manager for Dyfed Powys Police, Procurement Officer and Operations Manager for North Wales Police; the process was overseen by the Senior Procurement Officer, Gwent Police.																														
3.	<u>ISSUES FOR CONSIDERATION</u>																														
3.1	At PQQ stage, nine potential suppliers submitted a response which was evaluated by the panel. In the submission, suppliers were required to provide information relating to their organisations financial standing, capacity, capability, equal opportunities, sustainability and Health & Safety.																														
3.2	Five suppliers were shortlisted based on their PQQ response to move forward to the ITT stage. The suppliers were required to complete the ITT documents and submit their responses no later than 17:00 on 4 th October 2013.																														
3.3	Five suppliers responded, which were evaluated by the panel based on the MEAT evaluation criteria of 40% Price and 60% Quality, which was broken down into 50% Specification Response and 10% Presentation.																														
3.4	During the evaluation of the responses, two clarification points were made between the five suppliers to clarify points around their individual costs which they had submitted.																														
3.5	Below is a full break down of scores achieved by the five suppliers; <table border="1" data-bbox="284 952 1401 1317"> <thead> <tr> <th>Supplier</th> <th>Price</th> <th>Spec Response</th> <th>Presentation</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>A</td> <td>32.13</td> <td>44.46</td> <td>10.00</td> <td>86.59</td> </tr> <tr> <td>B</td> <td>40.00</td> <td>18.04</td> <td>6.00</td> <td>64.04</td> </tr> <tr> <td>C</td> <td>20.95</td> <td>17.14</td> <td>5.00</td> <td>43.09</td> </tr> <tr> <td>D</td> <td>30.68</td> <td>41.61</td> <td>9.00</td> <td>81.29</td> </tr> <tr> <td>E</td> <td>32.07</td> <td>44.82</td> <td>10.00</td> <td>86.89</td> </tr> </tbody> </table> <p>The Evaluation Panel agreed the scores detailed in the table and have agreed with the successful supplier identified following completion of the process.</p>	Supplier	Price	Spec Response	Presentation	Total	A	32.13	44.46	10.00	86.59	B	40.00	18.04	6.00	64.04	C	20.95	17.14	5.00	43.09	D	30.68	41.61	9.00	81.29	E	32.07	44.82	10.00	86.89
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4.	<u>NEXT STEPS</u>																														
4.1	On approval of the report, all suppliers will be issued with ten day standstill letters in line with EU Directives, notifying of our intention to award the framework. Subject to any challenges, which may happen during the standstill period, Tenderer E will be officially awarded the framework and initiate their mobilisation plan for the service to commence on 1 st June 2013.																														
5.	<u>FINANCIAL CONSIDERATIONS</u>																														
5.1	The annual value of the framework, based on historical data provided to the suppliers, is £1,913,220.82 based on Tenderer E's price, dependent on the number of delegates.																														
5.2	The forecast is based on the historical data for the number of completed courses mentioned in 2.2, for the period of 1 st April 2012 to 31 st March 2013 and the 'Contractor's Fee' element, which is part of the cost the delegate has to pay to attend the course(s).																														

5.3	The 'Cost Per Delegate' is made up of different elements, a NDORS Fee, a RSS Fee, a Contractor's Fee and VAT which is paid by the delegate when the course is booked.
5.4	The 'Cost Per Delegate' Fee to attend courses proposed by Tenderer E are as follows: Speed Awareness - £79.00 Driver Alertness - £140.00 RIDE - £96.00 What's Driving Us? - £79.00 Driving 4 Change - £85.00 The cost the delegate has to pay can be set by the forces prior to the commencement of the framework or during the framework period.
5.5	The NDORS Fee mentioned in 5.3 has been agreed by the Association of Chief Police Officers. This fee is then claimed back by the GoSafe Partnership in Wales who run the camera van partnership in Wales. The GoSafe Partnership was established by the Welsh Government and the Unitary Authorities across Wales to address Road Safety of the public within the four Welsh Forces. The NDORS Fee which is recouped by the partnership is ring fenced for use of Road Safety by the four Welsh forces, overseen by ACPO Cymru.
5.6	An additional RSS fee is also included in the 'Cost Per Delegate Fee'. This administration fee relates to the software system used by service providers for providing online booking for delegates.
6.	<u>PERSONNEL CONSIDERATIONS</u>
6.1	As part of this contract TUPE does apply for one member of staff who works for North Wales Police's incumbent supplier. TUPE conversations regarding this member of staff, will commence following the approval and award of the framework to Tenderer E.
7.	<u>LEGAL IMPLICATIONS</u>
7.1	This report has been submitted in line with the EU Directives and the Manual of Governance.
8.	<u>EQUALITIES AND HUMAN RIGHTS CONSIDERATIONS</u>
8.1	This project/proposal has been considered against the general duty to promote equality, as stipulated under the Single Equality Scheme and has been assessed not to discriminate against any particular group.
8.2	In preparing this report, consideration has been given to requirements of the Articles contained in the European Convention on Human Rights and the Human Rights Act 1998.
8.3	This framework has incorporated the requirements of Welsh Language Act, with all correspondence available to all delegates in Welsh and English, this includes the booking website, course literature and course trainers.
9.	<u>RISK</u>
9.1	The risks for Gwent Police if this framework is not approved and awarded to Tenderer E are identified as:

	<ul style="list-style-type: none"> • The Public not being offered a driver education rehabilitation scheme following police intervention. • Driving standards may not be improved.
10.	<u>PUBLIC INTEREST</u>
10.1	Following approval of this report by the Commissioner, this document will be made available to the Public after the ten day EU standstill period.
11.	<u>CONTACT OFFICER</u>
11.1	David Hatchley, Senior Procurement Officer.
12.	<u>ANNEXES</u>
12.1	N/A

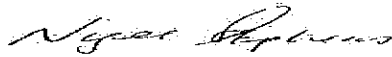
For OPCC use only

Office of the Chief Constable

I confirm that **Provision of National Driver Offender Rehabilitation Courses Framework** report has been discussed and approved at a formal Chief Officers' meeting.

It is now forwarded to the OPCC for **approval**.

Signature:



Date: 23 April 2014

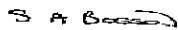
	Tick to confirm (if applicable)
Financial The Chief Finance Officer has been consulted on this proposal.	✓
OPCC (insert name) The Chief Executive has reviewed the request and is satisfied that it is correct and consistent with the PCC's plans and priorities.	✓
Legal The legal team have been consulted on this proposal.	N/A
Equalities The Equalities Officer has been consulted on this proposal.	N/A

Chief Executive/ Deputy Chief Executive:

I have been consulted about the proposal and can confirm that financial, legal, equalities etc... advice has been taken into account in the preparation of this report.

I am satisfied that this is an appropriate report to be submitted to the Police and Crime Commissioner for Gwent.

Signature:



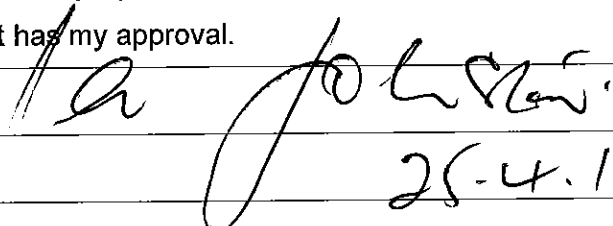
Date: 25/04/14

Police and Crime Commissioner for Gwent

I confirm that I have considered whether or not I have any personal or prejudicial interest in this matter and take the proposed decision in compliance with the Code of Conduct.

The above request has my approval.

Signature:



Date:

25-4-14

