

## AVON AND SOMERSET CONSTABULARY

To: John Smith, Station: Chief Executive of the Office of the Police and Crime Commissioner  
Julian Kern Director of Finance

From: REDACTED Station: Strategic Procurement Extn No: 66567 Services

Ref: SPS0549 Date: 4<sup>th</sup> October 2016

**SUBJECT: Recommendation to Award Contracts for the Supply of a National Driver Offender Re-training Scheme**

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## 1 Introduction

- 1.1. This report is submitted for the recommendation to award a contract for the supply of a National Driver Offender Re-training Scheme for Avon and Somerset Police (A&S).

## 2 Background Information

- 2.1. There is currently a contract in place with TTC 2000 Limited (TTC) for the provision of this service. The contract comes to an end on 31<sup>st</sup> January 2017 with no further options to extend.
- 2.2. This is a service concession contract where a public authority entrusts a third party with the total (or partial) management of an economic activity which is normally the authority's responsibility and for which the third party assumes the operating risk. In this case TTC deliver a number of different driver re-training courses on behalf of A&S. Their revenue is dependent on the number of course attendees, which is dependent on driver's opting to attend courses instead of their offence being dealt with through the Criminal Justice System. The fees charged to the public for taking the course can be varied by the Constabulary as required. However the fee that the supplier keeps is fixed unless otherwise agreed. REDACTED
- 2.3. Devon & Cornwall Police (D&C) also have a contract which come to an end on 31<sup>st</sup> January 2017 and requested that they were included in this tender. REDACTED

## 3 Process for Pre-Qualification & Short-listing

- 3.1 As a one stage tender process was used, there was no pre-qualification stage or shortlisting process.

## 4 Invitation to Tender

- 4.1 Adverts were placed in OJEU and on the Bluelight website. The procurement was advertised under an EU Concession Notice – Directive 2014/23/EU.

- 4.2 The ITT consisted of A&S standard tender documentation, a specification for the service and a number of technical questions which the supplier's response would be marked and scored against (Section 2). The ITT also included a pre-qualification element at Section 1; in order to have their responses to Section 2 scored, suppliers had to pass Section 1.
- 4.3 The ITT was split into five Lots, one for each of the four forces, with a separate Lot 5 to enable suppliers to submit more competitive pricing based on the award of two or more Lots.
- 4.4 The ITT was issued on 21<sup>st</sup> July 2016 with a response deadline of 22<sup>nd</sup> August 2016.
- 4.5 Seven suppliers submitted tender responses. Two suppliers failed to pass Section 1, so their full tender responses were not scored and included in the tender evaluation. The five suppliers which passed Section 1 and were therefore fully evaluated were:
- AA DriveTech Limited
  - Drive Safe
  - Institute of Advanced Motorists (IAM)
  - Pertemps
  - TTC 2000 Ltd

## 5 Evaluation

- 5.1 All responses were evaluated against best value for money criteria, the aim being to ensure that the supplier is able to provide a quality, best value service. As specified in the ITT Pricing represented 30% of the overall score, the response to questions represented 60% and supplier presentations represented 10%.
- 5.2 Each question was given a weighting depending on its importance. The evaluation team agreed these weightings at the tender preparation stage and details of the weighting for each question were published within the tender document.
- 5.3 The evaluation team for the ITT's consisted of:

Client	Name	Role
A&S Police	REDACTED	Category Manager
A&S Police	REDACTED	Speed Enforcement Unit Manager
D&C Police	REDACTED	Project Manager, Peninsula Road Safety Partnership
SW One	REDACTED	Principal Accountant
Wiltshire Police	REDACTED	Justice Traffic Supervisor
Dorset Police	REDACTED	Education Operations Manager
South West Police Procurement Department	REDACTED	Procurement Manager

- 5.4 Responses to the questionnaire and presentations were scored and multiplied by their weighting. The scores are totalled and represented as a percentage, with the highest maximum score achievable being 100%. Scores from the price, questionnaire and presentation evaluations were multiplied by their weightings, then added together to arrive at a total score.

5.5 The table below summarises the total final evaluation score for each supplier, based on moderated scores (%) and the prices submitted by each supplier.

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5.6 Appendix A provides a detailed breakdown of the above scores.

## 6 Cost Evaluation

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## 7 Contract Duration

7.1 The Contract will come into effect from 1<sup>st</sup> February 2017 and will have an initial term of three years, with the option to extend for a further two years.

## 8 Key Terms

9.1 Contract termination rights are as follows:

- For convenience – standard terms and conditions apply. We have the right to terminate the Contract by providing three months written notice.
- For cause – standard terms and conditions apply. We have the right to terminate the Contract in the case of change of control, bankruptcy of an individual, winding up or dissolution of the company, inability of the contractor to pay its debts or default.

## 9 Conclusion

9.1 The preferred tenderer for A&S is TTC 2000 Limited. This is based on TTC's Lot 5 submission which is dependent on D&C also awarding a contract to TTC (also their first place supplier). REDACTED

## 10 Recommendations

11.1 It is recommended that a contract with a maximum duration of five years (three years plus two years) for Avon and Somerset Police is awarded to TTC 2000 Limited.

11.2. The estimated overall annual value (including VAT), of this service concession contract is:

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Kind Regards

REDACTED  
Category Manager

The above recommendations are ~~AGREED~~/~~NOT AGREED~~ (Please delete as appropriate)

Signed: .....

Director of Finance

Date. ....

The above recommendations are ~~AGREED~~/~~NOT AGREED~~ (Please delete as appropriate)

Signed: .....

Chief Executive of the Office of the Police and Crime Commissioner

Date. ....

Appendix A

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**Appendix B**

**TTC 2000 Limited Pricing**

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