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Tender

## **Independent Travel Training - BHCC Home to School Transport Service**

Brighton & Hove City Council

F21: Social and other specific services – public contracts

Prior information notice with call for competition

Notice identifier: 2022/S 000-005995

Procurement identifier (OCID): ocds-h6vhtk-031e04

Published 4 March 2022, 10:48am

### **Section I: Contracting authority**

#### **I.1) Name and addresses**

Brighton & Hove City Council

Hove Town Hall, Norton Road

HOVE

BN33BQ

#### **Contact**

Procurement Team

#### **Email**

[procurement@brighton-hove.gov.uk](mailto:procurement@brighton-hove.gov.uk)

#### **Telephone**

+44 1273291949

**Country**

United Kingdom

**NUTS code**

UKJ21 - Brighton and Hove

**Internet address(es)**

Main address

[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

Buyer's address

[www.brighton-hove.gov.uk](http://www.brighton-hove.gov.uk)

**I.3) Communication**

Additional information can be obtained from the above-mentioned address

Tenders or requests to participate must be submitted to the above-mentioned address

**I.4) Type of the contracting authority**

Regional or local authority

**I.5) Main activity**

General public services

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

Independent Travel Training - BHCC Home to School Transport Service

#### **II.1.2) Main CPV code**

- 85000000 - Health and social work services

#### **II.1.3) Type of contract**

Services

#### **II.1.4) Short description**

The council is looking to procure a local Independent Travel Training provider to support children and young people resident in Brighton & Hove with Special Educational Needs and or Disabilities (SEND) to travel independently to their educational setting. We are looking initially for a one-year pilot starting in September 2022. Subject to the evaluation of this pilot year, the successful bidder will be invited to extend the contract by up to three further years.

The outline of the service is detailed below in the "Description of the procurement" section.

This is a Prior Information Notice as a Call for Competition and as such no Tender documents will be made available until the competition stage, should one be necessary.

The estimated total value for this provision is £40,000 excluding VAT.

The service expects about 10 trainees per year.

#### **II.1.5) Estimated total value**

Value excluding VAT: £40,000

#### **II.1.6) Information about lots**

This contract is divided into lots: No

### **II.2) Description**

## **II.2.2) Additional CPV code(s)**

- 85000000 - Health and social work services

## **II.2.3) Place of performance**

NUTS codes

- UKJ21 - Brighton and Hove

Main site or place of performance

At the Users homes and or schools.

## **II.2.4) Description of the procurement**

Brighton & Hove City Council is keen to work collaboratively with a service provider or providers to deliver these services within a short timeframe and to a good standard.

The provider will be contracted to directly deliver travel training to students, the contract will not include training for schools' staff or others.

We are looking for a provider that will:

- Work with the council to provide training and walking/bus buddies for children and young people with SEND to attend their education setting Eligibility for referral for will be detailed within the Service Specification.
- conduct regular assessments and reviews to ensure the travel training is effective and conducted safely
- ensure safeguarding is paramount
- ensure the delivery model is tailored to the individual needs of children and young people based on their pace and progress, but should include - route assessment, what if scenarios, road safety, safety on transport and shadowing from a far
- develop Personal Independent travel Plans which develop young people's skills to grow their confidence to travel to school independently
- confer with the council to produce posters and other promotional materials, including case studies, to promote the Independent Travel Training service
- support and recruit a range of advocates who can mentor and support other parents/pupils

to understand the benefits of Independent Travel Training.

- Produce an annual impact report to share with our elected members, managers and schools to demonstrate the impact of this service.
- Participate in KPI meetings

Our success criteria will be:

- Training is adaptable and flexible to the needs of each pupil and their family circumstances.
- Independent travel once achieved is sustainable and the need for taxi/bus transport is eliminated.
- Parents/carers, schools and pupils have the highest levels of confidence in the contractor, contractor's methodology and systems/processes.
- Parents/carers and schools are positive about Independent Travel Training in a end of programme satisfaction survey; they promote and advocate for the approach.

Our expected outcomes are:

OUTCOME 1. All Children and Young people arrive on time and be ready to learn.

#### OUTPUTS

- a) Children and Young people experience a consistent and timely service to reduce uncertainty and anxiety.
- b) Children and Young people travel for the minimum amount of time possible to get school.
- c) Children and Young people are relaxed and ready to learn each day.

OUTCOME 2. Children and Young people are safe and supported to access education.

#### OUTPUTS

- a) Children and Young people are protected from harm.
- c) Children and Young people are enabled to travel independently to school where possible.

OUTCOME 3. Parents/carers and families have confidence in their Children and Young people's transport offer.

## OUTPUTS

a) Parents/carers have trust and confidence in their Children and Young people's transport arrangements.

b) Parents/carers have ownership of decision making related to their Children and Young people's travel to school.

Due to the nature of the services being provided, the Council would request that only organisations who have a real and present chance of fulfilling the specification submit expressions of interest in response to this request.

In your response to this call for competition Brighton and Hove City Council would like you to provide the following information on behalf of your organisation (or in the case of consortium bids, all members of the consortium):

- A brief overview of what you could deliver including staffing levels, support offered
- How quickly you would be able to mobilise the service

The successful candidate for this provision will be able to demonstrate the following:

- strong experience of working with people with SEND
- experience of providing independent travel training
- experience of working with clients with a range of support needs
- experience of working with people who are ambivalent or avoidant and present challenging behaviours
- experience of assessing risk and developing risk management plans
- the ability to work collaboratively with a range of services

The proposed contract length for this service is 1 pilot year, however this service is a pilot for the city and the future of the service will be reviewed throughout the period of the pilot.

Providers who wish to express an interest should send an email to: [procurement@brighton-hove.gov.uk](mailto:procurement@brighton-hove.gov.uk). The contract will be awarded using a Restricted procedure based on the expressions or interest that Brighton and Hove City Council receive.

The Award criteria will be based on the following: Best price-quality ratio assessed on the bases of Price/Cost and the criteria stated within the procurement documents that are

issued.

Due to the nature of services being provided, the Council requests that only organisations which have a real and present chance of fulfilling the specification as described in this PIN notice submit expressions of interest in response to this PIN.

#### **II.2.6) Estimated value**

Value excluding VAT: £40,000

#### **II.2.7) Duration of the contract or the framework agreement**

Duration in months

12

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### **Section IV. Procedure**

#### **IV.1) Description**

##### **IV.1.1) Form of procedure**

Open procedure

#### **IV.2) Administrative information**

##### **IV.2.2) Time limit for receipt of expressions of interest**

Date

5 April 2022

Local time

12:00pm

##### **IV.2.4) Languages in which tenders or requests to participate may be submitted**

English

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## **Section VI. Complementary information**

### **VI.2) Information about electronic workflows**

Electronic invoicing will be accepted

Electronic payment will be used

### **VI.4) Procedures for review**

#### **VI.4.3) Review procedure**

Precise information on deadline(s) for review procedures

Further information will be provided, if applicable, in due course.