

PVAT Transport Service

Invitation to Tender for School Transport Provision

Penk Valley Academy Trust – Penkridge, Staffordshire

Penk Valley Academy Trust invites proposals from qualified and experienced transportation service providers for the delivery of **out-of-catchment school transport services** commencing **September 2026**.

1. Contract Overview

- **Estimated annual value:** £180,000
- **Initial contract term:** Two academic years (September 2026 – July 2028)
- **Optional extension:** One academic year (subject to Trust Board approval)
- **Maximum potential contract value:** £540,000

Providers may tender for **individual routes**, a **combination of routes**, or **all routes**. Please clearly state which routes are being tendered for.

2. Evaluation Criteria

Tender submissions will be assessed on a **weighted basis**:

- **Financial considerations:** 50%
- **Safety record and safeguarding measures:** 20%
- **Reliability and punctuality:** 15%
- **Quality and comfort of vehicles:** 10%
- **Environmental sustainability:** 5%

Criteria	Weighting	Score Range	Scoring Guidance
Financial Considerations	50%	0–5	0 = Non-compliant / unrealistic pricing; 3 = Competitive but average; 5 = Best value
Safety Record & Safeguarding	20%	0–5	0 = No evidence; 3 = Adequate safeguarding policy & DBS checks; 5 = Exemplary record

Reliability & Punctuality	15%	0–5	0 = Poor record; 3 = Meets minimum punctuality standards; 5 = Proven reliability
Quality & Comfort of Vehicles	10%	0–5	0 = Substandard vehicles; 3 = Acceptable comfort; 5 = High-quality, modern fleet
Environmental Sustainability	5%	0–5	0 = No measures; 3 = Some eco initiatives; 5 = Strong sustainability credentials

Scoring Bands (applied across all criteria)

- **5 – Excellent:** Fully meets or exceeds requirements with clear evidence of best practice.
- **4 – Good:** Meets requirements with minor weaknesses, strong supporting evidence.
- **3 – Satisfactory:** Adequate response, meets minimum requirements, limited supporting evidence.
- **2 – Weak:** Partial compliance, significant gaps in evidence or delivery.
- **1 – Poor:** Minimal compliance, major concerns, insufficient evidence.
- **0 – Non-compliant:** No response or fails to meet mandatory requirements.

3. Routes Requiring Transport

Exact pickup points to be confirmed by providers, based on safe and efficient collection recommendations.

- **Route 1:** 62+ pupils expected, approx. 18 miles each way
- **Route 2:** 43+ pupils expected, approx. 19 miles each way
- **Route 3:** 36+ pupils expected, approx. 28 miles each way

(Detailed stop lists provided in Appendix A)

Pupils must arrive at their destination by **08:50 latest** each school day.

4. Contracted Service Requirements

The successful provider will:

- Deliver transport to and from **Wolgarston High School (ST19 5RX)** and **The Rural Enterprise Academy (ST19 5PH)**.
- Operate Monday–Friday during term time, for **38 weeks (190 school days)** per academic year.
- Ensure vehicles meet required capacity (currently envisaged: 70, 52, 52 seats or alternative configuration).
- Implement a **QR scanning system** for pupil tracking and payment validation.

- This may be supplied by the Trust or included as a separate line item in the tender.
- Providers must ensure secure mounting, charging, and safeguarding of the device.

5. Safeguarding Requirements

Penk Valley Academy Trust places the **highest priority on safeguarding and child protection**.

Providers must demonstrate robust safeguarding practices, including:

- **Enhanced DBS checks** for all drivers and passenger assistants, renewed in line with statutory guidance.
- **Letter of assurance** provided from the company in line with KCSIE.
- **Mandatory safeguarding training** for all staff involved in pupil transport.
- **Clear reporting procedures** for safeguarding concerns, aligned with the Trust's Designated Safeguarding Lead (DSL).
- **Vehicle safety standards**, including seatbelts for all passengers, regular maintenance checks, and compliance with statutory transport regulations.
- **Incident management procedures**, including immediate notification to the Trust of any safeguarding or safety-related event.

Providers must submit evidence of safeguarding policies and compliance with **Keeping Children Safe in Education (KCSIE)** and relevant **DfE transport guidance**.

6. Tender Submission

- **Deadline:** Midday, **12 January 2026**
- **Format:** Written proposals addressing all criteria in this ITT and a completed supplier response template (appendix B)
- **Validity:** Late submissions will not be considered

7. Summary

This contract represents a significant opportunity to partner with Penk Valley Academy Trust in delivering safe, reliable, and sustainable school transport. Providers are expected to uphold the Trust's values of **safeguarding, reliability, and quality assurance** in every aspect of service delivery.

8. Right Not to Award

The Trust reserves the right, at its sole discretion, not to award a contract as a result of this Invitation to Tender. Participation in this process, or submission of a tender, shall not create any entitlement, expectation, or obligation on the part of the Trust to proceed to award. The Trust may, at any stage, amend, suspend, or terminate the procurement without liability to any party.

Appendix A – Routes and Pickup Points

Route 1 – 62+ pupils expected (2026/27), approx. 18 miles each way

- WV9 5QR – Leyborne Crescent bus stop, The Droveway, Wolverhampton
- WV10 6RU – Ming Moon, Marsh Lane, Oxley, Wolverhampton
- WV10 8UJ – Last Bus Stop, Northcote Lane from Legs Lane
- WV11 1AH – 124–116 Blackhalve Lane, Wolverhampton
- WV11 2BX – The Church, Hawthorne Road, Essington
- WV10 7TR – Bus Stop, Baneberry Drive Community Centre
- WV9 5DL – Bus Stop, Outside Coven Memorial Hall, Brewood Road
- ST19 9EJ – Scout Hut, Brewood, Stafford
- ST19 5PH – Rural Enterprise Academy
- ST19 5RX – Wolgarston High School

Route 2 (option1) – 42+ pupils expected (2026/27), approx. 19 miles each way

- ST15 8BA – Churchbridge, B5027 Morrisons
- ST16 1LW – 441 Stone Road, Stafford
- ST16 2AA – Opposite Train Station
- ST17 4ER – Riverway, Stafford
- ST17 9DH – Royal Oak Pub, Rising Brook
- ST19 5AG – A449 Bus Layby, Dunston
- ST19 5RX – Wolgarston High School
- ST19 5PH – Rural Enterprise Academy

Route 2 (option 2)

- ST20 0FA – Gnosall
- ST18 9EZ – Haughton
- ST16 1LW – 441 Stone Road, Stafford
- ST16 2AA – Opposite Train Station
- ST17 4ER – Riverway, Stafford
- ST17 9DH – Royal Oak Pub, Rising Brook
- ST19 5AG – A449 Bus Layby, Dunston
- ST19 5RX – Wolgarston High School
- ST19 5PH – Rural Enterprise Academy

Route 3 – 37+ pupils expected (2026/27), approx. 28 miles each way

- B79 7BH – Tamworth Interchange
- WS15 1DW – Rugeley, Brereton Road (opposite car wash)
- WS11 1WS – Cannock Bus Stop
- WS12 4UU – Bus Stop Opp Tedderley Road Huntington Cannock
- ST19 5RX – Wolgarston High School
- ST19 5PH – Rural Enterprise Academy

Appendix B

Supplier Response Template

Section 1 – Company Information

- Company Name:_____
- Registered Address:_____
- Contact Person:_____
- Telephone:_____
- Email:_____
- Company Registration Number:_____
- Relevant Accreditations/Certifications:_____

Section 3 – Service Proposal

- Routes tendered for (tick/mark):
 - Route 1 ☐
 - Route 2 ☐
 - Route 3 ☐
- Vehicle details (capacity, age, safety features, comfort):
- Reliability and punctuality measures:
- Environmental sustainability measures:

Section 4 – Financial Proposal

- Cost per route (annual):
 - Route 1 _____
 - Route 2 _____
 - Route 3 _____

- Cost for all routes combined (if applicable):
 - Combined costs _____

- Additional costs (e.g., QR system provision):

- Any discounts applied

Section 5 – Declarations

- I confirm that all information provided is accurate and complete.

Name _____

Signature: _____

Date: _____

