

APPENDIX A

Tender Evaluation Report

**Contract for the Provision of Park and Ride
Passenger Transport Services
DN681100**

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1. Management Summary

This tender exercise was for the Provision of Park and Ride Passenger Transport Services. First, the current operator, gave notice on the contract with the current service ceasing on 10 February 2024. The operator cited that they could no longer run a commercially viable service under the current contract. The service was due to run until July 2028 (including extension options). As a result, a procurement exercise was run to seek a replacement service which was conducted by Somerset Council.

Following a Non-Key Decision approval dated 17 July 2023 the decision was taken to go out to tender using The Open Procedure for Services under the Public Contracts Regulations 2015. Contract Notices were published on Contracts Finder and Find a Tender Service (FTS) to commence the tender process. The contract notice was published on FTS as a call for competition on 25 July 2023 (publication reference number 2023/S 000-021512).

The contract was divided into two lots with regards to pricing options. Suppliers were able to tender for one or both lots. The lots were:

- **Lot 1: Monday to Friday with frequency every 15 minutes and Saturday frequency every 20 minutes (4 single decker vehicles)**
- **Lot 2: Monday to Friday and Saturday with frequency every 20 minutes (3 double decker vehicles).**

Within the procurement documentation it was stated that the Authority would award one contract, or not award any contract.

The listing was viewed by 14 suppliers. Of those that viewed the listing 8 did not respond and 1 formally opted out citing that they were unable to be competitive.

2. Procurement Process

This procurement was carried out in accordance with the authority's Contract Procedure Rules and Standing Orders and Public Contracts Regulations 2015 principles.

Suppliers were invited to submit a response to the Invitation to Tender (ITT) through the e-Tendering System. The Procurement Documents were published on 2 August 2023.

Bid responses were received by the closing date of 25 August as follows:

- 5 Bidders responded. One bidder submitted a non-compliant bid and was therefore disqualified. The Commercial and Procurement Team conducted the compliance checks in conjunction with SC specialists in various areas where required.

- 4 Bidders submitted a compliant Bid. 4 bidders submitted a bid for Lot 1 and 3 bidders submitted bids for Lot 2.
- Bids were evaluated in accordance with the criteria set out in the Procurement Documents and set out in section 2.1 below.

This Tender Evaluation Report is accompanied by Confidential Appendix B which contains detail of the final moderated scores, supplier pricing and award recommendation.

2.1. Evaluation Methodology

Bids were evaluated in accordance with the evaluation criteria set out within the Procurement Documents and were applied as follows:

Evaluation criteria breakdown	Means of evaluation	
	Sub criteria	Main criteria
Quality		
Frequency of Service	7.5%	30%
Vehicle and maintenance description	7.5%	
Staffing and Management	7.5%	
Sustainability of the Park and Ride Service	7.5%	
Price		
Lot 1: Monday to Friday frequency – every 15 minutes, Saturday frequency – every 20 minutes (4 single decker buses)		60%
Lot 2: Monday to Friday and Saturday frequency – every 20 minutes (3 double decker buses)		
Social Value		
Procurement Document F Social Value Calculator	5%	10%
Social Value Commitment	5%	

2.2. Quality

The quality questions were scored and evaluated in accordance with the published criteria. Quality responses were marked using the scoring system below:

Score	
5	Exceptional
4	Very Good
3	Good
2	Satisfactory
1	Poor
0	No Response



The quality question responses were evaluated by a panel of SC officers and moderated by staff from the Commercial and Procurement Team. Each evaluation panel member scored each bid response on an individual basis and prior to the moderation meeting which took place on 4 September 2023.

Moderated quality scores and the list of evaluators and moderators are available in Confidential Appendix B.

2.3. Pricing

Pricing was assessed based on the tender price for the Services submitted by bidders within the Pricing Schedule. The lowest tendered price was allocated a maximum score of 60%. Other tendered prices which were higher were scored using the following equation:

$$\% \text{ score} = \frac{\text{lowest tendered price}}{\text{your tendered price}} \times 60\%$$

Example:

- Lowest tendered price - £200,000 scores 60%
- Second lowest tendered price - £220,000 = $(£200,000 \times 60\% \div £220,000)$ scores 54.54%
- Third lowest tendered price - £265,000 = $(£200,000 \times 60\% \div £265,000)$ scores 45.28%

This process essentially ranks the lowest to highest prices and allocates a score based on the difference between them. This Bid evaluation process has been overseen by the Commercial and Procurement Team. The tendered prices and scores are available in Confidential Appendix B.

2.4. Social Value

The qualitative score and the value score (from the Social Value Calculator) was evaluated and moderated by Commercial and Procurement in accordance with the published criteria.

Moderated social value scores are available in Confidential Appendix B.

3. Contractual Position

The Contract will be under the standard Somerset Council Service Terms and Conditions.



As part of the bid response, Bidders were invited to offer specific measurable Social Value commitments in addition to the stated requirements of the specification. Delivery of these commitments will be monitored as part of contract management. This is subject to approval of a Key Decision to award supported by this evaluation report.

3.1. Proposed Term

The awarded Contract will be for an initial term of 36 months (3 years). The contract will commence on 12 February 2024 and will continue up to the initial term which will expire on 11 February 2027. An option to extend by mutual agreement is available for a further period of 48 months (4 years) or 2 (two) periods of up to 24 months (two years) each. The Council will give at least 6 months' notice of any option to extend following full market analysis.

The full duration of the contract, including extension options will be 7 years.

3.2. Service Levels and Contract Management

Service levels will be monitored as part of Contract Management and the contract will be managed to ensure that the service meets expectations and to identify further opportunities for cost and service improvement.

4. Next Steps

- Key Decision to award to be approved – **6 December 2023**
- Suppliers to be informed of the decision by Commercial and Procurement Team - **7 December 2023**
- Standstill period - **8 to 18 December 2023**
- Contract Mobilisation/ Implementation - **19 December 2023 to 9 February 2024**
- New service commences - **12 February 2024**

End of Report