



Report of the Chief Constable to the Police and Crime Commissioner for Cleveland

Status: For Decision

Procurement Report for the National Driver Offender Re-Training Scheme (NDORS)

1. Purpose

- 1.1 Attendance on an NDORS Scheme is offered to members of the public (the Client) who would benefit from attending a driver education course, following Police intervention. The Client may be offered the opportunity to attend a course, often as a voluntary alternative to their offence being dealt with through the Criminal Justice System. The Scheme provides the Client with relevant re-training to enable them to improve their attitudes, driving skills and road awareness with the outcome of improving road safety.

2. Recommendations

- 2.1 That the Police and Crime Commissioner for Cleveland and the Police Crime and Victims' Commissioner for Durham approve the Procurement process used to appoint a supplier.
- 2.2 The Police and Crime Commissioner and the Police Crime and Victims' Commissioner approve the procurement methods investigated and recommendations put forward by the Evaluation Team to award the contract to Bidder 2.

3. Background

- 3.1 On 1st September 2014 a joint procurement exercise, led by Durham Police Procurement, was undertaken to identify one supplier to provide NDORS courses required for the Office of the Police & Crime Commissioner for Cleveland (OPCC) and the Office of the Durham Police Crime and Victims' Commissioner (ODPCVC) across the counties of Cleveland, Durham and the Borough of Darlington. This contract was awarded to Hartlepool Borough Council for a period of 3 years with the option to extend for a further 2 years.

- 3.2 As a result of internal reviews on service delivery and subsequently the Covid-19 Pandemic, the current contract was extended to 31st March 2021 to enable a full and competitive tender process to be carried out.
- 3.3 In advance of the advertisement of the opportunity a detailed review of the specification was conducted to ensure it was up to date and included all relevant requirements.
- 3.4 A decision was made to ensure continuity of service to award the new contract for a period of 5 years with a further 2 year extension available.
- 3.5 A decision was made to utilise an open tender via the EU Supply Tender Portal. An open tender is a competitive exercise whereby a tender is advertised and all bidders whom express an interest can access the tender documentation and submit a bid.
- 3.6 In October 2020, an advert was placed in the European Journal and the Bluelight E-tendering system inviting suppliers to bid for the service. An open tender was carried out using EU Supply as the tender portal, advertising the contract in Contract Finder and OJEU as per the Public Procurement Regulations 2015.
- 3.7 Four suppliers expressed an interest in the Tender.
- 3.8 In addition to a number of mandatory pass/fail questions such as mandatory/discretionary exclusion/financial viability/ Insurance etc., the evaluation criterion was 80% Quality and Service Delivery and 20% Price. Although in the current financial climate price is a key factor, it was felt that a quality service particularly in relation to Clients re-training and road safety was procured.
- 3.9 The evaluation team, which consisted of key members from both Forces, evaluated the bid in line with the criteria set out within the Tender document as per the table below:

Pass/Fail					
Question	Pass/Fail	B1	B2	B3	B4
EU Supply Part 2	Pass/Fail	Pass	Pass	Pass	Pass
Eu Supply Part 3	Pass/Fail	Pass	Pass	Pass	Pass
Financial	Pass/Fail	Pass	Pass	Pass	Pass
Equality and Diversity	Pass/Fail	Pass	Pass	Pass	Pass
Ethical Procurement	Pass/Fail	Pass	Pass	Pass	Pass
Environmental	Pass/Fail	Pass	Pass	Pass	Pass
Health and Safety	Pass/Fail	Pass	Pass	Pass	Pass
Infosec	Pass/Fail	Pass	Pass	Fail	Pass
Course Requirements	Pass/Fail	Pass	Pass	Pass	Pass
Quality					
	80%	B1	B2	B3	B4
Q1 - Venue availability/location	5%	3.50%	4.50%	0.50%	4.50%
Q2 - Social Value	12%	10.80%	12.00%	3.60%	10.80%
Q3 - Experience	5%	4.50%	3.50%	0.50%	4.50%
Q4 - Organisation Structure	2%	1.40%	1.80%	0.60%	1.80%

Q5 - Qualifications	2%	1.40%	1.80%	0.60%	1.40%
Q6 - Course Delivery	15%	13.50%	10.50%	4.50%	13.50%
Q7 - Client Capacity	5%	3.50%	3.50%	1.50%	3.50%
Q8 - Course Flexibility	5%	4.50%	4.50%	1.50%	3.50%
Q9 - Implementation Plan	10%	9.00%	9.00%	4.00%	9.00%
Q10 - IT Management System	4%	2.80%	3.60%	1.20%	2.80%
Q11 - TUPE	5%	3.50%	4.50%	2.00%	3.50%
Q12 - Online Courses	10%	9.00%	7.00%	4.00%	9.00%
Total Quality	80%	67.40%	66.20%	24.50%	67.80%
Price					
	20%	B1	B2	B3	B4
		17.64%	20.00%	14.52%	16.84%
Total Price	0.00%	17.64%	20.00%	14.52%	16.84%
Total					
	100%	B1	B2	B3	B4
		85.04%	86.20%	39.02%	84.64%

4. Implications

4.1 Finance

4.1.1 Based on the total cost to the Client and joint classroom based training volumes, the value of the current contract is £2,236,014.00 per annum.

4.1.2 The new annual contract price based on the total cost to the Client and joint classroom based training volumes is £2,208,436.00 per annum (£15,459,052.00 over the full 7 year term of the contract).

4.1.3 Bidder 2 is VAT exempt.

4.1.4 Bidder 2 submitted a bid in line with the financial envelope and the total annual bid represents a saving of £27,578.00 per annum (£193,046.00 over the full 7 year term of the contract).

4.1.5 The total annual central cost returned to each Force (based on classroom courses and current volumes) is: Cleveland £619,335.00, Durham £717,435.00.

4.1.6 Classroom Course – Cleveland Police

Bidder	NSAC Total Client Cost per Course inc VAT	National Speed Awareness (NSAC) Total volume = 13,480	WDU Total Client Cost per course inc VAT	What's Driving Us Course (WDU) Total volume = 225	SCD Total Client Cost inc VAT	Safe & Considerate Driving (SCD) Total volume = 58	Total inc VAT
Bidder 1	£ 84.00	£ 1,132,320.00	£ 84.00	£18,900.00	£ 165.00	£ 9,570.00	£1,160,790.00
Bidder 2	£ 74.00	£ 997,520.00	£ 74.00	£16,650.00	£ 165.00	£ 9,570.00	£1,023,740.00
Bidder 3	£ 102.00	£ 1,374,960.00	£ 102.00	£22,950.00	£ 210.00	£ 12,180.00	£1,410,090.00
Bidder 4	£ 88.00	£ 1,186,240.00	£ 88.00	£19,800.00	£ 160.00	£ 9,280.00	£1,215,320.00

4.1.5 Classroom Course – Durham Police

Bidder	NSAC Total Client Cost per Course inc VAT	National Speed Awareness (NSAC) Total volume = 15,519	WDU Total Client Cost per course inc VAT	What's Driving Us Course (WDU) Total volume = 370	SCD Total Client Cost inc VAT	Safe & Considerate Driving (SCD) Total volume = 54	Total inc VAT
Bidder 1	£ 84.00	£ 1,303,596.00	£ 84.00	£31,080.00	£ 165.00	£ 8,910.00	£1,343,586.00
Bidder 2	£ 74.00	£ 1,148,406.00	£ 74.00	£27,380.00	£ 165.00	£ 8,910.00	£1,184,696.00
Bidder 3	£ 102.00	£ 1,582,938.00	£ 102.00	£37,740.00	£ 210.00	£ 11,340.00	£1,632,018.00
Bidder 4	£ 88.00	£ 1,365,672.00	£ 88.00	£32,560.00	£ 160.00	£ 8,640.00	£1,406,872.00

4.2 Legal

PCC Standard Terms and Conditions have been used for this service.

4.3 Diversity & Equal Opportunities

There are no TUPE implications.

4.4 Human Rights Act

There are no Human Rights implications associated with the award of this contract.

4.5 Sustainability

There are no sustainability implications associated with the award of this contract.

4.6 Risk

A separate Data Processing Agreement will be required to be agreed to coincide with the NDORS Contract.

5. **Conclusions**

5.1 The Evaluation Team is confident that the procurement exercise has been conducted in a fair, comprehensive, thorough and transparent process.

5.2 The Recommended Bidder has confirmed they can deliver the service in line with the Specification and is aware that award will be subject to successful vetting being cleared.

Richard Lewis
Chief Constable

Evaluation team:

Surname	Forename	Area of work
Milne	Graham	CDSOU - Durham
Elgie	Gill	Cleveland Procurement
Bainbridge	Lesley	Durham Procurement
Eastwood	Jen	Cleveland CTO/WCU Supervisor
Raine	Terri	Durham CRFPU/RSB Manager
Brooke	Phil	Cleveland Information Security Manager
Morris	Gemma	Durham Information Security Manager