**SEND Buses**

**Please respond by 3 October 2022**

Southwark Council is currently planning a re-tendering for its Special Educational Needs and Disability (SEND) bus services.

The aim of the service is to provide a safe, sensitive and reliable transport service to meet the needs of children and young people aged up to 25 years with SEND travelling to and from school and other establishments.

The contract duration is 5 years with an option to extend for a further period, or periods, of up to 2 years.

The service is to be run from a depot located within Southwark, or within very close proximity of Southwark’s boundary in order to service all parts of Southwark in a timely manner and within constraints of driver working hours.

The current transport service provides transport on weekday basis during term time for an average of 400 children and young people per-day.

The current size of the fleet of vehicles required to deliver the service is 65 with 58 operational each day during term-time.

The current transport provider employs approximately 60 passenger service assistants.

We would like to hear from any organisations who are currently providing these services to further understand:

* Size of market within, or adjacent to, Southwark
* Types of service providers and
* Potential challenges, issues and/or risks

This notice includes a questionnaire at Appendix A which has been prepared so it can be completed by any size of Organisation wishing to engage and assist the Council in this market insight stage.

This is **NOT** the commencement of a procurement procedure, neither is it a call for expressions of interest.

Please complete the enclosed questionnaire and submit the response via the messaging service.

This notice does not constitute a call for competition to procure any services for the council and the council is not bound to accept any proposals offered. The council is not liable for any costs, fees or expenses incurred by any party participating in this soft market testing/sounding exercise. Any procurement of any services by the council in due course will be carried out strictly in accordance with the provisions of the Public Contracts Regulations 2015.

Responses to the questionnaire will be treated confidentially.

The council’s tenders will be advertised on the Pro-contract portal and the following websites please see links below:

* [https://procontract.due-north.com](https://procontract.due-north.com/)
* <https://www.gov.uk/contracts-finder>

**Appendix A – Questionnaire**

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| All information supplied will be treated as strictly private and confidential and will not be divulged to any other parties other than those directly involved in the project. |
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| **Part A - Organisation Information** |
| 1 Name of Organisation: |
| 2 Contact Name: |
| 3 Telephone No: |
| 4 E-mail Address: |
| 5 Nature of Business and services provided : |
| 6 Please indicate, if applicable, any subsidiary companies run by your organisation: |
| 7 If part of a group, please indicate brief details of the ultimate holding company: |

|  |  |
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| **Part B – Questionnaire** | |
| **Q1** | What services does your organisation deliver and who are your main clients/customers? |
| **Response (R1)** | [please type response here] |
| **Q2** | How would you classify your organisation within the SEND transport market in terms of size and sector, i.e. small, medium or large/ private, not for profit etc? |
| **Response (R2)** | [please type response here] |
| **Q3** | In your experience, what are the main issues and challenges to providing this type of service e.g. workforce issues, regulatory issues?  Please give your reasons. |
| **Response (R3)** | [please type response here] |
| **Q4** | In regards to Q3, how did you address any issues? |
| **Response (R4)** | [please type response here] |
| **Q5** | What type of properties do you use for delivering these services and do you have access, or have a clear plan for future access to, a depot for your fleet within Southwark, or in very close proximity to Southwark’s boundary? |
| **Response (R5)** | [please type response here] |
| **Q6** | What is your staffing model for the service you provide i.e. level of experience/skills required? |
| **Response (R6)** | [please type response here] |
| **Q7** | What are the main elements of cost for you in delivering services? Please rank them in importance e.g. staff, overheads, buying or leasing vehicles |
| **Response (R7)** | [please type response here] |
| **Q8** | Would your organisation be interested in tendering for this contract opportunity should the need arise? |
| **Response (R8)** | [please type response here] |

**Please return your questionnaire via the Pro-Contract portal:**

[**https://procontract.due-north.com**](https://procontract.due-north.com)

**Please respond by 3 October 2022**