



**SUPPLIER ENGAGEMENT EVENT RELATING TO THE
PROVISION OF AN INTEGRATED TRANSPORT
SOLUTION VIA A JOINT VENTURE
PARTNERSHIP/COMPANY**

Supplier Engagement Pack

REFERENCE: DN321136

Supplier Engagement Event relating to the provision of an integrated Transport Solution via a joint venture partnership/company

1. Purpose of the Event

The purpose of this event is to inform potential bidders of its forthcoming tendering opportunity to deliver an integrated transport solution via a joint venture partnership/company.

This event is also aimed at providing a platform for Providers to engage with other transport operators should Providers wish to consider bidding as a group or consortium.

Providers will be provided with an overview of the Council's tendering portal and an opportunity for additional system training will also be offered to Providers on the day (if required).

2. Background

Southend-on-Sea Borough Council (the 'Council') currently provides passenger transport to adults and children across various service areas. This service is currently being delivered via external contracts due to be extended to July 2019 as well as being supported by in-house provision as follows:

	Service Area	Transport Provision	Contract/In-house
a)	<i>Education</i>	<ul style="list-style-type: none">Home to School Passenger Transport for Children with Special Educational Needs and Disabilities (SEND)Looked After Children (LAC)	External contract
b)	<i>Children's Social Care</i>	<ul style="list-style-type: none">Home to School Passenger TransportLooked After Children (LAC) Passenger TransportPassenger Transport for Supervised Contact visitsPassenger Transport for Disabled Children Respite Care	External contract
c)	<i>Adults Social Care</i>	<ul style="list-style-type: none">Adults with Learning Disabilities (LD) Passenger Transport	Split between external contract and in-house provision
d)	<i>Community Services</i>	<ul style="list-style-type: none">Dial-a-ride service Passenger Transport	In-house provision

The Council is will now be undertaking a tender process to seek a partner with which to form a Joint Venture under a Limited Company (JVC) to deliver the whole of its core passenger transport service needs with the option to include other non-core transport

provisions (if possible). The core provisions will be a mandatory requirement whilst the non-core is not mandatory.

The Council's estimated spend for its core passenger transport service is currently circa £2m per annum, but it is incumbent on the Council to take advantage of any opportunities to make savings where possible. It is anticipated that the integration of all its passenger transport service will deliver a more efficient service that demonstrates cashable savings and best value for the Council.

It is intended that the JVC model would offer additional income generation options by providing the opportunity to bid for contracts to deliver passenger transport services for other organisations, such as schools and academies, other local authorities and local businesses. This mechanism will also allow the potential for profits to be shared between both parties.

Further details of the passenger service requirements are outlined in the draft Minimum Requirements Document (Appendix A)

3. Aims and Objectives

The Council's aim for its Passenger Transport Service is as follows:

- To deliver the core integrated passenger transport service in line with the Council's statutory requirements
- To provide a high quality efficient passenger transport service that is delivered according to the individual service user's needs
- To deliver a streamlined and improved passenger transport service that demonstrates best value for the Council and its residents
- To enhance the end user experience by providing a high quality, customised transport service
- To deliver additional income streams to the Council and its JV partner
- To deliver a service that can deliver social value for the borough
- To provide a delivery model which is both financially and operationally sustainable for at least the next 10 years

4. How Can Your Company/Organisation Get Involved?

The Council wants to ensure that any Procurement and Contract Award relating to the provision of a fully integrated passenger transport service via a joint venture partnership/company is done so with as much consideration to all potential Providers in the market. The Council views this as a critical factor in delivering its aspirations in an informed manner and for ensuring the provision of a passenger transport service that achieves value for public money.

The event will be held on **1st March 2018** at the following address:

Southend-on-Sea Borough Council
Civic Centre
Committee Room 5
Victoria Avenue
Southend-on-Sea
Essex
SS2 6ER

Agenda is as follows:

Time	Item
11:00	Welcome and Housekeeping
11:05	Purpose of this Event
11:15	Service Requirements Delivery/Operating Model Objectives for the Integrated Transport Solution Expectations for the JVC Procurement Timetable
11:50	Questions
12:00	Introduction to the Council's Etendering Portal
12:15	Registration and Training of Council's Etendering Portal (optional session)

The intention of the Council is to go out to the market in either the following day after the event or the following week.

The timetable below is indicative only and the Council reserves the right in absolute discretion to amend any of the dates set out in the timetable below or elsewhere in this document.

Time Line - Supplier Acceptance of Invitation to the Event

Deadline for return of Supplier Questionnaire	15:00 Tuesday 27 February 2018
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Providers are asked to register on the Council's etendering portal: <https://procurement.southend.gov.uk/> and complete the online questionnaire no later than the deadline: **15:00 Tuesday 27 February 2018** to notify the Council of the acceptance to attend the event. All questions relating to this event, should also be sent via the Council's etendering portal.

Participation in the Engagement Event does not guarantee a future contract. The Council will still conduct a full public procurement process. Conversely a non-response to the questionnaire will not exclude any Provider from any future tender process. Any future procurement which the Council may undertake will be carried out in strict accordance with the provisions of the Public Contracts Regulations 2015.

Legal Notices and Disclaimer

All information included within this Supplier Engagement Pack has been prepared by the Council for the purposes of providing details to companies interested in participating in the forthcoming tender for the Provision of Passenger Transport Services via a Joint Venture Partnership/Company.

By receiving the information, the recipient agrees to keep confidential the information contained in the documents or made available in connection with any further enquiries. The document may be made available to the recipients' employees and professional advisors directly involved in the appraisal of such information. The Supplier Engagement Pack shall not, either in whole or part, be copied, reproduced, distributed or otherwise made available to any other party in any circumstances without the prior written consent of the Council, nor may it be used for any other purpose than that for which it is intended.

The publication of the Prior Information Notice in no way commits the Council to award any contract pursuant to any tender process.

FOIA/EIR Compliance

In accordance with the obligations placed upon public authorities by the Freedom of Information Act 2000 ("FOIA")/Environmental Information Regulations 2004 ("EIR"), all information submitted to the Council may be disclosed by the Council in response to a request made pursuant to the FOIA/EIR.

Recipients must carefully consider the use of phrases such as "in confidence" or "commercially sensitive" when submitting information since this will not necessarily protect such information from disclosure. In respect of any information submitted by Recipients which they consider to be commercially sensitive, Recipients should do the following:

- Clearly identify such information as commercially sensitive and the consequences of disclosure; and
- Detail the envisaged timeframe during which such information will remain commercially sensitive.

The Council is required to comply with the provisions of the FOIA and/or EIR and will normally seek comments from any party whose information subject to a request under the FOIA and/or EIR. The Council may not agree with the comments of any party and is bound by the provisions of the FOIA and/or EIR. Even where information is identified as confidential and/or commercially sensitive, the Council may be required to disclose such information in accordance with the FOIA and/or EIR if a request is received. Receipt of information marked in whole or in part as "confidential" and/or "commercially sensitive" shall not be taken to mean that the Council accepts any duty of confidence by virtue of such marking.