

CABINET MEMBER DELEGATED DECISION 16 JUNE 2020

Report title: Bikeability Training in Schools and Cycle Skills Training - 2020-2025

Wards: All

Portfolio: Councillor Claire Holland, Deputy Leader of the Council (Sustainable Transport, Environment and Clean Air)

Report Authorised by: Bayo Dosunmu: Strategic Director for Resident Services

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Report summary

This report sets out the tender evaluation process and seeks approval for award of the Bikeability Training in Schools and Cycle Skills Training 2020-2025 contract. This will provide delivery of cycle training across the Borough of Lambeth.

The contract will be for three-years with the option to extend for up to two years (3+1+1). The maximum contract value will be £1,500,000 and is subject to external funding.

Finance summary

The contract has a maximum total estimated purchase value of up to £1,500,000 and is reliant on funding from Transport for London (TfL), LIP allocation and Healthy Streets Bikeability and Cycle Skills Training funding. The contract does not have a minimum value; in the unlikely event funding is not made available from TfL, Lambeth will not have a contractual duty to fulfil the contract or to continue to pay this supplier.

The proposed contract start date for the three-year contract is 16 June 2020 with a projected annual budget of up to £300,000, subject to funding from TfL. Two further one-year contract extensions will be available to the successful provider subject to performance review from the sustainable travel team at Lambeth measured against the delivery of Key Performance Indicators (KPIs) and the availability of funding.

Recommendations

1. To approve the award of the contract for Bikeability Training in Schools and a Cycle Skills Training Delivery Partner to **Cycle Confident Ltd** on a three-year basis from 16 June 2020 to 15 June 2023 at a cost of £900,000, with an option to extend for one year and one further year to June 2025, for a maximum total cost of £1,500,000.

Reasons for Exemption from disclosure

The accompanying part II report is exempt from disclosure by virtue of the following Paragraph of Schedule 12A to the Local Government Act 1972:

3. Information relating to the financial or business affairs of a particular person (including the authority holding that information).

1 CONTEXT

- 1.1 For many years, Lambeth Council has provided cycle skills training. The last contract for this service was a three-year call-off from the Transport for London (TfL) framework contract. It started on 4 September 2016 and expired on 3 September 2019. This three-year contract was for £900,000.
- 1.2 Cycle skills training and Bikeability training in schools are important elements in the mix required to change travel behaviour to more sustainable, active modes. Providing this training in schools is a long-established foundation of improving road safety. Lambeth has also been at the forefront of adult cycle skills training, delivering some of the highest numbers of courses in London. Evaluation of cycle training across seven boroughs has shown that 70% of participants state that their cycling activity has increased as a result of the training that they received.
- 1.3 In January 2019 Lambeth Council declared a climate emergency and committed to become carbon neutral as an organisation by 2030. The Council also committed to working with the community to agree broader initiatives to reduce carbon emissions across the borough. Encouraging modal shift from cars and other vehicles to walking and cycling is vital to reduce carbon emissions.
- 1.4 Cycle training is identified in both the Mayor of London's Transport Strategy and the Lambeth Transport Strategy as being imperative to achieve modal shift away from the private car.
- 1.5 The Lambeth Transport Strategy outlines in its vision statement that '*We prioritise walking and cycling and a high-quality street environment and that our transport network is safe and accessible to everyone*'. The Transport Strategy goes on to outline the importance of cycling within its guiding principles:
- **Inclusive and accessible:**
 - *We will create and deliver innovative schemes and training programmes to promote walking and cycling for the whole community and reach out to disabled people and disadvantaged groups.*
 - **Active and Safe:**
 - *We will remove barriers to active travel by investing in infrastructure and initiatives that make it easier to walk, cycle and access public transport; and,*
 - *We will enable walking and cycling to school, particularly where car use is high, to reduce motor traffic, tackle health issues and improve air quality.*
 - **Clean Air and Carbon neutral:**
 - *Significantly increase staff use of cycles, public and walking for work journeys, year on year.*
- 1.6 In December 2018, the Mayor of London Launched his Cycling Action plan. Action 10 is to "Give more Londoners the confidence to cycle by increasing levels of cycle training including:
- Doubling the annual number of adults completing cycle training from 21,000 adults trained in 2017 to 42,000 adults trained each year from the end of 2021 onwards
 - Increasing the number of children completing cycle training by more than 50 per cent, from 33,000 children in 2017 to 55,000 children trained each year from the end of 2022 onwards
 - Increasing the percentage of schools participating in cycle training from 50 per cent in 2017 to 66 percent by 2024

1.7 This is a Gateway 3 Procurement Report – the Council final procurement report stage that, in this instance, recommends a decision to award a contract.

2. PROPOSAL AND REASONS

2.1 It is proposed to award the contract to Cycle Confident Ltd, which submitted the most economically advantageous tender.

2.2 An above threshold open tender was issued via the EU-Supply Tenders Portal and advertised via Official Journal of the European Union (OJEU) and Contracts Finder, on 12 December 2019. Six (6) expressions of interest were made with three compliant tender proposals received by the deadline of 21 January 2020.

2.3 Tenders were evaluated on a 70% Price and 30% Quality basis.

2.4 The evaluation was carried out by the Procurement team, who scored the commercial element, and a panel consisting of four officers from the Sustainable Travel team. Based on the evaluation, the recommended supplier is Cycle Confident Ltd.

2.5 The evaluation was based on the following headings and weightings:

Table 1: Evaluation Breakdown

Evaluation Heading	Weighting
MS1 Service Delivery	40
MS2 Project Management	35
MS3 Sustainability	10
MS4 Social Value	10
MS5 Innovation	5
Quality Score (30% weighting applied)	100%

2.6 For reasons of confidentiality, the detailed analysis of the tenders submitted, the breakdown of the 30% quality assessment along with the awarded scores is detailed in the Part II report.

2.7 Feedback will be provided to the unsuccessful bidders. The following represents the final outcome of moderated scores against each supplier:

Table 2: Awarded scores

Bidder Name	Total (Price + Quality)	Rank
Tenderer A	95.7	3
Cycle Confident	156.0	1
Tenderer C	137.7	2

2.8 Cycle Confident, the successful bidder, brings a wealth of experience in delivering cycle training and has an excellent knowledge of the borough. They have a strong team whose vision aligns with that of the council. The evaluation panel are confident that they will deliver the project to a high standard and that the bid represents value for money.

2.9 Further details of the quality and pricing evaluation, including the identity of the two unsuccessful tenderers, is contained within Part II of this report.

Contract Management

- 2.10 The Sustainable Travel Co-ordinator will lead on the management and review of the contract, with support from the Sustainability and Road Safety Manager.
- 2.11 Quarterly meetings will take place throughout the life of the contract with performance being measured against specified KPIs. These meetings will also be a chance to discuss innovation and creativity in delivering services to hard-to-reach groups.
- 2.12 Cycle Confident will be expected to provide monthly reports detailing spend to date, numbers of school children trained, numbers of adults trained and the respective Bikeability level reached.
- 2.13 Poor performance will be identified through the reports and contract review meetings. In the first instance the meetings will be used to discuss measures to rectify this poor performance with deadlines. During this period the frequency of the contract management meetings will be increased to monthly. Instances of poor performance will be reported to the Sustainability and Road Safety Manager in the case that these additional measures do not rectify the problem.
- 2.14 The Council will measure the quality of delivery by usage of Key Performance Indicators (KPIs) and Targets as listed outlined in the specification.
- 2.15 Cycle Confident will be expected to provide bi-annual reports which will include in depth analysis of items including the demographic of riders, bike ownership, progression and health benefits.

3. FINANCE

- 3.1 The £300,000 per annum cost will be met from the TfL grant. Two further one-year contract extensions will be available to the successful provider subject to performance review from the sustainable travel team at Lambeth measured against the delivery of Key Performance Indicators (KPIs).
- 3.2 Indications are that this funding will continue, and it is anticipated that extra funding will be made available from TfL as a result of their in-year dynamic budget modelling. The contract does not have a minimum value; in the unlikely event funding is not made available from TfL, Lambeth will not have a contractual duty to continue to pay this supplier.
- 3.3 Payments will be made on a monthly basis on the production of an invoice and drawn down from the portal quarterly.

4. LEGAL AND DEMOCRACY

- 4.1 The council has the power to incur expenditure on the training services under the general power of competence provided by the Localism Act.
- 4.2 The Public Services (Social Value) Act 2012 requires contracting public bodies to consider in planning their procurement how they might secure benefits that might improve the environmental, social and economic wellbeing of their area.
- 4.3 The Public Contracts Regulations 2015 apply to the proposed award and the council is obliged to publish a contract notice in the Official Journal of the European Union if the value of the services exceeds the light touch services threshold (which at the time of the tender was £615,278). The council must then run a competitive tender process. This report outlines how the council met this requirement by running an open procedure tender process.

4.4 This proposed key decision was entered in the Forward Plan on 03 December 2019 and the necessary 28 clear days' notice has been given. In addition, the Council's Constitution requires the report to be published on the website for five clear days before the proposed decision is approved by the Cabinet Member. Any representations received during this period must be considered by the decision-maker before the decision is taken. A further period of five clear days - the call-in period – must then elapse before the decision is enacted. If the decision is called-in during this period, it cannot be enacted until the call-in has been considered and resolved.

5. CONSULTATION AND CO-PRODUCTION

5.1 During the consultation of the Lambeth Transport Strategy, respondents supported cycle skills training for adults and individuals and Bikeability in schools.

5.2 Internal consultation has taken place throughout the Gateways of this procurement exercise.

6. RISK MANAGEMENT

6.1 The Project Team responsible for the delivery of the procurement and management of the subsequent contract have developed a risk register in the table below. The main risks that impede on the successful delivery of this procurement and contract are listed together with proposed control measures.

6.2 The main risks that impede on the successful delivery of this procurement and contract are:

Risk Register

Item	Risk	Likelihood	Impact	Score	Control Measures	Risk Owner
1	Inadequate quality of service	2	4	8	There will be regular meetings to ensure that the supplier meets the requirements of the contract	Suzy Harrison – Sustainable Travel Co-ordinator
2	Contract supplier is unable to fulfil contract due to financial reasons	2	4	8	As part of the procurement process, the supplier was requested to provide information to show it has sufficient turnover to maintain business continuity. Due diligence has also been carried out on the successful provider via a D & B (Dun & Bradstreet) credit & financial check	Suzy Harrison – Sustainable Travel Co-ordinator
3	Disruption from Brexit	3	2	6	As part of the tender process, section MS2 in the Service Providers Method Statement Response requested that the supplier submit a plan to mitigate disruption.	Suzy Harrison – Sustainable Travel Co-ordinator

Item	Risk	Likelihood	Impact	Score	Control Measures	Risk Owner
4	GDPR Considerations	2	2	4	As part of the tender process, section MS2 in the Service Providers Method Statement Response requested that the supplier submit a plan to comply with GDPR.	Suzy Harrison – Sustainable Travel Co-ordinator
5	Business Continuity Plan	2	4	8	As part of the tender process, section MS2 in the Service Providers Method Statement Response requested that the supplier submit a Business Continuity Plan.	Suzy Harrison – Sustainable Travel Co-ordinator
6	Funding is returned to TfL	2	4	8	This is written into the contract and we have been assured that funding will be found at some level internally	Suzy Harrison – Sustainable Travel Co-ordinator
7	Covid-19 delays project start date	3	2	6	The project is only expected to start as soon as it is safe to do so. A delay in starting may decrease the numbers of people we can train but that would not affect the quality of the delivery when it starts.	Suzy Harrison – Sustainable Travel Co-ordinator
8	Social distancing and other restrictions affect delivery of the project	3	2	6	The supplier will be asked to only work within the guidelines, using PPE and observing social distancing when necessary. Training will only be taking place when these measures are able to be properly adhered to.	Suzy Harrison – Sustainable Travel Co-ordinator

Key

Likelihood	Very Likely	4	Likely	3	Unlikely	2	Very Unlikely	1
Impact	Major	8	Serious	4	Significant	2	Minor	1

7. EQUALITIES IMPACT ASSESSMENT

7.1 An equalities impact assessment report has been prepared for this project and is provided as an appendix to this report. The outcome resulted in 'No adverse impact, no change required'.

7.2 Cycle skills training is offered to all and Cycle Confident have the facilities required to provide for those with mobility issues, working alongside Wheels for Wellbeing to engage with SEND schools across the borough.

8. COMMUNITY SAFETY

8.1 Cycle training improves community safety by enabling safe road use by cyclists. There may be bicycle theft implications by increased bike ownership, however, free advice is given by the Lambeth Safer Transport Police along with free bike security marking at events around the borough in order to offset this.

9. ORGANISATIONAL IMPLICATIONS

Environmental

9.1 The provision of cycle skills training encourages the use of bicycles for transport which is environmentally friendly.

Health

9.2 The provision of cycle skills training meets the priorities of Lambeth's Cooperative Health and Wellbeing Strategy and Lambeth's Joint Strategic Needs Assessment by encouraging the use of bicycles for transport which has been shown to improve the physical and mental health of individuals. It is also hoped that it will lead to a reduction of motor vehicle use in the borough which in turn will improve the air quality and the health and wellbeing of all residents.

Corporate Parenting

9.3 Not applicable.

Staffing and accommodation

9.4 No change to current arrangements

Procurement

9.5 The Gateway 1 Business Case was approved on the 4 October 2019 and the Gateway 2 Procurement Strategy Report was approved on the 19 November 2019.

9.6 Procurement Route:

- a. An OJEU Tender was published on Contracts Finder and OJEU via the EU-Supply tendering portal on 12 December 2019
- b. The documents issued for the Tender are detailed in the background documents section.
- c. The percentage split between price and quality was 70:30
- d. The OJEU Reference number is 2019/S 243-597433
- e. The Tender was issued on the 12 December 2019 with all responses received by 21 January 2020
- f. There were three tenders received.
- g. There were four panel members who assessed each response separately and then met to agree a consensus score with the Procurement lead
- h. The tender achieved a £49,888.63 saving based on the winning supplier against the average bid. This was likely due to going out via the open market, rather than a restricted process.

Responsible Procurement

Good Quality Jobs with Fair Pay and Decent Working Conditions

9.7 Cycle Confident has committed to pay the London Living Wage and not offer zero-hour contracts.

9.8 Cycle Confident has committed to comply with the Modern Slavery Act (2015).

9.9 Cycle Confident has committed to allow all employees the freedom to join a trade union and not be treated unfairly as a consequence of belonging to one.

Quality Apprenticeships, targeted Employment for Lambeth residents and Lambeth Priority Group

9.10 Cycle Confident has committed to sourcing at least 50% of mechanics and instructors from Lambeth and to include an apprenticeship scheme providing opportunities for young people in the borough. Cycle Confident has a proven track record of providing these opportunities as evidence by their work with West Lea SEND School in Enfield to create work experience and apprenticeship options for their students.

Reduce Emissions: Lambeth Council has a commitment to being Zero Carbon by 2030

9.11 Cycle Confident are committed to helping Lambeth Council achieve carbon neutral status by 2030 and have a dedicated Sustainability Officer to help achieve these goals. Being based in Lambeth also allows Cycle Confident to transport equipment within the borough by use of their own cargo bike where possible, reducing emissions in the borough.

Single Use Plastics

9.12 The contract has limited use of single use plastics and packaging; however, Cycle Confident is taking steps to eliminate their use throughout their offices including the use of reusable coffee pods, sustainable cleaning products and sourcing alternative stationary suppliers.

Positive Health and Wellbeing

9.13 Road transport is the biggest producer of harmful emissions and the third biggest producer of carbon. The programme of cycle training encourages cycling by equipping new and returning cyclists with skills to cycle safely and competently on the roads of Lambeth. With reduced numbers of motorists on the streets, the contract itself will have a positive impact on the health and wellbeing of everyone in Lambeth.

9.14 Cycle Confident does not employ over 250 staff and therefore is not subject to the London Healthy Workplace Charter or signing of the Time for Change Employers Pledge and Suicide Prevention Strategies. However, all managers at Cycle Confident have completed the Zero Suicide Alliance (suicide prevention) training.

9.15 Cycle Confident encourages its staff to take up Instructor Training and cycle to work, with two thirds of their office workforce currently commuting by bike.

9.16 Cycle Confident also offers its staff flexible working arrangements and organises staff outings to feed into a culture of wellbeing.

Other Offers (Innovation)

9.17 Cycle Confident has committed to continuously help Lambeth with bidding for additional funding opportunities from TfL and other sources. Their innovative practices include BikeMechanix, a project targeted at local NEET (not in employment, education or training) youngsters to become City - and Guilds accredited bike mechanics; SEND Secondary School training and the introduction of the 'opt out' model in place of the traditional 'opt in' consent form used in primaries.

9.18 Cycle Confident will also support community groups to grow through numerous different training events to provide training to groups which are often considered 'hard to reach'. The support is focused on:

- Training and mentoring instructors - to work with communities, identify local cycling champions and train them to deliver Bikeability sessions;

- Training and mentoring Ride Leaders - aimed at deeper community engagement and sustained cycling activity. Prospective Ride Leaders are trained through Cycle Confident's Recognised Delivery Centre;
- Safeguarding - Ride Leaders complete the Educare Child Protection in Sport and Active Leisure CPD; and,
- Maintenance Classes - to deepen community engagement and sustained cycling activity, we train Ride Leaders in cycle maintenance.

9.19 Additional training events include group training with community groups, led rides, travel planning days and transition courses and cargo bike courier schemes to support local businesses.

9.20 Outside of Cycle Training, Cycle Confident are willing to work with industry bodies to develop and deliver solutions to challenges, as evidenced by their participation of the Approved Driver Instructor Training pilot project in partnership with the Department for Transport.

9.21 Cycle Confident also have a sister company, BikeRight which has run innovative programmes to encourage cycling in areas of the North West of England and can use this experience to bring new and innovative ideas to Lambeth.

10. TIMETABLE FOR IMPLEMENTATION

10.1 The below table details the stages and deadlines for implementing this decision.

Activity	Proposed Date
Date published on Forward Plan	3 December 2019
Procurement Board date (Award Report)	21 April 2020
Decisions Online inc. Call in period and Alcatel standstill	08 – 15 June 2020
Decision date	16 June 2020
Contract signed and sealed	8 June 2020
OJEU Contract Award Notice despatch	9 June 2020
Contract commencement	16 June 2020

AUDIT TRAIL				
Consultation				
Name and Position/Title	Lambeth Directorate	Date Sent	Date Received	Comments in paragraph:
Councillor Jack Hopkins	Leader of the Council	22.05.20	08.06.20	cleared
Councillor Claire Holland	Deputy Leader of the Council (Sustainable Transport, Environment & Clean Air)	01.05.20	11.05.20	cleared
Bayo Dosunmu, Strategic Director	Resident Services	14.05.20	18.05.20	cleared
Raj Mistry, Director Environment & Streetscene	Resident Services	23.03.20	23.03.20	cleared
Andrew Burton, Assistant Director for Highways, Capital Programmes & Sustainability	Resident Services	12.13.20	12.03.20	cleared
Andrew Ramsden, Assistant Director Finance	Finance and Investment	18.03.20	23.03.20	3
David Thomas, Contracts Lawyer	Legal and Governance	02.03.20	12.03.20	4
David Rose, Democratic Services	Legal and Governance	12.03.20	12.03.20	Throughout
Kevin Edger, Category Manager, Procurement	Finance and Investment	06.04.20	09.04.20	Throughout
Sophie Eveso, Senior Procurement officer	Finance and Investment	02.03.20 17.03.20 02.04.20	04.03.20 20.03.20 06.04.20	Throughout
Andrew Round, Sustainability & Road Safety Manager	Resident Services	17.02.20	28.02.20	Throughout

REPORT HISTORY	
Original discussion with Cabinet Member	ongoing since January 2019
Report deadline	N/A
Date final report sent	18.05.20
Part II Exempt from Disclosure/confidential accompanying report?	Yes
Key decision report	Yes
Date first appeared on forward plan	03.12.19
Key decision reasons	2. Expenditure, income or savings in excess of £500,000
Background information	Transport for London (TfL) framework contract Mayor of London Cycling action plan Mayor of London's Transport Strategy Lambeth Transport Strategy Modern Slavery Act (2015)
Appendices	Appendix A – Equalities Impact Assessment

**APPROVAL BY THE CABINET MEMBER
IN ACCORDANCE WITH SCHEME OF DELEGATION**

I confirm I have consulted Finance, Legal, Democratic Services and the Procurement Board, and taken account of their advice and comments in completing the report for approval:

Signature: _____ **Date:** _____

Post: Alex Watson,
Assistant Sustainable Travel Co-ordinator

I confirm I have consulted the relevant Cabinet Members, including the Leader of the Council, and approve the above recommendations:

Signature: _____ **Date:** _____

Post: Councillor Claire Holland, Deputy Leader of the Council (Sustainable Transport, Environment and Clean Air)

Any declarations of interest (or exemptions granted): None

Any conflicts of interest: None

Any dispensations: None