

NORTH EAST JOINT TRANSPORT COMMITTEE

RECORD OF DELEGATED DECISION BY OFFICER

1. Subject of Decision

Bus Service Improvement Plan (BSIP) Capital Programme - Development Funding Approval

2. Delegation Reference (Refer to Meeting Minute Number or Delegation Scheme in the Constitution or Decision Notice)

Recommendation i of the Bus Service Improvement Plan (BSIP) Capital Programme – Development Funding Approval, paper presented at the Joint Transport Committee held on 19/12/2023 (minute number 56).

This decision has been delegated to one or more officer(s) under:

(a) A specific express authorisation was given to the Managing Director Transport North East in consultation with the Monitoring Officer and Chief Finance Officer by the Joint Transport Committee on 19.12.2023

<https://necawebsite.s3.eu-west-2.amazonaws.com/wp-content/uploads/2023/12/05144954/2023.12.19-JTC-Agenda-Pack.pdf>

(b) a general authorisation to take such decisions **and**, the effect of the decision is to:

(i) grant a permission or licence;

(ii) affect the rights of an individual; or

(iii) award a contract or incur expenditure which, in either case, materially affects the Authority's financial position.

3. Name and Title of Decision Maker

Tobyn Hughes, Managing Director, Transport North East

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4. Details of any Conflict of Interest and any Dispensation granted in respect of such Interest

None.

5. Executive Summary

The North East Joint Transport Committee agreed to procure professional services to advance the development of BSIP schemes at their meeting on the 19th December 2023. This Delegated Decision relates to the procurement of professional services to produce the BSIP Safe and Secure Bus Stations Programme Business Case to bring forward associated delivery.

6. Decision(s)

6(a) As set out in the 'Recommendations' section of the appended Procurement Award Report,

to award the contract to support the preparation and production of the BSIP Safe and Secure Bus stations Programme Level Business Case, to the successful tenderer Jacobs.

6(b) If Exempt or Confidential, please provide a reason:

N/A

7. Alternative options considered

No alternative options exist which would enable the production of the BSIP Capital Safe and Accessible Bus Stations Programme Business Case in the required timescales.

8. Reasons for the Decision(s)

The procurement award will ensure that there is available resource and expertise to enable the BSIP Safe and Accessible Bus stations sub-programme to be developed in line with the regionally agreed Transport Assurance Framework, and for schemes to be delivered in the funding timeframe.

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9. Contact Officer

Jonathan Bailes
Interim Assistant Director, Funding & Programmes, Transport North East
Jonathan.Bailes@transportnortheast.gov.uk

10. Date of Publication

12 March 2024

11. Date of Call-In Deadline

N/A

12. Implementation Date

12 March 2024

Signature of the Decision-Maker



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Please return the following to Emma Reynard in Democratic Services
(emmareynard@gateshead.gov.uk) **within 2 working days of the decision having been taken.**

- A Word version of the completed Delegated Decision report



North East Combined Authority

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NORTH EAST JOINT TRANSPORT COMMITTEE

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- A Word version of the completed Delegated Decision Record
- A scanned PDF version of the completed and signed Delegated Decision Record

The Delegated Decision will be published by Democratic Services within three working days of it being taken, and it will then be open to call-in for a further five working days.

Decisions must not be implemented until the call-in process is completed. Democratic Services officers will advise report authors and decision makers of the relevant deadlines for call-in.

Procurement Award:

Report by: Kim Farrage, Bus Infrastructure Programme Manager

Report to: Managing Director, Transport North East

1. Purpose

- 1.1 The overarching objective of this commission will be to: produce a programme level Business Case for the Bus Service Improvement Plan (BSIP) funded Safe and Accessible Bus Stations work stream.

The Taks associated with the production of the Business Case include:

- Conduction inception and regular engagement sessions with scheme promoters
- Complete all aspects of the WebTAG compliant 5 case Business Case
- Ensure a programme of schemes can be delivered by March 2025
- Undertake VfM and BCR calculations
- Undertake a full QRA
- Provide support to local authorities and assist in all assurance undertakings

A procurement process has been carried out on behalf of Transport North East by Durham County Council using their procurement contractor Bloom. The procurement was carried out via a competition and nine potential suppliers were invited to bid.

Following tender evaluation and moderation this report seeks approval to award the contract to Jacobs who will provide the required professional services to produce a Programme Level Business Case for the BSIP Safe and Accessible Bus Stations workstream in order to ensure delivery within the required BSIP programme timeframe in which all schemes must be contractually committed by March 2025.

2. Recommendations

- 2.1 To grant approval to appoint Jacobs to lead on the aforementioned commission, the value of the contract is £74,334.

3. Background

- 3.1 At the December 2023 meeting of the Joint Transport Committee, Members delegated authority to the Managing Director, Transport North East, following consultation with the Monitoring Officer and Chief Finance Officer, to procure professional services and support as required up to the value of £350,000 to advance BSIP capital sub-programmes. The Safe and Accessible Bus Stations is the first workstream to come forward drawing down on this budget.

- 3.2 A full procurement exercise has been carried out in order to procure a supplier who will provide professional services to produce the required Programme Level Business Case

to ensure delivery within the required programme timeframe in which all schemes must be contractually committed by March 2025.

- 3.3 The specification was sent to nine potential suppliers via Bloom. The tender returns were reviewed on a 70% quality and 30% price basis. The tender price of the successful supplier (£74,334) falls within the identified available budget of £100,000 and offers excellent value for money.

4. Considerations

Bloom's Procurement Team has carried out this procurement exercise in line with the terms and conditions of their procurement contract with Durham County Council. There are no further considerations to consider.

5. Consultation

- 5.1 Officers from Transport North East were involved in the development of both the tender specification and assessing the tender responses.

6. What happens next

- 6.1 With the approval of the Managing Director, Transport North East, Jacobs will be notified of our intention to award the contract and enter into the agreement. A contract will then be prepared and sent to them for signature.

7. Contact Officers and Background Papers

- 7.1 Jonathan Bailes

Interim Assistant Director, Funding & Programmes, Transport North East

Jonathan.Bailes@transportnortheast.gov.uk

Approved to proceed to contract:



Managing Director, Transport North East

Date: 11 March 2024