

**REPORT TO:** CITY GOVERNANCE COMMITTEE – 12 MAY 2025

**REPORT ON:** SOURCING STRATEGY FOR THE PROVISION OF SCHOOL TO COLLEGE COACH TRANSFER SERVICES

**REPORT BY:** EXECUTIVE DIRECTOR OF CHILDREN AND FAMILIES SERVICE

**REPORT NO:** 149-2025

## **1.0 PURPOSE OF REPORT**

- 1.1 The purpose of this report is to present a summary of the sourcing strategy as outlined in Section 5 of this report and seek approval to award a tender for the secure provision of school to college coach transfer services.

## **2.0 RECOMMENDATION**

- 2.1 It is recommended that the Committee:

- a) approves the Sourcing Strategy as outlined in Section 5 of this report.
- b) and delegates authority to the Executive Director of Children and Families following an open tender process to award a contract where the tender price is less than £340,000.
- c) notes that if the outcome of the open tender process is greater than 10% above this amount then the outcome will be brought back to committee for consideration.

## **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The award of contract will be for an initial 2-year commitment with the option for an extension for up to a further 2 years. If the extension is applied the projected total cost across the 4-year contract would be £340,000. The contract will be funded from the Children and Families Revenue Budget.

## **4.0 BACKGROUND**

- 4.1 Dundee City Council requires the services of a local coach company to supply coach transfer services for the transportation of school pupils from each of the 8 Dundee secondary schools to Dundee & Angus College, Gardyne Campus and Kingsway Campus, Monday through to Thursday. Each school should be serviced by separate coaches.
- 4.2 As part of the current curriculum offer in all Dundee secondary schools, our young people can choose to attend Dundee & Angus College as part of their core curriculum. Courses run Monday to Thursday from 2pm and therefore pupils require transportation to the college to avoid any disruption in their learning through travel difficulties.

## **5.0 SOURCING STRATEGY**

- 5.1 The procurement will follow an Open Tender competitive procedure in respect of the required services which have been in place across schools for 10 plus years. The procurement will be carried out in compliance with the Public Contracts (Scotland) Regulation 2015.

## **6.0 RISK ANALYSIS**

- 6.1 There are four standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge.

Description of Risk	Actions to be taken to manage Risk
<b>Commercial Risk</b> – That either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low risk – The procurement will follow an Open Tender competitive procedure in respect of the required services which have been in place across schools for 10 plus years. This will be carried out in compliance with the Public Contracts (Scotland) Regulation 2015.
<b>Technical Risk</b> – This concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification	Low risk – the contract will be tendered through a compliant procedure. Bidders are required to demonstrate technical competence as part of the tender evaluation process.
<b>Performance Risk</b> – This concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits	Low risk – a contract management process will take place throughout the lifetime of the contract.
<b>Contractual Risk</b> – Being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low risk – DCC are contractually protected via the contract terms and conditions. The contractor shall be proactively managed during the term of contract.
<b>Legal Risk</b> – where a procurement is found unsound in law, through the public procurement rules	Low risk – this is a compliant procurement procedure.

## 7.0 POLICY IMPLICATIONS

- 7.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate senior manager has reviewed and agreed with this assessment.

## 8.0 CONSULTATIONS

- 8.1 The Council Leadership Team has been consulted in the preparation of this report and are in agreement with its content.

## 9.0 BACKGROUND PAPERS

- 9.1 None.

AUDREY MAY  
Executive Director of Children and Families Services

April 2025