



**Record of Officer  
Executive Decision  
Ref. No: DforC/005/15-16  
Date of Decision: 20 May 2016**

If you have any questions about this decision, please contact 01903 221006 or email [heather.kingston@adur-worthing.gov.uk](mailto:heather.kingston@adur-worthing.gov.uk).

**Record of Decision: Awarding of Dial a Ride Contracts (Adur and Worthing) 2016-17**

**Decision taken by:** Director for Communities

**Declaration:** I do not have a disclosable pecuniary interest, or conflict of interest.

The persons I have consulted, do not have a disclosable pecuniary interest or conflict of interest: Councillors Simmons and Councillor Val Turner have both been consulted and are in agreement with this procedure.

**Delegated authority:**

At 2.7.8 of the Scheme of Delegations, a Director has a delegated authority to undertake all matters in relation to procurement and the letting of contracts (after consulting with the Head of Business & Technical Services and the Solicitor to the Council). The procurement for this contract must have regard to the Councils' Joint Contract Standing Orders and to the Public Contract Regulations 2015.

**Background:**

1. Dial-a-ride (DAR) is a specific bus service used by those who are disabled, or have mobility issues, and might struggle to use public transport
2. A procurement exercise was carried out in 2015 for the provision of DAR services in Adur and in Worthing which resulted in the contract for Adur and the contract for Worthing being awarded to Dial A Ride Southern Services (DARSS) 1<sup>ST</sup> August 2015 – 31<sup>ST</sup> July 2016. Prior to the 2015 procurement, the services were grant funded by the Councils.
3. The Adur and Worthing contracts, with a value of approximately £24,000 and £40,000 respectively are due to come to an end 31 July 2016
4. It would probably be premature to go to contract at this stage for several reasons:
  - a. The Dial-a Ride service in its current configuration was only set up last year
  - b. We have no detailed information concerning users needs and so writing an informed specification would be problematic
  - c. The service is unique and without a detailed understanding of user needs it is difficult to establish whether another provider could supply the right level of

service

5. It is proposed for a new contract for one year only to be put in place whilst the issues detailed above are resolved, including: collation and analysis of statistics and user information which will then be used to inform the new specification
6. This approach will comply with the contract standing orders due to the specialist nature of the service. A procurement plan will be put into place which will be taken forward by the Voluntary and Community Sector Manager.
7. To offer a new one year contract for the service across both Adur and Worthing, the procurement process would be governed by procurement legislation and our own internal Contract Procedure Rules. Those rules state at :
  - Rule 8.6.1 (b) that where the estimated value of the Contract exceeds £25,000 but does not exceed £100,000 the Director shall obtain 3 sealed written quotes or 3 tenders unless it is impracticable due to the specialist nature of supply or the nature of any warranty that exists

**Decision:** To offer a one year contract to Dial A Ride Southern Services to deliver a DAR bus service across Adur and Worthing for the period 01 August 2016 to 31 July 2017

**Key Decision:** Yes / No

**Reason for the Decision:**

1. The Dial-a Ride service in its current configuration was only set up last year
2. We have no detailed information concerning users needs and so writing an informed specification would be problematic
3. The service is unique and without a detailed understanding of user needs it is difficult to establish whether another provider could supply the right level of service

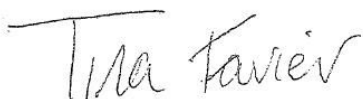
**Alternative Options Considered:** A procurement exercise was planned for this service, however due to the specialist nature of the Contract(s), there is further work needed across the Borough, District and County of coalition and statistical analysis to ensure a longer more viable contract can be put in place.

**Other Matters Considered:**

Legal Advice and Issues	x	Financial Advice and Issues	x
Sustainability Issues	x	Equality Issues	x
Community Safety Issues	x	Human Rights Issues	x
Reputation	x	Risk Assessment	x
Health and Safety Issues	x		

**Consultation:**

Yes; both Cllr Simmons and Cllr Turner have been consulted and are in agreement with the decision

**Background Papers:** None**Call-in:** The call-in deadline for this decision will be 5:00pm on 27 May 2016.**Signed:****Dated:** 20 May 2016**Name:** Tina Favier, Interim Director for Communities**Decision Ref No:** DforC/005/15-16