

**Wandsworth Borough Council**

**Special Educational Needs Transport Services**

**Soft Market Testing Questionnaire**

Ref: 2923

24 June 2022

1. **Introduction**

This questionnaire is part of a soft market testing exercise relating to the potential tendering of Special Educational Transport Services for Wandsworth Borough Council.

The document is intended for use by organisations who have experience providing Special Educational Needs and community transport services or related services and are interested in participating in a possible future procurement process, or who wish to provide any insight into the local marketplace.

The soft market testing exercise will help the Council establish the interest for this service, gather information from providers in the market about current and best practice, and to inform the Council on its commissioning and procurement strategy and future specification.

Written responses are sought to the questions set out in the Questionnaire (there is no obligation to answer all questions, no scoring will take place and all answers are for information purposes only). It would be helpful if you would answer as many of the questions as possible.

For ease of reference and completion, the soft market testing is being distributed via the Delta eSourcing portal [www.delta-esourcing.com](http://www.delta-esourcing.com), Access code: **8644D84X7V**. You can use the following link to access:

<https://www.delta-esourcing.com/delta/respondToList.html?accessCode=8644D84X7V>

Please note that any queries or questions of clarification relating to this soft market testing questionnaire must be submitted via the message centre on the Portal.

Please note that the date deadline for the submission of completed questionnaires is **12:00 noon on 13 July 2022.**

Following the receipt of completed questionnaires the Council may seek to follow up and to invite you to participate in one-to-one discussions or workshops, and the Council intends to run a Meet the Buyer Day in August 2022.

1. **Background**

Wandsworth Council provides home to school travel assistance for children with special education needs or disabilities. These children have a range of complex learning difficulties, physical disabilities, autistic spectrum disorder, challenging behaviour and complex medical conditions.

Currently the Council’s service, provided by an external provider, utilises 26 routes for term-time transport. There are presently approximately 240 students utilising the service.

The Council currently provides the Contractor a central location for buses near Dormay Street, SW18 1EY.

**Supporting data is as follows:**

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| --- | --- | --- | --- | --- | --- |
| **Current No of Routes** | **Current Number of Children on Buses** | **Schools Covered** | **Mileage Per Trip (Appx)** | **Mileage Per Day (Appx)** | **Mileage Per Year (Appx)** |
| 26 | 238 | 5 | 855.80 | 1711.60 | 325204 |
|  |  |  |  |  |  |
| **Schools covered** | **Comments** |
| Garratt Park | 1 site |
| Greenmead | 1 site |
| Linden Lodge | 1 site |
| Nightingale Community Academy | 1 site |
| Paddock Primary | School based at different site to Secondary school |
| Paddock Secondary | School based at different site to Primary school |

|  |  |
| --- | --- |
| **Route Statistic** |  |
| Average number of passengers per route | 9.4 |
| Number of routes with less than 10 passengers | 12 |
| Range of passengers | 5-26 |

1. **Objective of the Soft Market Testing Exercise**

The Council is seeking to engage with providers in the market to help inform its commissioning and procurement strategy. In particular, the Council has a number of questions related to operations, vehicles and best practice for providers to share insights.

For any general questions please contact the Council’s Central Procurement Team via the Delta eSourcing Portal. The key officer for this soft market testing is:

* Eric Desveaux, Category Manager – Environment
* Eric.desveaux@richmondandwandsworth.gov.uk
1. **Soft Market Testing Questionnaire**

There is no obligation to answer all questions as this is used for information purposes only. It would be helpful if you would answer as many of the questions as possible.

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| **Organisation details**  |
| Name of organisation |  |
| Contact name |  |
| Position |  |
| Address |  |
| Telephone |  |
| Email |  |

**Tender-related Questions**

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| **Should the Council invite tendres, would you intend to submit for this opportunity?** | (Indicate as necessary) |
| Yes |[ ]
| No |[ ]

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| --- | --- |
| **If yes, how would you submit?** | (Indicate as necessary) |
| As a Lead Contractor |[ ]
| As a Lead Contactor with sub-contractors |[ ]
| As a Consortium |[ ]

**Your Organisation and Contracts**

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| Do you currently provide SEN Transport services to other boroughs? Are these services dedicated Contracts, via Frameworks (multiple providers) or Dynamic Purchasing Systems? |
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| Can you give an indication on the number of routes, average children per route, average staff hours per week (drivers and PA’s), and average time for each route? |
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| Do you have a depot or location to accommodate the required fleet of vehicles? If yes where, and can this accommodate electric vehicle charging? |
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**Contract Considerations**

The Council is considering various options in relation to any future Tender and Contract. Please give any insight into the below options.

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| Pickup points versus home (kerb) pickup – while the Council appreciates it may not work for all runs, have you any insight into pickup points? What may you require to successfully implement these for a number of routes? |
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| Electric Vehicles – Do you currently use electric vehicles, or have you explored the option? Can you provide any insight into the use of these vehicles including costs, time for acquiring, benefits etc? |
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| Do you have any vehicles which could facilitate this service? What lead-time do you require for new vehicles, whether purchased or leased, and whether diesel, electric or hybrid? |
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| Electric Vehicles – What do you believe is the best approach to adopting electric vehicles? Is it all vehicles at the commencement of the Contract, or staggered in during the term, or something else?  |
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| What would you consider an optimum Contract term? |
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| Do you utilise route planning or route optimisation software? |
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| What major factors are likely to influence your interest in tendering for delivery of this service? |
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| The Council is considering a “price-per-seat” or “price-per-mile” for any new Contract. Can you share your insights on these commercial arrangements? |
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**Thank you for taking the time to complete this questionnaire, your feedback will be valuable in helping the Council with its commissioning and procurement plans.**