

## Appendix C: Nottingham Capability Fund 2021/22 Procurement and Commissioning Strategy

The tables in this appendix set out the procurement routes and approvals requested for each element of external spend set out in **Appendix B Capability Fund programme and allocations for 21/22**.

**Table C.1: Projects requiring approval to exercise options to extend existing contracts and associated spend**

Project reference, description and procurement route		Approved value £ 17/18- 21/22	Additional value £ 21/22	Total value £
1.1	<b>Workplace Travel Services (WTS): Workplace Personalised Travel Planning and Sustainable Travel Business Events</b>	£160,000	£30,000	£190,000
<ul style="list-style-type: none"> <li>Nottingham City Council awarded a tender <b>CPU3019 Lot A1</b> to Sustrans for delivery of the Workplace PTP and Events package from October 2018 until March 2020. The contract includes the option to extend for up to two years of which one 12 month contract extension has been enacted.</li> <li>The procurement strategy is to enact the option to award the further 12 months contract extension to a value of £30,000 to enable continuation of the Workplace PTP and Events package for Nottingham City up to 31 March 2022 to deliver events and PTP for 30 businesses in Nottingham and Derby including associated comms and monitoring activities.</li> <li>This is awarded on the basis that this was procured via an OJEU compliant tender and continuing with the current supplier would maintain continuity of service for a 12 month funding programme.</li> </ul>				
1.2	<b>Workplace Travel Service : Active Travel Services</b>	£92,058	£29,000	£121,058
	<b>Workplace Travel Service: Cycle awareness training for professional drivers</b>	£79,500	£0	£79,500
<ul style="list-style-type: none"> <li>Nottingham City Council awarded a tender <b>CPU3019 LotA2</b> to Ridewise for delivery of walking and cycling support packages (including workplace active travel engagement events, 1: 1 and group cycle training) for eligible businesses from October 2018 extended up to March 2021. The Council also awarded tender <b>CPU3019 LotA3</b> to Ridewise for delivery of an accredited CPD cycle awareness training course to professional fleet and self-employed drivers in Nottingham from October 2018 extended up to March 2021. These tenders were awarded under an OJEU compliant procurement.</li> <li>The contracts include the option to extend for up to two years of which a 12 month contract extension has been enacted against both Lots. A contract variation was agreed under DD4056 to award £13,500 in 2020/21 under Lot 2 to Ridewise to support delivery of Nottingham Bike Aid</li> <li>The procurement strategy is to enact the option to award a further 12 months contract extension to Ridewise of £29,000 from the Capability Fund to extend the Active Travel business support package under Lot 2 up to 31 March 2022 to deliver specialist walking and cycling support services for businesses in Nottingham as part of the Workplace Travel Service.</li> <li>This additional award takes the total value of the activity to be delivered under Lot 2 to £121,058 and is awarded on the basis that this is was procured via an OJEU compliant tender and continuing with the current supplier would maintain continuity of service for a 12 month funding programme.</li> <li>The provision of the training element of cycle awareness for professional drivers in Lot 3 previously funded as a standalone project would be provided on a site by site basis as required within the active travel package at the unit cost for cycle instructor time. There is no separate funding provision for this activity.</li> </ul>				

Project reference, description and procurement route		Approved value £ 17/18- 21/22	Additional value £ 21/22	Total value £
<b>1.3</b>	<b>Tailored support package for jobseekers – overview of support package</b>			
	<ul style="list-style-type: none"> <li>• <b>Jobseeker cycle training package</b> - Contracts for tailored cycling support for jobseekers were awarded through competitive tender <b>CPU3019</b> Part B Lots 4, 5 comprising specialist education and training packages around cycling and bike mechanics skills.</li> <li>• Local providers Ridewise (cycle training) and Nottingham Bikeworks (Dr Bike and cycle maintenance) were appointed. These lots were set up as call off contracts with an agreed schedule of rates and an upper spend limit for each service, paid monthly based on per head take up by clients referred through the Jobseeker PTP and Referral project (project 3.1).</li> <li>• A further contract for supplier of recycled bikes up to £20,000 was awarded to Ridewise through a separate procurement on the basis of three quotes.</li> <li>• The suppliers of the services work together to provide a seamless jobseeker support package supported and co-ordinated by Sustrans as the contracted client referral agent (project 3.1).</li> <li>• The procurement strategy for this work package is to enact the option to award 12 month contract extensions to the existing suppliers Ridewise and Nottingham Bikeworks on the basis that the referral process for each service under Lots 4 to 6 is intrinsically linked to the other Part B lots so to seek alternative suppliers would involve re-establishing these referral processes across the project partnership thereby risking delays in the delivery of a 12 month funding extension.</li> <li>• Contract extension values for each element by supplier are set out below.</li> </ul>			
<b>1.3a</b>	<b>Jobseeker cycle training package (Ridewise)</b>	£56,567	£15,000 (to combine the contracts)	£71,567
<b>1.3b</b>	<b>Recycled bikes for jobseekers call-off contract (Ridewise)</b>	£20,000		
	<ul style="list-style-type: none"> <li>• Ridewise was awarded the contract for <b>CPU3019</b> Lot 4 under an OJEU compliant procurement. The contract includes the option to extend for up to two years of which a 12 month extension has been enacted. The value of services awarded under Lot 4 up to March 2021 is £55,000 of which £24,768 has been called off.</li> <li>• Contract variation was approved under DD3939 to award an additional £17,000 to Ridewise in 20/21 and a 12 month contract extension with a further £18,000 in 21/22 under DD4173 to deliver Nottingham Bike Aid.</li> <li>• Ridewise was also awarded a separate call off contract for supply of recycled bikes and associated safety equipment for jobseekers up to £10,000 through an Invitation to Quote. This contract was extended by a further £10,000 to continue the service in 20/21 as approved under DD3831 for the Access Fund continuation grant.</li> <li>• The procurement strategy is to enact the option to award a further 12 month contract extension and make a variation to the 21/22 contract award to Ridewise under Lot 4 to combine the 2 contracts it holds, to provide continuation of the cycle training package, and to include the supply of recycled bikes and associated safety equipment contract, as part of the Jobseeker PTP and Support Package, for to up to 100 clients by March 2022, up to an increased value of £15,000.</li> <li>• This additional award takes the total value of the activity to be delivered under Lot 4 to £71,567.</li> </ul>			
<b>1.3c</b>	<b>CPU3019 Lot B5 Jobseeker Dr Bike services and CPU3019 Lot B6 Jobseeker cycle maintenance training &amp; BuildABike was awarded to Nottingham Bikeworks</b>	£120,000	£20,000	£140,000
	<ul style="list-style-type: none"> <li>• Nottingham Bikeworks was awarded the contract for <b>CPU3019</b> Lot 5 and Lot 6 under an OJEU compliant procurement. The contract for Lots B5 and B6 includes the option to extend for up to two years (up to March 2022).</li> <li>• Contract variation was approved under DD3939 to award an additional £23,000 to Nottingham Bikeworks in 20/21 under a 12 month contract extension up to March 2022, with a further £22,000 in 21/22 under DD4173 to deliver Nottingham Bike Aid and pop up Dr Bike services.</li> </ul>			

Project reference, description and procurement route	Approved value £ 17/18- 21/22	Additional value £ 21/22	Total value £
<ul style="list-style-type: none"> <li>The approved value of services awarded under Lots 5 and 6 to date is £120,000 of which £97,904 has been called off with further PO of £22,000 committed so expected approved contract spend is £119,904.</li> <li>The procurement strategy is to enact the option to award a further 12 month contract extension and to vary the 21/22 contract award to Nottingham by a further £20,000 for additional services to provide continuation of Dr Bike, cycle maintenance skills and training as part of the Jobseeker PTP and Support Package to support a further 100 clients by March 2022.</li> <li>This additional award takes the total value of the activity to be delivered under Lot 5 and 6 to £139,904 and is on the basis that the contract for these 2 lots was awarded through an OJEU compliant tender process and continuing with the current preferred supplier would maintain an established referral processes across the jobseeker project partnership.</li> </ul>			

**Table C.2 Projects requiring approval for a dispensation from Contract Procedure Rule 4.1.1 (Quotations)**

Project description and procurement route	Approved value £k 17/18- 21/22	Additional value £k 21/22	Total value £k
<b>2.1</b>   <b>Love to Ride cycle challenge</b>	£10,000	£40,000	£50,000
<ul style="list-style-type: none"> <li>Expansion of annual cycle challenge “LovetoRide” to provide a 12 month cycle challenge campaign including associated web platform and marcomms package in Nottingham and Derby. Procurement in 20/21 was undertaken by Derby City Council under the joint Access Fund programme with Nottingham City making a £10,000 contribution towards the project costs.</li> <li>In 2021/22 Nottingham is funding the larger share of the programme totalling £30,000 of £40,000 package providing 45 days of dedicated local campaign officer time and a standalone campaign web platform and so the contracting will be undertaken by Nottingham City Council on behalf of the two councils. The additional small-scale delivery in Derby City of up to £10,000 will be funded by Derby City Council’s Capability fund allocation as confirmed in the letter in Appendix D.</li> <li>This value is within the £99,999 threshold for requiring three quotes. The procurement strategy is a dispensation from Contract Procedure Rule 4.1.1 in accordance with Financial Regulation (3.29) (Operational Issues) to make a direct funding award of £40,000 to Love to Ride to provide a specific cycle challenge campaign including associated web platform and marcomms package.</li> <li>This award is on the basis that Love to Ride are recognised by DfT as a unique supplier for this cycle challenge package, the pilot project in 20/21 established the offer in Nottingham and the same package could not be procured via an alternative provider.</li> </ul>			

**Table C.3: Projects requiring approval for dispensation from Contract Procedure Rule 4.1.2 (Tenders)**

Project reference, description and procurement route	Approved value £k 17/18- 21/22	Additional value £k 21/22	Total value £k
<b>3.1</b>   <b>Continuation of Nottingham and Derby Jobseeker PTP support service</b>	£270,000	£115,000	£385,000
<ul style="list-style-type: none"> <li>Continuation of a personalised travel planning and travel support referral service offering travel related training and skills to jobseekers in Nottingham and Derby to remove barriers to entering training and employment to be commissioned as extension to a joint Nottingham Derby project with contribution from Derby City Council for Derby area of £58,000. This funding will continue to support two dedicated jobseeker travel advisors (one based in Nottingham and one based in Derby) plus associated events, comms and monitoring.</li> <li>The Council has approved a direct funding awards totalling £270k to Sustrans to deliver a bespoke support package providing support and training around jobseeker travel in Nottingham and Derby from February 2018 to March 2021. The service was commissioned by the City Council as a joint</li> </ul>			

Project reference, description and procurement route	Approved value £k 17/18- 21/22	Additional value £k 21/22	Total value £k	
<p>package up to March 2020 with the council's Access Fund partner Derby City Council and was extended for 12 months up to March 2021.</p> <ul style="list-style-type: none"> <li>This contract comprises specialist travel related training activities for jobseekers and so is subject to the light touch procurement arrangement. The procurement strategy is a dispensation from Contract Procedure Rule 4.1.2 in accordance with Financial Regulation (3.29) (Operational Issues) to make a further direct funding award of £115,000 to extend the contract with Sustrans for a further 12 months up to March 2022 to continue to provide the referral/personalised journey planning service, on the basis that the total value of £385,000 is below the January 2020 OJEU threshold of £663,540 for light touch category activities.</li> <li>In view of the specialist nature of this project and its dependency on local relationships between the travel advisors, the network of local employment support providers, the client groups and the local cycle referral service suppliers awarded through ITT CPU3019 Part B Lots 4 – 6 it provides best value to make a further direct award of £115k to extend Sustrans contract for jobseeker PTP training package up to March 2022.</li> <li>Continuing to use the same provider offers best value by capitalising on established relationships and local partnerships with local employment support organisations enabling service continuity for clients and avoiding time delays in set up and recruitment. The value of this approach has been demonstrated with Sustrans providing a high level of service and consistently delivering beyond the contract KPIs due to the strong partnership working and personal commitment of the Jobseeker PTP project team.</li> <li>This approach will also avoid a significant gap in delivery during the core summer cycling period and maximise the opportunity for delivery within the constraints of a one year funding window to ensure Nottingham and Derby can continue to provide travel support to jobseekers to get the full benefit of the Capability Fund allocation.</li> <li>Furthermore as delivery of the jobseeker cycle support activities depend on delivery of Jobseeker PTP Referral service, seeking an alternative supplier for the PTP and referral service jeopardises the established referral processes across the project partnership if a new supplier was appointed, thereby risking delays and loss of service continuity in the delivery of a 12 month funding extension.</li> </ul>				
<b>3.2</b>	<b>Extend Sustrans School Streets support package</b>	£108,000	£35,000	£143,000
<ul style="list-style-type: none"> <li>Extend Sustrans School Streets support package awarded under DD4056 from Sept 2021 to March 2022 to embed active travel behaviours in schools and communities participating in the current phase taking place February to August 2021.</li> <li>The procurement strategy is a dispensation from Contract Procedure Rule 4.1.2 in accordance with Financial Regulation (3.29) (Operational Issues) to make a direct funding award of £35,000 to Sustrans to extend the school streets support package for 7 months from September 2021 to March 2022.</li> <li>The total value of this package would be £143,000 which is below the January 2020 OJEU threshold of £189,330.</li> <li>This direct award is on the basis that Sustrans are recognised by DfT as a national leader in this area of work and using Sustrans draws on the benefits of their national and regional experience and will ensure delivery ties into the other active support packages with business and jobseekers and established partnership work in the city to provide a cohesive active travel support package.</li> </ul>				

**Table C.4 Projects requiring approval to award a grant**

Project reference, description and procurement route		Approved value £k 17/18- 21/22	Additional value £k 21/22	Total value £k
<b>4.1</b>	<b>Support existing established partnership relationship with British Cycling for 12 months.</b>	£150,000	£50,000	£200,000
<ul style="list-style-type: none"> <li>British Cycling are the national body for sports cycling in the UK who hold government funding which they invest in the areas they partner with and they are the only body that can access this funding stream. This partnership is a crucial element of Nottingham's cycling ambition strategy and is necessary for Nottingham to continue to be seen as a major cycling city in the UK.</li> <li>The procurement strategy is to make a direct grant award of £50,000 to British Cycling to enable continuation of the British Cycling partnership programme for 12 months up to March 2022</li> <li>The partnership will provide the services of the Regional Cycling Delivery Manager supported by 2 FTE dedicated staff time for programme delivery and associated marcomms collateral, which would otherwise not be spent in Nottingham. Partnership outcomes will be agreed through an SLA between the council and British Cycling and will include a local programme of rides, events, community and school based coaching activities in the city.</li> </ul>				

**Table C.5 Projects requiring approval to spend for small- scale projects - not requiring specific procurement approval**

Project reference, description and procurement route		Approved value £k 17/18- 21/22	Additional value £k 21/22	Total value £k
<b>5.1</b>	<b>TransportNottingham targeted active travel marcomms</b>	£0	£32,000	£32,000
<ul style="list-style-type: none"> <li>This project will comprise small-scale comms and marketing activities such as web, social media, and print materials to support promotion of travel options via Transport Nottingham including a suite of everyday cycling videos to showcase cycling for local trips in different areas of the city.</li> <li>Design and print services will be procured through NCC Design and Print Services framework via Pentana where possible.</li> <li>Suppliers for more specialist activities such as the neighbourhood cycle videos will be appointed on the basis of quotes from suitable local providers and will not exceed £24,999 threshold.</li> </ul>				
<b>5.2</b>	<b>Contribution to business e-cargo bike loan pilot project</b>	£0k	£15,000	£15,000
<ul style="list-style-type: none"> <li>This is a contribution to a DfT grant funded pilot project to enable businesses to trial use of e-cargo bikes. The total estimated value of the pilot is £82,000 and the Capability Fund allocation is £15,000.</li> <li>The Capability Fund will contribute towards the revenue costs of the pilot project such as comms, bike decals, bike insurance, GPS trackers, refurbishment of the e-cargo bike hub building, CCTV and project management and operational costs.</li> <li>The e-cargo bike pilot is in the set up stage and services will be procured in accordance with financial regulations including seeking further approvals if required through the governance for the e-cargo bike project.</li> </ul>				
<b>5.3</b>	<b>Community active travel pilot projects</b>	£0	£30,432	£30,432
<ul style="list-style-type: none"> <li>Programme of small-scale community based pilot projects in up to 3 areas (specific activities and localities to be agreed) to test different approaches to community engagement around active travel. Budget per area expected to be circa £10,000.</li> <li>Suppliers will be appointed on the basis of three quotes with expenditure not anticipated to exceed £24,999 with any single provider.</li> </ul>				
<b>5.4</b>	<b>E-bike library social prescribing pilot</b>	Up to £7,500	£16,000	£24,500
<ul style="list-style-type: none"> <li>Pilot project to provide a social prescribing e-bike library support package for 30 people with 6 week tailored cycle course and e-bike loan, including purchase of 3 specialist adapted e-bikes/trikes to make the offer inclusive to all abilities.</li> </ul>				

- The procurement strategy is to make a direct award of up to £16,000 to Ridewise, the local existing provider for a community bike library to run the pilot as an add-on service to their existing bike library. This will include purchase of a small number of specialist adapted e-bikes including panniers and locks will for loan through the bike library. Suppliers will be appointed on the basis of three quotes where possible. Note the adapted e-bikes are specialist stock and so there may be fewer suitable suppliers than for standard e-bikes.
- Previously approved spend with Ridewise on bike library activities to provide school bike library offer under DD4172 is expected to be up to £7,500.
- Together these values are below the £24,999 threshold for seeking 3 quotes. This option provides best value because using the existing local bike library provider will allow the pilot project to piggyback onto existing systems and processes already developed for the main bike library service, which is the most cost effective way to deliver a short term project of only 6 months.
- The remainder of the budget (£3,000) is for insurance and GPS tracking for the e-bikes to be purchased by the council from other appropriate suppliers.

#### **Note on the Derby City elements**

- £68,000 of the Capability Fund programme will be delivered in Derby for Derby City Council. Derby City Council has provided written confirmation that they will make up £68,000 of their Capability Fund allocation available to Nottingham City to cover all the costs of the delivery of the Derby elements of the joint contracts identified above as set out in **Appendix D** to this report.
- This will be an extension of the partnership arrangements established since 2017 for the Nottingham Derby Access Fund for which Nottingham City Council was the main bid partner leading on procurement of most of the joint contracts. This arrangement will support good practice sharing between the two authorities and brings some economies of scale to project delivery for both cities
- The governance for the delivery and performance monitoring of the Derby elements of the above contracts will be through the Joint Nottingham Derby Mobility Board including monthly and quarterly monitoring.