

Appendix C:

Procurement Strategy for active travel behaviour change projects set out in Appendix B Tables 1 and 2

Table 1: Active travel behaviour change activation measures

Project	Allocation	Procurement route
Workplace Travel Service - active travel support for businesses	£25,000	<ul style="list-style-type: none"> There are a number of compliant procurement options for a small-scale award up to £25,000 depending on the detail of the specification to be agreed for this project to support the Workplace Travel Service. One of the following compliant options will be used: 3 quotes up to £24,999 or call off via active travel cycle training framework currently in preparation or appointing a suitable supplier from an existing framework for travel planning (Midlands Highway Alliance PSP3 or ESPO Framework 645 Lot 5).
School Streets engagement/co-design package to support roll-out of Levelling Up Funding programme	£20,000	<ul style="list-style-type: none"> Sustrans have provided earlier phases of School Streets engagement up until November 2022 to embed active travel behaviours in schools and communities and trial a co-design approach in school street areas. The ESPO Framework 645 Lot 5 provides a compliant procurement route to award a small-scale contract for £20,000 to Sustrans to provide further school streets co-design support package in 2 additional school street areas by 31 December 2023 This supplier has been chosen on the basis that Sustrans are recognised by DfT as a national leader in this area of work. Using Sustrans draws on the benefits of their national and regional experience and will ensure delivery builds on the earlier phases of School Streets engagement and co-design work in the city.
Community Cycle Centres	£12,000	<ul style="list-style-type: none"> This will be contracted together with the Community Cycle Centre project under the Active Travel Social Prescribing programme to provide a co-ordinated offer across the city. Procurement will be via full tender under FTS threshold or under the Community Cycle Training lot in Cycle Training framework in preparation.
British Cycling Partnership - 12 month including	£52,400	<ul style="list-style-type: none"> 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. The Council were awarded funding specifically to engage in the partnership with British Cycling. No other organisation has the same offer or would have ensured the funding from the Department for Transport. 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. The ongoing partnership work unlocks opportunities to bid with British Cycling for Sport England funding streams.

Project	Allocation	Procurement route
		<ul style="list-style-type: none"> The procurement strategy is to make a direct grant award of £52,400 to British Cycling to enable continuation of the British Cycling partnership programme for 12 months up to December 2023. 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 and data insight, which would otherwise not be available to Nottingham. Partnership outcomes for a local programme of rides, events, community and school based coaching activities in the city are set out in Appendix B Table 2 and will be managed through an SLA between the council and British Cycling.
Love to Ride Cycle Challenge package 2023	£17,352	<ul style="list-style-type: none"> Expansion of annual cycle challenge Love to Ride to provide a 2023 cycle challenge campaign including associated web platform and marcomms package in Nottingham Love to Ride are recognised by DfT as a unique supplier for this cycle challenge package and the previous years of the campaign have established the offer in the city with membership and participation building each year. The same package with this brand recognition could not be procured via an alternative provider. 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 up to £12,000 to Love to Ride to provide a specific cycle challenge campaign including associated web platform and marcomms package.
Programme support	£17,500	
<ul style="list-style-type: none"> Transport Nottingham marcomms activities Data collection activities Capability and scheme development 	<p>£7,500 indicative</p> <p>£10,000 indicative</p>	<p>Small scale commissions via council's corporate communications team and Design & Print through Pentana</p> <p>Small-scale contracts below £25,000 on basis of three quotes</p> <p>The nature of the work that will be undertaken allows some flexibility in the level of spend. Prices provided for the behaviour change elements are as accurate as possible at the time of writing. If prices vary this funding stream may be used to supplement budgets (within the programme) but this would be subject to discussion with procurement and procurement spend limits.</p>
Total	£144,252	

Table 2: Capability building and scheme development.

Project	Allocation	Procurement route
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Surveys to support design work	£40,000	The funding covers a number of cycle and walking schemes to be determined through consultation with the Portfolio Holder and local elected members. Surveys to be procured on a scheme by scheme basis either through 3 quotes or via established framework providers.
Design work that can be used for capital funding bids for walking and cycling schemes. To include where necessary public consultation.	£164,000	Using in house design resources and staff time charged to the revenue funding. If additional resources are required they will be drawn down from the existing highway design services framework.