

# Nottingham City Council Delegated Decision



**Nottingham**  
**City Council**

Reference Number:	3771
Author:	Jason Mark Clifford
Department:	Development and Growth
Contact:	Jason Mark Clifford (Job Title: Principal Public Transport Officer, Email: <a href="mailto:jason.clifford@nottinghamcity.gov.uk">jason.clifford@nottinghamcity.gov.uk</a> , Phone: 01158764664)
Subject:	Procure ITSO HOPS and RTD services for ENCTS and commercial ticketing services; approve extension of current RTD service until procurement complete
Total Value:	800,000 (Type: Revenue)
Decision Being Taken:	<ol style="list-style-type: none"><li>1. To procure a 4 year contract for ITSO HOPS (Host Operator Processing System) and RTD (Remote Ticket Download System) due to current contracts coming to an end;</li><li>2. To grant dispensation from Contract Procedure Rule 5.1.2 in accordance with Finance Regulation 3.29 (Operational Issues) to issue a 6 month extension of the current RTD contract (value circa £85,000) to allow the continuation of this service until the procurement exercise is complete as this service is past the contract termination date (November 2019); and</li><li>3. To delegate authority to the Director of Development and Growth to award the contract to the successful supplier following the tender process for 1. and delegate authority for the Director of Development and Growth to award the 6 month extension for 2.</li></ol>
Reasons for the Decision(s)	<p>1. The current HOPS - which handles all ENCTS (English National Concessions Travel Scheme) and Robin Hood Ticketing scheme data including linking with all the individual operators ticket machine systems - the current contract comes to an end in September 2020, Nottingham City Council (NCC) need to have a HOPS in place to handle all concessionary bus pass travel and commercial ticketing travel data. The current RTD system which allows the purchase and download/top up of value to Robin Hood cards at on street ticket machines (and will soon include mobile ticketing), came to an end in November 2019. This system is integral to the Robin Hood Ticketing scheme function. With over £10m in revenue taken and over 200,000 transactions each year this system is fundamental to the operation of smart ticketing in Nottingham.</p> <p>A full OJEU procurement exercise will be undertaken with the assistance of NCC Procurement Services. As the RTD service contract ended in November 2019 an extension is required to maintain the functionality of this critical service until the new procurement is in place.</p>

**Other Options Considered:** 1. Continue with existing providers but the contract has already been extended, via exercising options. Existing Frameworks supplying these services have been scrutinised and are not considered to be compliant with procurement regulations therefore we are unable to use them.  
2. For operational reasons, the Council cannot source another RTD provider for an interim period, the only option is to extend the current agreement with the existing provider.

**Background Papers:** None

**Published Works:** None

**Affected Wards:** Citywide

**Colleague / Councillor Interests:** None

**Dispensation from Financial Regulations:** Yes

**Consultations:** Those not consulted are not directly affected by the decision.

**Crime and Disorder Implications:** No implications.

**Equality:** EIA not required. Reasons: The decision does not relate to new or changing policies, services or functions.

**Decision Type:** Portfolio Holder

**Subject to Call In:** Yes

**Call In Expiry date:** 29/01/2020

**Advice Sought:** Legal, Finance, Procurement

**Legal Advice:**

The proposals in this report raise no significant legal issues and are supported.

The extension of the existing contract will ensure continued service delivery without disruption to citizens whilst a compliant EU tender process is undertaken.

Legal services will assist procurement colleagues in preparing necessary contractual documents. Advice provided by Dionne Claire Screatton (Solicitor) on 20/12/2019.

**Finance Advice:**

The funding for this is contained within the Public Transport Service budget as this is a cost incurred annually for the current contract. The extension and the new contract will be contained within current budget allocations with potential scope for some savings depending on the final figure. Should the contract costs come back exceeding budget allocation, the service will need to manage these within current resources.

There is sufficient budget for the six month contract extension and this adds no financial pressure to the service. The six month extension will allow for the OJEU process to take place and the new contract to be awarded.

Advice provided by Susan Tytherleigh (Senior Finance Manager) on 18/12/2019.

**Procurement Advice:**

Approval to dispense with Contract Procedure Rule 5.1.2 in accordance with Financial Regulation (3.29) (Operational Issues) to allow for 6 months extension to the current contract to allow time for the procurement exercise is required up to a value of £85,000.

Procurement colleagues will assist with the tendering exercise to ensure that a fully compliant value for money contract is awarded.

Advice provided by Paul Ritchie (Lead Procurement Officer) on 20/12/2019.

**Signatures**

<b>Adele Williams (Portfolio Holder for Adult Care &amp; Local Transport)</b>
<b>SIGNED and Dated: 21/01/2020</b>
<b>Chris Henning (Corporate Director for Development and Growth)</b>
<b>SIGNED and Dated: 09/01/2020</b>
<b>Laura Pattman (Strategic Director of Finance) - Dispensation from Financial Regulations</b>
<b>SIGNED and Dated: 06/01/2020</b>
<b>Chief Finance Officer's Comments:</b>