

To: Finance, Resources and Customer Service Policy Board

On: 30 March 2023

Report by: The Chief Executive and the Director of Environment and Infrastructure Services

Heading: Contract Award: Vehicle Fleet Tracking System

1. **Summary**

1.1 The purpose of this report is to seek the approval of the Finance, Resources and Customer Services Policy Board to award a Services Contract for the Provision of a Vehicle Fleet Tracking System (reference RC-CPU-20-427) to UK Telematics Limited.

1.2 The recommendation to award this Contract follows a procurement exercise conducted as a Further Competition under Lot 1: Supply of vehicle telematics hardware, software and associated products of the Crown Commercial Services Telematics Hardware and Software Solutions Framework Agreement (ref: RM6143).

1.3 A Contract Strategy was prepared by the Corporate Procurement Unit and approved by the Head of Operations and Infrastructure and the Strategic Commercial Category Manager on 7 November 2022.

2. **Recommendations**

It is recommended that the Finance, Resources and Customer Services Policy Board:

- 2.1 Authorise the Head of Corporate Governance to award a Contract for the Vehicle Fleet Tracking System to UK Telematics Limited;
- 2.2 Note the Contract has a Call-Off Initial Period of 3 years from the Call-Off Start Date and an Optional Extension Period for up to two additional one-year periods. The anticipated starting date is 17 April 2023 with a period of transfer of any new system which will not exceed 30 May 2023.
- 2.3 Authorise this Contract to remain in force for up to 5 years or until the cumulative value of business under the Contract reaches £400,000 pounds sterling (excluding VAT).
- 2.4 Note the award of this Contract is subject to the completion of the Crown Commercial Services Telematics Hardware and Software Solutions Order Form as indicated within the tender documentation.

3. **Background**

- 3.1 This procurement is for the appointment of a Supplier to provide the Supply, Installation, Commissioning, Training and Maintenance of a Vehicle Fleet Tracking System which has the necessary compatibility to ensure no loss of current data.
- 3.2 This procurement exercise has been tendered as a Further Competition under Crown Commercial Services Telematics Hardware and Software Solutions Framework Agreement (ref: RM6143) Lot 1: Supply of vehicle telematics hardware, software and associated products.
- 3.3 Lot 1 of the Crown Commercial Services Telematics Hardware and Software Solutions Framework Agreement has fifteen Suppliers currently registered on the Crown Commercial Services Contracts Finder Platform. All fifteen Suppliers were invited to participate in the Further Competition issued on 30th November 2022 with the tender documentation available for downloading from the Public Contract Scotland-Tender platform on this date.

- 3.4 By closing date set for return of electronic tenders of 12 noon on 19th December 2022, three Suppliers invited to tender submitted a response with twelve failing to provide a response.
- 3.5 The Council requires all tenderers to have completed the Single Procurement Document (SPD) (a European Single Procurement Document (ESDP) predates the required certificate). The three Suppliers completed the European Single Procurement Document (ESPD) when applying for a place on the Crown Commercial Services Framework Agreement (RM6143).
- 3.6 One Supplier was excluded from the process as their tender submission failed to comply with the procurement documents. As a result, their bid was not considered further.
- 3.7 The remaining two further competition responses were evaluated against the award criteria of 40% Quality and 60% Price as set out in the Further Competition. The tender responses received were evaluated by representatives from the following Council services: Environment & Infrastructure, the Corporate Procurement Unit, ICT, Cyber Security, Corporate Risk and Corporate Health and Safety.
- 3.8 The scores relative to the award criteria for the two Suppliers are noted below:

		Quality (40%)	Price (60%)	Total (100%)
1	UK Telematics Limited	29.50%	60.00%	89.50%
2	Vision Unique Equipment Limited	27.75%	14.92%	42.67%

- 3.9 The evaluation of tender responses received identified that the response by UK Telematics Limited was the most economically advantageous to the Council.

- 3.10 Community Benefits were sought for this Contract and UK Telematics Limited has committed to the following:

Community Benefit Description	No of People / Activity
Job for an unemployed individual	1
Work Experience Placement for an individual 16+ years of age	2
Industry Awareness Events	2
Business advice/support to an SME /Social Enterprise/ Voluntary organisation	1

Implications of the Report

1. **Financial** – The cost for this contract will be met through Environment & Infrastructures Operational & Infrastructure’s revenue budget
2. **HR & Organisational Development** – No TUPE implications.
3. **Community/Council Planning –**
 - Our Renfrewshire is fair - Tenderers were assessed within this procurement process in regard to their approach to ensuring fair working practices throughout their organisation and supply chain i.e. payment of the living wage, training, and development opportunities.
 - Creating a sustainable Renfrewshire for all to enjoy – UK Telematics Limited has committed to deliver Community Benefits as detailed within section 3.10 of this report.
4. **Legal** - The procurement of this contract was carried out in accordance with a Call-Off Contract Further Competition under Lot 1 of the Crown Commercial Services Framework Agreement RM6143 Call-Off Award Procedure and the Council’s Standing Orders Relating to Contracts.
5. **Property/Assets** The vehicle fleet tracking system will be attached to Council vehicles to enhance the management for vehicles and resources.

6. **Information Technology** – Introduction of a new technology solution which has been assessed against, and meets, the technical and security standards required by the Council.
7. **Equality & Human Rights**
The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** - UK Telematics Limited's health and safety credentials were evaluated by Corporate Health and Safety and met the Council's minimum requirements regarding health and safety.
9. **Procurement** - The procurement procedure outlined within this report shall ensure that the Council meets its statutory requirements in respect of procurement procedures, efficiency, and modern Government
10. **Risk** – UK Telematics Limited's insurances were evaluated by Corporate Risk and met the Council's minimum requirements regarding insurable risk.
11. **Privacy Impact** – a Data privacy impact assessment (DPIA) has been carried out for this procurement
12. **Cosla Policy Position** – No Cosla Policy Position implications have arisen or are anticipated.
13. **Climate Risk** – The Vehicle Fleet Tracking System will support the Council Climate objectives by giving clear, accurate maps and improving our vehicle data which will in turn save on Idling time, driving routes and usage of vehicles.

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