

COMMUNICATIONS & ENGAGEMENT PARTNER - PROCUREMENT

Procurement report

07 March 2024

Please note that the following recommendations are subject to consideration and determination by the Board before taking effect.

RECOMMENDATION

It is recommended that:

(a) The Board is asked to note the update provided regarding the procurement of a Communications and Public Relations partner, for Peninsula Transport, for the period from 1 April 2024.

1.0 Background

In October 2023 the Board approved the procurement of a Communications and Public Relations partner for the Peninsula Transport Sub-national Transport Body (STB).

The procurement was necessary because the current contract with Coast Communications ends on the 31st of March 2024 and all allowable extensions within the current contract have been enacted. This meant that a competitive tendering exercise was required to secure a Communications and Public Relations provider, for Peninsula Transport, for the period post March 2024.

The Board requested that Plymouth City Council, as the Communications and Engagement Lead Authority for the STB, procure and award the new contract for the Communications and Public Relations partner, on behalf of Peninsula Transport.

This paper provides an update on the procurement.

2.0 Procurement update

The procurement of a Communications and Public Relations partner for Peninsula Transport is underway. The process is being led by Plymouth City Council, with input from the Peninsula Transport core team. It will be completed by the 1st of April. This will allow the continuous provision of Communications and Public Relations support to Peninsula Transport.

The Communications and Public Relations contract will be for the period of two years, with the option to extend for a further year. This differs slightly from the proposed contract length put to the Board in October, where the intention had been to award a contract for a period of two years with the option for a further two, one-year extensions. The change has been necessary because a longer

contract period would have meant an extended procurement process which would not have been able to be completed by the 1st of April. To ensure that a Communications and Public Relations provider was in place for the period post March 2024, and thus maintain the provision of communications and public relations support to the STB, the reduction in the potential overall contract length was therefore required.

The tender process will be completed this month, ahead of the new contract starting on the 1st of April and the outcome of the tender will be advised to the Board on award of the new contract.

1. Financial Considerations

The competitive tendering exercise being undertaken for the Communications and Public Relations provider for Peninsula Transport will ensure that communications and public relations support can be provided to the STB within the budget available for this activity and that value for money is achieved.

2. Environmental Impact Considerations

There are no environmental impact considerations associated with this paper.

3. Equality Considerations

There are no specific equality considerations associated with this paper.

4. Legal Considerations

The procurement is being undertaken in compliance with Plymouth City Council's procurement processes, Contract Standing Orders and Procurement Law.

5. Risk Management Considerations

The risks associated with the procurement of a Communications and Public Relations provider are low. The tender is being undertaken in compliance with Plymouth City Council's procurement processes, Contract Standing Orders and Procurement Law and the process will be concluded before the end of the current contract ensuring that Peninsula Transport have continuous provision of this key service.

6. Public Health Impact

There are no public health impacts associated with this paper.

7. Summary

The procurement of a Communications and Public Relations partner for Peninsula Transport is currently underway. The tender process will be concluded, and a new contract will be in place, by 1 April 2024 thereby allowing continuous provision of Communications and Public Relations for Peninsula Transport.

The Board will be notified of the outcome of the procurement as soon as the contract has been awarded.