

Specification

1. Background

- 1.1 Allerdale Borough Council ('the Council') licence all hackney carriages that ply for hire in the Allerdale boundaries and private hire vehicles whose booking office is in Allerdale.
- 1.2 As part of this process, the Council previously had a driving assessment in place via the DVSA. The DVSA test was discontinued and a decision was made that a replacement provider should be identified.
- 1.3 The Council require that all drivers undergo driver assessment training as per Guidance for Driving Examiners carrying out Driving Test (DT1), a copy of which is appended.
- 1.4 The Council will not be responsible for any costs incurred for these tests. All costs are to be charged directly to the individual drivers.
- 1.5 Since the discontinuation of the DVSA test, all drivers and new applicants have been advised that on appointment of a new driving test provider, they must sit the relevant driving assessment within six months of that appointment.
- 1.6 The Council intend to implement a pilot scheme in the first instance, as part of the procurement. This pilot scheme will run for six months. After three months, there will be a review of the pilot scheme, to ascertain whether the service provided is appropriate to the Council's requirements. It will also allow the Council to determine whether, in the provision of a permanent service, the value will exceed the relevant threshold and therefore require a full procurement.
- 1.7 The pilot scheme will commence on DATE and will be for six months.

2. Requirements

- 2.1 There are currently approximately 235 hackney carriage drivers and NUMBER private hire drivers who must complete the driving assessment within six months of implementation. There are approximately 300 pending applications who may also need to undertake the test if they proceed.
- 2.2 We require the following tests along with the potential for retesting if required:
 - Category type Z – test type 13 – Private Hire
 - Category type Z1 – Test type 14 – Hackney Carriage (drive and wheelchair assessment)
 - Category type Z2 – Test type 14 – Wheelchair Assessment.
- 2.3 The selected companies will need:

- 2.3.1 To carry out tests as per DVLA standards agency requirements within form DT1, chapter 4 which can be found at <https://www.gov.uk/guidance/guidance-for-driving-examiners-carrying-out-driving-tests-dt1/04-the-taxi-test> and complete form DL25.
- 2.3.2 The capacity to book tests and effectively communicate these details to the drivers.
- 2.3.3 To be able to provide the driver and Allerdale Borough Council with a copy of any test pass certificates or failure notifications.
- 2.3.4 To charge drivers directly for all tests.
- 2.3.5 To be accredited and regulated by the DVSA.

3. Proposed Timetable

- 3.1 The Request for Quotation will be published for seven days, ending on [DATE to be confirmed].
- 3.2 The pilot scheme will be reviewed after three months. This will be to ascertain whether the arrangements are appropriate and whether the test fulfils the requirements of the Council. At this stage, the Council will ascertain whether a full procurement is required to proceed with a permanent service.

4. Quotation Evaluation Criteria

The order will be awarded on the basis of the most economically advantageous to the Council based on the evaluation criteria of **40%** Price and **60%** Quality.