



**MANCHESTER
CITY COUNCIL**

	Directorate for Children & Families

Date: 20th June 2022

Dear provider

TC626 Social Needs Transport Framework 2019/23

The current contracts awarded under the above Framework Arrangements are due to cease at the end of the Summer Term in July 2022.

Manchester City Council is confirming that the Transport Service will be extending the contract and therefore the routes will continue for a further period to the end of the academic year 2023. Prior to the end of this period the Framework will be recommissioned, and you will need apply to the new arrangement where all routes will be subject to a re tender exercise. We are keen to work with you whilst reviewing and revising the new arrangements.

As you know, some routes will reach a natural expiration at the end of the summer term and new routes will come on stream. New routes will be subject to mini competition, and you will be notified of these routes as soon as possible and or when these arise.

We appreciate that many of the routes have been in place since the commencement of the contract in 2019 and that the contract operated on a fixed price tender basis. Since this time we have had a number of challenges and have worked together to support one another, eg COVID and more recently the impact of continuing fuel prices which many of you have raised concerns about. This we recognise as a national picture and are working to try and support you as best we can.

We are therefore inviting you to meet with us, to understand the risks and changes for the 2022/23 academic year to ensure routes will continue. This meeting will take place remotely via Microsoft Teams as detailed on the attached proforma.

Please indicate any particular topic you would wish us to address examples are detailed.

You should now have received your new purchase order for the financial year 22/23 covering the period up to 31st March 2023 at which point a further purchase order will be raised covering the remainder of the academic year ie 1st April 23 to 31st August 23.

Please ensure invoices quote the correct purchase order, failure to do so will result in the invoice being returned to you and delays in payment.

We are aware that some providers have continued to experience some delays in payment and that there are a range of reasons for this. Where issues are raised with us, we will endeavour to determine the reason and support prompt resolution.

In the meantime, you are reminded that the standard payment terms are 30 days of receipt of a correct invoice. Please do not therefore contact Home to School, Purchase Ledger or ourselves unless the 30-day period has expired.

We will continue to hold termly monitoring meetings with you to review continued performance and resolve issues during operation. Please complete and return the proforma to confirm your understanding and acceptance of the extension which will remain in line with the existing specification documentation and terms and conditions for TC626.

Kind regards

Commissioning & Contracts Officer

Pro forma

TC626 Social Needs Transport Framework

Acceptance of Optional Extension 2022/23

I of confirm acceptance of the extension period for route(s) continuing during the period 2022/23. In accepting the extension, I/we understand that we are agreeing to provide the service in line with the terms, conditions, and specification documents applicable to all TC626 Framework operators.

I/we would confirm we would wish to meet on

12th July 2022 at 10:00am (remotely via Teams)

Topics which we would like to include in our discussions include:

- Inflationary Increase
- Potential of Loan Scheme (renewal of vehicles)
- Green vehicle on replacement of existing
- Communications
- Payments
- Other please detail

Signed

Date