
Meeting: Executive
Date: 8 January 2012
Subject: Technical Call Off Contract
Report of: Cllr Maurice Jones , Deputy Leader and Executive Member for Corporate Resources

Summary: This report seeks approval to appoint by way of tender an organisation that can provide all this Council's requirements for technical consultancy under the terms of a publicly procured tender process.

The appointment of one organisation that has been pre qualified in terms of both hourly rates and quality of consultancy provision will assist the early delivery of Council projects.

It is estimated that the total contract value for the contract will be in excess of £500,000.

Advising Officer: Alan Fleming, Service Director Business Services
Contact Officer: Peter Burt, Head of Strategic Assets
Public/Exempt: Public
Wards Affected: All
Function of: Executive
Key Decision Yes
Reason for urgency/ exemption from call-in (if appropriate) To permit the entering into of the contract as early as possible in 2013.

CORPORATE IMPLICATIONS

Council Priorities:

The action supports all the Council Priorities by providing the technical support to many of the Councils projects.

Financial:

1. The pre-qualifying of a consultancy organisation in a competitive tender bid will evidence the best value currently available in the market.
2. All projects utilising the Call Off Contract provider will be obtaining the best value technical consultancy services with the tender process being based upon 40% as to cost and 60% to quality.

3. There will not be any additional cost to the Council, above existing budgets, but this contract will help secure best value in delivering existing commitments.

Legal:

4. The legal implications of this proposal concern the procurement process. These are dealt with in paragraph 13 below. It is also important that in entering into this contract the Council complies with the requirements of the Public Contracts Regulations 2006.

Risk Management:

5. The following key risks have been identified:
 - a. Failure to discharge statutory responsibilities
 - b. Failure to comply with relevant legislation
 - c. Risk of fraud
 - d. Reputational risk
 - e. Poor value for money
 - f. Inefficiency in procedures
 - g. Procedures not operated in a manner that demonstrates transparency, probity and accountability
 - h. Contract deliverables do not meet perceived needs.
 - i. Failure to secure urgent services at short notice
 - j. Failure to continually improve.
6. The call off contract will be developed against a background of recognising these risks.
7. Effective management of the contract will be critical to mitigating these risks.

Staffing (including Trades Unions):

8. Not Applicable.

Equalities/Human Rights:

9. Public authorities have a statutory duty to advance equality of opportunity, eliminate unlawful discrimination, harassment and victimisation and foster good relations in respect of nine protected characteristics; age disability, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
10. As part of the procurement process checks will need to be made to ensure that potential providers have good awareness of the requirements of the Equality Act 2010 and the Public Sector Equality Duty and its applicability across a wide range of service delivery and employment practices.

Community Safety:

11. Not Applicable.

Sustainability:

12. Not Applicable.

Procurement:

13. The Council's Code of Procurement Governance provides that the Executive must approve expenditure before commencing any procurement over £500,000 per annum. The annual cost of this contract is likely to exceed that threshold. The procurement team will actively support the tender process and the Council's Procurement Procedures will be followed.

Overview and Scrutiny:

14. This matter has not been considered by Overview and Scrutiny.

RECOMMENDATION:**The Executive is asked to:**

- 1. approve the procurement of the Technical Call Off Framework Contract in accordance with the Council's Code of Procurement Governance.**

Reason for Recommendation: To provide a Framework for the early delivery of technical consultancy services for all Council projects requiring this service.

Executive Summary

15. This report seeks approval for tendering the Technical Call Off Framework Contract to provide a qualified organisation capable of delivering these services at agreed hourly rates and avoid the need to go out to tender on every occasion that the need arises.
16. The estimated total contract value is in excess of £500,000 p.a. and will help to deliver the Regeneration, Service Hubs, Infrastructure, Schools, Health, Housing and Development projects for the Council.
17. To date the Council has tendered individual areas of work for all the above projects and much time is taken through these processes.
18. To achieve the best results from quantity Assets have joined with Housing to deliver a larger scope of work to be tendered and a joint tender will be undertaken. Twelve consultancy firms have agreed to accept the tender documents which are being prepared by the Procurement Team. Examples of the type of work that will be capable of being drawn down include but not limited to:
- a. Programme management
 - b. Project and development management
 - c. Development appraisal and viability assessments
 - d. Feasibility study advice
 - e. Strategic advice and option appraisal
 - f. Mapping, visual and other presentational support work
 - g. Quantity surveying advice
 - h. Architectural advice, including landscaping

- i. Listed buildings advice
- j. Party wall and rights of light advice
- k. Engineering advice
- l. Transportation and highways advice
- m. Space utilisation
- n. Business case preparation
- o. Dilapidations advice
- p. Support to CBC legal in the development of project/ development briefs and technical specifications for the procurement of contractors/ development partners/ additional professional services
- q. Stakeholder engagement

Conclusion and Next Steps

19. Executive is asked to approve the tendering of the Technical Call Off Contract to provide the Council with pre qualified technical expertise that it can call upon to support the Council's numerous projects.