

## **CENTRAL AREA COUNCIL**

### **PROCUREMENT STRATEGY SYNOPSIS**

#### **A SERVICE FOR CREATING A CLEANER AND GREENER ENVIRONMENT IN PARTNERSHIP WITH LOCAL PEOPLE**

The Central Council wants to recommission a Provider to deliver a service that will complement existing service provision to improve the overall environmental appearance of the five wards that make up the Central Council area.

The specific aims and objectives of the service are:-

- Improve the physical appearance of the Central Council area in partnership with local residents and/or local community groups/organisations
- Contribute to maintaining a clean, safe, well presented and welcoming physical environment through the provision of both proactive and reactive work as agreed with Ward Alliances
- Inspire local people and encourage sustainability through engagement with volunteers, residents, local community groups and organisations
- Encourage and support community responsibility for green areas/ shrub beds/planters
- Reduce the amount of littering, dog fouling in the area through education in schools and within local communities
- Liaison with environmental enforcement service in hot spot areas
- Link with other Central Area Council procured services, to support the overarching aims of area governance arrangements.
- Effective deployment of available resources to fully comply with and deliver the requirements of this specification

Social value objectives are:-

- Provision of local skills development, work experience placements and apprentice opportunities
- Employment and training opportunities within the locality
- Use of local Voluntary Community Organisations and community groups
- Recruitment and deployment of volunteers
- Development of strong community networks, community self-help and resilience
- Engaging with local residents to initiate social action
- Working with existing “friends of” groups and community groups to encourage local action
- Local spend
- Use of local supply chains and local sub-contractors

### Procurement strategy/ method

The method of procurement for the new service will be competitive tenders using the open tender route. The activities underpinning this method of procurement comprise:

#### Competitive Tender:

- Draft specification, including Price & Quality Evaluation Methodology in order to award to the most economically advantageous tender
- Placing of tender advertisement
- Despatch of tender documents to providers expressing interest
- Tender Return and Evaluation
- Tender Report and Approval to Award
- Standstill Period and Feedback (10 Days)
- Tender Award/Signature of Contract

#### Procurement Programme (non OJEU):

- |   |                                  |
|---|----------------------------------|
| • Complete drafting of Specification:     | End October 2015                 |
| • Area Council Approval of Specification: | 9 <sup>th</sup> November 2015    |
| • Place Tender Advert:                    | W/c 5 <sup>th</sup> January 2016 |
| • Market briefing event:                  | Mid April 2014                   |
| • Tender Return:                          | 29 <sup>th</sup> January 2016    |
| • Tender Evaluation:                      | Mid-February 2016                |
| • Tender Report and Approval to Award:    | End February 2016                |
| • Standstill Period and Feedback:         | Early March 2016                 |
| • Issue Letter of Intent/Contract:        | Mid-March 2016                   |

### TUPE

It is envisaged that the terms of the European Acquired Rights Directive and /or the Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) may apply.

### Procurement team

The Procurement/Tender Evaluation Team is:

- |                      |  |
|----------------------|--|
| - Jenny Grant        | Commissioning and Procurement Lead         |
| - Councillor Johnson | Elected Member                             |
| - Elected member     | Central Council member TBA for development |
| - Representative     | Central Area Team                          |

### Provider selection and tender evaluation process

The evaluation process will seek to obtain the most economically advantageous tender following a Price Quality Evaluation in the ratio of 20:80 in favour of quality. This ratio has been calculated from analysing the aims and objectives of the procurement.

*The following process will be followed for the quality evaluation:-*

- Tender quality submissions will be subject to evaluation by the Procurement/Tender Evaluation Team and will include an interview process (to include a presentation) for the top 2 providers.
- All members of the procurement/Tender Evaluation Team will evaluate and score submissions, and all elements of the submissions will be evaluated.
- Specialist areas of the submissions, such as finance, will be distributed to relevant specialist support officers within the Council.
- Records will be maintained throughout the process that provide justification for actions/decisions taken and are fully auditable. Electronic scoring sheets (Excel) will be utilised for all stages.
- Scores for each evaluator will be logged separately, together with detailed comments, and signed/dated by the relevant evaluator. Where they are adjusted, for example after discussion, the reasons should be clearly identified and initialled. Scores will be averaged for the panel, not arrived at by consensus.
- Unsuccessful tenderers will be de-briefed.

*The following process will be followed for the price evaluation:-*

- Tender prices will be separately evaluated as part of the tender evaluation.
- Individual priced components will be summarised into a total tender figure for the whole of the service and for the duration of the contract, and arithmetically checked.
- One hundred marks will be awarded to the lowest acceptable tender bid. For all other submissions, one mark will be deducted for each percentage point by which the submission exceeds the lowest.

The Quality Evaluation Criteria:-

The tender quality evaluation will focus on the criteria below in order to test provider quality credentials in these specific areas. Some of the criteria are for information only and some are PASS/FAIL criteria. The remaining criteria will be individually awarded a score according to the standard of information provided by the applicant.

<b><u>Tender Quality Evaluation Criteria</u></b>	<b><u>Weighting %</u></b>
1. Organisational Information	Information Only
2. Financial Information	PASS/FAIL
3. Health & Safety	PASS/FAIL
4. Safeguarding/Quality Accreditations	PASS/FAIL
5. Technical Capacity:-  - Proposed methodology for delivering the full scope of service (including resources, holiday cover, vehicle specification etc)	20%

Item 6 Appendix 2

<ul style="list-style-type: none"> <li>- CV's of persons delivering the service</li> <li>- Proposed Outputs, Targets and Supporting Evidence for Outputs</li> <li>-</li> </ul>	
<p>6. Contract Management:-</p> <ul style="list-style-type: none"> <li>- Financial, Budget and Change Management/Reporting; customer care</li> </ul>	10%
<p>7. Social Value:-</p> <ul style="list-style-type: none"> <li>- Improve the environment</li> <li>- Encourage and inspire people to 'Love Where they Live'</li> <li>- Increase skills and work experience at local level</li> <li>- Increase employment opportunities through apprenticeships</li> <li>- Increase the number of people engaged in voluntary activities in the community</li> <li>- Local sub-contracting</li> </ul>	20%
<p>8. Interview –Top 2 providers</p>	50%
	100%