

# Public Document Pack



<b>MEETING:</b>	South Area Council
<b>DATE:</b>	Thursday, 24 March 2016
<b>TIME:</b>	1.00 pm
<b>VENUE:</b>	Meeting Room, The Hoyland Centre

## AGENDA

- 1 Declarations of Pecuniary and Non-Pecuniary Interests

### Items for Decision

- 2 Tidy Team Commissioning (Sac.24.03.2016/2) (*Pages 3 - 40*)

To: Chair and Members of South Area Council:-

Councillors Stowe (Chair), Andrews BEM, Coates, Dures, Franklin, Frost, Lamb, Markham, Morgan, Saunders, Shepherd and R. Wraith

Area Council Support Officers:

Michael Potter, South Area Council Senior Management Link Officer  
Kate Faulkes, South Area Council Manager  
Phil Hollingsworth, Lead Locality Officer  
Peter Mirfin, Council Governance Officer

Please contact Peter Mirfin on 01226 773147 or email [governance@barnsley.gov.uk](mailto:governance@barnsley.gov.uk)

Wednesday, 16 March 2016

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**BARNSELEY METROPOLITAN BOROUGH COUNCIL**

**South Area Council Meeting:**

**24<sup>th</sup> March 2016**

**Agenda Item: 2**

**Report of South Area Council  
Manager.**

**Tender specification for Tidy Team recommissioning**

**1. Purpose of Report**

1.1 To present to the South Area Council the draft tender specification for the recommissioning of the Tidy Team contract which was agreed at the South Area Council meeting on 23<sup>rd</sup> October 2015.

**2. Recommendations**

**2.1 That the South Area Council approves the draft tender specification for the Tidy Team contract (Appendix A) to enable the South Area Council Manager to start the process of commissioning a provider to deliver the programme from 1<sup>st</sup> August 2016**

**2.2 That the South Area Council approves the Procurement Strategy which outlines the process of procurement for the Tidy Team contract (Appendix B)**

**2.3 That the South Area Council approves the maximum contract price of £195,750 per annum for the Tidy Team contract, as detailed in Section 4 of this report**

**2.4 That a member of the South Area Council is agreed to sit on the Evaluation Panel for the Tidy Team procurement**

**3. Background**

3.1 In September 2013, the South Area Council approved the priorities against which it would spend its budget, which were:

- Improving the Local Economy
- Opportunities for Young People
- Improving our Local Environment
- Access to Local Information and Advice

3.2 A number of projects have since been commissioned against these priorities, including a highly successful Tidy Team delivered by Forge Community Partnership, which has been running since August 2014.

3.3 At the South Area Council meeting held on 23<sup>rd</sup> October 2015, it was decided that the Tidy Team contract was contributing significantly to meeting the Area Council's local priorities and should be continued beyond August 2016, when the current two year contract finishes.

3.4 Because Area Council funding is currently assured only until March 2017, it was originally hoped that a waiver to standing orders could be sought to extend the current contract with Forge Community Partnership for the period from August 2016 –

March 2017, after which the contract would be recommissioned and put out to open tender if Area Council funding was available.

3.5 However, the Area Council Manager has been advised by the BMBC Strategic Commissioning and Procurement Team that this is no longer possible, because the contract value is too high and because the contract has already run for a full two years, which may leave other potential providers feeling that they have not been given the opportunity to tender for the contract.

3.6 This means that the Tidy Team contract must now go out to full tender (including to the EU because of the high contract value) in April 2016, to ensure that there is no break in delivery.

3.7 A draft tender specification has been drafted by the South Area Council Manager, and is attached at Appendix A

3.8 A draft Procurement Strategy, which outlines the process by which the procurement will be done, is attached at Appendix B

#### **4. Details of the Tidy Team Tender Specification:**

4.1 The new Tidy Team tender specification is not substantially different from the original specification approved by the South Area Council in 2014, as it was felt that the current provision is operating well and does not need to change significantly.

4.2 To reflect the good practice which has been developed over the two years of the existing contract, the following changes to the specification have been made:

- In order to continue to move the project towards 'doing with' activities jointly with local community groups, individuals, schools and businesses, there is a new stipulation that at least 30% of reactive work (litter picks, clean-ups etc.) should be conducted by the Tidy Team working alongside volunteers or groups.
- That support to community activities like galas, community events and Xmas activities is included more explicitly than in the original tender
- That increasing emphasis on the creation, support and training of new community groups around environmental activities is highlighted in the new tender
- That more emphasis has been placed on increasing joint working with the Environmental Enforcement contract in order to keep cleared areas clean
- That realistic minimum targets have been set for each type of activity based on what has been achieved by the existing project

4.3 The new contract also has a higher value than the original contract for 2014 – 16. The original contract was £150,000 per annum with the new contract coming in at a maximum of £195,750 per annum.

#### 4.4 The contract price has increased for the following reasons:

- The wages costs for the employment of four Apprentices between 2014 and 2016 were £24,000 per annum but this figure was not included in the original tender because it was added onto the original contract with Forge Community Partnership later on when it became apparent that government funding for this was not available. This figure (now increased to £24,750 to allow for inflation and increased wages costs) is now included in the tender price.
- In addition, the new tender contract price needs to allow for the payment of the new National Living Wage for all staff which comes into force from 1<sup>st</sup> April 2016. This amount of £7.20 per hour for staff aged 25 and over and £6.70 per hour for all staff aged 21-24, along with inflationary costs, has increased the contract price from £150,000 per annum to £171,000 per annum.

### 5. Tidy Team Procurement Strategy & process

5.1 Every tendering process has to be outlined in detail through a Procurement Strategy document, which is attached at Appendix B of this report. This report outlines the process by which tenders are received, assessed and marked, including:

- The Price/Quality split, which details what percentage of marks will be allocated to the price of the tender and what percentage to the quality indicators
- The timescales of the procurement process, from initial advertisement to the award of the contract to the successful provider
- Who will take part in the procurement process
- What the tender price is and what this should include

### 6. Timescales for the Tidy Team procurement

6.1 The table below shows the timescales for the Tidy Team procurement process:

Tender approved by South Area Council	24 <sup>th</sup> March 2016
Contract advertised on Yortender	12 <sup>th</sup> April 2016
Tenders to be returned by	12 noon 10 <sup>th</sup> May 2016
Tenders evaluated and marked	12 <sup>th</sup> May – 16 <sup>th</sup> June 2016
Tender presentations & interviews	Week commencing 23 <sup>rd</sup> May 2016
Tender awarded	Week commencing 30 <sup>th</sup> May 2016

Standstill period	3 <sup>rd</sup> – 13 <sup>th</sup> June 2016
Contract issued to successful provider	13 <sup>th</sup> June 2016
Contract start date	1 <sup>st</sup> August 2016

## 7. Appendices

Appendix A – South Area Council Tidy Team tender specification Section 1 (draft)

Appendix B – South Area Council Tidy Team Procurement Strategy (draft)

**Officer Contact: Kate Faulkes**  
**South Area Council Manager**

**Tel: 01226 355866 / 07791 600836**

**Date: 16<sup>th</sup> March 2016**

**BARNSELY METROPOLITAN  
BOROUGH COUNCIL**



**SOUTH AREA COUNCIL**

**TIDY TEAM  
DARFIELD, HOYLAND MILTON,  
ROCKINGHAM & WOMBWELL  
WARDS**

**PROJECT REF:**

**RETURN DATE: MONDAY 10<sup>th</sup> MAY 2016  
TIME: 12 NOON**

**SPECIFICATION**

**Wendy Lowder  
Acting Executive Director, Communities  
Barnsley MBC  
Communities Directorate  
Westgate Plaza One  
PO Box 609  
Barnsley  
S70 9FH**





## **SECTION 1**

### **PROJECT OVERVIEW AND SCOPE OF SERVICE**

## **SECTION 1**

### **PROJECT OVERVIEW AND SCOPE OF SERVICE**

#### **1. INTRODUCTION**

1.1 The South Area Council wants to commission a Provider to deliver a service that will complement existing service provision to improve the overall environmental appearance of the Darfield, Hoyland Milton, Rockingham and Wombwell wards.

The service will contribute to maintaining a clean, well presented and welcoming physical environment in these four wards, through the involvement and inspiration of local volunteers, community groups, businesses and schools to ***Love Where You Live*** and actively engage in sustaining their own neighbourhoods. This will include working jointly to tackle local issues of littering, dog fouling, shrub bed maintenance, cutting back etc. The service will also provide some reactive work, but the emphasis will remain clearly on 'doing with' the local community, rather than 'doing for' them.

The service will also provide 4 Apprenticeship opportunities per year for young people or adults who are out of work.

Background information about the South Area and the South Area Council which serves it can be found at Appendix 1.

In developing and delivering this service, the provider should ensure that it is contributing to the Council's corporate priorities and outcome statements. Sustainability, community support, self-reliance, resilience and reciprocity should therefore be built into the service design and delivery. Also and where possible, work experience placements, apprentice opportunities, the maximising of local spend and local labour should be used.

#### **2. BACKGROUND AND CONTEXT**

2.1 The South Council area is a diverse area that is made up of four wards; Darfield, Hoyland Milton, Rockingham and Wombwell. The population of the South Area is approximately 45,000, living in a wide variety of settings, ranging from high density urban environments through to quiet country villages.

The local environment has been highlighted as a cause for concern by local residents across the area through its three Ward Alliances and this view is supported by extensive community consultation around ward priorities, which has seen environmental issues emerging as the top priority across all of the four wards.

These four wards include a number of high density urban areas with a mix of social and owner occupier housing. It also includes a number of green areas, small parks, a borough park, heritage/conservation areas, distinct villages, town/village centres and countryside parks. The Trans Pennine trail also runs through parts of the four wards.

An existing and ongoing service that includes litter picking, dog fouling, fly tipping, weed killing, grass cutting, hedge cutting etc. has been delivered by the Council's Neighbourhood Services team for a number of years.

The service to be procured should therefore complement the continuing provision offered by Neighbourhood Services and proactively engage the local community in keeping their neighbourhoods clean and tidy. The service to be procured should also work with the large number of existing individuals and/or community groups already involved in a wide variety of environmental projects, ranging from litter picking to community growing schemes.

The service will also be complemented by an enforcement service which is currently commissioned by the South Council, which focuses primarily on serving Fixed Penalty Notices for dog fouling, littering and parking offences. It is expected that the provider will work jointly with this enforcement provision where appropriate to keep specific areas clean and tidy.

### 3. STRATEGIC VISION AND VALUES

#### 3.1 Barnsley Council's Corporate Plan for 2015-18 outlines the way we want to work and what we want to achieve.

Our Vision is to '***Work together for a brighter future, a better Barnsley***'.

**Our Core Values** are the 'way we do things around here':

##### **We're a Team**

We all work together for the same goal – to make Barnsley a better place for the people who live, work and visit here.

##### **We're Honest**

We always say what we mean. Most of all we are reliable, fair and true.

##### **We'll be Excellent**

We work really hard to provide the best quality and value for money for the people of Barnsley. Only our best is good enough.

##### **We're Proud**

We are dedicated to making Barnsley a better place. We take pride in our work.

#### 3.2 To achieve this, we are working towards:

- **Having a clear vision and values** – we will make sure our employees, partners, customers and the community are aware of our vision and values and what we are trying to achieve
- **Having a customer focus** – we will understand all our customers and put them at the centre of everything we do
- **Commercial & business acumen** – we will focus on outcomes and making every penny count
- **Effective delivery of projects & programmes** – we will strengthen and standardise our approach to ensure integrity, accountability and value for money

- **Innovative & managed risk taking** – we will remove barriers and bureaucracy and encourage, support and empower our employees to identify and implement suggestions and improvements
- **Being a learning organisation** – we will invest in our people, recognise success and achievement and become stronger from our failures
- **Having leaders at every level** – we will have leaders at every level of the organisation who are highly skilled, motivated and empowered to respond effectively to local needs
- **Having a flexible workforce** – we will ensure our workforce is healthy, agile, flexible and supportive of change with skills that can be deployed in different ways to meet our customers needs
- **Working with our partners, communities and residents** – we will work together to identify and meet local needs through joint and informed planning and decision making
- **Becoming an enabling organisation** – we will enable our partners, communities and residents to do more for themselves

#### 4.0 COUNCIL PRIORITIES AND OUTCOME STATEMENTS

- 4.1 In developing and delivering this service, the Service Provider should ensure that it is contributing to the Council's corporate priorities and outcome statements as outlined below:

Strong & Resilient Communities	<p>People volunteering and contributing towards stronger communities</p> <p>Protecting the Borough for future generations</p> <p>Customers can contact us easily and use more services online</p>
Thriving & Vibrant Economy	<p>Create more and better jobs and good business growth</p> <p>Increase skills to get more people working</p> <p>Develop a vibrant Town Centre</p> <p>Strengthen our visitor economy</p> <p>Create more and better housing</p>

People Achieving Their Potential	<p>Every child attends a good school</p> <p>Early, targeted support for those that need it</p> <p>Children &amp; adults are safe from harm</p> <p>People are healthier, happier, independent &amp; active</p>
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4.2 The service is being commissioned by the South Area Council, which is a part of Barnsley Council's Area Governance arrangements, which have devolved significant commissioning budgets to local level since 2013.

The aims of local Area Governance are to:

- Establish new models of delivering services, guided by local choice and need.
- Engage local communities in helping to shape the decisions and services in their neighbourhood.
- Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives.
- Support the many benefits of volunteering and foster the many and diverse opportunities for residents to gain new skills and experiences through volunteering.
- Ensure customer services, and the citizen experience of access, is improved.
- Ensure the Council operates fairly and demonstrates total commitment to equalities in policy and practice.

4.3 When developing and delivering the required service, the Service Provider should ensure that it is contributing to the South Area Council's local priorities as outlined below:

- A thriving local economy
- Improving the Local Environment
- Locally available Information and Advice
- Opportunities for Young People

4.4 Further information with regard to the work of the South Area Council can be found in the South Area Council Annual Review and #LoveBarnsley magazine. Please refer Appendices A and B of this document – South Area Council Annual Review 2015 and #LoveBarnsley Magazine December 2015.

5. SPECIFIC AIMS AND OBJECTIVES OF THE SERVICE, INCLUDING SOCIAL VALUE OBJECTIVES

5.1 The **specific aims and objectives** of the service are:

- To improve the physical appearance of the Hoyland Milton, Rockingham, Darfield and Wombwell wards in partnership with local residents, community groups/organisations, local businesses and local schools/colleges.
- Contribute to maintaining a clean, safe, well presented and welcoming physical environment through the provision of both proactive and reactive work as agreed through a local multi agency steering group
- Inspire local people and encourage sustainability through engagement with volunteers, residents, local community groups and organisations
- Encourage residents, community groups, schools and local businesses to take greater responsibility for their own immediate environments, including the active development of adoption/stewardship schemes for specific green spaces
- Reduce the amount of littering, dog fouling in the area through work with schools and within local communities and in conjunction with the locally commissioned environmental enforcement team, particularly around locally identified 'hotspot' areas
- Establish and maintain positive relationships with the Council's Neighbourhood Services, Highways and Waste Management services to ensure effective complementary work

**Social Value Objectives**

5.2 Under this contract the successful provider will be required to actively contribute to the achievement of specific social value objectives. These reflect the vision and corporate priorities of the Council outlined in Section 3, and include:-

- Provision of local skills development, work experience placements and Apprenticeship opportunities which strengthen the community's skill base
- Employment and training opportunities within the locality which strengthen local skills and which support local residents and offer chances to disadvantaged or vulnerable individuals
- Use of local Voluntary Community Organisations and community groups
- Recruitment, training, support and deployment of volunteers
- Development of strong community networks, community self-help and resilience
- Engaging with local residents to initiate social action and to Love Where They Live

- Working with existing “friends of” groups and community groups to encourage local action
- Maximum levels of local spend
- Use of local supply chains and local sub- contractors
- Provide a strong Social Return on Investment
- Link with other South Area Council commissioned services to support the overarching aims of Area Governance shown previously.

## 6. THE SERVICE/ACTIVITIES TO BE DELIVERED

6.1 The appointed provider will develop and deliver a service that: complements existing provision; addresses the needs of each ward in the area, meets the specified objectives; and delivers the outcomes outlined in this document.

The needs in each ward will be identified through a local multi agency steering group (‘Tidy Team Steering Group’) which comprises local residents, councillors and representatives from the Police, Environmental Enforcement, Housing & Neighbourhood Services.

6.2 The interventions/activities to be delivered may include the following:

NB: This list is not exhaustive and other environmental tasks may be identified through the steering group at local level.

- Encourage and develop new community groups focusing on environmental and growing activities
- Support existing community environmental projects and groups – for example, community growing projects, ‘Friends of’ groups and resident action groups.
- Support and training of volunteers/community groups in the four wards around environmental skills, including the use of tools/power tools
- Work with primary and secondary schools to get them involved in environmental projects which encourage personal responsibility for the environment
- Develop and maintain relationships with local businesses to encourage greater involvement in local environmental projects and greater personal responsibility for their own environments
- Support to community based litter picks and environmental clean-ups alongside local residents and/or groups including the three local Ward Alliances
- Support the development of ‘Adopt a Verge’ ‘Adopt a Green Space’ type schemes and offer ongoing help to those already in existence
- Seasonal activities, including the recruitment, training and deployment of snow wardens in conjunction with the Council’s existing training programme
- Support to a range of community events, including galas

- Erection, maintenance and dismantling of public Christmas trees and decorations where required by the Steering Group

The provider will also be expected to tackle a range of reactive work as outlined below. At least 30% of this activity should be undertaken jointly with local volunteers or community groups:

- Pruning vegetation, hedge trimming and weed control, particularly around footpaths and ginnels not maintained by the Council's Neighbourhood Services
- Shrub bed maintenance/removal, focusing particularly on town centre areas and other priority areas as identified by the Steering Group
- Reactive litter picking, removal of dog fouling and other waste/debris at identified hotspots
- Manual sweeping of footpaths and pavements to complement existing Neighbourhood Services scheduled work and for identified hotspots
- Small outdoor maintenance jobs – for example, painting benches or siting noticeboards/litter bins

The provider will be expected to tailor their work to suit seasonal variations in demand and support for community events and/or community clean ups will be an integral part of the work.

6.3 All work will be generated either by the Steering Group or via requests from Darfield, Wombwell, Hoyland Milton, Rockingham elected members or the South Area Team. All requests will be submitted via an email portal, to enable proper scheduling of the Team's work.

The provider will be expected to act as the "eyes and the ears" in the community and be responsible for reporting other matters not necessarily within their scope of responsibility so that this can be actioned by the respective Council service. This would include reporting:

- Discarded needles
- Graffiti
- Fly Tipping
- Problems with trees
- Asbestos
- Areas requiring enforcement activity to maintain standards of cleanliness after cleanup activities

Instructions on how these reports should be made will be provided.

6.4 It is expected that the set-up and ongoing costs of materials, tools and equipment will be met by the provider. The provider will ensure that these materials, tools and equipment are well maintained and kept in a secure place.

6.5 The provider will be responsible for disposing of the waste generated by them, and recycling will be carried out wherever possible. Any waste generated by the provider as part of community activities or projects will be disposed of by Barnsley Council at no cost. The



Service Provider will have their own Waste Carriers License and should provide evidence as part of the procurement process of their waste disposal and recycling arrangements.

6.6 Work with local media and through social media channels should take place to highlight the work taking place, the improvements being made and to change the relationship between community and council. This should encourage more witness reports to come forward from the community.

6.7 It will be very important that this service is delivered in close liaison with Neighbourhood Services to ensure that overall service delivery is co-ordinated and complementary. The provider is also expected to work closely with environmental enforcement services.

6.8 The service must be flexible and reactive as well as proactive. The service is expected to deliver to 'hot spot' areas as identified by the Steering Group to improve the environment in a way which is sustainable.

### **Apprenticeships**

6.9 To provide Apprenticeship and employment programme opportunities to young people in the local communities.

6.10 The provider should have a proven track record in terms of working with underrepresented groups in disadvantaged communities, and with working with challenging and hard to engage young people or adults. The commission wishes to actively include opportunities for Apprenticeships for vulnerable, and under represented, groups in the local community such as Not in Education, Employment or Training (NEET), Special Educational Needs, and or Disabilities (SEND), Behavioural Difficulties, Youth Offending Team (YOT), young people in Care, or young people leaving Care.

6.11 A key milestone of the scheme will be the achievement by an Intermediate Apprentice including a vocational level 2 qualification, and technical level 2 qualification, and a minimum Level One in Functional Skills in Maths and English.

6.12 Health and Safety requirements and knowledge are a paramount consideration to the South Area Council and all Apprentices will be required to complete a thorough basic Health and Safety training unit, which includes guided learning hours and a test.

6.13 Additionally short term employment studies and work experience should be provided to local school pupils, residents requesting voluntary experience, and community pay back schemes wherever possible. These short term schemes should include an agreed training plan. It is envisaged that this training plan will include an induction programme, toolbox talks, the safe use and storage of equipment, health and safety training, first aid training, manual handling training, needle stick awareness, asbestos awareness and Customer Care guidance.

6.14 It is anticipated that a minimum of 4 Apprenticeship places per year will be facilitated, in addition to an annual minimum of 6 work experience places in addition to the ongoing volunteer opportunities to be provided.

## 7. TARGET GROUPS AND/OR AREAS

- 7.1 The Service should be delivered proportionately across the Darfield, Hoyland Milton, Rockingham and Wombwell wards of the South Council area. Hot spot areas in each of the wards will be identified by the Tidy Team Steering Group, using local intelligence from a range of sources, including the Darfield, Wombwell and Hoyland Milton/Rockingham Ward Alliances and local elected members.

## 8. EQUALITY IMPACTS

- 8.1 The successful service provider will be required to ensure that the service is free from bias and acknowledges and respects gender, sexual orientation, age, race, religion, culture, lifestyle and values. If any needs are required as per the Equalities Act, such as language or disability, these needs will be provided for during the term of the contract.

Please also refer to Section 4 - Form of Contract.

## 9. PERFORMANCE MEASURES/OUTPUTS

- 9.1 Service Outcomes and Measures: Table 1 below details the outcomes or results that the service provider is required to achieve as a consequence of the service being delivered. A list of the type of outputs which the provider will be required to meet is also included in Table 1. The types of work undertaken by the Tidy Team and the related outputs are subject to change by the Tidy Team Steering Group, where different needs are identified.

**Providers will be expected to identify the evaluation methodology they plan to use to measure each of the outcomes/outputs as part of their written tender submission.**

Final measures and targets will be agreed prior to contract commencement. Please refer to Section 2 – Tender Quality Questionnaire.

### 9.2 Table 1

<b><i>Required Outcomes</i></b>	<b><i>Outputs required (figures in brackets are per annum)</i></b>
Creating a well maintained, clean, safe, well presented and welcoming physical environment  Reduction in levels of littering and dog fouling	<ul style="list-style-type: none"><li>• Large environmental projects completed (20)</li><li>• Small environmental projects completed, to include grass cutting, hedge/other trimming and shrub bed maintenance (200)</li><li>• Litter picks completed (500)</li><li>• Community clean-ups completed (75)</li></ul> <p>NB: A minimum of 30% of the activities above should be undertaken jointly with local volunteers, schools or businesses</p> <ul style="list-style-type: none"><li>• Number of requests made for enforcement activity (as required)</li><li>• Number of joint projects undertaken with enforcement staff (20)</li></ul>

Residents/community groups taking responsibility for green areas/ shrub beds/planters etc.	<ul style="list-style-type: none"> <li>Number of existing community groups supported (40)</li> </ul>
Increase skills and work experience at local level, including the training of Apprentices and the provision of work experience placements	<ul style="list-style-type: none"> <li>Number of Apprentices recruited (4)</li> <li>Number of Apprentices completing NVQ qualification (4)</li> <li>Number of work experience opportunities provided (50)</li> <li>Number of volunteers accessing employment (5)</li> </ul>
<p>Increase the number of people engaged in volunteering activities in the community</p> <p>Local communities involved in ensuring areas are kept clean and litter free</p>	<ul style="list-style-type: none"> <li>Number of volunteers recruited &amp; trained (40)</li> <li>Number of volunteer hours (to be negotiated)</li> <li>Number of new community groups created (4)</li> <li>Number of schools worked with (30)</li> <li>Number of school pupils involved in environmental projects (to be negotiated)</li> <li>Number of local businesses worked with (120)</li> <li>Number of Restorative Justice placements provided (10)</li> </ul>
Maximise % of local spend	<ul style="list-style-type: none"> <li>Percentage of project spend achieved locally</li> </ul>

## 10.0 PROCUREMENT PROGRAMME

Indicative Programme:	
Tender Return	10 <sup>th</sup> May 2016 at 12.00 noon
Tender Evaluation	12 <sup>th</sup> May – 16 <sup>th</sup> June 2016
Tender interviews and presentations	Week commencing 23 <sup>rd</sup> May 2016
Tender Report and Approval to Award	Week commencing 30 <sup>th</sup> May 2016
Standstill Period and Feedback	3 <sup>rd</sup> June 2016
Award Contract	13 <sup>th</sup> June 2016
Contract Commencement	1 <sup>st</sup> August 2016

## 11. CONTRACT VALUE AND CONTRACT DURATION

- 11.1 The estimated cost of the contract is £195,750 per annum for a service to cover the 4 wards of Darfield, Wombwell, Hoyland Milton and Rockingham. This amount to include the training and wages costs for 4 Apprentices and the payment of all adult employees at the National Minimum Living Wage (£7.20 per hour aged 25+ and £6.70 per hour for ages 21-24) from the commencement of the contract, in line with government guidelines.
- 11.2 The contract will initially be for a period of 8 months, with potential for extending by a further 1 + 1 years, subject to:

- The provider's satisfactory achievement/delivery of outcomes, outcome measures and activities/outputs
- The availability of future Area Council funding from 1<sup>st</sup> April 2017. (Please refer to 'The Term' of the Contract, contained in Section 4).
- The service being required by the South Area Council in order to meet its local priorities

The estimated total value of this procurement is £522,000 over the potential 2 year and 8 month period, i.e. £195,750 per annum.

## 12. CONTRACT TERMS AND CONDITIONS

12.1 See Section 4 – Form of Contract.

### 13. CONTRACT MONITORING AND RECORDING REQUIREMENTS

13.1 The Provider will need to be able to demonstrate the effectiveness of the service in terms of delivering the agreed outcomes, outcome measures and outputs. There is a key requirement of the provider to:

- Provide a quarterly report to the Contract Manager against the priorities identified by the steering group
- Collect, collate and report on a range of agreed indicators on a quarterly basis (see milestones) as part of a quarterly report. This should also include the submission of 2 case studies (group, individual or illustrating good practice/ innovative work) together with supporting photographs.
- Attend quarterly meetings with the contract manager to discuss the quarterly report and request any additional information/provide clarification, if required.
- An end of year report to be submitted (see milestones)
- An end of Project report and lessons learned to be submitted 3 months before the contract end date.

The Area Council Manager will review performance in liaison with the South Area Council and may reasonably ask for additional information at any time.

Service provision will be subject to annual review.

### 14. QUALITY STANDARDS

The provider will have all relevant policies and procedures in place.

The provider of this service will be required to adhere to the Health and Safety at Work Act 1974 at all times and any other relevant guidance and directives in force or subsequently issued. In addition the provider is required to achieve accreditation under one of the Safety Schemes in Procurement.

The Service Provider will ensure that:

- All materials used in carrying out the service comply with the Control of Substances Hazardous to Health Regulations
- All materials, and equipment, are stored in a safe and proper manner
- Environmentally friendly materials are used whenever possible
- Where an appropriate British Standards Specification or British Standard of Code of Practice is issued by the British Standards Institution is current at the date of the tender, all goods and materials used or supplied and all workmanship shall be in accordance with that standard
- It holds a valid Waste Carriers Licence

- All staff are equipped with appropriate training, (including needle search training) staff development and supervision
- All staff employed or engaged by the Service Provider are informed and are aware of the standard of performance that they are required to provide and are able to meet that standard.
- The adherence of the Service Provider's staff to such standards of performance is routinely monitored and that remedial action is promptly taken where such standards are not met
- All staff employed or engaged by the Service Provider have been subject to a DBS clearance, where required, and an acceptable outcome determined
- For the avoidance of doubt, nothing in this specification is intended to prevent the Service Provider from setting higher quality standards than those laid down in the Contract.

Additionally:

- The Service Provider will have a robust system for monitoring complaints and suggestions; feedback from service users will inform service delivery.
- The Service Provider will submit reports summarising any complaints, investigations and remedial actions

Please also refer to Section 4 – Form of Contract

**APPENDIX A**

**SOUTH AREA COUNCIL ANNUAL REVIEW**  
**2015**

**To access this file, please click on the link below:**



Area review South Final Print Ready.pdf

## **APPENDIX B**

### **#LOVEBARNLEY**

#### **EDITION 1 OF SOUTH AREA COUNCIL MAGAZINE DECEMBER 2015**

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December 2015 edition:**

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**ON BEHALF OF BARNSLEY  
METROPOLITAN  
BOROUGH COUNCIL**



**SOUTH AREA COUNCIL**

**PROCUREMENT STRATEGY**

**APRIL 2016**

**TIDY TEAM FOR DARFIELD, HOYLAND  
MILTON, ROCKINGHAM &  
WOMBWELL WARDS**

# **PROCUREMENT STRATEGY**

## **SOUTH AREA COUNCIL**

### **Tidy Team for Darfield, Hoyland Milton, Rockingham & Wombwell wards**

#### **INTRODUCTION**

The Councils Corporate plan 2015 - 2018 sets out the following Council priorities:

- A thriving and vibrant economy
- Strong and resilient communities
- People achieving their potential

The aims of area governance are to:-

- Ensure people of all ages have a much greater involvement in designing services and actively participating in improving their lives
- Support the many benefits of volunteering and foster the many and diverse opportunities for residents to gain new skills and experiences through volunteering
- Ensure customer services and the citizen experience of access is improved
- Engage local communities in helping to shape the decisions and services in their neighbourhood
- Ensure the council operates fairly and demonstrates total commitment to equalities in policy and practice
- Establish new models of delivering services guided by local choice and need

A key purpose of area councils is to grow community capacity by commissioning local services and volunteering.

#### **Creating a Cleaner and Greener Environment in partnership with local people**

The South Area Council wants to commission a Provider to deliver a service that will complement existing service provision to improve the overall environmental appearance of the four wards that make up the South Area Council area.

The service will contribute to maintaining a clean, well presented and welcoming physical environment in the Central Council area through the

development of a 'doing with' approach to the issues of littering, dog fouling, shrub bed maintenance, cutting back etc. alongside local people, community groups, schools and businesses.

In developing and delivering this service, the provider will ensure that it is contributing to the Council's corporate priorities and outcome statements. Sustainability, community support, self-reliance, resilience and reciprocity should therefore be built into the service design and delivery. Also and where possible, work experience placements, apprentice opportunities and local labour will be used.

The specific aims and objectives of the service are:-

- Improve the physical appearance of the South Area Council area in partnership with local residents and/or local community groups/organisations, schools and businesses
- Contribute to maintaining a clean, safe, well presented and welcoming physical environment through the provision of both proactive and reactive work as agreed with the Tidy Team Steering Group
- 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 South Area Council procured services, to support the over-arching aims of area governance shown above
- 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

### Contract Performance/Monitoring Requirements:-

- No disputes
- Management and mitigation of risk
- Delivery of Service within the available budget
- Effective financial reporting
- Good team working
- Safe and Healthy Environment for all
- Equality & Diversity
- Sound Contract Management
- No Complaints
- Value for Money
- Highly Satisfied Residents
- Open, accurate and timely communication

### CONTRACT START DATE/ CONTRACT PERIOD

The contract start date is the 1<sup>st</sup> August 2016

The Proposed Contract Period is for 8 months contract period till the 31<sup>st</sup> March 2017 with options to extend at the discretion of the authority for additional two 1 year extensions.

The final contract expiry date will be the 31<sup>st</sup> March 2019 if all extensions are taken.

Extensions to the contract will be granted on condition of all three indicators below being met:

- Continued availability of Area Council funding after 31<sup>st</sup> March 2017 for each financial year
- Satisfactory performance by the appointed provider meeting all required outcomes
- The service continuing to be an identified local priority as decided by the South Area Council

### Budget

The budget for the service is £ 195,750 per annum  
(Total contract value for 8 months + 1 year + 1 year = £522,000)

The contract value for the period 1<sup>st</sup> August 2016 to the 31<sup>st</sup> March 2017 is £130,500

### Project Team

- |                   |                                    |
|-------------------|------------------------------------|
| - Glyn Stephenson | Commissioning and Procurement Lead |
| - Jo Birch        | Technical Support                  |
| - TBC             | Tidy Team Steering Group member    |
| - Elected member  | South Area Council member          |
| - Kate Faulkes    | South Area Council Manager         |

### Client for Project

- South Area Council

The evaluation panel members have been selected for their cross section knowledge and specialisms in the services to be provided and their knowledge of the local area and community.

The presentation stage of the evaluation will involve the whole project team and user group's whose opinions and views will be recorded and considered in the evaluation by the evaluation panel.

### PROCUREMENT CONSIDERATIONS

After initial research it was concluded there was a limited capacity in the market and that an open tender process would be most appropriate for this project.

The open tender has the following advantages for this particular project:

- It is a single stage process so one evaluation process and one feedback stage. Therefore no Pre Qualification Questionnaire (PQQ) stage saving time in tender documentation preparation.
- An advertisement is placed for all those interested to register, all those registered can see the tender documentation immediately and assess if they are interested.
- Allows all tenderers that return a tender proposal to be considered this will enable the council to fully test the market.
- Certain qualifying criteria can still be included in the evaluation to exclude totally unsuitable organisations.
- Price / quality evaluation criteria can still be included but must be stated up front

The process still allows for a clarification / presentation stage but these must be stated including how they will be evaluated and the processes for performing them within the tender documentation

## PROCUREMENT OUTCOMES

The expected outcomes from the procurement are:

- Inspire the local community to 'Love Where They Live'
- Create a well maintained, clean, safe and well-presented local environment
- Local communities involved in ensuring areas are clean and litter free
- Community taking ownership and responsibility of green areas
- Increase skills and work experience at local level
- Increase employment opportunities through apprenticeships
- Increase the number of people engaged in voluntary activities in the community
- Increase in number of volunteers

## PROCUREMENT STRATEGY/ METHOD

The method of procurement for the project is the open procurement process through the OJEU process.

The activities to this method of procurement comprise of the following:

- Open Competitive Tender
  - Preparation of the Specification/ Tender Document (ITT)
  - Drafting of the Contract Terms and Conditions
  - Price & Quality Evaluation Methodology in order to award to the most economically advantageous tender
  - ITT Approval to proceed to tender
  - Preparation of OJEU Contract Notice
  - Agreement of OJEU Contract Notice form project sponsor
  - Dispatch of OJEU notice through YORtender
  - Placing tender and advertisement on YORtender for the expression of
  - Interest from suitable contractors
  - Place of advertisement on Contracts Finder through YORtender
  - Tender Return
  - Tender Presentations
  - Tender Evaluation
  - Tender Report and Approval to Award
  - Standstill Period and Feedback (10 Days)
  - Tender Award
  - OJEU Award Notice
  - Contract Lead-in period for new contract

### Project Plan /Timescales

The project timescales are :

Complete drafting of Specification:	16 <sup>th</sup> March 2016
Area Council date for Specification Agreement.	24 <sup>th</sup> March 2016
OJEU Tender Advertisement	8 <sup>th</sup> April 2016
Tender Live on Yortender	12 <sup>th</sup> April 2016
Deadline for Tender Queries	3 <sup>rd</sup> May 2016
Tender Return	12noon on the 10 <sup>th</sup> May 2016
Tender Evaluation	12 <sup>th</sup> May – 16 <sup>th</sup> June 2016
Tender Presentations	w/c 23 <sup>rd</sup> May 2016
Tender Report and Approval to Award	w/c 30 <sup>th</sup> May 2016
Standstill Period and Feedback	3 <sup>rd</sup> June 2016
Issue of Letter Intent and Contract	13 <sup>th</sup> June 2016
Report back to South Area Council	17 <sup>th</sup> June 2016
Contract Lead in Period	13 <sup>th</sup> June – 31 <sup>st</sup> July 2016
Contract Start Date/ Commencement of locally commissioned services	1 <sup>st</sup> August 2106

### TENDER EVALUATION PROCESS

The evaluation process will seek to obtain the most economically advantageous tender following a Price/ Quality Evaluation.

An OJEU Contract Adverts will be placed on YORtender (BMBC's electronic tendering system) inviting expressions of interest from suppliers wishing to tender for the service

The Tender Evaluation teams will evaluate and score submissions at all stages of the procurement process, and will co-ordinate the distribution of specialist areas of the submissions, for scoring and input by the relevant experts.

Each element of the submissions will be evaluated by the same scorers/evaluators, although the scorers/evaluators may differ between elements.

The evaluation processes will be subject to approval by the main project sponsors at key decision points, at final contractor recommendation stage. The reviews will provide assurance that the project can progress successfully to the next stage, and that the business aims and compliance issues are being achieved/addressed.

All participants will be briefed on the commercial sensitivities associated with the assessment, and reminded of their obligations with regards to the management and protection of tender information.

#### The Process:

Records will be maintained throughout the process that provide justification for actions/decisions taken and are fully auditable. Scoring sheets will be utilised for all stages.

Outline criteria to be established to determine the ability and capacity of applicants to successfully undertake the service (see later for details), and these criteria will be scored using a pass/fail criteria as part of the overall evaluation of the open tender. Questions can include specific qualifications, organisational membership's technical references, where relevant to ensure a minimum standard required technically and legally to provide the service.

The tender evaluation process is designed to identify the successful contractor/provider and award the contract. Any Organisations can register interest and submit a tender response to the tender advert. For the tender quality evaluation, outline criteria and detailed sub-criteria have been established to determine final contractor selection (see later for details). The weightings for the outline criteria have been set to reflect their respective levels of importance. Weightings for the detailed sub-criteria will be developed and published in the Invitation to Tender.

The tender shall set out how this will be performed so the tenderer can understand how its bid will be evaluated.

A consensus scoring meeting will take place for the final tender quality evaluation where the final evaluation scores will be arrived by consensus of



the whole evaluation panel. The final consensus scores will signed and dated by all evaluation panel member's to demonstrate the evaluation is agreed by all.

Unsuccessful applicants/ tenderers will be de-briefed through feedback on the written response.

#### Price: Quality Split

A Price Quality Evaluation will be utilised for the tender evaluation, to conclude final service provider selection and award the contract. To arrive at the most appropriate ratio of Price Quality, the aims and objectives, and the contract management/monitoring requirements have been consolidated and categorised according to the main drivers underpinning their achievement i.e. Price, Quality, or a combination of Price and Quality, as follows:-

<b>Categorisation of Key Objectives and Contract Performance/Monitoring Requirements</b>		
<b><u>Price</u></b>	<b><u>Quality</u></b>	<b><u>Price and Quality</u></b>
No Disputes	Effective team working	Delivery of Value for Money
	Safe and Healthy Environment for All	
Delivery of service within the available budget	Equality & Diversity	Management and Mitigation of Risk
	Sound contract management	Open, Accurate and Timely Communication
Highly Satisfied Client	Effective Resident Engagement	Effective financial reporting
		No Complaints
	Opportunities for Volunteers/	
	Engaged Neighbourhoods	
	Skills Development and Work Experience	
	Employment and Training Opportunities	

The Council will evaluate Tenders on a Price/Quality basis. A Price: Quality ratio of 20:80 applies, in favour of quality. This ratio reflects the high level of social value and Social Return on Investment which the Council expects this project to provide, in line with its vision, values and priorities outlined in Section 3 of the tender specification and the specific social value objectives outlined in Section 5 of the specification.

It is proposed that a Price Quality ratio of 20:80 is adopted, in favour of quality.

## Evaluation of Tenders

The tender will be divided into three sections

Section One – Technical Capability which will be assessed on a Pass/ Fail

Section Two – Tender Bid – Price Quality

Section Three – Presentation & Interview

Those who pass all the questions in Section One will then have their bid evaluated under the Price / Quality Evaluation Criteria detailed in Section Two and the Presentation / Interview stage.

The successful bidder will be the highest scoring bid from Price / Quality / Presentation who achieved pass to all questions in Section One.

### The Evaluation Criteria:

For the tender quality evaluation, criteria have been established to determine final provider selection (see below). The criteria have been cross-referenced against the key aims and objectives of the service. The weightings for the criteria have been set to reflect their respective levels of importance, and a series of questions will be set within the body of the tender documentation to test provider quality credentials in these specific areas.

Some of these 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.

For those criteria that constitute PASS/FAIL elements, failure will result in elimination from the process.

The various criteria are listed below, along with the proposed weightings and the presence of PASS/FAIL elements, where applicable.

The criteria are:-

<b><u>Tender Quality Evaluation Criteria</u></b> The overall weighting of Quality in the evaluation criteria is 80%	<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
<b>Tender Statements</b>	60%
5. Technical Capacity:-	25%

<ul style="list-style-type: none"> <li>- Proposed methodology for delivering the full scope of service (including resources, holiday cover, vehicle specification etc)</li> <li>- CV's of persons delivering the service</li> <li>- Proposed Outputs, Targets and Supporting Evidence for Outputs</li> <li>-</li> </ul>	
<b>6. Contract Management:-</b> <ul style="list-style-type: none"> <li>- Financial, Budget and Change Management/Reporting; customer care</li> </ul>	10%
<b>7. Social Value:-</b> <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>	25%
<b>8. Interview –</b>	40%
<b>Presentation</b>  You can see from the tender specification that the emphasis will be very much on the Tidy Team working jointly with the community to improve the local environment. Please outline: <ul style="list-style-type: none"> <li>• How you would recruit and retain volunteers to take part</li> <li>• The barriers which stop people from getting involved and how you would overcome them?</li> <li>• How you would engage with local schools</li> <li>• How you would persuade local businesses to work with you</li> </ul>	25%
<b>Question One</b>  How would you ensure that young people and adults who are disadvantaged get a fair chance to apply for the Tidy Team Apprenticeship places?	5%

Question 2	
The Tidy Team's work will be directed by the Steering Group, who will identify major hotspots and projects. Where else do you think requests for work will come from and how will you manage these demands on the team?	5%
Question Three	
Please explain how you will measure the impact the Team is having. More specifically, how will you evidence the impact made by volunteers?	5%
Total	100%

#### Part One – Technical Capability

Part One of the Quality submission details a number of questions which are designed to test the capability of the tenderer to provide the service a minimum standard and each question will be a pass/fail.

A tenderer who scores a fail for any question in part one will be eliminated from the tender process

#### Part Two –Tender Bid - Quality /Price

##### Quality Evaluation

The tenderer responses to questions will be individually awarded a score according to the standard of information provided by the applicant. The proposed scoring matrix will be bespoke to each question set and will be in accordance with the tender evaluation and scoring methodology.

Individual questions will be scored on a scale of zero to five and each question is accompanied with a scoring matrix to indicate the level of information required in order to gain a maximum score.

Individual question are weighted as to their importance within the overall marks available to the quality evaluation in the tender. This highlights to the tenderer the questions which carry the most importance in the selection process

The highest quality score gets 80 points and the others are allocated marks pro rata to the highest scorer.

Therefore in an example where:

Tenderer A scored 75 out of the possible 80 maximum marks

Tenderer A scores 80 marks

Tenderer B scores  $45/75 \times 80$  marks = 48

The consensus scores of the tender evaluation panel will be transferred to Price/Quality Evaluation Summary sheets, see example document shown at Appendix A.

### Price Evaluation

Tenders which exceed the budget envelope will be rejected; the tender documentation will state the budget envelope which should not be exceeded.

The tender priced submissions will be separately evaluated as part of the tender evaluation. Individual priced components will be summarised into tender figures/bids for the whole of the work/service and for the duration of the contracts.

Unacceptably low or high bids may be discarded. A tender will be assumed to be unacceptably (abnormally) low if of all tenders submitted, it seems to be abnormally low by not providing a margin for a normal level of profit, and the tenderer cannot explain the price on the basis of economy or efficient service delivery method.

Arithmetically incorrect tenders after checking will be corrected to the arithmetically correct figure.

All returned tender submissions will be scored out of 100 points and 20 will be allocated to both price/ and 80 points to quality (20/80 Price/Quality).

### Price Evaluation Methodology

The lowest priced tender will receive 20 marks.

The methodology for the calculation for points for other tender is:-

100 points will divided by the lowest tender, multiplied by the difference between the lowest and the tender being compared.

This figure is then deducted from the maximum price points of 100 to determine the price points to be awarded to the tender being compared.

Eg:

Lowest acceptable tender = £1,000,000.00 = 100 points

Fourth lowest acceptable tender = £1,250,000.00

Difference between lowest and fourth lowest = £250,000.00

$$\frac{100}{£1,000,000} \times 250,000 = 25 \quad (100 - 25 = 0.75)$$

Price points allocated to the fourth bid is  $20 \times 0.75 = 15$  points

The top two total aggregated scores of both price and quality will shortlisted for the presentation. All other tenderers will be eliminated at this stage.

### Part Three- Interview / Presentation Stage of the Evaluation .

The interview stage will incorporate initial tenderer presentations and the posing of formal interview questions.

The subject of the presentation and the scoring methodology will be detailed in the an invite to the tenderers shortlisted for the presentation stage.

Interview questions will be determined to further interrogate the detailed tender evaluation sub-criteria, and address any perceived gaps/issues in the tender documentation and specification identified during the tender submission evaluation stage.

The presentation and response to interview questions will be allocated 40% of the 100% of percentage marks out of the overall evaluation criteria according to the content/standard of responses/experience demonstrated/information provided against the scoring methodology pre determined prior to the presentations.

The tenderer giving the best presentation / interview will attract the maximum score available for the presentation stage (eg 10 marks), with other tenderer (if invited) being scored out, in relation to the highest presentation score.

### Tender Quality Evaluation Summary

For each quality appraisal stage (stages 2 and 3) the scores of evaluators for each evaluation criteria and the presentation will be discussed for each tenderer, and a consensus score will be agreed by all members of the evaluation panel.

Notes and reasons for the groups consensus scores will be recorded and signed by all evaluation panel members.

Prior to incorporating price scores, the evaluation team will undertake a holistic review of the whole quality appraisal, considering all information obtained during Part 2 (tender responses) and scoring against pre-determined critical success factors (Yet to be detailed), but shall be concluded and included within the Tender Document . This is a reality check to confirm, or otherwise, the consensus quality scores concluded at Part 2.

APPENDIX A

PRICE/QUALITY/PRESENTATION EVALUATION SUMMARY

TENDERER	PRICE POINTS	PRICE SCORE X 20% (A)	TENDER QUESTIONNAIRE POINTS	INTERVIEW POINTS	TOTAL QUALITY POINTS	QUALITY SCORE X 80% (B)	TOTAL SCORE  100% (A) + (B)	RANKIN G
Tenderer A								
Tenderer B								
Tenderer C								
Tenderer D								
Tenderer E								
Tenderer F								