

**ON BEHALF OF BARNSLEY
METROPOLITAN
BOROUGH COUNCIL**



**CENTRAL, DEARNE, NORTH, NORTH
EAST AND SOUTH AREA COUNCILS**

PROCUREMENT STRATEGY

OCTOBER 2015

ENVIRONMENTAL ENFORCEMENT

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PROCUREMENT STRATEGY

ENVIRONMENTAL ENFORCEMENT – CENTRAL, DEARNE, NORTH, NORTH EAST AND SOUTH AREA COUNCILS

The Councils Corporate plan 2012-2105 sets out the following Council priorities:

- Growing the economy
- Improving people's potential and achievement
- Changing the relationship between the council and community

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.

ENVIRONMENTAL ENFORCEMENT STRATEGY

The Central, Dearne, North, North East and South Area Councils wish to procure bespoke environmental enforcement services to tackle environmental blight through littering, dog fouling and illegal parking affecting our communities. The aims of this are to respond to locally identified priorities, encourage the public to take pride in their local environment and facilitate a change in behaviours and attitudes towards looking after the environment. The majority of residents take pride in where they live and treat their local environment and fellow residents with respect. More robust enforcement will help each area Council to isolate the small minority that disrespect their environment and fellow residents and take robust action against them to change the way they behave and make them contribute towards the costs of improving the environment in which we live.

Each Area Council will seek to maximise the impact of resources being earmarked to address environmental crime by procuring high quality proven services, and to operationally align those services to the Council's Community Safety and Enforcement Service. This arrangement is designed to achieve the

best possible value for residents by purchasing the necessary skills and expertise at an affordable price. By subsequently aligning these bespoke additional services to the existing core services provided by the Council the Area Council's will ensure that any service is delivered within the parameters of the Council's policies, with the integrity and authority it requires and within the existing operational infrastructure of the Council.

To enable a bespoke service to be delivered for each area council and for each area council to be able to manage its own contract the procurement will consist of 5 individual lots:

- Lot 1 – Central Area Council (1.5 FTE Environmental Enforcement Officers)
- Lot 2 – Dearne Area Council (1 FTE Environmental Enforcement Officer)
- Lot 3 – North Area Council (4 FTE Environmental Enforcement Officers)
- Lot 4 – North East Area Council (2 FTE Environmental Enforcement Officers)
- Lot 5 – South Area Council (4 FTE Environmental Enforcement Officers)

The same service provider will be appointed to each of the 5 lots.

The specific aims and objectives of the services are:-

- Inspire people who live and work in the Central, Dearne, North, North East and South Area Council's to 'Love Where they Live'
- Improve the local environment
- Maintain and Improve Environmental Standards
- Keep the wards clean and well maintained
- Increase the number of people engaged in voluntary activities in the community
- Increase skills and work experience at local level
- Promote employment and training opportunities within the locality
- Develop strong community networks, community self-help and resilience
- Improve physical health and emotional well-being in the area
- Link with other Area Council procured services, to support the overarching aims of area governance shown above
- A local base, easily accessible and able to deploy available resources effectively to fully comply with and deliver the requirements of this specification
- Close working relationship with the Council's Community Safety and Enforcement Service
- A service that fully complements existing 'core' environmental enforcement service provision provided by the Council's Community Safety and Enforcement Service

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

The Expected Service Outcomes are:-

- Inspire the local community to 'Love Where They Live'
 - Improve the local environment
 - Keep the wards clean, well maintained and attractive
 - Increase employment, skills and work experience at local level
- Key dates

Area Council(s) date for Specification Agreement – November 2015
Commencement of locally commissioned services – April 2016

	Annual Value	Maximum Contract Value
Lot 1 – Central Area	£42,000	£126,000
Lot 2 – Dearne Area	£28,000	£84,000
Lot 3 – North Area	£112,000	£336,000
Lot 4 – North East Area	£56,000	£168,000
Lot 5 – South Area	£112,000	£336,000

The total contract value over the maximum contract period (36 months) is £1,050,000.

- Proposed Contract Period
The contract period for each lot will be for an initial period of 12 months with options to extend for 2 further periods each of 12 months. There will be a break clause after the first 6 months to when performance and achievement of outcomes will be reviewed. Each area council will have the ability to independently exercise these options

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 STRATEGY/ METHOD

Due to the combined value of the proposed procurement this tender is caught by Public Procurement Regulations 2015. The method of procurement for the project is therefore the open procedure route with a contract notice submitted to the Official Journal of the European Union

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 (OJEU)
- Placing of YORtender 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 (OJEU):

- | | |
|---|------------------------------------|
| • Complete drafting of Specification: | 13 th October 2015 |
| • Area Councils Approval of Specification | 23 rd October 2015 |
| • Issue OJEU advert | 30 th November 2015 |
| • Place YORtender Advert | 1 st December 2015 |
| • Issue tender documentation | 1 st December 2015 |
| • Tender Return | 5 th January 2016 |
| • Tender Evaluation | By 22 nd January 2016 |
| • Tender Report and Approval to Award | By 27 th January 2016 |
| • Standstill Period and Feedback | Ends 8 th February 2016 |
| • Issue Letter of Intent/Contract | 9 th February 2016 |
| • Contract to commence | 1 st April 2016 |

PROCUREMENT TEAM

The Procurement/Tender Evaluation Team is:

Carol Brady – Central Area Manager
Claire Dawson – Dearne Area Manager

Rosie Adams – North Area Manager
Caroline Donovan – North East Area Manager
Kate Faulkes – South Area Manager
Jenny Grant – Procurement Manager
Parking Services representative
Safer Communities representative

PROVIDER SELECTION AND TENDER EVALUATION PROCESS

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

Adverts will be placed in the Official Journal of the European Union and on YORtender (BMBC's electronic supplier and contractor management system) inviting expressions of interest from Service Providers wishing to tender for the Service.

Tender quality submissions will be subject to evaluation by the Procurement/Tender Evaluation Team. It is proposed that the team is chaired by the Commissioning and Procurement Lead. 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.

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.

Unsuccessful tenderers will be de-briefed in line with procurement regulations

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:-

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

Of the 21 consolidated aims and objectives, and the contract performance/monitoring requirements for the service, 5nr. are derived from price, 10nr are purely from quality considerations and 6nr are derived from a combination of both. On the basis of this categorisation, it is proposed that a Price Quality ratio of 40:60 is adopted, in favour of quality.

Tender Price Evaluation

The tender priced submissions 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. Unacceptably high bids will be those bids awarded zero marks or less. These points will then be transferred to the 'Price/Quality Evaluation Summary'. The 'Price Points' will be multiplied by the 40% weighting to arrive at the 'Price Score'

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:-

<u>Tender Quality Evaluation Criteria</u>	<u>Weighting %</u>
1. Organisational Information	Information Only
2. Financial Information	PASS/FAIL
3. Health & Safety	PASS/FAIL
4. Safeguarding/Quality Accreditations	PASS/FAIL
5. Technical Capacity:- <ul style="list-style-type: none">- Proposed methodology for delivering the full scope of service and integration with Council's core service providers- CV's of persons delivering the service- Proposed Outputs, Targets and Supporting Evidence for Outputs-	30%
5. Contract Management:- <ul style="list-style-type: none">- Financial, Budget and Change Management/Reporting; customer care	15%
6. Social Value:- <ul style="list-style-type: none">- Improve the environment- Encourage and inspire people to 'Love Where they Live'- Increase skills and work experience at local level	15%

<ul style="list-style-type: none"> - Increase employment opportunities - Increase the number of people engaged in voluntary activities in the community - Engaged neighbourhoods - Local Base 	
7. Interview	40%
	100%

Tender Quality Evaluation

The tender quality evaluation comprises a three stage process:

- Stage One – Tender Questionnaire Pre-qualification – Not used in the evaluation of tenders
- Stage Two – Tender Questionnaire Submission = 60% towards the quality evaluation of tenders
- Stage Three – Interviews = 40% towards the quality evaluation of tenders

Tender Questionnaire Submission

The tender evaluation for this contract is based on and covers the following 3 main areas of the outcomes required for this service:

- Technical Capacity
- Contract Management
- Social Value

The weightings for these areas have been set to reflect their respective levels of importance.

The tender questionnaire Submission will be scored by a Quality Evaluation Team; each team member will independently mark the submissions. The evaluation team will then meet to agree a ‘moderated’ score for each question to arrive at the ‘Quality Points’ per question. The Total Questionnaire Quality points per tenderer will be multiplied by 60% to arrive at the Tenderer’s total questionnaire quality score. This will be inserted onto the ‘Price/Quality Evaluation Summary’

TENDER EVALUATION (Cont'd)

Interviews

All tenderers will be invited to the interview stage which will involve tenderer presentations and the posing of formal interview questions. The subject of the presentation has yet to be determined. Interview questions will be predetermined to further interrogate the tenders of the Tenderers and address any perceived gaps/issues.

The presentations and interviews will be scored according to the content/standard of responses/information provided. The Tenderer's interview scores will be multiplied by 40% to arrive at the Tenderer's interview quality score. This will be inserted onto the 'Price/Quality Evaluation Summary'

The 'Price Score' and the 'Quality Score' will then be totalled to arrive at the 'Total Score'. The 'Total Scores' will then determine the most economically advantageous tender.

Tender Price/Quality Evaluation Summary

The price scores will be transferred to the Price/Quality evaluation summary sheet. The weighted quality scores of evaluators will be averaged for each tenderer, and the average scores will also be transferred to a Price/Quality Evaluation Summary sheet.