

**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 1st August 2016

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

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
	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:-

<u>Tender Quality Evaluation Criteria</u> The overall weighting of Quality in the evaluation criteria is 80%	<u>Weighting</u>
1. Organisational Information	Information Only
2. Financial Information	PASS/FAIL
3. Health & Safety	PASS/FAIL
4. Safeguarding/Quality Accreditations	PASS/FAIL
Tender Statements	60%
5. Technical Capacity:-	25%

<ul style="list-style-type: none"> - Proposed methodology for delivering the full scope of service (including resources, holiday cover, vehicle specification etc) - CV's of persons delivering the service - Proposed Outputs, Targets and Supporting Evidence for Outputs - 	
6. Contract Management:- <ul style="list-style-type: none"> - Financial, Budget and Change Management/Reporting; customer care 	10%
7. 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 - Increase employment opportunities through apprenticeships - Increase the number of people engaged in voluntary activities in the community - Local sub-contracting 	25%
8. Interview –	40%
Presentation 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"> • How you would recruit and retain volunteers to take part • The barriers which stop people from getting involved and how you would overcome them? • How you would engage with local schools • How you would persuade local businesses to work with you 	25%
Question One 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								