

BARNSELY METROPOLITAN BOROUGH COUNCIL

South Area Council Meeting:

24th 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 23rd 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 1st 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 23rd 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 1st 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 th March 2016
Contract advertised on Yortender	12 th April 2016
Tenders to be returned by	12 noon 10 th May 2016
Tenders evaluated and marked	12 th May – 16 th June 2016
Tender presentations & interviews	Week commencing 23 rd May 2016
Tender awarded	Week commencing 30 th May 2016

Standstill period	3 rd – 13 th June 2016
Contract issued to successful provider	13 th June 2016
Contract start date	1 st 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)

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