

PROCUREMENT STAGE 1 – APPROVAL TO PROCEED TO TENDER

This form must be completed for all procurements above the tender threshold (£75,000 - Services and Supplies and £500,000 - Works)

If contract value is over Cabinet approval threshold (£750,000) this form shall be appended to the Cabinet report. This form will be “open” for publication.

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| 1. | INTRODUCTION | |
| 1.1 | Contract Title | Phase 3 Data Modelling Project for Thurrock Council |
| 1.2 | Reference | PS/2018/149 |
| 1.3 | Directorate | HR, OD and Transformation |
| 1.4 | Contract Cost | £320K |
| 1.5 | Description | <p>The next phase of the Data Modelling Project planned to run from 2018 – 2020 (Phase 3) takes the Council’s Transformation Programme to a completely new level by not only continuing to enhance the support and delivery of the Brighter Futures programme (which includes the MHCLG sponsored Troubled Families initiative) but will also introduce three new critical areas of data analytics:</p> <ul style="list-style-type: none"> • Homelessness prevention • ASB profiling • Informed debt collections |
| 1.6 | Contract Term | 2 Years |
| 1.7 | Political Sensitivity | N/A |

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| 2. | BUSINESS CASE | |
| 2.1 | Business Case | This project supports delivery of the Troubled Families initiative including ensuring receipt of relevant grant funding, and also wider improvements in data modelling within Children’s Social Care using data from a number of different sources. It enables resources to be targeted where needs are most critical. This particular phase supports other services in the Council including homelessness prevention, and anti social behaviour. |
| 2.2 | Key Deliverables | As above |
| 2.3 | Commercial Pressures | N/A |
| 2.4 | Contractor Employment Status ¹ | N/A |

¹ Use online self-assessment tool: <https://www.gov.uk/guidance/check-employment-status-for-tax>

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| 2.5 | Award Criteria | The award will be made to the best value supplier with data processes most attuned to Thurrock's needs and will enable the project to proceed without delay. |
| 2.6 | Social Value | The contract itself supports delivery of social value outcomes, however the project has little scope for added benefit. |
| 2.7 | Previous Contract | PS/2018/140 Troubled Families Data Management Service |

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| 3. | FINANCIAL CONSIDERATIONS | | | | | | |
| 3.1 | Previous Contract Cost | £64,000 for the previous contract, spend on this project is c. £570K to date. | | | | | |
| 3.2 | Scope Changes | Is there any increase / decrease in scope that could impact costs? | Yes - there is an increase in scope | | | | |
| 3.3 | Annual Cost | Year | 18/19 £000's | 19/20 £000's | 20/21 £000's | Later £000's | Total £000's |
| | | Total Spend | £200 | £120 | £0 | £0 | £320 |
| 3.4 | Funding Breakdown Identified | Revenue Budget | £0 | £120 | £ | £enter | £enter |
| | | Capital Budget | £200 | £0 | £ | £enter | £enter |
| | | Other (Please State) | £enter | £enter | £enter | £enter | £enter |
| | | Other (Please State) | £enter | £enter | £enter | £enter | £enter |
| | | Total Funding | £200 | £120 | £0 | £0 | £320 |
| 3.5 | Budget Code(s) | T0016 | | | | | |
| 3.6 | Unsupported borrowing | N/A | | | | | |
| 3.7 | Other Financial Implications | Further financial Savings may be possible through the delivery stage in more effective targeting of resources based on predicted early interventions to reducing future demand. | | | | | |

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| 4. | PROCUREMENT ROUTE | |
| 4.1 | Procurement Route | Direct Award under Framework (waiver) |
| 4.2 | Procurement Route Rationale | CCS Framework RM1059 Lot 9 Open Government Systems contains suppliers that can deliver the appropriate type of service. Given this is a very specialist service, officers will consider the experience and specialisms of providers and carry out relevant soft market testing before a direct award. Mini competition would not be appropriate for this service. |
| 4.3 | Does the contract require a waiver? | Yes |
| 4.4 | Single Source justification | N/A - not a single source |
| 4.5 | Waiver Rationale | Standard waiver by direct award under a Public Purchasing Framework. |

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| 5. | PROCUREMENT TIMETABLE | |
| 5.1 | Procurement | Publish Contract Notice 16 July 2018 |

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| | Timetable | Selection Questionnaire Return | N/A |
| | | Invitation to Tender Issue | 16 July 2018 |
| | | Invitation to Tender Return | 30 July 2018 |
| | | Notification of Result | Early August |
| | | Standstill Period | N/A |
| | | Expected Award Date | 06 August 2018 |
| | | Contract Commencement | 06 August 2018 |

| 6. RISKS, CONSULTATION AND MANAGEMENT | | | | | | |
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| 6.1 | Tender Process Risks | Risk Level | | | Negative Impact | Mitigation |
| | Niche Market | D - Low Likelihood | II - Significant Impact | DII - Low Risk | No bids | Soft market testing will be carried out on the framework to ensure suitability, Incumbent is likely to bid. |
| | Supplier selected is unable to meet brief | D - Low Likelihood | II - Significant Impact | DII - Low Risk | Contract will fail | Evaluation process will determine |
| | N/A | Select Likelihood | Select Impact | Select Risk Level | N/A | N/A |
| 6.2 | Contract Performance Risks | Risk Level | | | Negative Impact | Mitigation |
| | Supplier fails to deliver | D - Low Likelihood | II - Significant Impact | DI - Low Risk | Failure to improve services, unable to secure funding from MCHLG | Contract will be actively managed by HR/OD |
| | Overspend | C - Significant Likelihood | III - Marginal Impact | CIII - Low Risk | Overspends are likely to be around further improvements to the service as yet undetermined. | Contract will be managed and budget controlled. Further developments will be run through the Stage 3 Process |
| | N/A | Select Likelihood | Select Impact | Select Risk Level | N/A | N/A |
| 6.3 | Contingency | Not a front-line service, however data backup contingency will be established as part of the procurement process. | | | | |
| 6.4 | Consultation | Consultation has taken place across the Council including Children's Services and Public Health. | | | | |
| 6.5 | Project and Contract Management | The procurement, award and contract management will be managed by HR/OD | | | | |
| 6.6 | Procurement Implications | This procurement represents continuation of an ongoing requirement to improve data analytics across the Council. The procurement process will ensure that officers are able to consider the implications of the work carried out to date and the significance of change. Use of the CCS Framework allows a direct award without further competition if this is the chosen route. | | | | |

| 7. LEGAL, FINANCE AND PROCUREMENT APPROVAL | | |
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| 7.1 | Procurement | I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Procurement implications |
| | | Name Stefanie Seff |

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| | | Signed <i>(or obtain email confirmation)</i> | |
| | | Date | 15/06/2018 |
| 7.2 | Legal | I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Legal implications | |
| | | Name | Kevin Molloy |
| | | Signed <i>(or obtain email confirmation)</i> | |
| | | Date | Click here to enter a date. |
| 7.3 | Finance | I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Financial implications | |
| | | Name | Enter Name |
| | | Signed <i>(or obtain email confirmation)</i> | |
| | | Date | Click here to enter a date. |

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| 8. | APPROVAL TO PROCEED | | |
| 8.1 | Approval Level | £350,000 to £500,000 - Corporate Director | |
| 8.2 | Responsible Officer | I confirm that this procurement will be carried out in accordance with Rule 5 of the Council's Contract Procedure Rules (Chapter 9, Part 2 of the Constitution) and in particular the following duties have been met: <ul style="list-style-type: none"> • Compliance will occur with all regulatory or statutory provisions and the Council's decision making requirements • The Contract will be included on the Council's Contract Register • Value for Money will be achieved • Advice has or will be sought from the Director of Finance and Corporate governance as to an appropriate security bond or guarantee • Document Retention Policy has and will be complied with • Financial Evaluation will be made of all the proposed tenders including the recommended bidder • Advice has been and will be sought and followed from Procurement, Legal and Finance as necessary | |
| | | Name | Gary Staples |
| | | Signed | |
| | | Date | 15/06/2018 |
| 8.3 | Assistant Director | In accordance with the Contract Procedure Rules, I confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13. | |
| | | Name | Enter Name |
| | | Signed <i>(or obtain email confirmation)</i> | |
| | | Date | Click here to enter a date. |
| 8.4 | Corporate Director | In accordance with the Contract Procedure Rules, I confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13. I confirm that the Portfolio Holder has been consulted as required | |

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| | | Name | Jackie HInchliffe |
| | | Signed <i>(or obtain email confirmation)</i> | |
| | | Date | 15/06/2018 |
| 8.5 | Director of Finance and IT (If waiver required) | In accordance with the Contract Procedure Rules, I confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13. | |
| | | Name | Enter Name |
| | | Signed <i>(or obtain email confirmation)</i> | |
| | | Date | Click here to enter a date. |
| 8.6 | Cabinet | Minute Number | Enter approval minute reference |
| | | Date | Click here to enter a date. |
| <i>Now send complete form to Procurement Services signed and scanned</i> | | | |