

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 attached with the request to tender report to Cabinet. This form will be “Open” for Publication.

| Section A: ABOUT THIS PROCUREMENT | |
|--|--|
| Title | Disabled Adaptations Service |
| Directorate | Housing |
| Procurement Reference Number | PS/2016/186 |
| Contract Cost (Maximum Spend) | Up to £1.5 Million, depending on funding |
| Budget code(s) | HO626 |
| Introduction and Background | This contract brings together a framework for supply, installation, servicing and maintenance of mechanical “lifting” aids such as stair lifts and hoists, and also building works such as ramps, kitchen and bathroom works and extensions/conversions with a value above £1K but outside the Transforming Homes remit. The contract will be let in two lots – mechanical aids and building works/adaptations, and will be available also to Adult Social Care for use when the owner occupier in receipt of Disabled Facilities Grant (DFG) funding is unable to manage the client role for the works. |
| Proposed Contract Term | 4 Year Framework |
| Political Sensitivity | If there is any political sensitivity include details here or state N/A |

Section B: COMMISSIONING REPORT

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|---|---|
| Business Case | <p>Currently there is a fragmented approach to work to implement disabled adaptations in Council Housing properties, with no formal contracts in place, with the exception of the statutory testing, inspection and servicing of mechanical “lifting” aids such as stair lifts and hoists. Equally, although it is expected that with Disabled Funding Grant (DFG) monies that the owner occupier will undertake the client role (ie seek quotes, manage the project and pay the contractor directly), in some cases vulnerability means that this is not possible. Spend has been considerable and for the mechanical aids element (Goods and Services) exceeds the current EU threshold.</p> <p>This contract will pull together all of the requirements in two lots, with one contractor for the mechanical aids and three for buildings works. This will provide flexibility, and offer some comfort in a four year contract (though no guarantee in volume), with hopefully some economies of scale.</p> |
| Key Deliverables (Draft Specification) | <p>Consistent high quality services. Cost savings (or control) Contractors will need to demonstrate high levels of customer care and understanding of disabilities.</p> |
| Quality v Price evaluation | 60:40 Quality:Price. It is not anticipated that there would be much variation in price and therefore 40% is considered sufficient for competitive edge. |
| Social Value | This contract holds no guarantee of volume and therefore it will be difficult to secure a firm commitment from any of the contractors. However ideas will be sought as part of the tender process. |
| Current / Previous Contract details | N/A |

FINANCIAL IMPLICATIONS

| | | | | | | |
|---|--|-------------------------|-------------------------|-------------------------|-------------------------|-------------------------|
| Current / Previous Contract Cost | Current spend in Housing c. £250K per annum. Adult Social Care currently do not manage the DFG works directly but this inclusion will push up the overall direct spend, but not impact on Council budget as the funding will be retained by the Council and paid to the Contractor, rather than to the client. | | | | | |
| Cost Breakdown | Breakdown of Estimated Cost | 15/16 £000's | 16/17 £000's | 17/18 £000's | Later £000's | Total £000's |
| | Total Spend | £ | £150 | £300 | £1050 | £1400 |
| Confirm Funding Breakdown Identified | Revenue Budget | £ | £ | £ | £ | £ |
| | Capital Budget | £ | £ | £ | £ | £ |
| | Other (Please State) | £ | £ | £ | £ | £ |
| | Other (Please State) | £ | £ | £ | £ | £ |
| | Total Funding | £ | £ | £ | £ | £ |
| Budget Code(s) | List budget codes | | | | | |
| Other Financial Implications | None specific, except that there is potential to generate some economy of scale savings through the comfort of a four year agreement with the contractors. | | | | | |

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| PROCUREMENT ROUTE ABOVE TENDER THRESHOLD (Choose 1(of A, B, C or D) only) | |
| A. COMPETITIVE PROCUREMENT (complete B if a Framework) | |
| Procurement Route | EU Open Tender |
| Procurement Justification | Quick turnaround is required as procurement is currently non-compliant. It is not anticipated that the number of suppliers will be so large that an Open procedure is unwieldy. |
| B. FRAMEWORK (Waiver in accordance with Rule 13.1 (c)) | |
| Framework? | Is this a procurement from a Framework? No |
| Title & Reference of Framework | N/A |
| Framework Rationale | N/A |
| C. REQUEST FOR QUOTE FROM RESTRICTED MARKET (Waiver in accordance with Rule 13.1 (d)) | |
| Restricted Market? | Is this a request for quotes from a restricted market? No |
| Rationale (only permitted below the EU threshold) | N/A |
| D. SINGLE SOURCE REASON (Waiver in accordance with Rule 13.1 (a, b or d)) | |
| Single Source | Is this Procurement a Single Source – One Quote/Tender <i>(Exceptional circumstances only and select reason below)</i> No |
| Single Source justification below EU Threshold | <i>Select reason and explain your rationale</i> N/A |
| Single Source justification above EU Threshold | If you are seeking a single tender above the EU threshold – using the “Negotiated Procedure without Call for Competition” route, this is only available in very exceptional circumstances. You must select the reason below and explain your rationale. N/A |
| Single Source Rationale | N/A |

| PROCUREMENT TIMETABLE, RISK, CONSULTATION AND MANAGEMENT | | | | | |
|--|---|------------------------------------|--|---|---|
| Milestones and target dates <i>(Draft)</i> | Key Event | Date | | | |
| | Publication of Contract Notice or Advert | 19 July 2016 | | | |
| | Return of PQQs (omit if not applicable) | N/A | | | |
| | Issue of Invitation to Tender | 19 July 2016 | | | |
| | Return of Tenders | 19 August 2016 | | | |
| | Notification of Results | 01 September 2016 | | | |
| | Standstill Period (omit if not applicable) | 2-11 September 2016 | | | |
| | Leaseholder Consultation (omit if not applicable) | N/A | | | |
| | Expected date of Award | 12 September 2016 | | | |
| | Contract Commencement | 01 November 2016 | | | |
| Risk Management – Set out Main Risks and Mitigating Actions | | | | | |
| Risk | Likelihood (A – E)¹ | Impact (I – IV)² | Level of Risk (High to Lower)³ | Potential Negative Impact | Management / Mitigation of Risk |
| Tender Process Risks | | | | | |
| Smaller contractors excluded (ie failure in Social Value) | C | III | Lower | Challenge / complaints from current contractors | Contract divided into lots with three in the “works” category to encourage local firms to apply. |
| Enter Risk | L | I | Level | Impact | Mitigation |
| Enter Risk | L | I | Level | Impact | Mitigation |
| Contract Performance Management Risks | | | | | |
| Poor performance leading to inoperative or unsafe equipment | D | I | Lower | Significant injury at worst for Service User | Strong procurement process and contract management to ensure sufficient safety checks and servicing in place. |
| Enter Risk | L | I | Level | Impact | Mitigation |
| Enter Risk | L | I | Level | Impact | Mitigation |
| Contingency Arrangements | Generally not impacted but if the mechanical aids contractor fails, the manufacturers of the equipment will be contacted for alternative contractors in an emergency breakdown situation. | | | | |
| Consultation | Consultation has taken place across Housing and Adult Social Care with regard to the contract scope. Inclusion of the DFG element has been as a result of feedback from residents. | | | | |
| Project and Contract Management Proposals | The contract will primarily be managed within Housing and there will be strong technical involvement in monitoring the safety aspects. | | | | |
| Procurement Comments | <i>Procurement Services has reviewed this Stage 1 form – and agree that the engagement can proceed on the basis provided.</i> | | | | |

¹ **Risk Likelihood:** A = Very High, B = High, C = Significant, D = Low, E = Very Low

² **Risk Impact:** I = Critical, II = Significant, III = Marginal, IV = Negligible

³ **Risk Level:** High = AI, BI, All, BII, CI, CII, all others lower

Section C: LEGAL, FINANCE AND PROCUREMENT APPROVAL

| | | |
|---|--|-----------------------------|
| Procurement Services | Name | John Maravillas |
| | Signed <i>(Or obtain email of confirmation)</i> | |
| | Date | Click here to enter a date. |
| Legal Services <i>(Insofar as it relates to Legal implications)</i> | Name | Kevin Molloy |
| | Signed <i>(Or obtain email of confirmation)</i> | |
| | Date | Click here to enter a date. |
| Finance <i>(Insofar as it relates to Finance implications)</i> | Name | Mike Jones |
| | Signed <i>(Or obtain email of confirmation)</i> | |
| | Date | Click here to enter a date. |

Section D: APPROVAL TO PROCEED VALUE

The Responsible Officer must sign the form, together with the Head of Service as a minimum. Delegated Authority Limits below.

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| Approval Level | Over £750,000 - Cabinet |
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Section E: SIGN OFF APPROVAL TO PROCEED

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| Confirmation by the Responsible Officer of Compliance with Contract Procedure Rules | The Responsible Officer Sue Murray confirms that the procurement of Disabled Adaptations Contract and PS/2016/186 has been 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 by the Responsible Officer: <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 | |
| | Signed | |
| | Date | Click here to enter a date. |
| Approval to Proceed | In accordance with the Contract Procedure Rules, I/we 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 | |
| Head of Service | Name | Richard Parkin, Head of Environment and Housing |
| | Signed <i>(Or obtain email of confirmation)</i> | |
| | Date | Click here to enter a date. |
| Corporate Director <i>I confirm that the Portfolio Holder has been consulted as required</i> | Name | Roger Harris, Corporate Director Adults Health & Housing |
| | Signed <i>(Or obtain email of confirmation)</i> | |
| | Date | Click here to enter a date. |
| Head of Corporate Finance <i>If waiver required</i> | Name | Not required |
| | Signed <i>(Or obtain email of confirmation)</i> | |
| | Date | Click here to enter a date. |
| Cabinet | Approval Minute Number | tbc |
| | Date | 08/06/2016 |
| <i>Now send complete form to Procurement Services signed and scanned (with emails if used)</i> | | |