



Notice of Non-key Executive Decision

Subject Heading:	Approval to commence a tendering process for the corporate term maintenance contract for Electrical Installations works and Electrical Testing and Maintenance Works- Term maintenance Contract
Cabinet Member:	Cllr. Roger Ramsay- Lead Member for OneSource
SLT Lead:	Jane West - Chief Operating Officer
Report Author and contact details:	Ian Saxby. ian.saxby@onesource.co.uk Telephone: 01708 433529
Policy context:	It is a legal requirement for building owners/ operators to comply with BS 7671 and the requirement to provide buildings for staff, customers and stakeholders that comply with statutory legislation including the Health and Safety at Work Act. The Council's Commissioning Plan for Education Provision in Havering.
Financial summary:	This is a call off contract for inspection, monitoring and maintenance and as such will be funded primarily from revenue budgets for the maintenance of buildings, and cost for the 5 year period, based on historical data is £2,000,000
Relevant OSC:	Children & Learning Overview and Scrutiny Committee
Is this decision exempt from being called-in?	No

The subject matter of this report deals with the following Council Objectives

- Communities making Havering
- Places making Havering
- Opportunities making Havering
- Connections making Havering

Part A – Report seeking decision

DETAIL OF THE DECISION REQUESTED AND RECOMMENDED ACTION

1. That the SLT member for OneSource approves the procurement strategy outlined in this report to commence a procurement process for a corporate term maintenance contract for the statutory inspection, monitoring and maintenance of Electrical Installations works at an estimated annual cost of £400,000.00 5 years with an estimated start date in March 2020, making a total estimated value of £2,000,000.00 for the contract. The proposed form of contract to be the JCT Measured Term Contract 2016 with the Council's supplemental amendments.

AUTHORITY UNDER WHICH DECISION IS MADE

3.3 Powers of Members of the Senior Leadership Team

Members of the Senior Leadership Team (SLT) have delegated authority to act as follows within the assigned service service/portfolio of responsibilities, subject to the general provisions and limitations set out in section 3.1 above.

General powers

(a) To take any steps necessary for proper management and administration of allocated portfolios.

(b) To exercise all the powers delegated to them personally and those powers delegated to Second Tier Managers and other staff members in their directorate where circumstances require and so far as legally permissible. Exercise of such powers should be recorded where appropriate. Where possible, a SLT member should give notice to a relevant staff member that he or she intends to exercise a specified power that is delegated to that staff member.

Contract powers

(a) To approve commencement of a tendering process for all contracts above a total contract value £500,000.

(b) To award all contracts with a total contract value of between £500,000 and £5,000,000 other than contracts covered by Contract procedure Rule 16.3.

(c) To sign contracts on behalf of the Council which do not require sealing under paragraph 4 of Article 10 of this constitution?

STATEMENT OF THE REASONS FOR THE DECISION

Responsibility for the maintenance of buildings either owned and/or used by the Council rests primarily with Asset Management and individual schools governing bodies. Compliance requires inspections and monitoring to be carried out by competent persons in line with statutory legislation.

This is achieved by a series of maintenance term contracts corporately procured to achieve best value.

There is no existing contract in place and both periodic testing and reactive repairs are carried out on an adhoc basis with little regards to strategic planning or financial control. This cannot be allowed to continue as our statutory obligations are being missed on a regular basis.

- i. the likely total cost is estimated to be in the order of £2,000,000 for the five year period

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- ii. This proposed contract is considered to be a Works contract under Schedule 2 of the Public Contracts Regulations 2015 and the estimate value is below the EU threshold which would require a full OJEU tender exercise.
- iii. In compliance with the Council's Contract Procedure Rules ("CPRs") 13, seven contractors registered on the ConstructionLine database will be invited to tender. Submissions will be evaluated by technical and procurement staff and the selection of the preferred bidder shall be made in accordance with the CPRs and the EC Treaty obligations.
- iv. The project team is led jointly by the Mechanical and Electrical Manager within Technical services and the Procurement Specialist. They will be supported by other members of the Technical services and procurement teams. Also included the Head of Facilities Management and Education Asset Management Team as end user advisors.
- V. the new contract will operate as one co-ordinated contract that will ensure both efficiencies in terms of operation/ monitoring and capital procurement of improvements.
- vi. There was no existing year contract therefore TUPE does not apply.
- vii. Project risk assessment.
- Insufficient interest from the market
 - Schools opt out

The contract will be the current JCT Measured Term Contract 2016 with the Council's supplemental conditions.

A checkpoint 1 was approved on 9th August 2019. It has been revised in accordance with the programme delay and resubmitted.

PROCUREMENT TIMETABLE

This procurement is intended to follow the time-line below:

Stage	Date(s)and time(s)
Issue of Invitation to Tender	1 st November 2019
Last date for Clarification questions	16 th November 2019
Response to Clarification questions	17 th November 2020
Submission of Tenders	1 st December 2019
Evaluation of Tenders	15 th December 2019
Checkpoint 2 approval	8 th January 2020
ED approval	23 rd January 2020
Notification of result of evaluation	23 rd January 2020
Standstill period	7 th February 2020
Expected date of award of Contract(s)	8 th February 2020
Add to Contract Register	22 nd February 2020
TUPE Consultation period (if applicable)	N/a
Place award notice in official Journal of European Union (OJEU)	N/a
Contract commencement	7 th March 2020
Initial Contract completion date	6 th March 2023
Contract completion date – (if extension(s) exercised)	6 th March 2025

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Resource implications

Responsibility for the maintenance of buildings either owned and/or used by the Council rests primarily with Asset Management and individual schools governing bodies.

Compliance requires inspections and monitoring to be carried out by competent persons in line with statutory legislation. This is achieved by a series of maintenance term contracts corporately procured by Technical Services to achieve best value. This is one of this "suite" of contracts.

Havering Council currently ensures compliance via an adhoc contract entered in to in 2018 and extended for a period of one year. Technical Services monitor this duty in 112 corporate buildings on behalf of Facilities Management and 59 schools as part of an optional service level agreement.

Technical Services will monitor and manage this contract without any additional resource to its current establishment, efficiency gains in its asset management system Tech Forge and improvements to its in house procedures will be adopted to aid in secure compliant contract management. FM and schools will access the contract via traded services "buy in" arrangement offered via a Tech Services SLA to a pre agreed fee rate and utilise the contract on a "call off" basis.

Financial

As with most capital/revenue schemes, there is a risk that the scheme could overspend due to issues arising during the build process, this risk will be mitigated via a contract administration procedure as set out within the JCT Measured Term Contract 2016 (with Amendments) that provides constant monitoring and final cost forecasting. Any issues arising can be funded from the client contingency sum. There exists a risk of delays as with any major building project, but this will be mitigated by a scrutinised critical path programme issued to the Contract Administrator and all the shareholders and reviewed against the on-site progress at weekly and ad hoc meetings.

As with all contracts there is a risk to contractor delivery/continued operation. However the contractor selection process will partly mitigate this risk, along with careful project management in the future.

Note here the financial implications of, and risks relating to, the proposed decision.

- Implementing the award.
- Schools opting out.
-

The process lessons learnt will enable subsequent Measured Term Contracts to be expedited.

OTHER OPTIONS CONSIDERED AND REJECTED

A number of options were considered, but discounted for the following reasons.

1. Continue with existing contract arrangements – The current contracts have previously been extended and there is no way of extending these further.
2. Place separate orders for servicing, reactive and planned maintenance – This approach would be time consuming and inefficient. There would also be compliance issues in

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terms of procurement, due to aggregation rules.

This is deemed to be a works contract and the estimated value of £2,000,000 falls within the OJEU threshold. As such it is considered that best value will be achieved by inviting tenders from contractors registered on ConstructionLine, enabling local SMEs to tender.

PRE-DECISION CONSULTATION

There has been no formal consultation and none is statutorily required.

NAME AND JOB TITLE OF STAFF MEMBER ADVISING THE DECISION-MAKER

Name: Ian Saxby

Designation: Head of Technical Services

Signature:



Date: 11/10/19.

Part B - Assessment of implications and risks

LEGAL IMPLICATIONS AND RISKS

1. The SLT member is asked to approve the procurement strategy outlined in this report to commence a procurement process for a corporate term maintenance contract for the statutory inspection, monitoring and maintenance of Electrical Installations works at an estimated annual cost of £400,000.00 for a period of 5 years, with an estimated start date in March 2020, making a total estimated value of £2,000,000.00 for the contract. The proposed form of contract to be the JCT Measured Term Contract 2016 with the Council's supplemental amendments.
2. It is a legal requirement for building owners/ operators to comply with BS 7671 the IEE 18th edition of the regulations respectively and the requirement to provide buildings for staff, customers and stakeholders that comply with statutory legislation including the Health and Safety at Work Act. The Council also has power under the Local Government (Contracts) Act 1997 and the Localism Act 2011 to enter into contracts in connection with the performance of its functions.
4. The estimated value of the proposed contract is £2,000,000.00, which falls below the EU threshold for Works contracts and therefore any procurement route or award of contract is not subject to the full requirements of the Public Contracts Regulations 2015 (the "EU Regulations"). Further, the estimated value of the contract is such that it is not considered to be of cross border interest.

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5. For the purposes of the Council's Procedure Rules ("CPR") and Financial Regulations, the estimated value of this contract is such that it is classed below EU threshold value Works Contract.
6. CPR 13 provides for Works contracts below the EU threshold (currently **£4,551,413**) can be awarded after tenders in accordance with CPRs using Constructionline.
7. The SLT Member will be aware of the Public Sector Equality Duty (PSED) set out in section 149 of the Equality Act 2010. At each stage, in exercising its function (and in its decision making processes) the council must have due regard to the need to:
 - a) eliminate discrimination, harassment, victimisation or other prohibited conduct;
 - b) advance equality of opportunity between persons who share a relevant protected characteristic and those who do not share it;
 - c) Foster good relations between person who share a relevant protected characteristic and those who do not share it.

The relevant protected characteristics are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation.
8. The Legal and Governance officers are available to assist the client department in finalising the terms and conditions of the proposed contract between the parties once approval of the preferred bidder has been approved following the proposed procurement exercise.

FINANCIAL IMPLICATIONS AND RISKS

The cost of this procurement exercise will be met from existing budgets within Technical Services utilising the following budget code - A44900.

The work is being covered by current budgets and it is anticipated that efficiencies will arise from these proposals. Any works undertaken through these contracts will be funded from the existing relevant maintenance budget.

The table above denotes the yearly estimated value of each Term Contract that will be tendered separately under the JCT Measured Term Contract 2016 Edition and the projected full term costs of each contract, these figures are based upon the information currently held on expenditure through Revenue and Capital codes on Eureka and current resources capability of the Building Services Team to execute the works.

Each Contract will be separately tendered in line with **Public Contracts Regulations 2015 Works level Contracts**. It is envisaged that tenders will be sought throughout **September/October 2019** for commencement in **January 2020** if procurement agree the timelines.

Term Contract	Term (Years)	Yr 1	Yr 2	Yr 3	Yr 4	Yr 5	Term Total
Electrical Installations works and Electrical Testing and Maintenance Works	5	£400,000	£800,000	£1,200,000	£1,600,000	£2,000,000	£2,000,000

As with most revenue schemes, there is a risk that the scheme could overspend due to issues arising during the repair process, this risk is mitigated via a contract administration procedure

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as set out within the JCT Measured Term Contract that provides constant monitoring and final cost forecasting. Any issues arising can be funded from the client contingency sum also any extensive repairs outside of clients budgets will likely undergo a capital bid process by the client in the following financial year. There exists a risk of delays as with any major repair/building project, but this will be mitigated by a scrutinised critical path programme issued to the Contract Administrator and all the shareholders and reviewed against the on-site progress at weekly and ad hoc meetings.

As with all contracts there is a risk to contractor delivery/continued operation. However the contractor selection process has partly mitigated this risk, along with careful project management in the future.

Note here the financial implications of, and risks relating to, the proposed decision.

- Implementing the award.
- Schools opting out.

The process lessons learnt will enable subsequent Measured Term Contracts to be expedited.

This will be a call off contract, primarily funded by FM and Schools where they choose to buy in from pre costed schedule of rates, however as a Corporate provision contract it is hoped it will appeal to building duty holders with statutory obligations. The cost is likely to be similar to the costs currently paid however the cost of managing and monitoring the contracts is also likely to reduce due to internal improvements with data management in these areas.

- The current spend on this contract is split into two areas:

1) Statutory Servicing & Maintenance – Based on system type and duration between tests.

2) Reactive repairs – Based on the amount of system failures (call outs) and needed repairs following statutory visits. This is a particularly difficult figure to predict as it is constrained by the clients building budget restrictions however based on historical spend a 80%/20% reactive repairs to servicing costs are a likely outcome
£320,000/80,000 e.g. £400,000pa

These figures will currently split on historical evidence 60%/40% £240,000/£160,000 with schools being the larger contributor due to recent system renewals.

The contract is expected to come in at a similar value to current usage dependent upon market forces and the size of clients building budgets within FM and Schools remaining stable. The spend on this contract should remain containable dependent upon clients own budget management and not Technical Services control as this contract is supplied on a "call off" basis only.

This contract is unlikely to produce any direct savings to client's budgets as it provides necessary statutory compliance and an ongoing process throughout its term; however consistent servicing and maintenance can produce long term savings of between 15 & 20% on failure/repair costs. There is also a potential saving in procurement costs of tendering & retendering to the organisation as there is a comprehensive schedule of rates within the specification that can be utilised to cost works up to £100,000

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**HUMAN RESOURCES IMPLICATIONS AND RISKS
(AND ACCOMMODATION IMPLICATIONS WHERE RELEVANT)**

There are no implications associated with this decision

EQUALITIES AND SOCIAL INCLUSION IMPLICATIONS AND RISKS

There are no implications associated with this decision.

BACKGROUND PAPERS

CPR 1 - Electrical Installations works and Electrical Testing and Maintenance Works- Term maintenance Contract

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Part C – Record of decision

I have made this executive decision in accordance with authority delegated to me by the Leader of the Council and in compliance with the requirements of the Constitution.

Decision

Proposal agreed

Details of decision maker

Signed



Name: Mark Butler – Technical Director, OneSource

Date: 11/10/19

Lodging this notice

The signed decision notice must be delivered to the proper officer, Debra Marlow, Principal Democratic Services Officer in Democratic Services, in the Town Hall.

For use by Committee Administration

This notice was lodged with me on 14/9/2019

Signed 

Strategic Procurement

CHECKPOINT REPORT 1: PRE-PROCUREMENT APPROVAL

This form is for procurements of goods and services above the EU Threshold (£164,176) and for works above £500,000 in value. For procurements below this amount, a Procurement Engagement Form needs to be completed.

1. CONTRACT TITLE AND KEY PEOPLE							
Contract Title		Electrical Installations works and Electrical Testing and Maintenance Works- Term maintenance Contract					
Capital Sourcing Reference		xxx		Report Date		31/07/2019	
Tender Manager		Directorate		Buyer Assigned			
Ian Saxby/John Roberts		Technical Services		David Mulford/Rebecca Nippress		Senior Procurement Officer	
Value of Contract		Targeted Financial Savings			Bankable Savings		
£2,000,000.00 (over 5 years)		£0 (Not applicable)			£ 0 (Not applicable)		
Is budget available to proceed with this procurement?	Schools and FM to provide as applicable-varies	*Please enter the budget code	Schools and FM to provide as applicable-varies	If yes, is this a Revenue or Capital allocation?	Revenue	Procurement to be Approved by? Including date	David Mulford/Mark Butler/Ian Saxby.
Proposed Contract Start date	Proposed Contract End date		Is there an option to extend the contract?		If yes, give duration of extension option		
01/02/2020	Insert end date here 31/01/2025 (5 year Contract)		No				
Procurement route being undertaken	Have you or your team received training on Capital eSourcing?		** Is there a current contract in place?		If yes, insert expiry date		
As per Havering CPR's Constructionline tender – 7 minimum suppliers	Yes		No, works carried out via individual quotations/Tenders.				
Please state the Quality/Price threshold	Does TUPE apply to this exercise?		Have you considered Collaborative Working?		Will you be using an eAuction or DPS?		
40% Quality / 60 % Price	No		Yes		No		
Checkpoint Summary							
Please provide a summary of this checkpoint report. Please make sure this includes a summary of the purpose of this report and what outcomes are expected.							
Purpose of new Term Maintenance- Electrical Installations works and Electrical Testing and Maintenance Works Services Contract is to Provide:-							
A Procurement/council compliant Contract to allow for the efficient/value for money replacement/Installation/Service/Testing/commissioning of Electrical services to schools/public buildings, including for:-							
-Electrical Installations works/Service/Testing/Commissioning of various Electrical Services/associated Equipment(Including Lightning protection systems, Portable Appliance Testing, etc)							
The supply and Installation of small to medium Electrical Installations (including Lightning protection installations.)							
The potential duration of these contracts also leans towards a long term collaborative approach to term contract work where quality of process and record certification and interaction with the boroughs asset management system "Techforge" will be of a greater requirement hence the higher quality approach than normal.							
We hope to continue to carry out works of an electrical nature for the corporate & education department in the future and extended value allowance will avoid aggregating issues and costly and repetitive procurement processes.							
Term Contracts are designed to provide the Borough with a "suite" of contracts to cover the Boroughs statutory/regulatory and compliant needs this contract is one of this "suite":- Electrical Installations works and Electrical Testing and Maintenance Works Services Contract							
A Procurement/council compliant Contract to allow for the efficient/value for money replacement/installation/Service/Testing/commissioning of Electrical Installations works and Electrical Testing and Maintenance Works Services Contract to schools/public buildings,							
The aim is for appropriate (construction line registered companies) Companies to Take part in a Tender. companies will be able to provide a quick reactive service to problems/ and have knowledge of buildings.							

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The Contract will be used to provide services for Technical Services/schools and FM Services.
 This Contract will also allow new projects and installation up to the value of £100,000

***Note:** Finance will be unable to approve the report unless budget code details are included.

****Note:** Where there is a current contract in place, ensure that sections 2.5 Personnel Matters and 6.5 Exit Strategy are fully completed.

CHECKPOINT PANEL RESPONSE

Date of Checkpoint Panel	09/08/2019
Panel Members Present	Tara Philip; Deborah Redknapp; Matthew Best; Paul Ellis; John Friend; Liz Dixon; Ian Brady; Phil Harris; Eve Anderson; Ivano Spiteri; Suzanne Wightwick; Hassan Iqbal; Ross Duguid; Phil Gable

1. CONTRACT TITLE AND KEY PEOPLE

Title: New Electrical Installations works and Electrical Testing (EICR's)/Maintenance Works- Term maintenance Contract.

Key People: Ian Saxby, John Roberts, David Mulford

2. BACKGROUND TO THE CONTRACT

Purpose of new Term Maintenance Contract is to Provide:-
 Electrical Installations works and Electrical Testing (EICR's)/Maintenance Works- Term maintenance Contract.

A Procurement/council compliant Contract to allow for the efficient/value for money/Compliance - Replacement/installation/Service/commissioning of Electrical Services to schools/public Buildings. This contract will allow for the provision of an efficient/reactive HSE Compliant Electrical Services Contract.

The Contract will be available to Schools via the Online portal. FM services plan this utilise this contract to ensure Electrical compliance to public buildings.

3. FINANCIAL: BUSINESS CASE & BENEFITS REALISATION

4. SOCIAL VALUES

5. PROJECT ORGANISATION

6. CONTRACTING PROCESS

7. ACHIEVABILITY

CHECKPOINT PANEL OVERALL RECOMMENDATION AND COMMENT

The panel gave the following recommendations.

40% Quality/60%Price is a departure from the Council's pre-determined best price/ quality weighting of 70% price and 30% quality. Please confirm your reasoning for these weightings. Tech Services have taken the view with the length of the engagement on term contracts (3-5 years) a higher quality element is important here as the engagement with the Councils asset management and financial systems will require beyond the normal commitment from the successful contractor needing a versatile and flexible approach from the appointee over the long term.

In regards to Checkpoint summary at the bottom (This Contract will also allow new projects and installation up to the value of £100,000) – Is this £100,000 included in the estimated £2m stated above? **Yes**

In regards to 6.3 Price Controls - Please note that we are limited in the way in which we can

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increase the value of a contract during its term. Regulation 72 only permits insubstantial modifications. Any increases in the prices must not change the economic balance of the contract in favour of the contractor in a manner which was not provided in the initial contract.
Noted and will comply, a fluctuation clause will be included if required.

Procurement to proceed?	Yes
Red, Amber or Green Status?	Green

2. BACKGROUND TO THE CONTRACT

2.1 Market Conditions

What are the market conditions – e.g. monopolistic, or highly competitive? If there is limited competition, what will you do to get best value?

Highly Competitive

2.2 Collaboration

Does the contract cover all of the relevant requirements across all departments of the Council? Indicate yes or no. If no please provide justification if adopting a departmental, rather than corporate approach. Have you considered working with other Local Authorities?

Yes, Contract will be used across various council departments/Services.

2.3 Sustainability

Please describe the main sustainability risks associated with the contract, and how they will be addressed. Please describe what actions you will take to ensure best practice in respect of Environmental protection, equalities, regeneration and corporate social responsibility. Please describe how these issues will be addressed in the contract.

*Aim will be to provide most up to date/best Practice Environmentally friendly Equipment/practices; compliant with applicable UK/EU Legislation.
Constructionline Contractors to tender for works to reduce travelling times/pollution.*

2.4 Diversity & Equality

Have the diversity and equality issues associated with this project been considered. Do the contract documents ensure best practice in respect of: Accessibility to service users, Monitoring of service users, Consideration of age, disability, transgender, pregnancy and maternity, race, religion/belief, sexual orientation, sex, marriage/Civil partnership, Reducing negative outcomes which result from class or socio economic disadvantage

Contract to Comply with Havering Diversity and Equality Policy.

2.5 Personnel Matters

Will TUPE apply to this contract? What arrangements are in place to address TUPE with the incumbent supplier? Are all arrangements in place to ensure that this is managed effectively? Are there any other HR/Personnel considerations to be taken into account? How will these be accommodated? If in doubt, has advice been sought from Legal?

N/A

2.6 Options Appraisal

Describe the different procurement options that were considered, including any outsourcing considerations. Have the main options been considered yet and if so why was the favoured option selected? Has a formal options appraisal been conducted, or is one planned?

Preferred option: Competitive tender to local companies through Constructionline,

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60%, price 40% Quality.

3. FINANCIAL: BUSINESS CASE & BENEFITS REALISATION

If you have completed a large project business case, and the items outlined below are included in that, please state so and append the business case. (i.e. see attached business case)

3.1 Business Case

Please summarise the business case which should include an assessment of costs (including whole life costs) and benefits, show values and phasing of recurring costs and savings in cash terms, identify set-up and one off costs such as severances and windfalls, estimate pay-back on initial investment and include a sensitivity analysis for relevant factors (demand, unit price etc.).

To provide a Havering Council Compliant, Safe, Best value/Quality/Responsive Term Maintenance Contract for Electrical Installations works and Electrical Testing (EICR's)/Maintenance Works for Schools and Public Buildings.

3.2 Cashable Savings

Please describe what actions you have taken to ensure that cashable savings are achieved through this project.

Please show estimated cashable savings across the lifespan of the contract (this may relate to the figures entered under Targeted Financial Savings on the first page)

-Savings to be made by enabling work to be actioned quickly/efficiently to best value with minimum administration time required.

-Large savings in resources to be made by not by having to tender each project individually.

3.3 Headcount reductions

Please describe the anticipated savings as a result of headcount reductions. Are these cashable savings? Are they included in the calculations above?

-Minimum Administration required facilitating TMC as opposed to individual contract tendering.

-Savings Made due to large scale efficiency.

3.4 Efficiency Gains

Describe other, NON cashable efficiencies including: minimising the cost of routine transactions, utilising IT to reduce costs and improve performance, the procurement process (i.e. electronic tendering/e-auctions), process rationalisation/simplification/reducing non-value added work, reducing other costs – consumption, wastage, price, specification, inventory / cash flow savings, getting more for less or the same, improved quality not included in cashable savings or headcount reductions above

-Billing to be via pre costed Term Maintenance Contract Schedule of rates - resulting in reduced Invoice flow numbers.

-Quality Standards to be maintained across all works.

-All works to be as tendered schedule of rates providing good value and reliable budget estimates and planning for clients.

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3.5 Benefits Realisation
How will the money from cashable benefits be released? How will other benefits be demonstrated?
<ul style="list-style-type: none"> -Quick Work turnaround. -Good value Works procured. -Effective planning of budgets (using schedule of rates). -Quick Emergency reactions times. Social Value insertions will be added to the tender.

4. SOCIAL VALUES

4.1 ESE Consideration
Please provide details of the considerations that have been made for economic, social and environmental well-being in connection with public services contracts and any connected purposes.
<ul style="list-style-type: none"> -Smaller journeys - local Business benefit (wholesalers etc.) -Highly Reactive service for Emergencies and call backs. -Quick Turn around for public buildings works reducing risks and down time. - Social Value as employment and skills will be added as a pass/fail with separately in the Environmental/Sustainability clause incorporating Social Value
4.2 Securing Improvements
Describe how this procurement improves the economic, social and environmental well being of the borough, and how these improvements are secured.
<ul style="list-style-type: none"> - Local Business benefits (wholesalers etc.) - Local Knowledge/Jobs -Highly Reactive service for Emergencies and call backs- To Clients. -Quick Turn around for public buildings works reducing risks and down time, benefiting local Services. - Better safety for staff and public due to quick access/turn around of essential safety works.

5. PROJECT ORGANISATION

5.1 Roles & Responsibilities
Is the project team in place yet? Are roles and responsibilities clear? Which services are represented on the team? Please describe project sponsorship and governance
Yes, Technical Services Maintenance Team is in place to run the contract.
5.2 Communication Plan
Describe how communications will be managed with internal customers staff affected by new ways of working, DMT and NEB, other stakeholders
Contract will be run to best practice, with regular meetings with the Term Maintenance Contractor and Stake holders were applicable. Regular feed back will be obtained from clients/stake holders.
5.3 Stakeholder involvement
List the major stakeholders and describe how they will be engaged include members, residents, services, suppliers and other agencies. Summarise the consultation process
<ul style="list-style-type: none"> -Technical Services -FM Unit/Public Buildings

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<p>-Education Services/Schools -Property Services The above will be consulted as applicable during the production of Tender Documents/running of the contract. Regular Meetings to be held. KPI to be recorded and monitored.</p>	
5.4 Project Plan	
Respond here (state if attached) Draft at this stage	
Specification preparation – 31/07/2019	
CPR1 01/08/2019	
CPR2 01/09/2019	
Forward Plan 01/10/19	
ED to go to Tender October 2019	
ED Tender Award – December/January 19/20	
Contract commencement – February 2020	
6. CONTRACTING PROCESS	
6.1 Tender Documentation	
Is all the tender documentation drafted including (as appropriate)	
OJEU Advert	No
Instructions to tender	Being Prepared
PQQ	N/A
Specification (including KPIs)	Being Prepared
Evaluation Model	Being Prepared
Conditions of Contract	Being Prepared
Price Schedule	Being Prepared
Variation from Contract Forms	Yes
Tender Form	Yes
Method Statements	Being Prepared
6.2 Contract Award Criteria	
Please provide full details of proposed weighted contract award criteria	
60% Price, 40 % Quality	
6.3 Price Controls	
Are price revisions permitted by the tender documents?	Yes For consideration after year 2 (possible reasons- large increase in materials costs- i.e. price of copper etc.)
If so on what basis? (Up or down or both, and by what margin)	
Possible rise due to factors outside the contractors control as detailed above.	
6.4 Tender Evaluation	
Has the tender evaluation team been formed?	
Has the process for evaluation been agreed?	
Describe the evaluation methodology, including how you will award points for quality and price submissions, and the weightings to be applied	
Yes.	
Details being worked on now and will be discussed with SPO	
6.5 Exit Strategy	
This section is relevant where an existing contract is in place. If not, go on to the next question. Do you have in place an appropriate exit strategy for the existing contract? Is the	

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current supplier aware of the strategy and have you received confirmation that they will comply? Do you envisage any issues with the transition from the old contract to the new one?
N/A
6.6 Contract Management
Has resource for contract management been identified? Have any issues with current arrangements been identified?
Yes- <i>Havering Technical Services</i>

7. ACHIEVABILITY
7.1 Risk
Please describe the approach to risk management. What are the 5 key risks? If you have a risk log, state so and attach it to this checkpoint.
<i>Minimal financial risk as no upfront payments required. Contractor will be paid on completion of works.</i>
<u>Risks</u> <i>- Appointment of poor performing Contractor Resulting in delays/possible health and safety issues. -Winning Contractor unable to take on (resource) a big bulge in Summer works (during summer holiday period)</i>
<u>Risk Controls</u> <i>-Contractors will be marked on quality of responses. -Only Contractors approved by Construction Line will be allowed to tender. -Tender docs to be worded to allow for a back up contractor to be appointed to cover works the winning contractor unable to resource.</i>
7.2 Governance Requirements
Please confirm that you are aware of and will comply with all procedural requirements including: Loading documents on Capital eSourcing, EU Procurement Directives, waivers of financial regulations (if appropriate), procedures for Contract Award and any other relevant requirements
Yes

