

Strategic Procurement

CHECKPOINT REPORT 2: CONTRACT AWARD AND IMPLEMENTATION

This form is to ascertain that the requisite steps have been undertaken prior to contract award. This form applies to all procurements of goods and services above the EU Threshold (£164,176) and for works above £500,000 in value.

1. CONTRACT TITLE AND KEY PEOPLE							
Complete this section if this is the first checkpoint you have undertaken for this procurement. If you have already completed a Checkpoint 1, copy and paste the information from there to here and then go on to complete the rest of this document.							
Contract Title		Works contract to Mead Primary School for start July 2018.					
capitalEsourcing Reference					Report Date		05/06/18
Tender Manager		Directorate		Buyer Assigned			
Gary Moreland		Technical Services		David Mulford		Senior Category Manager	
Value of Contract		Targeted Financial Savings			Bankable Savings		
£1,672,967							
Is budget available to proceed with this procurement?	Yes	*Please enter the budget code	Subject to service areas	If yes, is this a Revenue or Capital allocation ?	Revenue	Procurement to be Approved by? Including date	Steve Moore
Proposed Contract Start date		Proposed Contract End date		Is there an option to extend the contract?		If yes, give duration of extension option	
October/November 2018 or earlier subject to approvals.		Mar 2019		Provisions included within the D&B JCT contract.		N/A	
Procurement route undertaken		Have you or your team received training on capitalEsourcing?		**Is there a current contract in place?		If yes, insert expiry date	
E.L.S. Framework		Yes		No			
Please state the Quality/Price threshold		Does TUPE apply to this exercise?		Have you considered Collaborative Working?		Have you used an eAuction or DPS?	
70/30 cost / quality		No				No	
Checkpoint 2 Summary							
Award of tender for Nursery expansion and new Alternative Resource Provision to accommodate 30 additional 3-4 years old plus 12 SEN pupils at Mead Primary School.							

CHECKPOINT PANEL RESPONSE	
Date of Checkpoint Panel	28/06/2018
Panel Members present	Tara Philip, Deborah Redknapp, Liz Dixon, David Pridmore, Suzanne Wightwick, Amina Khaton, Hassan Iqbal, Christie Fasunloye
1. CONTRACT TITLE AND KEY PEOPLE	
Title: Works contract to Mead Primary School for start July 2018 Key People: Gary Moreland, Pooneeta Mahadeo, David Mulford	
2. PROJECT DEVELOPMENTS	
No known changes	
3. COMPLIANCE	
Compliant in line with CPRs and council policies.	
4. TENDERING PROCESS	
ELS Framework	
5. FINANCIAL: BUSINESS CASE & BENEFITS REALISATION	
6. CONTRACTING INITIATION & READINESS FOR SERVICE	
Contractor has provided a programme and will resource appropriately as per JCT and framework.	
7. PERFORMANCE MANAGEMENT	
Contractor will be contacted to mobilise when the award is made.	
8. ACHIEVABILITY	
Achievable in timescales	
CHECKPOINT PANEL OVERALL RECOMMENDATION	
The panel recommends this procurement proceeds.	
Procurement to proceed to award contract?	Yes
Red, Amber or Green Status?	Green

2. PROJECT DEVELOPMENTS

Complete this section if you have already completed a Checkpoint 1. If this is the first checkpoint you have completed, go on to section 3.

2.1 Changes since Checkpoint 1 report

Describe any changes to the risk analysis, market analysis, or any other major changes since Checkpoint 1.

No known changes

2.2. Checkpoint 1 recommendations from panel

Detail below any Panel recommendations made at Checkpoint 1 and describe actions taken as a result of those recommendations.

Recommendation made by panel that Framework would be appropriate vehicle due to relative complexity of build.

3. COMPLIANCE

3.1 Existing Contract

Is there a current contract in place?	NO
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If there is a current contract or service in place go on to complete all the questions in this section. If this is the first time these goods or services are being procured, go on to section 3.2

Has the contract expiry date been extended?	No
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If extended, give details of date of extension	Extended to	N/A
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Has permission been sought to extend the contract?	N/A
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If yes, give details of Committee who granted extension	
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3.2 Are all procurement documents stored on Capital eSourcing?	Yes
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3.3 Is there any form of commitment in place i.e. purchase order, letter of acceptance?

No – contractors have not been advised of outcome as yet

3.4 Are there any other approvals needed (e.g. Contract award approval through a general or specific Officer delegation(s))?

An ED will be processed to meet the CPS. The commitment to these works at School are as agreed by Cabinet as part of the Schools Expansion Programme.

4. TENDERING PROCESS

4.1 Tender Submissions

Did you receive sufficient Tenders for effective competition? Was quality of bids satisfactory overall? Was there effective competition?

Yes. As detailed in tender report. (available on request) 4 contractors invited, 2 acceptable received and

the Most Economic Acceptable tender is recommended for acceptance. The outcome is in line with pre-tender estimate.

4.2 Tender Evaluation

Briefly describe the tender evaluation process undertaken, providing the evaluation model for both cost and quality.

Have any issues arisen during the evaluation, debrief or Alcatel (if applicable)?

Please describe any constraints which prevented you from getting maximum value for money out of this contract.

Process detailed in report (available on request) utilising a 70/30 cost quality process, informal standstill period required for 10 days following award.

4.3 Unsuccessful Bidders

Do you have plans for debriefing unsuccessful bidders?

Will or have bidders been surveyed, or feedback sought from bidders?

Is there any likelihood of challenge from unsuccessful bidders?

Framework process advises tendered results to bidders. A ten day standstill period will follow notification of award to suppliers. If no challenge received during this period Contract will be awarded.

4.4 Sustainability

Please provide an update on sustainability risks and initiatives since Checkpoint 1. Have tenders met all sustainability requirements? Have waste minimisation and disposal issues been fully addressed?

Sustainability formed part of the question criteria for the quality assessment. It is not anticipated anything will have changed in this regard

4.5 Diversity & Equality

Have the diversity and equality issues associated with this project been considered? Have you considered an Equalities Impact Assessment action plan in the context of this procurement?

An EIA exists for the entire schools expansion programme. In accordance with statutory obligation to provide school places.

4.6 Contract Award

Are you able to recommend a tender or tenders for acceptance? Does this tender achieve the original business objectives? If not, what are the issues, and how will they be addressed?

Recommendation as tender report.(available on request)

T&B is the most economically advantageous tender providing a compliant and competitive tender.

5. FINANCIAL: BUSINESS CASE & BENEFITS REALISATION

5.1 Cashable Savings

Not applicable

Please explain any shortfall from original projections

Not applicable

5.2 Headcount Reductions
What is the estimated headcount reduction saving achieved through the contracting process?
Not applicable
5.3 Other Efficiency Gains
Describe the other, non-cashable efficiencies, including: Minimising the cost of routine transactions; utilising ICT to reduce costs and improve performance; the procurement process (e.g. 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/the same; improved quality
A number of planned condition works have been included in the programme to avoid further procurement needs – rationalising this process and securing better value and reducing disruption to school.
5.4 Benefits Realisation
How will benefits be measured and tracked? Are you satisfied that the contract will deliver value for money throughout its life? What mechanisms does it include for continuous improvement?
Discussions will be made with contractor on appointment regarding local supply chains and employment.

6. CONTRACTING INITIATION & READINESS FOR SERVICE
6.1 Readiness for Service
Are all arrangements in place for the contract to be ready for commencement? Will the supplier be ready to supply at full capacity from day one? What arrangements have been made to ensure a successful start to the contract?
Contractor has provided a programme and will resource appropriately as per JCT and framework.
6.2 Change Management
Are there any organisational change management issues? Please describe how these will be managed.
No
6.3 Continuous Improvement & Price Reviews
What are the contract arrangements for price revisions? How will you ensure that continuous improvements will be secured in respect of cost?
As per JCT contract.
6.4 TUPE
If TUPE applies to this contract please confirm that all arrangements are in place for an effective transfer of staff
N/A
6.5 Workforce Issues
Are there any other workforce issues (e.g. application of the Workforce Code of Practice) Have these been satisfactorily resolved? Please describe any continuing issues
No known issues.

7. PERFORMANCE MANAGEMENT

7.1 Contract Transition & Implementation

Are all arrangements in place for contract transition & implementation?

Contractor will be contacted to mobilise when award is made

7.2 Performance Indicators and Management Information

What are the performance indicators by which the success of the contract will be judged?

What management information will be provided and at what frequency?

Are you satisfied that Performance Indicators and management information are realistic and appropriate?

Regular meetings will be held on site to monitor progress. Valuations will be submitted and reviewed prior to payment being agreed. Quality on site will be monitored by Clerk of works. Success will be determined by meeting deadlines and providing sufficient resource on budget.

7.3 Contract Management

Have all arrangements been made for effective contract management?

Haverling Asset Management team and Jacobs Consultancy will monitor

Are sufficient Council and supplier resources available?

Yes

Is everybody involved in contract management aware of their responsibilities

Yes

Are you clear about the arrangements for contract review meetings?

Yes

How will the contract and relationship management operate throughout the contract?

Contract review meetings will be regularly held on site, Email and telephone. It is estimated contract on site

8. ACHIEVABILITY

8.1 Risk

What are the key risks moving forward?

All risks have been dealt with in accordance with the CPS and JCT.

How will these be managed/escalated?

8.2 Lessons learned

What are the main lessons learned to date?

Review with non bidders.