

Birmingham City Council

Report to Cabinet

Date: 29th June 2021



Subject: **PLANNED PROCUREMENT ACTIVITIES (JULY 2021 – SEPTMEBER 2021)**

Report of: **ASSISTANT DIRECTOR DEVELOPMENT & COMMERCIAL FINANCE**

Relevant Cabinet Member: **Councillor Tristan Chatfield, Finance and Resources**

Relevant O &S Chair(s): **Councillor Mohammed Aikhlaq, Resources**

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Are specific wards affected?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No – All wards affected
If yes, name(s) of ward(s):		
Is this a key decision?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
If relevant, add Forward Plan Reference:		
Is the decision eligible for call-in?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Does the report contain confidential or exempt information?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
If relevant, provide exempt information paragraph number or reason if confidential : 3. Information relating to the financial or business affairs of any particular person (including the council)		

1 Executive Summary

- 1.1 This report provides details of the planned procurement activity for the period July 2021 – September 2021. Planned procurement activities reported previously are not repeated in this report.
- 1.2 The report enables Cabinet to identify whether any reports for procurement activities should be brought to this meeting for specific executive decision,

otherwise they will be dealt with under Chief Officer delegations up to the value of £10m, unless TUPE applies to current Council staff.

2 Recommendations

- 2.1 Notes the planned procurement activities under chief officer delegations set out in the Constitution for the period July 2021 – September 2021 as detailed in Appendix 1.

3 Background

- 3.1 At the 1 March 2016 meeting of Council changes to procurement governance were agreed which gives Chief Officers the delegated authority to approve procurement contracts up to the value of £10m over the life of the contract. Where it is likely that the award of a contract will result in staff employed by the Council transferring to the successful contract under TUPE, the contract award decision has to be made by Cabinet.
- 3.2 In line with the Procurement Governance Arrangements that form part of the Council's Constitution, this report acts as the process to consult with and take soundings from Cabinet Members and the Resources Overview & Scrutiny Committee.
- 3.3 This report sets out the planned procurement activity over the next few months where the contract value is between the procurement threshold (£189,330) and £10m. This will give members visibility of all procurement activity within these thresholds and the opportunity to identify whether any procurement reports should be brought to Cabinet for approval even though they are below the £10m delegation threshold.
- 3.4 It should be noted that the procurement threshold has changed from £164,176 to £189,330 and will apply from 1st January 2020 for a period of 2 years.
- 3.5 Individual procurements may be referred to Cabinet for an executive decision at the request of Cabinet, a Cabinet Member or the Chair of Resources Overview & Scrutiny Committee where there are sensitivities or requirements that necessitate a decision being made by Cabinet.
- 3.6 Procurements below £10m contract value that are not listed on this or subsequent monthly reports can only be delegated to Chief Officers if specific approval is sought from Cabinet. Procurements above £10m contract value will still require an individual report to Cabinet in order for the award decision to be delegated to Chief Officers if appropriate.
- 3.7 A briefing note with details for each item to be procured is listed in Appendix 2. The financial information for each item is detailed in Appendix 3 – Exempt Information.

4 Options considered and Recommended Proposal

4.1 The report approved by Council Business Management Committee on 16 February 2016 set out the case for introducing this process. The options considered are:

- To refer the procurement strategy and contract award of individual procurements to Cabinet for decision.
- To continue with the existing process – this is the recommended option

5 Consultation / Engagement

5.1 This report to Cabinet is copied to Cabinet Support Officers and to Resources Overview & Scrutiny Committee and therefore is the process for consulting with relevant cabinet and scrutiny members. At the point of submitting this report Cabinet Members/ Resources Overview & Scrutiny Committee Chair have not indicated that any of the planned procurement activity needs to be brought back to Cabinet for executive decision.

6 Risk Management

6.1 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports.

7 Compliance Issues:

7.1 How are the recommended decisions consistent with the City Council's priorities, plans and strategies?

7.1.1 Details of how the contracts listed in Appendix 1 and Appendix 2 support relevant Council policies, plans or strategies, will be set out in the individual reports.

7.2 Legal Implications

7.2.1 Details of all relevant implications will be included in individual reports.

7.3 Financial Implications

7.3.1 Details of how decisions will be carried out within existing finances and resources will be set out in the individual reports.

7.4 Procurement Implications (if required)

7.4.1 This is a procurement report and the implications are detailed in the appendices

7.5 Human Resources Implications (if required)

7.5.1 None.

7.6 Public Sector Equality Duty

7.6.1 Details of Risk Management, Community Cohesion and Equality Act requirements will be set out in the individual reports.

8 Background Documents

8.1 List of Appendices accompanying this Report (if any):

- 1. Appendix 1 - Planned Procurement Activity July 2021 – September 2021
- 2. Appendix 2 – Background Briefing Paper
- 3. Appendix 3 – Exempt Information
- 4. Appendix 4 - Notification of Minor Amendments

APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (JULY 2021 – SEPTEMBER 2021)

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Finance and Resources Plus	Finance Officer	Contact Name	Planned CO Decision Date
Approval to Tender Strategy	Vulnerable Adults Support Worker Framework Agreement	TBC	The provision of housing and wellbeing support to prevent crisis provision or homelessness to the vulnerable groups listed below. The client groups are: <input type="checkbox"/> Young People (16-25yrs) <input type="checkbox"/> Adults 25yrs plus (Single and Couples) <input type="checkbox"/> Victims of Domestic Abuse <input type="checkbox"/> Adults with Complex Needs <input type="checkbox"/> Ex-Offenders	4 years	Adults Social Care	Adults Social Care and Health	Andrew Healey	John Hardy / Marie Kennedy	03/08/2021
Approval to Tender Strategy	West Midlands Placement Portal	TBC	This contract is being tendered by the Council on behalf of Birmingham Children's Trust. An electronic solution to match the care requirements for young people to service providers via an online brokerage system that extends across 14 local authorities within the West Midlands region.	5 years, with two options to extend for a period of 3 and 2	Digital and Customer Services	Deputy Leader	Lee Bickerton	David Waddington	01/10/2021
Single Contractor Negotiations	SCN – Enterprise Resourcing Planning (ERP) Data Migration Service	TBC	The provision of data migration services to enable the delivery of a fully integrated ERP solution by taking data from the SAP system and transferring into the new Oracle solution.	1 year	Digital and Customer Services	Deputy Leader	Lee Bickerton	David Waddington	09/08/2021
Strategy / Award	Geographical Information System (GIS) Software License and Maintenance Agreement	TBC	A GIS with the following functionality; <ul style="list-style-type: none"> •Desktop Based GIS •Server Based GIS services •Web based GIS •Gazetteer/Geocoding Services 	2 years	Digital and Customer Services	Deputy Leader	Lee Bickerton	David Waddington	03/08/2021
Strategy / Award	Data Centre Support	TBC	This contract supports the backup solution for legacy Data Centre Hardware for IBM Power Systems. This is a critical service which hosts the HR, Finance and Procurement data, and Revenues and Benefits data which is running on legacy hardware.	1 year	Digital and Customer Services	Deputy Leader	Lee Bickerton	David Waddington	09/08/2021
Strategy / Award	Industrial Rope Access Services	TBC	Industrial rope access services to assist in undertaking safety surveys and assessments of tall buildings and structures.	4 years	Finance and Governance	Finance and Resources	Lee Bickerton	Trevor Box	03/08/2021
Approval to Tender Strategy	Housing Stock Condition Survey	TBC	There is a requirement to undertake a stock condition survey of the Council's dwellings to support the review of: -Detailed understanding of future investment needs -The current review of the Housing Revenue Account Business Plan -Understand the scale of interventions and retro fit requirements for the Council's stock (60,000 dwellings) to support Route to Zero carbon reduction policy in the city -Inform the Housing Strategy refresh work. -Respond to potential changes to Decent Homes standard following recently published Social Housing White paper	1 year	Neighbourhoods	Homes and Neighbourhoods	Carl Tomlinson	Guy Chaundy	03/08/2021
Strategy / Award	Operational & Strategic Taxation Advice	TBC	This contract will provide the Council with specialist technical, financial and commercial skills that do not exist in house. These skills are essential to minimise financial, reputational and legal risks to the Council arising from this complex area of activity.	4 years	Finance and Governance	Finance and Resources	Lee Bickerton	Mohammed Sajid	01/12/2021
Amendment Strategy / Award	Amendment - Holiday Activity & Food (HAF) Programme 2021	TBC	To deliver healthy food and enriching activities to disadvantaged children aged 5-16 years in Birmingham who are eligible for Free School Meals.		Education and Skills	Education and Skills	Clare Sandland	Mark Baxter / Mike Smith	

APPENDIX 2

BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES CABINET – 29th June 2021

Title of Contract	Vulnerable Adults Support Worker Framework Agreement
Director / Assistant Director	Louise Collett - Acting Director for Adult Social Care Rob James – Director of Neighbourhoods
Briefly describe the service required	<p>The provision of housing and wellbeing support to prevent crisis provision or homelessness to the vulnerable groups listed below. The client groups are:</p> <ul style="list-style-type: none"> – Young People (16-25yrs) – Adults 25yrs plus (Single and Couples) – Victims of Domestic Abuse – Adults with Complex Needs – Ex-Offenders <p>The framework agreement will also be available to the Birmingham Children’s Trust to access for relevant linked services to meet the need as outlined above.</p>
What is the proposed procurement route?	An open procurement exercise will be undertaken advertised in Find a Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	Whilst there are no contracts in place relating to this specific requirement, the service has previously obtained this support by accessing the Vulnerable Adults Housing and Wellbeing contracts during 2020. However, there is not the capacity within these contracts to cope with the extra demand hence the need for a new contractual arrangement.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Has the In-House Preferred Test been carried out?	The test demonstrated this is not suitable to be carried out in-house as the skills do not exist to deliver the scale and demand response required which will fluctuate. The majority of citizens in need of these services would prefer to engage with the market providers; many of these are third sector organisations.
How will this service assist with the Council’s commitments to Route to Zero?	This service will assist the Council’s commitment to Route to Zero by offering support virtually by video link.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	These services will be available to support the Council in discharging its duties under the Homeless Reduction Act. In addition, these services will prevent citizens either becoming homeless or entering higher cost crisis service provision e.g. crisis accommodation.
What budget is the funding from for this service?	The funding will be from annual grants received from MHCLG and other Government Departments including but not limited RSI, Rough Sleepers Accommodation Programme, Domestic Abuse New Burdens. These grants are year on year grants and call off from the Framework will only be where the funding is available.
Proposed start date and duration of the new contract	The proposed start date is 1 October 2021 for a duration of 4 years.

Title of Contract	West Midlands Placement Portal
Director / Assistant Director	Peter Bishop, Director, Digital and Customer Services
Briefly describe the service required	This contract is being tendered by the Council on behalf of Birmingham Children's Trust. An electronic solution to match the care requirements for young people to service providers via an online brokerage system that extends across 14 local authorities within the West Midlands region.
What is the proposed procurement route?	A procurement process following the restricted procedure will be advertised on Find A Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract with Pengower Anster Ltd expires on 31 st March 2022.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as the Council does not have the technical ability to be able to provide this service.
How will this service assist with the Council's commitments to Route to Zero?	Tendering of the new system allows business to be done electronically rather than using manual/ paper-based systems. It delivers a model of sustainability across the West Midlands as the Placements Portal is used by 14 local authorities and over 800 providers.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is not a statutory duty to use an online system, the Council has a statutory duty to provide placements for Looked After Children and fulfil its sufficiency duty, under Section 20 of the Children Act 1989. The online portal is the most efficient method of discharging their duty in this regard.
What budget is the funding from for this service?	As lead contracting authority, the budget for this contract will be held by the Birmingham Children's Trust and each regional partner will be recharged for their portion of the cost.
Proposed start date and duration of the new contract	The proposed start date is 1 st April 2022 for an initial period of 5 years, with two options to extend for a period of 3 and 2 years respectively, each extension will be subject to satisfactory performance and budget availability.

Title of Contract	SCN – Enterprise Resourcing Planning (ERP) Data Migration Service
Director / Assistant Director	Rebecca Hellard, Interim Chief Finance Officer
Briefly describe the service required	The provision of data migration services to enable the delivery of a fully integrated ERP solution by taking data from the SAP system and transferring into the new Oracle solution.
What is the proposed procurement route?	To enter into single contract negotiations with Egress accordance with Part D of the Council's Constitution (paragraph 2.5 iv) in conjunction with regulation 32.2(b)(ii) and or (iii) of the Public Contract Regulations (PCR) 2015.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is an existing contract with Egress that expires on 1st October 2021 however, this expiry date is not the business rationale for the SCN as Egress are the only provider that can deliver this requirement for the reason set out below.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	An in-house assessment was undertaken along with the potential costs of change, Given the programme is already half way through its data migration cycle; and the investment already made in Egress products to manage payment reconciliation it was not considered economically viable to source an alternative. The basis of the negotiations will be to maintain the existing charging structure and rate. Egress are already certified to the BBC4SR.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as the Council does not have the technical ability to be able to provide this service.
How will this service assist with the Council's commitments to Route to Zero?	Not applicable as all services are provisioned remotely and therefore do not generate a carbon footprint within the City'
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the service is required to enable the successful delivery of the ERP programme.
What budget is the funding from for this service?	This is funded from 1B ERP Programme budget.
Proposed start date and duration of the new contract	The proposed start date is 2 nd October 2021 for a period of 12 months plus the option to extend for a further 6 months in the unlikely event that the 1B programme is further delayed but it is not expected that the extension or a further contract will be required as data migration will have been completed during the initial 12 month period.

Title of Contract	Geographical Information System (GIS) Software License and Maintenance Agreement
Director / Assistant Director	Peter Bishop – Director, Digital & Customer Services
Briefly describe the service required	<p>A GIS with the following functionality;</p> <ul style="list-style-type: none"> • Desktop Based GIS • Server Based GIS services • Web based GIS • Gazetteer/Geocoding Services <p>This solution supports a number of Council services providing geographical information which has been crucial during the Covid pandemic with the Drop and Collect Test application and the Covid Marshal application. Other applications include the use of Web maps within the Council's website that allow members of the public to report issues.</p> <p>The existing solution is linked to multiple systems and changing supplier takes significant time and effort that would disrupt ongoing Covid initiatives and the delivery of Commonwealth Games. The value of the contract is below the IT threshold for the BBC4SR.</p>
What is the proposed procurement route?	<p>A direct award carried out under the Crown Commercial Service Data and Application Solutions Framework.</p> <p>The rationale for a direct award is based on the investment BCC has made into ESRI UK Ltd technology and approach, that cannot be transferred to a new provider without significant additional costs being incurred. In addition, the system will harness fundamental citizen data and information to measure the impact of the commonwealth games to citizens before, during and after the CWG.</p>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract with ESRI UK Ltd GIS product maintenance and support expires 7th August 2021.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as the Council does not have the technical ability to be able to provide this service
How will this service assist with the Council's commitments to Route to Zero?	The expected carbon footprint for delivering this requirement will be extremely low. Therefore, there are no tangible opportunities for this service to support the R20 agenda
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is no statutory duty to provide this service. However, this supports the delivery of the ICT function.
What budget is the funding from for this service?	This is funded from the SAP and Development IT&D budget (RF009).
Proposed start date and duration of the new contract	The proposed start date is 8 th August 2021 for a period of 2 years.

Title of Contract	Data Centre Support
Director / Assistant Director	Peter Bishop, Director, Digital and Customer Services
Briefly describe the service required	<p>This contract supports the backup solution for legacy Data Centre Hardware for IBM Power Systems. This is a critical service which hosts the HR, Finance and Procurement data, and Revenues and Benefits data which is running on legacy hardware.</p> <p>The Council currently has a contract with Blue Chip Customer Engineering Ltd for the provision of a data protection platform on the IBM P- Series Servers that needs to be continued whilst the transition to Oracle cloud is completed.</p>
What is the proposed procurement route?	<p>A direct award using the NHS Healthcare Europe's ICT Solutions 2019 framework agreement.</p> <p>The Council originally purchased the service directly from IBM, but migrated to BlueChip in 2019. As these services are part of the legacy infrastructure that will be replaced as part of the 1B implementation this data protection platform is only required for a further 12 months and therefore it is not appropriate from both a cost and timing perspective undertake a mini-competition under this framework, particularly where the only alternative provider would result in cost increases of circa 50% if successful in tendering.</p>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is an existing contract in place with Blue Chip Customer Engineering Ltd which expires on 30th September 2021.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as the Council does not have the technical ability to be able to provide this service
How will this service assist with the Council's commitments to Route to Zero?	The expected carbon footprint for delivering this requirement will be extremely low. Therefore, there are no tangible opportunities for this service to support the R20 agenda.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is no statutory duty to provide this service. However, without the on-going backup and recovery service, a hardware failure or data loss will impact several key critical services utilised to provide statutory services to the citizens of Birmingham.
What budget is the funding from for this service?	This is funded from IT&D Infrastructure Budget code RF028/RF003.
Proposed start date and duration of the new contract	The proposed start date is 1st October 2021 for a maximum of 12 months.

Title of Contract	Industrial Rope Access Services
Director / Assistant Director	Alison Jarrett, Assistant Director, Development and Commercial
Briefly describe the service required	<p>Industrial rope access services are required to assist in undertaking safety surveys and assessments of tall buildings and structures.</p> <p>The contract will support Birmingham City Laboratory (BCL) in providing technical services to other local authorities, public sector bodies and the private sector.</p>
What is the proposed procurement route?	A direct award to Bloom Professional Services Ltd using the North East Purchasing Organisation' NEPRO2 Professional Services contract.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	<p>The previous contract expired in 2018. There was uncertainty of continuation of the service when BCL was part of Acivico.</p> <p>Following transfer from Acivico to BCC, there has been a period of review and stabilisation of the service. In addition, maintaining critical services during the pandemic resulted in a significant increase in work for BCL which has detracted from progressing the reprocurement earlier. The services have continued to be required and individual contracts have been awarded approved under Chief Officer delegation.</p>
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as the Council does not have the expertise to provide these services.
How will this service assist with the Council's commitments to Route to Zero?	The specification will require the bidders to deliver the service in way that reduces or eliminates their carbon footprint.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty to provide this service. However, the service is required to ensure the safety of tall buildings and structures and support BCL's activity as a trading body.
What budget is the funding from for this service?	The cost of these services is initially funded by BCL's trading account and then recovered from the commissioning client.
Proposed start date and duration of the new contract	The proposed start date is 1 st September 2021 for a period of 4 years.

Title of Contract	Housing Stock Condition Survey
Director / Assistant Director	Julie Griffin, Managing Director City Housing
Briefly describe the service required	<p>There is a requirement to undertake a stock condition survey of the Council's dwellings to support the review of:</p> <ul style="list-style-type: none"> - Detailed understanding of future investment needs - The current review of the Housing Revenue Account Business Plan - Understand the scale of interventions and retro fit requirements for the Council's stock (60,000 dwellings) to support Route to Zero carbon reduction policy in the city - Inform the Housing Strategy refresh work. - Respond to potential changes to Decent Homes standard following recently published Social Housing White paper <p>The services required include but not limited to:</p> <ul style="list-style-type: none"> • Agree scope and project manage the project • Technical Inspections • Review of Asset databases • Produce detailed and comprehensive report on findings.
What is the proposed procurement route?	An open tender exercise will be undertaken, advertised in Find a Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Has the In-House Preferred Test been carried out?	The in-house preferred test has been undertaken and demonstrates that this service is not suitable for delivery in-house due to a lack of resources, capacity and skills.
How will this service assist with the Council's commitments to Route to Zero?	This service will directly support delivery of our commitments to route to zero by accurately identifying those dwellings with lowest EPC ratings that require interventions.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	There is not a statutory duty for this service. However, it supports the Council's statutory duty as a Landlord to some 60,000 dwellings.
What budget is the funding from for this service?	This is funded from the Housing Revenue Account.
Proposed start date and duration of the new contract	The proposed start date is October 2021 for a duration of 12 months.

Title of Contract	Operational & Strategic Taxation Advice
Director / Assistant Director	Sara Pitt, Assistant Director Service Finance
Briefly describe the service required	This contract will provide the Council with specialist technical, financial and commercial skills that do not exist in house. These skills are essential to minimise financial, reputational and legal risks to the Council arising from this complex area of activity. The contract will be wide ranging, providing both procedural and compliance advice along with more strategic advice, for example in relation to the identification and implication of taxation issues arising from proposed new service delivery models. This contract will not be exclusive, and Directorates will still be able to tender for specific one-off pieces of advice in relation to projects if appropriate, for example due to a conflict of interest.
What is the proposed procurement route?	It is proposed to undertake a further competition exercise called off from the Crown Commercial Services Corporate Finance Services Framework Agreement.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The current contract with PricewaterhouseCoopers LLP expires on 6th June 2022.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house as the Council does not have the expertise to undertake this area of specialist financial advice.
How will this service assist with the Council's commitments to Route to Zero?	Alongside ensuring the Council is tax compliant and meeting its obligations and maximising its opportunities, this contract will highlight opportunities where the Council is able to take advantage of any tax incentives in relation to carbon emissions and other environmental matters.
Is the Council under a statutory duty to provide this service? If not, what is the justification for providing it?	There is not a statutory duty for this service. However, this service supports Section 151 of the 1972 Local Government Act that requires the responsible officer to ensure the proper administration of the City Council's financial affairs to enable the City Council to comply with the legal requirements in relation to taxation.
What budget is the funding from for this service?	This is funded from the Corporate Finance Professional Fees budget (code RBF14 L5R0 A00).
Proposed start date and duration of the new contract	The proposed start date is 6 June 2022 for a period of 4 years.

APPENDIX 4

Notification of Minor Amendments

This appendix provides the rationale for minor amendments to PPAR previously agreed by Cabinet on 20th April 2021 which highlights the changes made to the original and revised PPAR items below for reference.

Title of Contract	Holiday Activity & Food (HAF) Programme 2021
Director / Assistant Director	Assistant Director, Nigel Harvey-Whitten
Briefly describe the service required	<p>The Council has been allocated a grant of £8.1m to coordinate and facilitate healthy food and enriching activities to disadvantaged children aged 5-16 years in Birmingham who are eligible for Free School Meals. The funding is available for activities in the Easter, Summer and Christmas school holidays.</p> <p>We want children who attend to eat more healthily, be more active, take part in engaging and enriching activities, be safe and not to be socially isolated, have a greater knowledge of health and nutrition and be more engaged with school and other local services.</p> <p>The procurement will also be for delivery of support services such as Training, Consultation/Engagement, Reporting and Evaluation support, Food logistics and administration etc.,</p> <p>A number of complementary approaches will deliver these services. This procurement will also be for organisations to deliver activities that will provide greater scale than the grant allocation process described below.</p> <p>Alongside, but separate to this procurement, a Programme Management organisation is being procured via Open Procurement (value less than £500k approved via Cabinet Member report) to plan, prepare and coordinate the programme and ensure the timely delivery of the Summer programme. Contract variations of our existing arrangements with Leisure providers will ensure activities at our leisure facilities are in place. The Council's Early Years team will administer DfE monies through grants to out-of-school provision. Finally, a grant allocation process for the remaining DfE monies to be distributed amongst schools, SEND and voluntary organisations will be co-ordinated via a single contractor negotiation with the Council's voluntary sector partner (BVSC).</p>
What is the proposed procurement route?	An open procurement exercise will be undertaken advertised in Find a Tender, Contracts Finder and www.finditinbirmingham.com
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There are no existing contractual arrangements in place.
If single /multiple contractor negotiations are proposed, what is the reason for not tendering the requirement, how do we ensure value for money and compliance with the Birmingham Business Charter for Social Responsibility (BBC4SR)?	Not applicable.
Has the In-House Preferred Test been carried out?	Yes, and the test demonstrated this is not suitable to be carried out in-house.
How will this service assist with the Council's commitments to Route to Zero?	The specification will require the service to be delivered in a way that reduces or eliminate their carbon footprint, in particular with regard to transportation.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	No, this is the first time the Council has been directly awarded funds by the DfE to run holiday activity scheme at this scale.
What budget is the funding from for this service?	This is funded from the grant funding of £8.1m from the DfE.
Proposed start date and duration of the new contract	The proposed start date is 30th June 2021 to allow mobilisation to deliver the contracted activities during the summer and Christmas holiday periods.

REVISED AMENDMENTS BELOW HIGHLIGHTED IN YELLOW:

Title of Contract	Holiday Activity & Food (HAF) Programme 2021
Director/ Assistant Director	Garath Symonds (Commissioning)
Briefly describe the service required	<p>Cabinet previously approved the Planned Procurement Activities Report (PPAR) item on April 20th for the procurement of organisations to deliver healthy food and enriching activities to disadvantaged children aged 5-16 years in Birmingham who are eligible for Free School Meals. This procurement is one of a suite of approaches, which include:-</p> <ul style="list-style-type: none"> • A Programme Management organisation to plan, prepare and coordinate the programme and ensure the timely delivery of the Summer programme • Contract variations of our existing arrangements with Leisure providers will ensure activities at our leisure facilities are in place. • The Council's Early Years team will administer DfE monies through grants to out-of-school provision. • A grant allocation process for the remaining DfE monies to be distributed amongst schools, SEND and voluntary organisations will be co-ordinated via a single contractor negotiation with the Council's voluntary sector partner (BVSC). <p>Whilst it is difficult to estimate the breakdown of costs for the above, given that extent of take-up of some delivery routes will have a knock-on effect on others, the latest projections are given below. The amount for this Procurement included in Exempt Appendix differs from that previously stated in the April PPAR.</p>
What is the proposed procurement route and reason for material change?	<p>The proposed route was an open procurement exercise advertised in Find a Tender, Contracts Finder and www.finditinbirmingham.com</p> <p>Given the nature of the services required and the markets in question, as the specification was being developed it became clear that separating out the Activity delivery and the Food provision would give a more focused approach to achieving the required outcomes for those eligible children.</p> <p>Whilst no frameworks are available for the provision of holiday activities, there are frameworks for the provision of food. Therefore, the food element will be run as a mini competition using the YPO Framework ref: 000985-Food Deal DPS. The procurement of activities will continue to follow the proposed route using an open procurement exercise. This approach also helps the arrangements to be in place in time for the school summer holidays.</p>

Cost Breakdown

Leisure centres		167,040	via BCLT/Serco Contract variation
Youth Service		270,000	via BCC Youth service
Early Years		906,898	via EYCC /bus support costs
Easter Programme		177,647	via StreetGames
Programme Management		487,109	via StreetGames
Food Logistics/Monitoring & Evaluation/Training		400,000	
Grants			
Voluntary Sector	2,100,000		via BVSC

Others	500,000		via BVSC
Grant management	175,000		BVSC Grant fees via SCN
		2,775,000	
Meals provision		900,000	via Framework
BCC Management Support		130,000	BCC Client Management
BCC Procurement Support		5,000	
Sub-total		6,218,694	
Commercial procurement		See exempt Appendix	
Contingency		965,266	
Total		7,183,960	