

**PROCUREMENT STRATEGY**

**A: PROCUREMENT STRATEGY FOR THE SUPPLY OF A 200M INDOOR ATHLETICS TRACK (INCLUDING STORAGE, INSTALLATION AND MAINTENANCE)**

**1 Service Requirements**

- 1.1 The supply of a 200m demountable indoor athletics track to meet World Athletics (WA) standards.

**2 Procurement Options**

- 2.1 The following options were considered:

- To undertake an open procurement process – This is the recommended approach as it enables the Council to specify the requirements and make the opportunity available to the open market.
- To use a collaborative framework agreement – There is not a collaborative framework agreement in place for this requirement.

**3 Procurement Approach**

**3.1 Duration and Advertising Route**

This is a one-off purchase. The opportunity will be advertised in Find a Tender, Contracts Finder and [www.finditinbirmingham.com](http://www.finditinbirmingham.com) following the open procedure.

**3.2 Scope and Specification**

The scope and specification is for the following:

- The supply and delivery of a 200m demountable indoor athletics track.
- The storage of the track
- The installation and the breaking down of the track before and after the events

**3.3 Tender Structure (Including Evaluation and Selection Criteria)**

The quality / price balances below were established having due regard for the

corporate document 'Evaluating Tenders' which considers the complexity of the services to be provided.

Tenders will be evaluated against the specification in accordance with a pre-determined evaluation model.

The evaluation of tenders will be assessed as detailed below:

The assessment will be divided into the following stages:

Stage 1 – Selection

Stage

Stage 2 – Invitation to  
Tender

### **Stage 1 – Company Information**

<b>Criteria</b>	<b>Evaluation</b>
<b>STAGE ONE - Selection Stage</b>	
Company Information	Pass / Fail
Financial Information (including Insurance)	Pass / Fail
Health and Safety	Pass / Fail
Compliance with Equalities	Pass / Fail
Quality Management	Pass / Fail
Grounds for Mandatory Exclusion	Pass / Fail
Grounds for Discretionary Exclusion	Pass / Fail
Modern Slavery Act 2015	Pass / Fail
Technical and Professional Ability	Pass / Fail
Declaration	Pass / Fail

Tenderers will be required to pass all elements of Stage 1 to progress to Stage 2.

### **Stage 2 – Invitation to Tender Stage**

Evaluation and Selection Criteria

Tenders will be evaluated using the quality / social value / price against the specification in accordance with a pre-determined evaluation model. The quality element will account for 35%, social value 20% and price 45%. This quality / social value / price balance has been established having due regard to the corporate document 'Evaluating Tenders' which considers the complexity of the services to be provided and the degree of detail contained within the contract specification.

### Quality (35% Weighting)

Criteria	Overall Weighting	Sub-weighting
Track Design and Quality	100%	50%
Delivery and Manufacturing Programme		10%
Storage Facility		10%
Installation of Track		20%
Maintenance Regime		10%

Tenderers who score less than 60% of the quality threshold i.e. a score of 60 out of a maximum quality score of 100 (60 marks out of 100) will not proceed to the next stage of the evaluation.

### Social Value (20%)

Sub Weighing		Sub Criteria	Theme Sub Weighing
		Local Employment	15 %
	5%	Partner in Communities	40%
		Green and Sustainable	25%
		Ethical Procurement	20%
			TOTAL 100%
		BBC4SR Action Plan	Total of financial proxies (£) score
			TOTAL 100%
Quantitative	15%	BBC4SR Action Plan	Total of financial proxies (£) score
Overall Social Value	100%		

The social value outcomes tenderers will be asked to address in their response include:

#### Local Employment

- Engaging local employment, in particular in the Ladywood ward

#### Partners in Communities

- Volunteering, fundraising, donations and supporting local, relevant community organisations
- A robust understanding and methodology for community

#### engagement Green and Sustainable

- Plans for a carbon natural position and what activities they are undertaking to achieve that are additional to the specification including details relating to materials used, transport and offsetting.

#### Ethical Procurement

- The outcomes sought under this theme relate to the treatment of subcontractors in terms of payment and training.
- Evidence will be required as to how the bidder is ensuring that the materials, in particular timber, used are sourced ethically.

#### **Price (45%):**

Tenderers will be required to complete a pricing schedule based upon the delivery of the service requirements

#### **Overall Evaluation**

The evaluation process will result in comparative quality, social value and price scores for each tenderer. The maximum quality score will be awarded to the bid that demonstrates the highest quality. The maximum social value score will be awarded to the bid that demonstrates the highest social value. The lowest price will be given the maximum score. Other tenderers will be scored in proportion to the maximum scores in order to ensure value for money and the proposed contract will be awarded to the first ranked tenderer.

A contract will only be awarded subject to the Council being awarded a contract for the provision of major indoor athletics meetings with UK Athletics. Tenderers will be made aware of this caveat in the tender documentation.

#### 3.4 Evaluation Team

The evaluation of tenders will be undertaken by officers from Neighbourhoods and a representative from UK Athletics, supported by the Corporate Procurement Services.

#### 3.5 Indicative Implementation Plan

The implementation plan below has been produced to meet the overall deadline for the project.

Cabinet Approval (Strategy)	9 <sup>th</sup> February 2021
ITT Issued	15 <sup>th</sup> February 2021
ITT Return	17 <sup>th</sup> March 2021
Evaluation Period	March – May 2021
DPR Approval (Award)	June 2021
Contract Award	July 2021
Contract Start	August 2021

### 3.6 Service Delivery Management

#### 3.6.1 Contract Management

The contract will be managed by the Project and Events Officer.

#### 3.6.2 Performance Measurement

The following Key Performance Indicators will be included to ensure the delivery of the works is in accordance with the requirements of the contract with appropriate default measures. These include the delivery of:

- Project delivered to agreed milestones
- Project delivered to agreed scope

## **C: PROCUREMENT STRATEGY FOR VENUE SUPPORT FOR INDOOR ATHLETICS MEETINGS AT ARENA BIRMINGHAM**

### 1 Service Requirements

- 1.1 The venue support required for the Council's responsibilities for indoor athletics meetings held at Arena Birmingham for a period of 5 years. This period aligns with the duration of the proposed event contract with UK Athletics. This service will only be required for each indoor athletics season.

### 2 Procurement Options

- 2.1 The following options were considered:

- To enter into single contractor negotiations with the NEC Group Ltd for the provision of venue support for indoor athletics meetings at Arena Birmingham. This is the recommended option and further details for the justification for this approach are in paragraph 3.
- To undertake an open procurement process – This is not an option as the NEC Group Ltd is the only supplier that can provide the services requires.
- To use a collaborative framework agreement – There is a not a collaborative framework agreement in place for this requirement.

### 3 Procurement Approach

#### 3.1 Scope and Specification

The scope and specification are as follows:

- Seat setting
- Rigging and technical set up
- Security

#### 3.2 Justification for Single Contractor Negotiations

- 3.2.1 A condition of the successful contract for the award of indoor athletics events will be that it is held at Arena Birmingham, Arena Birmingham is the only location with the facilities and capacity to hold these prestigious events and is owned by the NEC Group Ltd. To support an indoor athletics meeting, the services listed in

paragraph 3.1 will be required and can only be provided by the NEC Group Ltd as part of their operations. The services required are over and above Arena Birmingham's normal operations.

- 3.2.2 Informal discussions have taken place with the NEC Group Ltd for the provision of venue support for indoor athletics meetings held at Arena Birmingham to inform Council decision-making on the chosen procurement route has indicated an estimated cost of £40,000 per athletics season. These discussions have resulted in an indicative proposal that informs the recommended procurement option to enter into single contractor negotiations to conclude the award of a contract for the venue support.
- 3.2.3 The basis of the negotiations is to confirm the costs and the terms and conditions the services will be delivered under.
- 3.2.4 The NEC Group Ltd will be required to be a certified signatory to the Birmingham Business Charter for Social Responsibility and provide actions proportionate to the value of the proposed contract.
- 3.2.5 The justification for entering into single contractor negotiations is that after undertaking market investigations, the NEC Group Ltd is the sole supplier that can provide the services for the reasons stated in paragraph 3.2.1.
- 3.2.6 The Interim Chief Finance Officer and the City Solicitor have certified in writing their approval to enter into single contractor negotiations with the NEC Group Ltd for the provision of venue support.