

Report to:	CABINET
Report of:	ASSISTANT DIRECTOR PROCUREMENT
Date of Decision:	17th NOVEMBER 2015
SUBJECT:	PLANNED PROCUREMENT ACTIVITIES (JANUARY 2016 – MARCH 2016) AND QUARTERLY CONTRACT AWARD SCHEDULE (JULY 2015 – SEPTEMBER 2015)
Key Decision: No	Relevant Forward Plan Ref: n/a
If not in the Forward Plan: (please "tick" box)	Chief Executive approved <input type="checkbox"/> O&S Chairman approved <input type="checkbox"/>
Relevant Cabinet Member(s):	Cabinet Member, Commissioning, Contracting & Improvement
Relevant O&S Chairman:	Cllr Waseem Zaffar, Corporate Resources Overview & Scrutiny Committee
Wards affected:	All

1. Purpose of report:

- 1.1 This report provides details of the planned procurement activity for the period January 2016 – March 2016 and all contract award decisions made under Chief Officer's delegation during the previous quarter. Planned procurement activities reported previously are not repeated in this report.

2. Decision(s) recommended:

That Cabinet

- 2.1 Notes the planned procurement activities under officer delegations set out in the Constitution for the period January 2016 – March 2016 as detailed in Appendix 1.
- 2.2 Notes the contract award decisions made under Chief Officers delegation during the period July 2015 – September 2015 as detailed in Appendix 2.

Lead Contact Officer (s):	
Telephone No: E-mail address:	Nigel Kletz Corporate Procurement Services Economy Directorate 0121 303 6610 Nigel.kletz@birmingham.gov.uk

3. Consultation

3.1 Internal

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

3.2 External

None

4. Compliance Issues:

4.1 Are the recommended decisions consistent with the Council's policies, plans and strategies

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.

4.2 Financial Implications

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

4.3 Legal Implications

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

4.4 Public Sector Equality Duty

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

5. Relevant background/chronology of key events:

- 5.1 At the 19 July 2011 meeting of Council Business Management Committee changes to procurement governance were agreed which gives Chief Officers the delegated authority to approve procurement contracts up to the value of £2.5m 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.
- 5.2 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 Corporate Resources Overview & Scrutiny Committee. It also informs members of the contracts awarded under Chief Officers delegation between the period July 2015 – September 2015.
- 5.3 This report sets out the planned procurement activity over the next few months where the contract value is between the EU threshold (£172k) and £2.5m. This will give members visibility of all procurement activity and the opportunity to identify whether any procurement reports should be brought to Cabinet for approval even though they are below the delegation threshold.
- 5.4 Individual contracts can be referred to Cabinet for an executive decision at the request of Cabinet, a Cabinet Member or the Corporate Resources Overview & Scrutiny Committee where there are sensitivities or requirements that necessitate a decision being made by Cabinet.
- 5.5 Procurements below £2.5m 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 £2.5m contract value will still require an individual report to Cabinet in order for the award decision to be delegated to Chief Officers if appropriate.

6. Evaluation of alternative option(s):

- 6.1 The report approved by Council Business Management Committee on 19 July 2011 set out the case for introducing this process. The alternative option is that individual procurements are referred to Cabinet for decision.

7. Reasons for Decision(s):

- 7.1 To enable 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 £2.5m, unless TUPE applies to current Council staff.
- 7.2 To inform Cabinet of contract award decisions made under Chief Officers delegation during the period July 2015 – September 2015 as detailed in Appendix 2.

Signatures:**Date:**

Name of Officer:
Nigel Kletz – Assistant Director (Procurement)

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Councillor Stewart Stacey, Commissioning, Contracting & Improvement

List of Background Documents used to compile this Report:**List of Appendices accompanying this Report (if any):**

1. Appendix 1 - Planned Procurement Activity January 2016 – March 2016
2. Appendix 2 – Quarterly Award Schedule July 2015 – September 2015

Report Version	1	Dated	03/11/2015
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APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (JANUARY 2016 – MARCH 2016)

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Commissioning, Contracting & Improvement Plus	Finance Officer	Contact Name	Planned CO Decision Date	Comments - including any request from Cabinet Members for more details	Living Wage apply Y / N
Delegated Extension Award	Joint Data Team Contract	P0187	Provides strategic planning and transportation planning data for the seven West Midland Metropolitan District Councils.	2 years	Economy	Deputy Leader	Simon Ansell	Andrea Webster	12/01/2016		Y
Approval To Tender Strategy	Litter Enforcement Officers	P304	To appoint an organisation to provide litter enforcement officers to patrol Birmingham City Centre to issue fixed penalty notices. The organisation will be responsible for the recruitment and management of the enforcement officers, all administrative tasks and the production of marketing materials to advise the public not to drop litter and the consequences of the enforcement.	4 years	Place	Sustainability	Parmjeet Jassal	Nicola Handley	12/01/2016		Y
Approval To Tender Strategy	Training for the Adults Social Care Workforce	P263	This opportunity is for a framework agreement for organisations to provide training for the Council's adults social care workforce.	4 years	People	Skills, Learning & Culture	Denise Wilson	Nicola Handley	12/01/2016		Y
Approval To Tender Strategy	Procurement Card Service	P116	To appoint an organisation to provide purchase cards which are to be used for low value (less than £500) non-contract spend by directorates and as a more cost effective payment method for low value purchases in schools.	4 years, 4 months	Economy	Deputy Leader	Jayne Bench	Lisa Haycock	12/01/2016		Y
Approval to Tender Strategy (SCN) / Award	Servicing, Supply of Spare Parts and Maintenance and Repair of Grounds Maintenance Equipment (GM)	F0127	Servicing, repair and spare parts for the mowing machinery used by Birmingham Parks & Nurseries (BPN) in delivering their grounds maintenance services to the Council.	2 years, 11 months	Place	Sustainability	Simon Hunt	Andrea Webster	12/01/2016		Y
Strategy / Award	Pay and Display Ticket Machine Maintenance	TBC	The provision of servicing and maintenance of pay and display ticket machines throughout the city.	3 years, 6 months	Economy	Development, Transport and the Economy	Paul Quinney	Charlie Short / Mike Evans	12/01/2016		Y
Approval To Tender Strategy	Food Purchasing Agent Service	P309	A food purchasing agent is required to be appointed to support the provision of food, procure and manage contracts, establish full management data on the Council's food and drink requirements and to use this data to improve the reliability and cost efficiency of the supply chain.	4 years	Economy	Deputy Leader	John Barr	Lisa Haycock	12/01/2016		Y
Approval To Tender Strategy	Insurance Renewals for: Cash & FG, Members PA, Grand Central & Leasehold Flats	P203	Grand Central Insurance – property insurance in respect of fire and perils for the Grand Central shopping complex where premiums are recharged to tenants of the premises and cover is subject to minimum levels of claim deductible.	3 years	Economy	Deputy Leader	Sukvinder Kalsi	Mohammed Yahah	12/01/2016		Y

Appendix 2 – Quarterly Contract Award Schedule (July 2015 – September 2015)

Type of Report	Title of Procurement	Ref	Brief Description	Contract Duration	Directorate	Portfolio Commissioning, Contracting & Improvement Plus	Finance Officer	Contact Name	Comments - including any request from Cabinet Members for more details	Contractor(s) Awarded to	Chief Officer	Actual Go Live date
Delegated Contract Award	The Renewal of Employers Liability, Motor and Engineering Insurance Policies	P0236B	Provides details of the procurement process carried out for the renewal of the Engineering Insurance Policy.	5 years	Economy	Deputy Leader	Sukhvinder Kalsi	Mohammed Yahiah	Cabinet approved the Approval to Tender Strategy on 17/11/2014 and delegated award to CO. Delegated Award Report signed 24/07/2015.	Zurich Municipal Plc	Nigel Kletz	01/08/2015
Delegated Contract Award	Advocacy under the Care Act 2014 - (NOW CALLED Independent Advocacy)	C0216R	The Care Act 2014 places a duty on local authorities in certain specified circumstances to arrange for an independent advocate to be available to facilitate the involvement of an adult or carer.	1 year plus 1 year option to extend	People	Health and Social Care	Margaret Ashton-Gray & Shabir Ladak	Robert Cummins	Presented to Cabinet for info 08/12/2014. Approval to Tender Strategy Report signed 24/04/2015 and delegated the award to CO. Delegated Contract Award signed 31/07/2015.	VoiceAbility Advocacy	Peter Hay / Nigel Kletz	01/08/2015
Delegated Contract Award	Youth Promise Targeted and Specialist Mentoring	P0273	To provide specialist mentoring to target the city's vulnerable pre-NEET (not entering employment, education and training) and NEET cohort. This includes young people with special educational needs and disabilities and homeless, children in care, care leavers, young offenders and homeless young people.	2 years	Place	Skills, Learning and Culture	Parmjeet Jassal	Nicola Handley	Presented to Cabinet for info 16/02/2015. Approval to Tender Strategy Report signed 06/05/2015 and delegated the award to CO. Delegated Contract Award signed 06/08/2015.	Lot 1 - Children in Care and Care Leavers Core Assets Children's Services Limited Lot 2 - Young Offenders and Young People at Risk of Offending SOVA	Nigel Kletz / Jacqui Kennedy	17/08/2015
Strategy / Award	The procurement of 360 Litre Wheelie Bins	P0283	The supply and delivery of approximately 7,000 360 litre wheelie bins is required to complete the role out of wheelie bins for flats and maisonettes for the Lifford Depot.	1 year	Place	Sustainability	Paul Quinney	Lisa Haycock	Presented to Cabinet for info 29/06/2015. Strategy / Award Report signed 07/08/2015.	1) Abfellbehalter 2) Container Weber UK Ltd	Nigel Kletz	03/08/2015
Delegated Contract Award	Warranty and Indemnity Insurance	P0288	Provision of warranty and indemnity insurance policy.	7 years	Economy	Sustainability	Sukhvinder Kalsi	Mohammed Yahiah	Cabinet approved the NEC Business Planning Report on 20/10/2014 and delegated the award to CO. SCN Report signed 03/08/2015. Delegated Contract Award Report signed 06/08/2015.	Hunter George and Partners Ltd	Nigel Kletz	06/08/2015
Delegated Contract Award	Child-minding Inclusion Service. (NOW CALLED Childminding Inclusion Services for Disabled Children with Complex Needs)	CCOM 012	Procure provider of required service. This is in line with recent procurement of other services for disabled children.	2 years	People	Children's Services	Anil Nayyar	John Freeman	Presented to Cabinet for info 16/01/2015. Approval to Tender Strategy Report signed 17/06/2015 and delegated the award to CO. Delegated Contract Award signed 25/08/2015.	Burberry Park Childminder Resource Centre	Peter Hay / Nigel Kletz	01/10/2015
Delegated Contract Award	Provision of an Associates Framework Agreement (P165 - Tranche 5)	P165	Details of the procurement process carried out for tranche 5 for the provision of the Associates Framework Agreement.	2 years	Economy	Deputy Leader	Jayne Bench	Sanita Aitan	Cabinet approved the Approval to Tender Strategy on 21/10/2013 and delegated award to CO. Delegated Award Report signed 04/09/2015. Tranche 1 awarded 26/06/2014. Tranche 2 awarded 15/01/2015 (but not Lot 3 - HR). Parts of Tranche 2, 3 and 4 yet to be awarded.	Lot 4 - Procurement 1) Bidder Writer Consultancy Ltd 2) Castlewhite Solutions Ltd 3) SG Transport Innovation Ltd	Nigel Kletz	07/09/2015
Delegated Contract Award	Client Technical Support for Schools Capital Programme	P0234	Requirement for continued technical support (client side) to support the delivery of the schools capital programme and the schools landlord function. The contract will be tendered by two lots, one for each work package: technical advice and a rolling programme of maintaining asset surveys.	4 years	People	Children's Services	Anil Nayyar	Emma Leaman / Debbie Husler	Presented to Cabinet for info 16/02/2015. Tender Strategy Report signed 28/05/2015. Delegated Award report signed 24/09/2015.	1st Planner Ltd	Peter Hay / Nigel Kletz	15/10/2015
Delegated Extension Award	Council Housing Repair, Maintenance, Gas and Improvement Services	F0116 and F0165	Provide details of the outcomes of negotiations with the individual contractors and makes recommendation for the extension of contracts to enable the continued provision of statutory housing repair, gas servicing and maintenance services.	9 months	Place	Neighbourhood Management & Homes and Commissioning	Guy Olivant	John Jamieson / Andrea Webster	Cabinet approved the Approval to Tender Strategy 17/03/2014 and delegated the award and option to extend to CO. SCN signed at Cabinet 16/03/2015. Delegated Extension Award signed 22/09/2015.	1) PH Jones Ltd 2) Mears Ltd 3) Willmott Dixon Partnerships Ltd 4) Morrison Ltd	Jacqui Kennedy / Nigel Kletz	01/10/2015
Delegated Extension Award	Building Services & Fabric Maintenance for the Library of Birmingham	P0240	Provision of building services & fabric maintenance for the Library of Birmingham.	1 year	Economy	Skills, Learning and Culture	John Barr	Marion Jacobs	Presented to Cabinet for info 14/07/2014. Approval to Tender Strategy Report signed 01/08/2014. Delegated Award Report signed 30/09/2014. Delegated Extension Award Report signed 28/09/2015.	Airtech Optimise Limited	Paul Dransfield / Nigel Kletz	01/10/2015