

# Birmingham City Council

## Report to Cabinet

Date: 19<sup>th</sup> January 2021



**Subject:** **PLANNED PROCUREMENT ACTIVITIES (FEBRUARY 2021– APRIL 2021)**

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

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

**Relevant O &S Chair(s):** **Councillor Sir Albert Bore, 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 February 2021 – April 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 February 2021 – April 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 inform Cabinet and the Resources Overview & Scrutiny Committee of planned procurement activities over the following quarter and to act as a sounding for Members for the planned activities where decisions are delegated to Chief Officers/Directors.
- 3.3 This report sets out the planned procurement activity over the next few months where the contract value is between the EU threshold (£181,302) 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 EU threshold has changed from £164,176 to £189,330 and will apply from 1<sup>st</sup> January 2020 for a period of 2 years.
- 3.5 Requests for individual procurements decision reports will be determined by Cabinet. Requests for an individual decision can be made by Cabinet, a Cabinet Member or the Chair of Resources Overview & Scrutiny Committee where they believe that 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 February 2021 – April 2021
- 2. Appendix 2 – Background Briefing Paper
- 3. Appendix 3 – Exempt Information
- 4. Appendix 4 – Notification of Minor Amendments not requiring Cabinet approval

## APPENDIX 1 – PLANNED PROCUREMENT ACTIVITIES (FEBRUARY 2021 – APRIL 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
Strategy / Award	Advice for the Disposal of Commercial and Operational Property Assets	TBC	Property advice is required to support with the disposal of property assets (both commercial and operational) in line with the Council's existing Property Strategy.	2 years	Inclusive Growth	Deputy Leader	Simon Ansell	Azmat Mir	22/02/2021
Strategy / Award	Advice to Support Change Initiatives in Inclusive Growth	TBC	Advice is required for the development of strategic Outline and Full Business Cases for a range of change initiatives in the Inclusive Growth Directorate to support: •Accelerating Housing Delivery (Barriers & Opportunities study) •Strategic Asset Review •Delivery Model Review OBC	4 months	Inclusive Growth	Leader	Simon Ansell	Ashley Innis	22/02/2021
Strategy / Award	Strategic and Technical Advice for Financial Reporting	TBC	The services required relate to strategic and technical advice for financial reporting for the following areas: •Co-ordinate and manage the closedown of financial accounts •Advice on accounting treatments of complex transactions •Knowledge transfer and building internal capacity •Training and development •Provide resilience in a period of change	2 years	Finance and Governance	Finance and Resources	Lee Bickerton	Sara Pitt / Mohammed Sajid	22/02/2021
Strategy / Award	Provision of an Enforcement Officer Service	P0726	A service is required for the issuing of Fixed Penalty Notices on behalf of the Council for offences such as littering, smoking in smoke free areas, dog fouling and anti-social behaviour within Birmingham City Centre.	4 years	Neighbourhoods	Street Scene and Parks	Carl Tomlinson	Russell Davey / Chanel Herbert	01/03/2021
Strategy / Award	Fraud System, Library Management and Manage My Request Software	TBC	The current fraud system, library management and Manage My Request software support the provision of Council services to citizens.	3 years with the option to extend for a further 2 years	Digital & Customer Services	Finance and Resources	Lee Bickerton	Rhona Bowditch	22/02/2021
Strategy / Award	Carefirst Support and Maintenance	TBC	Support and maintenance is required for CareFirst that is a web based, multi modular case management system used by the Council for recording care arrangements, statutory interventions and related events pertaining to social care service users.	1 year, 6 months	Digital & Customer Services	Finance and Resources	Lee Bickerton / Mark Astbury	Rhona Bowditch	22/02/2021
Approval to Tender	Increased Testing and Initiatives around Fast Track Cities+ in Birmingham	TBC	Provision of increased testing and appropriate initiatives around Fast Track Cities+ in Birmingham focused on HIV, Hepatitis B and Hepatitis C, including scoping around tuberculosis pathways.	1 year	Partnerships Insight and Prevention	Finance and Resources	Lee Bickerton	Bhavna Taank / Manjit Samrai / Chanel Herbert	01/03/2021
Single Contractor Negotiation	Interim Programme Director for the Smithfield Regeneration Scheme	TBC	The Council will enter into a Joint Venture Agreement (JVA) with Lendlease for Birmingham Smithfield in early 2021.	1 year	Inclusive Growth	Leader	Simon Ansell	Marlene Slater	22/02/2021
Strategy / Award	Capacity and Capability Support to Service Finance - Addendum (see Appendix 4)	TBC	The services required relate to support in the following areas: •Finance Improvement Programme •Oracle Fusion Cloud ERP Implementation Programme •Finance Service Engagement and Decision Making •Finance Target Operating Model	1 year	Finance and Governance	Finance and Resources	Lee Bickerton	Sara Pitt	22/02/2021
Various routes	FIG Trampoline Gymnastics World Championships	TBC	Birmingham has been selected to host the Federation Internationale de Gymnastique (FIG) Trampoline Gymnastics World Championships in November 2023. To support the running of the event, procurement exercises need to be undertaken for a various goods and services.	Various dates	Neighbourhoods	Leader	Carl Tomlinson	Laura Denham / Rebecca Smith / Charlie Short	various dates
Various routes	Mental Health and Well-being services; Birmingham Children's Partnership – Addendum (see Appendix 4)	TBC	Delivery of the transformation programme. Included in those services were the following: •School and Community Support for Mental Health and Wellbeing – to expand the NHS' existing service for support for families with mental health and wellbeing issues. •Mental Health and Wellbeing NewStart Schools Resilience Programme – to expand the existing service to support primary schools. •Mental Health and Wellbeing On-line Counselling – a website to support young people (0-25)	Various dates	Education and Skills	Children's Wellbeing	John Betts	Richard Selwyn	various dates
Various routes	Specialist Programme Resources to support the Corporate Delivery Plan - Addendum (see Appendix 4)	TBC	The leadership of the Council is re-shaping its 2022 Delivery Plan to re-examine every aspect of what the Council does, how it is organised and what it needs to deliver over the next two years and beyond. There is a need for external skills and specialisms to support the Council in the delivery programmes / packages of work identified during the design phase of the 2022 Delivery Plan and its associated programmes.	Various dates	Finance and Governance	Finance and Resources	Lee Bickerton	Sara Pitt	22/02/2021
Strategy / Award	Financial Advisory Support Services - Addendum (see Appendix 4)	TBC	There is a requirement for advisory services to support and improve the Council's financial processes, controls and governance process in the following areas: •Fees & charges •Financial regulations •Non-executive support •Support capacity •Capital •Finance Improvement •Neighbourhoods	1 year	Finance and Governance	Finance and Resources	Lee Bickerton	Sara Pitt	22/02/2021

## APPENDIX 2

### BRIEFING NOTE ON PLANNED PROCUREMENT ACTIVITIES CABINET – 19<sup>th</sup> JANUARY 2021

<b>Title of Contract</b>	<b>Advice for the Disposal of Commercial and Operational Property Assets</b>
Director / Assistant Director	Kathryn James, Assistant Director of Property
Briefly describe the service required	Property advice is required to support with the disposal of property assets (both commercial and operational) in line with the Council's existing Property Strategy.  There is not the capacity in-house to deliver this service as Property Services has been unable to recruit appropriately skilled resource to permanent posts and is currently operating with significant vacancies.
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 for this service. However, external property advice is required to support the Council's existing Property Strategy.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
What budget is the funding from for this service?	The cost of the services will be treated as costs of disposal and will be funded from capital receipts generated, in line with existing local authority accounting practice.
What is the proposed procurement route?	A further competition exercise will be undertaken using the Homes England Property Professional Services Framework Contract Framework Agreement.
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
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> April 2021 for a period of 2 years.

<b>Title of Contract</b>	<b>Advice to Support Change Initiatives in Inclusive Growth</b>
Director / Assistant Director	Rebecca Hellard, Interim Chief Finance Officer / Ian MacLeod, Acting Director, Inclusive Growth
Briefly describe the service required	<p>Advice is required for the development of strategic Outline and Full Business Cases for a range of change initiatives in the Inclusive Growth Directorate to support:</p> <ul style="list-style-type: none"> <li>• Accelerating Housing Delivery (Barriers &amp; Opportunities study)</li> <li>• Strategic Asset Review</li> <li>• Delivery Model Review OBC</li> </ul> <p>There is not the capacity or skills in-house to deliver this service.</p> <p>Inner Circle Consulting Ltd was engaged for a commission for the initial development work and has performed satisfactorily. Engaging another organisation would not be effective as it would result in additional time and cost for familiarisation that would cost impetus for this time-critical work.</p> <p>Inner Circle Consulting Ltd will be required to be certified to the Birmingham Business Charter for Social Responsibility and produce actions proportionate to the value of this contract.</p>
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 for this service. However, external advice is required to support the Council's wider property strategy.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	A contract was awarded under Chief Officer delegated authority that expires in February 2021.
What budget is the funding from for this service?	The cost of the services will be funded from Delivery Plan resources.
What is the proposed procurement route?	A direct award will be undertaken using the Crown Commercial Services Management Consultancy 2 framework agreement.
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
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> March 2021 for a period of 4 months.

Title of Contract	Strategic and Technical Advice for Financial Reporting
Director / Assistant Director	Sara Pitt, Assistant Director Finance
Briefly describe the service required	<p>The services required relate to strategic and technical advice for financial reporting for the following areas:</p> <ul style="list-style-type: none"> <li>• Co-ordinate and manage the closedown of financial accounts</li> <li>• Advice on accounting treatments of complex transactions</li> <li>• Knowledge transfer and building internal capacity</li> <li>• Training and development</li> <li>• Provide resilience in a period of change</li> </ul> <p>There is not the capacity in-house to deliver this service as the current long-standing incumbent is retiring and this is a specialist area of accounting practice when short term support is required.</p>
How will this service assist with the Council's commitments to Route to Zero?	The services required will support our directorates within the Council in the achievement of their ambitions on the Route to Zero.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	<p>The Council has statutory obligations under Section 151. More specifically the obligations of a CFO to ensure good financial management to safeguard value for money and operate a fit for purpose Finance service.</p> <p>The required services will support the Council's financial report requirements including the production of the Statement of Accounts, adherence to accounting standards and unqualified audit opinions</p>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new contract.
What budget is the funding from for this service?	The cost of the service will be met from the Service Finance, Finance and Governance Directorate budget
What is the proposed procurement route?	A further competition exercise will be carried out using Crown Consultancy Services Management Consultancy 2 Framework Agreement.
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.
Proposed start date and duration of the new contract	The proposed start date is March 2021 for a period of 2 years.

<b>Title of Contract</b>	<b>Provision of an Enforcement Officer Service (P0726)</b>
Director / Assistant Director	Rob James, Director of Neighbourhoods
Briefly describe the service required	A service is required for the issuing of Fixed Penalty Notices on behalf of the Council for offences such as littering, smoking in smoke free areas, dog fouling and anti-social behaviour within Birmingham City Centre.
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?	The Council has a duty under the Environmental Protection Act (EPA) 1990 to ensure public spaces and highways are kept free from litter and refuse, as far as practicable.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The current framework agreement is for a period of four years and expires on 03 September 2021.
What budget is the funding from for this service?	The service is self-funding through Fixed Penalty Notice receipts within Environmental Health. Funding for additional demand outside of this will need to review if not part of self-funding arrangements. This does not represent a fixed contract price as based on volumes.
What is the proposed procurement route?	An open procurement exercise will be undertaken advertised in Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>
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
Proposed start date and duration of the new contract	The proposed start date is 4 <sup>th</sup> September 2021 for a period of 4 years.

<b>Title of Contract</b>	<b>Fraud System, Library Management and Manage My Request Software</b>
Director / Assistant Director	Peter Bishop, Director of Digital and Customer Services
Briefly describe the service required	<p>The current fraud system, library management and Manage My Request software support the provision of Council services to citizens.</p> <p>The requirement covers the software licensing and support and maintenance.</p> <p>The contract was novated from Capita as part of the Transition Programme which concluded in August 2019, there is now a requirement to re-provision the following services.</p> <ul style="list-style-type: none"> <li>• Manage My Request</li> <li>• Library Management system</li> <li>• Fraud System</li> </ul> <p><b><u>Manage My Request</u></b> This solution provides a fully managed web-hosted service to provide an application that manages Freedom of Information (FOI) and SAR (Search Access Requests) to the Council.</p> <p><b><u>Library Management System</u></b> This solution provides a system to link borrowers with Events, collect events payments and registrations for the Council.</p> <p><b><u>Fraud System</u></b> This solution is used by Birmingham Audit, to receive and analyse data through collaboration and intelligence-sharing across departments from various lines of Business Systems in the Council. There are data Warehouse for each of the two application environments, used to detect and manage fraud</p> <p>These are propriety software applications which can only be supported by Civica UK Ltd.</p>
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?	The Council is not under a statutory duty to provide this service. However, this service supports the delivery of the Council's IT, and by extension, Council services.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	<p>The contracts currently in place are:</p> <ul style="list-style-type: none"> <li>• Library Management system – expires 31/03/21</li> <li>• Manage My Request – expires 31/03/21</li> <li>• Fraud System – expires 30/09/21</li> </ul>
What budget is the funding from for this service?	All current agreements are covered under the RF010 Application Services budget and it is anticipated that any future contracts would be funded from the same budget.
What is the proposed procurement route?	A direct award will be undertaken using Crown Commercial Service – Data and Application Solutions Framework Agreement.
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.
Proposed start date and duration of the new contract	The new contracts will commence on 1 <sup>st</sup> April 2021 (1 <sup>st</sup> October 2021 for fraud system) for a duration of 3 years with the option to extend for a further 2 years.

<b>Title of Contract</b>	<b>Carefirst Support and Maintenance</b>
Director / Assistant Director	Peter Bishop, Director of Digital and Customer Services
Briefly describe the service required	Support and maintenance are required for CareFirst that is a web based, multi modular case management system used by the Council for recording care arrangements, statutory interventions and related events pertaining to social care service users. In addition to case recording, CareFirst enables the Council to issue payments to external care providers and the delivery of services to meet assessed needs. It also holds financial assessment data to determine whether and to what extent Service Users contribute towards their care. OLM Ltd is the owner of the proprietary rights for the software and is the only supplier able to provide the support and maintenance.
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, this service supports the delivery of the Council's functions through the delivery of the IT service.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The CareFirst application was part of the OLM Ltd Systems programme encompassing Eclipse and the Carefirst module. The current element for Carefirst within this contract expires on 31 <sup>st</sup> March 2021.
What budget is the funding from for this service?	The cost will be apportioned to Adults Social Care and Birmingham Children's Trust split payment coordinated through budget code RF010 which is Application Services
What is the proposed procurement route?	A direct award to OLM Ltd using the Crown Commercial Services G Cloud Framework Agreement.
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.
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> April 2021 for a period of 18 months.

<b>Title of Contract</b>	<b>Increased Testing and Initiatives around Fast Track Cities+ in Birmingham</b>
Director / Assistant Director	Justin Varney, Director Public Health
Briefly describe the service required	<p>Provision of increased testing and appropriate initiatives around Fast Track Cities+ in Birmingham focused on HIV, Hepatitis B and Hepatitis C, including scoping around tuberculosis pathways.</p> <p>The service(s) will provide access to additional testing by;</p> <ul style="list-style-type: none"> <li>- selecting appropriate providers to implement community testing in areas of most demographic/community need</li> <li>- working with primary and secondary care providers to increase testing capacity</li> <li>- looking at an appropriate communications campaign around the removal of stigma and prejudice.</li> </ul> <p>The service will work collaboratively with local third-sector organisations as well as targeted representative groups to understand the service needs. This procurement activity will be delivered in line with the Fast-Track Cities International Initiative of which Birmingham has pledged to be a part of.</p>
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?	<p>There is no statutory duty to provide this service. However, in signing the Paris Declaration, Birmingham has committed itself to working to achieve the 2030 ambition of;</p> <ul style="list-style-type: none"> <li>• 90% of people living with HIV knowing their status</li> <li>• 90% of HIV positive people on HIV treatment</li> <li>• 90% of HIV positive people with suppressed viral loads</li> <li>• 0 (zero) stigma and discrimination</li> </ul> <p>The HIV Commission has recently added Hepatitis B, Hepatitis C and Tuberculosis to the Fast-Track Cities mandate; therefore, this piece of work will incorporate this. The commitment includes ensuring availability and access to effective testing and treatment to significantly reduce and therefore eradicate new cases of Blood Borne Viruses (BBVs); HIV, Hep B, Hep C and Tuberculosis (TB) by 2030.</p>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new requirement.
What budget is the funding from for this service?	All work conducted under this contract will be funded by Grant income provided by NHS England and Improvement.
What is the proposed procurement route?	An open procurement exercise will be undertaken, advertised in Find a Tender, Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>
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.
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> August 2021 for a period of up to 1 year.

<b>Title of Contract</b>	<b>Interim Programme Director for the Smithfield Regeneration Scheme</b>
Director / Assistant Director	Ian MacLeod, Acting Director, Inclusive Growth
Briefly describe the service required	The Council will enter into a Joint Venture Agreement (JVA) with Lendlease for Birmingham Smithfield in early 2021. In March 2020, an Interim Programme Director was appointed for 12 months to drive the scheme forward. A continuation of the services is required as there is not currently the availability of the resource in-house to deliver this role and drive the obligations of the Council in respect of the JVA forward.
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 for this service. However, given the status of this project as the largest regeneration scheme in the city, it is important that the Council resources this project with the appropriate expertise.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	The existing contract was approved in March 2020 under Chief Officer delegated authority and expires on 31 <sup>st</sup> March 2021.
What budget is the funding from for this service?	The cost of the services will be funded from the Smithfield Project Budget.
What is the proposed procurement route?	To enter into single contractor negotiations with Richard Brown Property Consultancy Ltd for the provision of the services required.
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)?	Richard Brown Property Consultancy Ltd was engaged for a commission for the initial development work and has performed satisfactorily. After investigations with the market, it was established that engaging another organisation would not be effective as it would result in additional time and cost for familiarisation that would lose impetus for this strategic regeneration project.  Richard Brown Property Consultancy Ltd will be required to be certified to the Birmingham Business Charter for Social Responsibility and produce actions proportionate to the value of this contract.
Proposed start date and duration of the new contract	The proposed start date is 1 <sup>st</sup> March 2021 for a duration of up to 12 months.

<b>Title of Contract</b>	<b>Capacity and Capability Support to Service Finance</b>
Director / Assistant Director	Sara Pitt, Assistant Director Finance
Briefly describe the service required	<p>The services required relate to support in the following areas:</p> <ul style="list-style-type: none"> <li>• Finance Improvement Programme</li> <li>• Oracle Fusion Cloud ERP Implementation Programme</li> <li>• Finance Service Engagement and Decision Making</li> <li>• Finance Target Operating Model</li> </ul>
How will this service assist with the Council's commitments to Route to Zero?	The services required will support our directorates within the Council in the achievement of their ambitions on the Route to Zero.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	<p>The Council has statutory obligations under Section 151. More specifically the obligations of a CFO to ensure good financial management to safeguard VFM and operate a fit for purpose Finance service.</p> <p>The required services will support the required planned improvements within the Finance and Governance Directorate which fully support the Council's objectives, compliance with external audit and mandatory CIPFA FM code. These work packages will support The Finance Improvement Programme and the Oracle Fusion Cloud ERP Implementation Programme (1B) which are both components of the Council's Delivery Plan.</p>
What are the existing arrangements? Is there an existing contract? If so when does that expire?	There is an existing 6-week contract with KPMG to support planning, business readiness and some related services. There is also a call off contract with CIPFA to undertake some related services and an existing PPAR for some related services.
What budget is the funding from for this service?	The cost of the service will be met from the Service Finance (RBF08 – L5RO) Finance and Governance Directorate budget £600k and Capital Transformation £600k.
What is the proposed procurement route?	The contract and work packages will be awarded by accessing one or more suitable Crown Consultancy Services Frameworks.
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.
Proposed start date and duration of the new contract	Proposed start date is February 2021 for a period of up to 12 months.

<b>Title of Contract</b>	<b>FIG Trampoline Gymnastics World Championships</b>
Director / Assistant Director	Chris Jordan, Assistant Director, Neighbourhoods
Briefly describe the service required	Birmingham has been selected to host the Federation Internationale de Gymnastique (FIG) Trampoline Gymnastics World Championships in November 2023. Cabinet approved the funding and to commence the arrangements on 17 <sup>th</sup> December 2019. To support the running of the event, procurement exercises need to be undertaken for a various goods and services as detailed in the table below.
How will this service assist with the Council's commitments to Route to Zero?	The specification will require the bidders to deliver the services in a 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?	The Council does not have a statutory duty to provide these services. However, the goods and services will support this event that is anticipated to provide an estimated economic boost of more than £20 million to the city.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	These are new contracts.
What budget is the funding from for this service?	The cost of the goods and services will be met from the FIG Trampoline World Championships budget – this is funded primarily through partner contributions and income generation. Profile and timing of funding and expenditure needs to be confirmed.
What is the proposed procurement route?	The proposed procurement routes are detailed in the table 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)?	Contracts where entering into single contractor negotiations are listed in the table below with reasons for not tendering and how value for money is demonstrated.  Each supplier will be required to be certified to the BBC4SR and produce an action plan proportionate to the value of the proposed contract.
Proposed start date and duration of the new contract	Various start dates as stated below.

Title	Description	Procurement Route	Justification
Venue Hire	To hire the Arena Birmingham for the duration of the event with services required specific for the event including additional security, catering, cleaning, car parking, electrics and rigging	To enter into single contractor negotiations with the National Exhibition Centre Ltd as owners of the Arena Birmingham after-market investigations has identified this organisation is the only supplier that can provide this service.	Sole supplier
Supply of Sporting Podium / Equipment	For the provision of sporting equipment and a podium. as a requirement of the Host City contract, the supplier is specified by British Gymnastics and FIG after a procurement exercise following their governance.	To enter into single contractor negotiations with British Gymnastics' appointed supplier aftermarket investigations has identified this organisation is the only supplier that can provide this service.	Sole supplier
Accommodation & Transport of Athletes and Officials	For the provision of accommodation and transport for the gymnasts taking part in the events.	A procurement exercise advertised in <a href="http://www.findatender.com">www.findatender.com</a> , Contracts Finder and <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a>	n/a
Sports Presentation	To enable the production of the show – to include lighting, presenters, creative briefs, event production, audio content	To undertake a full procurement exercise advertised on <a href="http://www.findatender.com">www.findatender.com</a> , <a href="http://www.finditinbirmingham.com">www.finditinbirmingham.com</a> and Contracts Finder	n/a
TV Broadcast Company	To provide the rights for broadcasting to international companies. As a requirement of the Host City contract, British Gymnastics' supplier is the BBC	To enter into single contractor negotiations with the BBC, British Gymnastics' appointed supplier after-market investigations has identified this organisation is the only supplier that can provide this service.	Sole supplier

## APPENDIX 4

### Notification of Minor Amendments

This appendix provides the rationale for minor amendments to PPAR previously agreed by Cabinet:

<b>Title of Contract</b>	<b>Mental Health and Well-being Services; Birmingham Children's Partnership – Addendum</b>
Director/ Assistant Director	Nigel Harvey-Whitten, Assistant Director Children's Services (Commissioning)
Briefly describe the service required	<p>Cabinet approved the Planned Procurement Activities Report (PPAR) on September 8th for services to be procured in the delivery of the transformation programme. Included in those services were the following:</p> <ul style="list-style-type: none"> <li>• <b>School and Community Support for Mental Health and Wellbeing</b> – to expand the NHS' existing service for support for families with mental health and wellbeing issues.</li> <li>• <b>Mental Health and Wellbeing NewStart Schools Resilience Programme</b> – to expand the existing service to support primary schools.</li> <li>• <b>Mental Health and Wellbeing On-line Counselling</b> – a website to support young people (0-25)</li> </ul>
How will this service assist with the Council's commitments to Route to Zero?	This service will assist the Council in the efficient and timely delivery of its projects which support Route to Zero.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	The Council does not have a statutory duty to provide these services. However, these contracts will support the Council's statutory duty to provide services for children with special educational needs and disabilities and Children's social care.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	These are all new requirements.
What budget is the funding from for this service?	The cost of the service will be met from the "Our City: Investing in Children and Families" Business Case. The Business Case is to be funded from the Council's Policy and Contingency Reserve and funding is in place for 2020/21, with a likelihood of funding continuing in 2021/22. However, beyond that the business case will be reviewed, so the structure of the contracts will need to reflect the uncertainty regarding future confirmation of funding.
What is the proposed procurement route and reason for material change?	<p>With existing contracts in place, The NHS Birmingham and Solihull CCG are to lead the procurement of these Mental Health and Wellbeing services.</p> <p>The procurement approach and award of subsequent contracts will be subject to The NHS Birmingham and Solihull CCG governance process in addition to that of BCP. BCP governance structure includes representatives from all BCP member organisations. With the CCG having established and led the management of existing contracts for these services; and having expertise in the procurement of these categories, this makes them best placed to determine and deliver the procurement approach on behalf of BCP. It is expected that their existing contracts for these services will be extended or varied to deliver the requirements here.</p> <p>Therefore, these contracts will not now be procured by the Council.</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.
Proposed start date and duration of the new contract	Various start dates.

The existing PPAR approved on 13<sup>th</sup> October 2020 and additional services have been identified and the extra cost is detailed in the Exempt Appendix.

<b>Title of Contract</b>	<b>Specialist Programme Resources to support the Corporate Delivery Plan</b>
Director / Assistant Director	Rebecca Hellard - Chief Finance Officer
Briefly describe the service required	The leadership of the Council is re-shaping its 2022 Delivery Plan to re-examine every aspect of what the Council does, how it is organised and what it needs to deliver over the next two years and beyond. There is a need for external skills and specialisms to support the Council in the delivery programmes / packages of work identified during the design phase of the 2022 Delivery Plan and its associated programmes. This work is in train and an extension is required to take the work to completion. This requirement is anticipated until the end this financial year.
How will this service assist with the Council's commitments to Route to Zero?	This work will directly help the Council to address its Route to Zero commitments through its focus on "increasing the pace and scale of growth, for those that need it most, while delivering our climate change objectives", as stated in the Delivery Plan.
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 however the leadership of the Council has identified the need to re-shape the 2022 Delivery Plan.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is an extension to the existing PPAR, which was previously brought to Cabinet.
What budget is the funding from for this service?	All work will be funded from the delivery plan reserve .
What is the proposed procurement route?	It is proposed that further competition exercises or direct awards are undertaken using collaborative framework agreements identified as being suitable for each commission. Until the design phase is complete and the packages of work are identified, it is not possible to identify the specific procurement route to be used. The mobilisation of specialist resources identified will need to be done at pace with individual packages of work approved under delegated authority as and when required in accordance with the Council's Constitution and Procurement Governance Arrangements.
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.
Proposed start date and duration of the new contract	Various start dates.

The PPAR approved on 8<sup>th</sup> September 2020 stated a direct award would be undertaken with CIPFA. Since this approval, delegated approval has been provided by the Portfolio Holder for Finance and Resources to enable award to a wider range of suppliers who provide financial advisory services as listed below. This will allow greater flexibility to help accelerate the delivery of the finance improvement programme through the engagement of these suppliers using their individual expertise. Accordingly, the Crown commercial framework options have also been widened to ensure the best procurement routes within Crown Commercial frameworks are utilised.

<b>Title of Contract</b>	<b>Financial Advisory Support Services</b>
Director \ Assistant Director	Sara Pitt – Assistant Director Service Finance
Briefly describe the service required	<p>There is a requirement for advisory services to support and improve the Council’s financial processes, controls and governance process in the following areas:</p> <ul style="list-style-type: none"> <li>• Fees &amp; charges</li> <li>• Financial regulations</li> <li>• Non-executive support</li> <li>• Support capacity</li> <li>• Capital</li> <li>• Finance Improvement</li> <li>• Neighbourhoods</li> <li>• Chartered Institute of Public Finance and Accountancy (CIPFA) Financial Management assessment.</li> </ul> <p>Phase 1 for the improvement plan was completed in August 2020 and this contract supports the delivery of Phase 2.</p>
How will this service assist with the Council’s commitments to Route to Zero?	This service will assist the Council in the efficient and timely delivery of its projects which support Route to Zero.
Is the Council under a statutory duty to provide this service? If not what is the justification for providing it?	The Council does not have a statutory duty to provide this service. However, the required services are part of the required planned improvements in Finance and Governance which fully support the Council’s objectives.
What are the existing arrangements? Is there an existing contract? If so when does that expire?	This is a new contract.
What budget is the funding from for this service?	The cost of the service will be met from the Service Finance, Finance and Governance Directorate budget.
What is the proposed procurement route?	A direct award will be carried out using one or more suitable Crown Commercial Consultancy Services Frameworks such as G-Cloud procurement framework.
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.
Proposed start date and duration of the new contract	The proposed start date February 2021 for a period of approximately 12 months.