
Cabinet Procurement Committee

TUESDAY, 6TH JULY, 2010 at 19:30 HRS - CIVIC CENTRE, HIGH ROAD, WOOD GREEN, N22 8LE.

MEMBERS: Councillors Goldberg (Chair), Bevan, Kober and Reith

AGENDA

1. APOLOGIES FOR ABSENCE (if any)

2. URGENT BUSINESS

The Chair will consider the admission of any late items of urgent business. Late items will be considered under the agenda item where they appear. New items will be dealt with at item 13 below. New items of exempt business will be dealt with at item 20 below.

3. DECLARATIONS OF INTEREST

A member with a personal interest in a matter who attends a meeting of the authority at which the matter is considered must disclose to that meeting the existence and nature of that interest at the commencement of that consideration, or when the interest becomes apparent.

A member with a personal interest in a matter also has a prejudicial interest in that matter if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the member's judgment of the public interest **and** if this interest affects their financial position or the financial position of a person or body as described in paragraph 8 of the Code of Conduct **and/or** if it relates to the determining of any approval, consent, licence, permission or registration in relation to them or any person or body described in paragraph 8 of the Code of Conduct.

4. MINUTES

To confirm and sign the minutes of the meeting of the Procurement Committee held on 27 April 2010.

5. DEPUTATIONS / PETITIONS / PRESENTATIONS / QUESTIONS

To consider any requests received in accordance with Standing Orders.

6. EXPANSION OF COLERIDGE PRIMARY SCHOOL - CORRECTION TO RECORD OF BUILDING CONTRACT AWARD

(Report of the Assistant Chief Executive – People and Organisational Development): To seek approval to the correction of the name of the contractor awarded the building contract for the Coleridge Primary School Expansion Phase 3 Project.

7. SUPPORTING PEOPLE CONTRACTS - UPDATE REPORT

(Report of the Director of Adult, Culture and Community Services): To apprise Members of the status and progress of the present and future contracting arrangements within the Supporting People Programme.

8. COMMUNITY MEALS - EXTENSION OF CONTRACT

(Report of the Director of Adult, Culture and Community Services): To seek agreement to extend the contract for the provision of community meals for a further two years to 31 May 2012 in accordance with the contract terms.

9. CORPORATE LEARNING AND DEVELOPMENT PROGRAMME - FRAMEWORK AGREEMENTS

(Report of the Assistant Chief Executive – People and Organisational Development): To seek approval to the establishment of framework agreements with suppliers for the provision of the Council's Adult Social Care learning and development programmes.

10. ALEXANDRA PRIMARY SCHOOL RE-WIRE

(Report of the Director of the Children and Young Peoples' Service): To seek approval to appoint a contractor for the Alexandra Primary School Re-wire project.
NOT AVAILABLE AT TIME OF COLLATION

11. RISLEY PRIMARY SCHOOL RE-WIRE

(Report of the Director of the Children and Young Peoples' Service): To seek approval to the appointment of the contractor for the Risley Primary School Re-wire project. **NOT AVAILABLE AT TIME OF COLLATION**

12. SEVEN SISTERS PRIMARY SCHOOL REWIRE

(Report of the Director of the Children and Young Peoples' Service): To seek approval to the appointment of the contractor for the Seven Sisters Primary School Re-wire project. **NOT AVAILABLE AT TIME OF COLLATION**

13. NEW ITEMS OF URGENT BUSINESS

To consider any items admitted at item 2 above.

14. EXCLUSION OF THE PRESS AND PUBLIC

The following items are likely to be the subject of a motion to exclude the press and public as they contain exempt information relating to the business or financial affairs of any particular person (including the Authority holding that information).

Note from the Head of Local Democracy and Member Services

Items 15 – 19 allow for consideration of exempt information in relation to items 7 - 12 which appear earlier on this agenda where appropriate.

15. COMMUNITY MEALS - EXTENSION OF CONTRACT

(Report of the Director of Adult, Culture and Community Services): To seek agreement to extend the contract for the provision of community meals for a further two years to 31 May 2012 in accordance with the contract terms.

16. CORPORATE LEARNING AND DEVELOPMENT PROGRAMME - FRAMEWORK AGREEMENTS

(Report of the Assistant Chief Executive – People and Organisational Development): To seek approval to the establishment of framework agreements with suppliers for the provision of the Council's Adult Social Care learning and development programmes.

17. ALEXANDRA PRIMARY SCHOOL RE-WIRE

(Report of the Director of the Children and Young Peoples' Service): To seek approval to appoint a contractor for the Alexandra Primary School Re-wire project. **NOT AVAILABLE AT TIME OF COLLATION**

18. RISLEY PRIMARY SCHOOL RE-WIRE

(Report of the Director of the Children and Young Peoples' Service): To seek approval to the appointment of the contractor for the Risley Primary School Re-wire project. **NOT AVAILABLE AT TIME OF COLLATION**

19. SEVEN SISTERS PRIMARY SCHOOL RE-WIRE

(Report of the Director of the Children and Young Peoples' Service): To seek approval to the appointment of the contractor for the Seven Sisters Primary School Re-wire project. **NOT AVAILABLE AT TIME OF COLLATION**

20. NEW ITEMS OF EXEMPT URGENT BUSINESS

To consider any items admitted at item 2 above.

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and Member Services
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28 June 2010

MINUTES OF THE CABINET PROCUREMENT COMMITTEE
TUESDAY, 27 APRIL 2010

Councillors *Bob Harris (Chair), *Bevan, Kober and *Reith.

*Present

MINUTE NO.	SUBJECT/DECISION	ACTION BY
PROC95.	APOLOGIES FOR ABSENCE (Agenda Item 1) An apology for absence was submitted by Councillor Kober.	
PROC96.	DECLARATIONS OF INTEREST (Agenda Item 3) Councillor Bevan declared a personal interest by virtue of being Chair of the London Housing Consortium.	
PROC97.	MINUTES (Agenda Item 4) RESOLVED That the minutes of the meeting held on 30 March 2010 be approved and signed.	HLDMS
PROC98.	CORPORATE LEARNING AND DEVELOPMENT PROGRAMME - SHORT COURSES AND IT TRAINING: FRAMEWORK AGREEMENTS (Report of the Assistant Chief Executive – People and Organisational Development - Agenda Item 6) The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person. We noted that the report sought approval of framework agreements with suppliers for the provision of the Council's competency based corporate learning and development programmes. RESOLVED 1. That in accordance with Contract Standing Order 11 approval be granted to framework agreements with the following suppliers for the provision of the Council's competency based corporate learning and development programmes - Lot 1 – Short Courses to Support the Council's Competency Deborah West Eliesha Public Sector Providers	ACE- POD

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	<p>Redhill Group</p> <p>Lot 2 – IT Training for Standard MS Office Based Applications or Upgraded Equivalents</p> <p>College of Haringey, Enfield and North East London</p> <p>2. That the agreement be awarded for a period of two years with an option to extend for two further periods of one year on the basis detailed in the report.</p>	ACE- POD
PROC99.	<p>HARINGEY PUBLIC MORTUARY (Report of the Director of Urban Environment - Agenda Item 7)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report advised the final costs involved in the construction of the new mortuary for the Borough and sought approval for variations in the construction and consultancy contracts to accommodate increased costs. We were advised of the increase in the cost from the original to the final figure.</p> <p>RESOLVED</p> <p>1. That in accordance with Contract Standing Order 13.02 approval be granted to final variations in the construction and consultancy contract sums for construction of the new public mortuary to accommodate increased costs over the amounts approved on 19 February 2009.</p> <p>2. That it be noted that the final total project sum was £3,775,000 which was an overspend of £17,000 on the revised budget carried over from 2008/9.</p>	DUE
PROC100	<p>EXTENSION OF SUPPORTING PEOPLE CONTRACT - SIXTY PLUS (Report of the Director of Adult, Culture and Community Services - Agenda Item 8)</p> <p>Our Chair agreed to admit the report as urgent business. The report was late because of the need to complete necessary consultations. The report was too urgent to await the next meeting because the new contract was scheduled to start on 1 June 2010.</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p>	

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	<p>We noted that the report sought agreement to a one year extension to the existing contract for the supporting people sixty plus service.</p> <p>RESOLVED</p> <p>That in accordance with Contract Standing Order 13.02 approval be granted to the extension of the Contract (60 Plus) to the current Provider, Metropolitan Support Trust for a fixed term of 12 months.</p>	DACCS
PROC101	<p>AWARD OF SUPPORTING PEOPLE CONTRACT - OFFENDER AND SUBSTANCE MISUSE SERVICES (Report of the Director of Adult, Culture and Community Services - Agenda Item 9)</p> <p>Our Chair agreed to admit the report as urgent business. The report was late because of the need to invite bidders to re-submit their tenders and it was late due to the completion of necessary consultations. The report was too urgent to await the next meeting because the new contract was due to start on 1 June 2010.</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report sought agreement to the award of contract for the Supporting People – Offender and Substance Misuse Services contract for a period of 2 years with the option of a 1 year extension. It was noted that the option to extend for a second 1 year period was not included as it was likely that the market would be different within 2/3 years.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That in accordance with Contract Standing Order 11.03 approval be granted to the award of contract for Offenders and Substance Misuse to St. Mungo's (Consortium bid with HAGA and DASH) for a period of two years with an option to extend for a further period of one year, commencing the 1 June 2010. 2. That it be noted that the cost of the contract be met from the Supporting People's Grant and to the value of stated in the Appendix to the interleaved report. 	DACCS
PROC102	<p>BUILDING SCHOOLS FOR THE FUTURE: BSF PROGRAMME SUPPORT (Report of the Director of the Children and Young People's Service - Agenda Item 10)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p>	

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	<p>We noted that the report sought approval to extend an existing contract to secure additional BSF Programme Support resources required to minimise risk in the delivery and closure phase of the BSF projects and programme.</p> <p>We noted that during the first three months of the extension, (with a view to confirming the full twelve months extension at the end of that three month period) it had been agreed that the Council would fund two graduate trainees, with Qedis assuming responsibility for the training of and knowledge transfer to the Council officers. This would secure the transfer of knowledge and the expansion of in house capacity.</p> <p>RESOLVED</p> <p>That in accordance with Contract Standing Order 13.02 approval be granted to the contract extension and additional expenditure for Qedis to the extent detailed in the Appendix to the interleaved report for the first six months of the remaining phase of the BSF programme.</p>	DCYPS
PROC103	<p>BUILDING SCHOOLS FOR THE FUTURE: VARIATION TO CONTRACT FOR WOODSIDE INCLUSIVE LEARNING CAMPUS (Report of the Director of the Children and Young People's Service - Agenda Item 11)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report sought agreement to vary the Woodside Inclusive Learning Campus contract with the Main Contractor, subject to Building Schools for the Future (BSF) Board approval for support for the change and affordability and demonstration that the amended scope to the contract represented Value for Money.</p> <p>We also noted that the variation was being raised to build a new block to cater for Music, Art, Drama and the LRC, rather than refurbishing an existing block, as specified in the original contract. This would provide better educational and community benefits improved Value for Money and reduced lifecycle costs.</p> <p>We noted that the BSF Board had agreed to earmark a further £2.2m additional funds to this project.</p> <p>RESOLVED</p> <p>1. That in accordance with Contract Standing Order 13.02 outline approval be granted to vary the construction contract for Woodside Inclusive Learning Campus to enable a new block to be built for Music, Art, Drama and the library, rather than</p>	DCYPS

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	<p>refurbishing an existing block, as specified in the original contract in order to provide better educational and community benefits, improved value for money and reduced lifecycle costs.</p> <p>2. That a further information report be provided to confirm the final price agreed by BSF Board.</p>	DCYPS
PROC104	<p>ROKESLY CHILDREN'S CENTRE PHASE 3 (Report of the Director of the Children and Young People's Service - Agenda Item 12)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report sought approval to appoint a contractor for the building contract of Rokesly Nursery and Children's Centre and to issue a letter of intent for design works prior to formal contract signature.</p> <p>We noted that the Equalities Impact Assessment had now been completed and endorsed.</p> <p>RESOLVED</p> <p>1. That in accordance with Contract Standing Order 11.03 approval be granted to the award of the building contract for Rokesly Nursery and Children's Centre to T&B (Contractors) Ltd. for the sum specified in the Appendix to the interleaved report.</p> <p>2. That in accordance with Contract Standing Order CSO.12.02 approval be granted to the issuing of a letter of intent not to exceed 10% of the construction value for design works prior to formal contract signature.</p>	<p>DCYPS</p> <p>DCYPS</p>
PROC105	<p>NOVATION OF CONTRACT WITH LIMELIGHT PROPERTIES FOR THE PROVISION OF INTEGRATED SUPPORTED HOUSING SERVICES (Report of the Director of the Children and Young People's Service - Agenda Item 13)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report sought approval to implement a novation of contract, which would transfer legal obligations from Limelight Properties Ltd to Christopher House (London) Ltd for the provision of Intergrated Supported Housing Services.</p> <p>Although we had some concerns we felt that it was in the best interest of the young people that there was continuity of care and placement stability.</p>	

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	<p>RESOLVED</p> <ol style="list-style-type: none"> 1. That in accordance with contract standing Order 14.01 approval be granted to the implementation of a novation of contract for the provision on Integrated Housing Services to transfer legal obligations from Lime Light Properties Ltd to Christopher House (London) Ltd. 2. That there be monthly contract monitoring meetings with Christopher House and the company supply monthly financial statements. 	<p>DCYPS</p> <p>DCYPS</p>
PROC106	<p>PLANNED PREVENTATIVE MAINTENANCE (PPM) PARTNERING PROCUREMENT (Report of the Director of Urban Environment - Agenda Item 14)</p> <p>We noted that the report sought agreement to procure a Partnering Term Contract/s for Planned Preventative Maintenance repairs and redecoration works to the Council's housing stock.</p> <p>We noted that there should be some savings over the five year period.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That approval be granted to the procurement of a 5 Year Partnering Term Contract/s to carry out External Decorations and Repairs to the Council's housing stock. 2. That it be noted that the scheme was to be funded from the Housing Capital Programme. 	<p>DUE</p>
PROC107	<p>SHELTERED HOUSING AND PARKLANDS HOSTEL (Report of the Director of Urban Environment - Agenda Item 15)</p> <p>Our Chair agreed to admit the report as urgent business. The report was late because of necessary consultations. The report was too urgent to await the next meeting because the contractors would incur costs if the contract did not start by late May 2010.</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report sought approval to award a contract for a detailed programme of works, which related to 788 properties within the delivery of the Homes for Haringey Decent Homes Sheltered Housing (Internal and External Works) and Former Hostel Units - Parklands Hostel N22.</p> <p>RESOLVED</p>	

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	<ol style="list-style-type: none"> 1. That in order to facilitate the delivery of the Decent Homes works approval be granted to the package of works detailed in the interleaved report. 2. That in accordance with Contract Standing Order 11.03 approval be granted in principle to award the contract for the Homes for Haringey Decent Homes Sheltered Housing (Internal and External Works) and Former Hostel Units - Parklands Hostel N22 based on highest Tender OJEU score achieved based on quality and price to Breyer Group Ltd. 3. That the estimated cost excluding fees as detailed in the Appendix to the interleaved report be noted. 	<p>DUE</p> <p>DUE</p>
PROC108	<p>NORTH TOTTENHAM DECENT HOMES PROGRAMME 2009/10 - PHASE NT14A (Report of the Director of Urban Environment - Agenda Item 16)</p> <p>Our Chair agreed to admit the report as urgent business. The report was late because of necessary consultations. The report was too urgent to await the next meeting because of the need for continuity of work for the decent homes contractor.</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report sets out a detailed programme of works, which relates to various properties in the North Tottenham Area, known as NT14a within the delivery of the Decent Homes Programme.</p> <p>We requested that there be consistency in future reports on decent homes programme, in that the same template should be used specifying the element of work.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That in accordance with Contract Standing Order 11.03 approval be granted to the award of the contract for North Tottenham Decent Homes Programme Phase NT14a to Lovell Partnerships. 2. That the Agreed Maximum Price (AMP) excluding fees as detailed in the Appendix to the interleaved report be noted. 3. That it be noted that the scheme was to be funded from the 2010/11 Decent Homes allocation. 	<p>DUE</p>
PROC109	<p>WOOD GREEN DECENT HOMES PROGRAMME 2010/11 - PHASE WG19 (Report of the Director of Urban Environment - Agenda Item 17)</p>	

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	<p>Our Chair agreed to admit the report as urgent business. The report was late because of necessary consultations. The report was too urgent to await the next meeting because of the need for continuity of work for the decent homes contractor.</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report set out a detailed programme of works, which related to various properties in the Wood Green Area, known as WG19 within the delivery of the Decent Homes Programme.</p> <p>Reference was also made to the life cycle cost analysis for the Sandlings which showed that the cost of converting the flat roof there to a pitched roof would be less than that for a flat roof renewal and clarification was sought of whether such a conversion could be justified in this case. In this regard we noted that the difference in the relative short term costs of conversion as opposed to renewal were more marked and we were reminded of the recommendation that further conversions of flat roofs to pitch roofs should not be agreed unless they were affordable immediately and did not jeopardise the future Decent Homes Programme. In the light of the recommendation in the officer's report and also that of the Decent Homes Board we concluded that whilst, funds permitting, there might be opportunities to agree roof conversions as the Decent Homes Programme progressed the flat roof to the Sandlings should be replaced with a flat roof as proposed unless savings could be identified or costs contained within the contract price.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That in accordance with Contract Standing Order 11.03 approval be granted to the award of the contract for Wood Green Decent Homes Programme Phase WG19 to Mulalley & Co. Ltd. 2. That the Agreed Maximum Price (AMP) excluding fees as detailed in the Appendix to the interleaved report be noted. 3. That it be noted that the scheme was to be funded from the 2010/11 Decent Homes allocation. 	DUE
PROC110	<p>CONSULTANT FOR CONSTRUCTION WORKS FRAMEWORK AGREEMENT EXTENSION (Report of the Director of Corporate Resources - Agenda Item 18)</p> <p>We noted that the report sought approval to extend the Consultants for construction works framework agreement for a period of 1 year.</p>	

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	<p>RESOLVED</p> <ol style="list-style-type: none"> 1. That in accordance with Contract Standing Order 13.02 approval be granted to the Consultants for construction works framework agreement being extended for NPS Property Consultants Ltd. 2. That the framework agreement be extended for a period of 1 year with an estimated total value of £2.5 million. 	<p>DCR</p> <p>DCR</p>
PROC111	<p>CONSULTANTS FOR CONSTRUCTION WORK (ADDITIONAL SERVICES) FRAMEWORK AGREEMENT EXTENSION (Report of the Director of Corporate Resources - Agenda Item 19)</p> <p>We noted that the report sought approval to extend the Consultant for Construction Works (Additional Services) framework agreements for a period of 1 year.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That In accordance with Contract Standing Order 13.02 the Consultants for Construction Works (Additional Services) framework agreements be extended for the following companies: <ul style="list-style-type: none"> • Gardiner & Theobald • Frankham Consultancy Group • Keegans • Potter Raper Partnership • John Burke Associates 2. That the framework agreements be extended for a period of 1 year with an estimated total value of £500,000. 	<p>DCR</p> <p>DCR</p>
PROC112	<p>FRAMEWORK AGREEMENTS FOR CONSERVATION BUILDING CONSTRUCTION WORKS (Report of the Director of Corporate Resources - Agenda Item 20)</p> <p>The Appendix to the interleaved report was the subject of a motion to exclude the press and public from the meeting as it contained exempt information relating to the business or financial affairs of any particular person.</p> <p>We noted that the report sought approval to award framework agreements for the provision of conservation building construction works for buildings owned or managed by the Council.</p> <p>RESOLVED</p> <ol style="list-style-type: none"> 1. That in accordance with Contract Standing Order 11.03 framework agreements for conservation building construction works be awarded to the following companies – 	<p>DCR</p>

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	<ul style="list-style-type: none"> • Apollo Property Services Group Ltd • Quinn London Ltd • Coniston Limited • T&B (Contractors) Limited • ISG InteriorExterior Plc • Diamond Build plc <p>2. That the framework agreements be awarded for a period of 2 years with an option to extend for a further 2 years and with an estimated total value of £600,000 per year.</p>	DCR
PROC113.	<p>VOTE OF THANKS</p> <p>Councillor Bob Harris thanked officers for all the support that he had been given during the course of the Municipal year.</p>	

The meeting ended at 18.30 hours.

BOB HARRIS
Chair



Haringey Council

Agenda item:

[No.]**Procurement Committee****6 July 2010**

Report Title. Expansion of Coleridge Primary School from Two to Form Entry –
Correction to Record of Building Contract Award

Report of Assistant Chief Executive (People and Organisational Development)

Signed :

Contact Officer : Richard Burbidge
Telephone: 020 8489 2923

Wards(s) affected: Crouch End

Report for: **Non Key Decision**

1. Purpose of the report

- 1.1 To amend Minute PROC. 89 (2009/10) of the Procurement Committee meeting held on 30 March 2010 by correcting the name of the contractor awarded for the Coleridge Primary School Expansion Phase 3 Project.

2. Introduction by Cabinet Member

- 2.1. Coleridge is a popular primary school in an area where pupil numbers are increasing. In response to this the Council has made funding available to expand the school and the report to the March Committee covered the final phase of the works.

3. State link(s) with Council Plan Priorities and actions and/or other Strategies:

- 3.1. The design for the expansion of Coleridge Primary School was commissioned in 2006/7 prior to implementation of the primary Strategy for Change and Haringey Greenest Borough Strategy.

The final phase of the project supported the following principles –

- Energy efficient systems for lighting and heating
- Only certified timber to be used in construction
- Site waste management plan
- Supports best practice regarding the use of existing and new equipment
- The school's travel plan was reviewed and updated and would continue to promote sustainable transport
- A detailed traffic impact assessment had been completed
- Extended community use

4. Recommendations

4.1. That approval be granted to the amendment of Minute PROC 89 (2009/10) so as to award the building contract for Phase 3 of the Coleridge Primary School Expansion project to Jerram Falkus Construction Ltd the contractor who had successfully bid for this work.

4.2. That the wording of Minute PROC.89 (2009/10) be varied to read as follows -

‘That in accordance with Contract Standing Order 11.03 approval be granted to the award of the contract for Phase 3 of the Coleridge Primary School Expansion to Jerram Falkus Construction Ltd. on the terms and conditions set out in the appendix to the interleaved report.’

5. Reasons for recommendation(s)

5.2 In order to enable the Council to enter into a contract for the building works for Phase 3 of the Coleridge Primary School Expansion project.

6. Other options considered

6.1. 10 contractors on the Framework Agreement for the provision of Major Works Construction Services were invited to tender for the works. Details of the submissions received were contained in the exempt appendix to the report to the Committee on 30 March.

7. Summary

7.1. A tender submission for building contract works to Coleridge Primary School Expansion Project – Phase 3 was received from a number of contractors from the Haringey Major Construction Works Framework Agreement including Jerram Falkus Construction Ltd on the 22 January 2010.

7.2. Following evaluation of the tenders a report was produced by the Children and Young People's Service and submitted to the Procurement Committee which met

on 30 March 2010 recommending and seeking approval to appoint the successful bidding contractor.

7.3. The report erroneously referred to the company that had submitted the successful tender as Jerram Falkus Ltd which although a company in its own right is not on any of the Council's Framework Agreements and not Jerram Falkus Construction Ltd.

7.4. The Procurement Committee awarded the building contract of Coleridge Primary School Expansion Phase 3 to Jerram Falkus Ltd, the company referred to in the Committee report and this decision is reflected in the minutes of that meeting. The minutes of the 30 March meeting were subsequently confirmed at the meeting of the Committee on 27 April 2010.

7.5. As Jerram Falkus Ltd is a company and entity in its own right which may, subject to its own procedures, enter into contracts it is necessary for the decision shown in Minute PROC. 89 (2009/10) to be amended so as to show the award of the contract for the Coleridge Primary School Expansion Project – Phase 3 to Jerram Falkus Construction Ltd, the contractor that successfully bid for the work.

8. Chief Financial Officer Comments

8.1. The Chief Finance Officer was consulted in the preparation of this report and comments that there are no new financial implications arising from the recommended change to the minutes.

8.2. This contract is already committed and on site and the proposed amendment is to ensure that details are correct.

9. Head of Legal Services Comments

9.1. The Head of Legal Services notes the amendment to the minutes of the Procurement Committee meeting of 30 March 2010 to reflect the fact that the contractor that submitted the tender was Jerram Falkus Construction Ltd.

9.2. There are no further legal comments.

10. Head of Procurement Comments – [Required for Procurement Committee]

10.1. The Head of Procurement notes the need to formally amend the minutes to the correct name.

11. Equalities & Community Cohesion Comments

11.1. Not applicable
12. Consultation 12.1. Not applicable.
13. Service Financial Comments 13.1. It is not envisaged that the amendment proposed will of itself have any direct financial implications.
14. Use of appendices /Tables and photographs 14.1. Not applicable
15. Local Government (Access to Information) Act 1985 15.1 <u>Background Papers</u> The following background papers were used in the preparation of this report: Report of the Director of the Children and Young People's Service to the Procurement Committee on 30 March 2010 Expansion of Coleridge Primary School from Two to Four Form Entry. Minutes of the Procurement Committee meeting held on 30 March 2010 The background papers are located at River Park House, 225 High Road, Wood Green, London N22 8HQ. To inspect them or to discuss this report further, please contact Richard Burbidge on 020 8489 2923.

Agenda item:

[No.]

Procurement Committee

on 6th July 2010

Report Title. **Supporting People (SP) Contracts Update Report**

Report of: **Mun Thong Phung, Director of Adults, Culture & Community Services**

Signed:

Contact Officer : Nick Crago, Acting Head of Service
Adults, Culture & Community Services
tel: 020 8489 3302
email: nick.crago@haringey.gov.uk.

Wards(s) affected: **All**

Report for: **Key Decision**

1. Purpose of the report

1.1 To appraise Members of the status and progress of the present and future contracting arrangements within the SP Programme.

2. Introduction by Cabinet Member

2.1 The SP team are working towards the re-tendering, or re-contracting of all SP Contracts by March 2011. This report presents the work that continues to be undertaken to achieve that objective. The SP Programme is worth £18.6m in 2010/11 and it is considered that the Cabinet Procurement Committee need to be made aware of the important work that is being carried out in this area.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

3.1 Council Plan Priorities

- . Encouraging lifetime well being at home, work, play and learning;
- . Promoting independent living while supporting adults and children in need; and
- . Delivering excellent customer focused cost effective services.

The Supporting People (SP) programme specifically provides housing related support to

the most vulnerable people in the Borough. Since the inception of the programme these have been categorised into several categories, which include Older People, Single Homeless, Homeless Families, People with Mental Health Problems, People with Learning Difficulties, People with Physical Disabilities, Young People at Risk, Young People Leaving Care, Teenage Parents, Women at risk of Domestic Violence and others

The Supporting People strategy (2005-10) co-ordinates and compliments the following Corporate strategies:

- Community Strategy;
- Council Plan;
- Wellbeing Strategic Framework;
- Children and Young Peoples Plan;
- Safer for all (Safer Communities Plan); and
- Housing and Homelessness Strategies.

The links with these strategies are encompassed into sector reviews and consultation with Corporate Strategic Partners in Commissioning Services, Community Safety and Housing as well as Statutory Partners in NHS Haringey and London Probation. Senior Officers from representative departments continue to sit on the Supporting People Partnership Board (SPPB) and contribute to the governance of this programme.

The Supporting People team are located within the Adults, Culture and Communities Directorate and work closely with Commissioning Managers in Adult Services. A consistent approach is being taken with re-tendering and re-negotiating contracts, which include the development of Framework Agreements.

3.2 Creating a Better Haringey: cleaner, greener and safer

All re-tendering and re-commissioning of contracts include within the Procurement process an explicit requirement for compliance, by Support Providers to Sustainable Procurement.

3.3 Promoting independent living while supporting adults (and children) when needed.

The Supporting People programme exists for vulnerable adults and, its very ethos is to promote independent living to some of the most vulnerable, insecure and socially excluded individuals, or groups, in the Borough.

3.4 Delivering excellent, customer focused, cost effective services.

The Supporting People programme has well established, recognised, models of governance and monitoring for all services for which they are responsible. These include the completion of quarterly PI workbooks, Value for Money (VfM) assessments and Service Reviews, where the quality standards of the service are reviewed against a national framework (QAF). These are monitored against the successful Support Provider, for each of their respective services, for the duration of the Contract. Emphasis is being placed into the new Contract Specification on Performance Outcomes, linked to the Local Area Agreement (LAA) targets.

4. Recommendation

4.1 Members are asked to note this report.

5 Reasons for Recommendation(s)

5.1 Members are asked to note the progress of this report and be aware of the reasons for regular reports being presented for decision, by Supporting People

6. Other options considered

6.1 Not Applicable

7. Summary

- 7.1 On 31 March 2009, Procurement Committee gave its agreement to the extension of the Supporting People Bridging Contracts for a period of up to 2 years, dependent upon re-tendering, or re-negotiating of the Contracts.
- 7.2 The Cabinet Member commented that there was a need to improve value for money in the contracts and to ensure market testing for strategic relevance of the ongoing services, There was also the over-riding necessity to ensure stability of existing services throughout the transitional period.
- 7.3 The extension was granted to allow the Council to have in place expressed contracts for all these services and to introduce a planned and strategic approach to ensure that future contracts in the programme become staggered and allow for more effective, controlled, contract management.
- 7.4 Since April 2009, the Supporting People team have begun carrying out market sector analysis of all services in the Supporting People programme and this report is presented to appraise the Procurement Committee of:
- (i) the achievements so far;
 - (ii) ongoing visits, negotiations and preparations; and
 - (iii) the remaining sectors and services to be addressed.
- to be appraised of the reports for decision that will be presented over the next 12 months.

7.5 Achievements

- 7.5.1 Mental Health services have been re-tendered and are now into the 2nd year of 5 year contracts;
- 7.5.2 Offender and Substance Misuse services have been re-tendered and a new Contract begins on 1st July 2010;
- 7.5.3 The Sixty Plus service has been extended for a further 12 months to plan the introduction of a framework agreement to include the pilot of a new model of service;
- 7.5.4 Accommodation based services (Sheltered Housing) for Older People are being re-negotiated on a scheme by scheme basis, in preparation for the 'hub and spoke' model of service delivery. This requires major planning and consultation across the sector and is linked to the pilot service being re-modelled from the Sixty Plus service (see 3.3 above). It is anticipated that new, two year, contracts, at re-

negotiated contract prices, will allow sufficient time to introduce and establish new Supporting People services in this sector;

- 7.5.5 The Community Alarm Service is subject to Cabinet Member approval reported for Waiver and Award of a new Contract;
- 7.5.6 The Home Improvement Agency is unique in the services that it provides in the Borough and the way that it has been established. It is an excellent service, and delivers excellent value for money. A report will be presented at the 20th July 2010 Procurement Committee seeking the Waiver and Award of a new contract to this Provider, for this service;
- 7.5.7 HARTS for families is a large, generic floating support service which provides individual support to families on a range of tenancy related and family matters. This service has the largest contract value of any SP service. It has a good reputation among service users and stakeholders and efficiencies have been identified, which are being negotiated with the Support Provider. A report is expected to be presented to the Procurement Committee on 21 September 2010;
- 7.5.8 Key Support is a large, generic floating support service which provides support to individuals who are homeless and or have another diagnosis, such as Drug, or Alcohol addiction, or Offending history. This service has a large contract value and efficiencies have been identified, which are being negotiated with the Support Provider. A report is to be presented to Agenda Clearing on 17 June 2010 to be presented to the Procurement Committee on 20 July 2010; and
- 7.5.9 Services for Teenage Parents are being re-modelled with extensive consultation with CYPS. Two accommodation based services have been de-commissioned and a new Supported Living service is being established at a value of £70,000 (with additional resources being funded by CYPS). The existing Floating Support Service is being re-negotiated to realise an efficiency saving.

Note : There is an anticipated efficiency saving of £1m in the re-negotiating of these contracts

7.6 Ongoing visits, negotiations and preparations

- 7.6.1 Voluntary Sector services (including Travellers). Reviews have been carried out across all the services and a Provider forum held to consult on the options. Reports are still being written, together with a Specification and Pre-Qualification Questionnaire. Further market analysis is being undertaken to standardise quality and costs. There are efficiency savings in this sector. A final report will be brought to Procurement Committee in the Autumn / Winter 2010 for a decision on future procurement of these services.
- 7.6.2 Learning Disability services – Reviews of services have been carried out in this sector and meetings have been held with the LD Partnership to consider joint initiatives / commissioning. Some services are unique and a Waiver and Award will be sought, others are being re-modelled and others will be subject to Restricted Tender. A final report will be brought to Procurement Committee in the Autumn / Winter 2010 for a decision on future procurement of these services.

7.7 Remaining sectors

- 7.7.1 Single Homelessness/Young People – Given the nature of these two client groups, they will be re-modelled, re-negotiated and re-tendered together. A Procurement Committee report will be presented early in 2011.
- 7.7.2 Physical Disabilities – This is a very small sector in the Supporting People programme and is likely to be re-modelled and re-negotiated, with a report to Procurement Committee before 31 March 2011.
- 7.7.3 Domestic Violence services will be the last to be re-tendered. This is a significant sector, in terms of value of contracts and scale and type of provision. Some re-modelling is required and one Support Provider has already begun thinking about changes they could make in the market.
A Procurement Committee report will be presented early in 2011.

8 Chief Financial Officer Comments

- 8.1 The current contracting programme in place for supporting people is on track to deliver the full level of efficiency savings to ensure it operates within its cash limit, as it currently stands, in 2010/11 and into 2011/12. It should be noted that the Government is currently looking at budget cuts across the public sector as a whole, both in this financial year and for the future years. It is therefore currently unknown whether the current level of SP grant (£18.6 million) will continue in the future, or will even remain untouched for 2010/11.

9 Head of Legal Services Comments

- 9.1 As the purpose of this report is to update Members there are no legal implications at this stage.

10 Head of Procurement Comments

10. 1 Corporate Procurement continues to be involved with this programme of work and colleagues in ACCS are making very good progress.
- 10.2 A principle concern is to ensure continuity of service delivery and to thus avoid undue disruption to vulnerable people who are reliant on these services.

11 Equalities & Community Cohesion Comments

- 11.1 Throughout the tender process equalities were taken into consideration.
- 11.2 An equalities impact assessment was conducted through the evaluation of workforce development, capacity, collaborative working and service users.
- 11.3 All contracts require that providers to comply with all relevant legislation.

12 Consultation

- 12.1 Consultation continues to be made with Support Providers through regular meetings of the Practitioner Group and quarterly Provider Forum.

13 Service Financial Comments

13.1 The SP Programme grant in 2010/11 is £18.6m. The grant supports 112 contracts of which 15 that fund SP eligible Haringey services. The planned commitments against the grant are £18.4m, therefore current unallocated grant of £300k. In addition, the SP budget also includes a roll forward from 2009/10 of £988k. The grant is expected to decrease in next financial year by up to 20% and this is equal to £3.7m.

13.2 Efficiencies

Therefore in addition to the current tendering exercise to improve the VFM of existing contracts, there is also work undertaken by the SP team to review and reduce contract values in readiness for the grant reductions in next financial year. A report has been presented to CEMB, which identifies how such savings (through the Area Based Grant) may be realised in the financial years 2010/11 and 2011/12, if the SP Grant is reduced by 20%.

14 Use of appendices /Tables and photographs

14.1 Not Applicable

15 Local Government (Access to Information) Act 1985

15.1 Not Applicable



Agenda item:

[No.]

Procurement Committee

On 6th July 2010

Report Title. **Community Meals - Extension of Contract**

Report of **Mun Thong Phung Director of Adult, Culture & Community Services**

Signed :

Contact Officer : **Margaret Allen, Assistant Director of Adult, Culture & Community Services**

Wards(s) affected: **All**

Report for: **Key Decision**

1. Purpose of the report

- 1.1. To seek Member agreement to extend the contract for the provision of Community Meals for a further two years to 31 May 2012 in accordance with the contract terms.

2. Introduction by Cabinet Member (if necessary)

- 2.1. The personalisation agenda represents a significant change for adult social care in the way that services are procured, contracted for and delivered. The Council is committed to this agenda.
- 2.2. I agree with and support the 2 year contract extension which will allow the Council to further embed the personalisation agenda without compromising the delivery of the Community Meals provision that offers quality and value for money to client service users.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- 3.1. The Government's Personalisation Agenda will change the way in which services are provided to clients. It is also envisaged that the type of services required will change radically and could have an effect on the Community Meals contract.

Council Plan Priorities are:

- Encouraging lifetime well-being at home, work, play and learning;
- Promoting independent living while supporting adults and children in need; and
- Delivering excellent customer focused cost effective services.

- 3.2 The Council is required to have significantly progressed on its implementation of the Personalisation Agenda by March 2011.

4. Recommendations

- 4.1. That Members agree to extend the contract for the provision of Community Meals to Sodexo Healthcare Services for a further two years until 31st May 2012 in accordance with the contract terms.

5. Reason for recommendation(s)

- 5.1. The Community Meals contract was awarded to Sodexo for a period of 5 years commencing 1st June 2005 with an option to extend for a further 12 month period on a year by year basis for a further 2 years.
- 5.2. Discussions between the Council and Sodexo in recent months reached an improved value for money option for the Council allowing a seamless meals service to continue to be delivered to residents in their own homes and to those using the Council's Drop In/ Day Centres.
- 5.3 The 2 year extension will allow the Council to further embed the personalisation agenda without compromising client service delivery.
- 5.4 Sodexo is providing a good service which is regularly monitored via regular contract review meetings and consultation with service users.

6. Other options considered

- 6.1. Alternative meals provision was explored during the autumn/winter of 2009 -10. currently there is no alternative provision in the borough at a similar capacity to Sodexo

6.2 Options for combining with neighbouring boroughs for meals provision were investigated. However, existing contractual arrangements for the neighbouring boroughs precludes Haringey from pursuing this option.

7. Summary

7.1. Community Meals is comprised of Meals on Wheels (MOW) and meals for 4 Drop in Centres and 1 Day Centre.

7.2. It is considered in the best interest of the council to extend the current contract to 31 May 2012 to allow for the development of the Directorate's Commissioning Strategy and the implementation of the Government's Personalisation agenda without incurring retendering resources at this stage.

8. Chief Financial Officer Comments

8.1. The cost of the extension to the contract for the provision of meals represents improved value for money. There is specific agreement to review the cost drivers of the provider during the course of the extended period to achieve greater value for money. The cost of the contract can be contained within the resources identified within Adults Services.

9. Head of Legal Services Comments

9.1. The community catering contract was awarded in 2005 for a period of five years with the option of a two year extension. Adult Services Directorate now wishes to extend the contract for a period of two years in accordance with the terms and conditions of the contract.

9.2. Because of the value of the contract it is a requirement of Contract Standing Orders that the extension is approved by Members in accordance with CSO 13.02.

9.3. The extension of the contract is also a Key Decision, and as such, there is a requirement in Contract Standing Orders that the contract is included in the Forward Plan.

9.4. The Head of Legal Services confirms that there is no legal reason preventing Members from approving the recommendations in this report.

10. Head of Procurement Comments

10.1. The recommendation is in line with the Procurement Code of Practice.

- 10.2. The extension shows a small saving to the Council and allows for the development of the market to meet the needs of the personalisation agenda.
- 10.3. The contract is regularly monitored to ensure contract compliance and currently provides a good quality service.
- 10.4. The extension of the contract is allowed for within the current terms and conditions and therefore poses minimal risk of challenge from other suppliers.

11. Equalities & Community Cohesion Comments

- 11.1. The current contract with Sodexo offers a diverse range of hot delivered meals to vulnerable clients in their own homes and meals to residents using the Drop In/Day Centres.
- 11.2. In addition to standard Western European meals, the range of provision includes Halal, Kosher, Cypriot, Eastern European, African Caribbean, Vegetarian, gluten free, and pureed meals.
- 11.3. The meals provision is a 2 course meal and one which clients can choose to make up their own personal menu.

12. Consultation

- 12.1. Client User consultation is undertaken annually (Appendix A)

13. Service Financial Comments

- 13.1. The Meals on Wheels (MOW) budgets are £521.3k. The proposed cost of the new service based on 75000 meals using the unit costs for West European meals (including delivery charges) is £438k. See Appendix B.
- 13.2. **Efficiencies**
The negotiation process identified further potential savings during the course of the contract and a specific clause in the contract states that quarterly meetings would be initiated to look at further efficiencies in the contract by the provider such as apportionment of overheads and reduction in running costs.

14. Use of appendices /Tables and photographs

- 14.1. Client User Consultation 2005 – 2009 (Appendix A)
- 14.2. Service Financial Comments (Appendix B)

15. Local Government (Access to Information) Act 1985

15.1. The following background papers were consulted in the preparation of this report::

- Contract Documentation and Specification – Community Meals
- Monthly Financial Information including Sodexo invoices

15.2. This report contains exempt and non-exempt information. Exempt information is contained in Part B of this report and NOT FOR PUBLICATION. The exempt information is under the following category (identified in the amended schedule 12A of the local Government Act 1972) (3) Information relating to the financial or business affairs of a particular person (including the authority holding that information)

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**Meals on Wheels
User Survey
Results**

APPENDIX A

2005 - 2009

2009 2008 2007 2006 2005

1. Are you happy with the number of meal choices that are available to you?

Yes	77%	65%	82%	79%	73%
No	3%	10%	11%	18%	25%
Sometimes	20%	23%	2%	0	0
Blank	0%	2%	5%	2%	2%

2. Do you always get the meal that you have ordered?

Yes	65%	64%
No	16%	17%
Sometimes	19%	11%
Blank	0%	7%

3. Did you know that you can change your menu whenever you want to?

Yes	70%	64%	67%	58%
No	30%	35%	29%	40%
Blank	0%	1%	4%	1%

4. Do you know what to do if you want to change your menu?

Yes	59%	55%
No	39%	44%
Blank	2%	1%

5. Are you happy with the taste of the meals provided?

Yes	67%	61%	66%	60%	56.5%
No	1%	5%	0	4%	10.5%
Sometimes	32%	33%	31%	35%	32%
Blank	0%	2%	3%	1%	1%

6. Are the delivery staff polite/helpful?

Yes	95%	96%	96%	98.00%	93.00%
No	0%	0%	0%	0%	0
Sometimes	5%	3%	3%	2.00%	5.00%
Blank	0%	1%	1%	0%	2%

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Haringey Council

Agenda item:

[No.]**Procurement Committee****On 6 July 2010**

Report Title. **Corporate learning and development programme frameworks agreements (Part A)**

Report of **Stuart Young, Assistant Chief Executive P&OD**

Signed :

Contact Officer : Helen Ugwu, Lead Consultant, Adult Social Care, Organisational Development and Learning

Wards(s) affected: **N/A**

Report for: **Key Decision**

1. Purpose of the report (That is, the decision required)

- 1.1. To seek Member agreement to approve framework agreements with suppliers for the provision of the Council's Adult Social Care learning and development programmes.

2. Introduction by Cabinet Member (if necessary)

- 2.1. Effective employee development is critical to the achievement of the Council's aims and objectives. Organisational Development and Learning (OD&L) are responsible for commissioning a range of short course and NVQ learning and development programmes, including statutory skills-based courses and NVQ's for staff who work in regulated services, Social Work courses to support continual profession development (CPD) for re-registration with the General Social Care Council (GSCC) and generic social care courses to support good practice. It is proposed that such activities are supplied through a series of framework

agreements.

3. State link(s) with Council Plan Priorities and actions and /or other Strategies:

- 3.1. By helping to provide employees with the skills and knowledge they need to work as efficiently and effectively as possible the learning and development work tendered for here will support the Council Plan priorities, Chapter 7: Valuing Our Staff

4. Recommendations

- 4.1. That Members agree to enter into framework agreements with the suppliers detailed in para 7.20 of the Report as identified in part B of this report as allowed under Contract Standing Order (CSO) 11,
- 4.2. That the framework agreements be awarded for a period of two years with an option to extend for two further periods of one year on the basis detailed in the report.

5. Reason for recommendation(s)

- 5.1. Staff who work in Adult Social Care need to meet the National Minimum Standards, set out under the Care Standards Act and learning and development programmes is key to ensuring that Council staff have the skills they need to deliver excellent services. In support of this, the Council wishes to source a range of suppliers who, between them, will provide a range of high-quality generic skills/competency learning and development services at competitive rates
- 5.2. Framework agreements applied across the whole Council have led to greater consistency in the way that learning and development is sourced, managed and monitored (both for performance and cost).

6. Other options considered

- 6.1 The use of one contract for OD & L services: this option was not taken up as a framework gives greater flexibility in the range of services and mitigates the risk of service failure.
- 6.2 Investigation showed that no suitable existing frameworks were available through OGC or Buying Solutions

7. Summary

- 7.1 The aim of the tender is to undertake a competitive process that will ensure that the services procured represent Value for Money to the Council and provide a quality service. The approach is to continue to use framework agreements, for

learning and development activities. The framework agreements cover six lots:

Short courses:

- Learning Disabilities Service (lot 1)
- Mental Health Service (lot 2)
- Older People's Service (lot 3)
- Mandatory courses for regulated services (lot 4)
- Safeguarding Adults (lot 5)

and:

- National Vocational Qualifications in Social Care to support all services (lot 6)

Lots 1, 2, 3, 4 and 6 are frameworks for multisuppliers and contains a process for call off or mini-competition. Lot 5 is a framework for a single supplier and contains a process for call-off.

7.2 The framework agreements will run for an initial period of two years, starting in September 2010. At the end of this period (September 2012) and again in September 2013 the Council may decide to exercise an option to continue the frameworks for another year. These decisions will be taken on the basis of the suppliers' performance and continued ability to demonstrate value for money for the services they provide.

7.3 Lots 1, 2, 3, 4 and 6: work will be allocated under the framework by call-off and (if required) by mini-competition. Mini-competitions will be run according to the following process: all capable providers will be invited to submit competitive bids against a statement of requirement. All bids will be evaluated on the basis of the most economically advantageous tender and against pre-determined criteria, notified at the time of the invitation to tender. Work under Lot 5 will be let by "call off" only.

7.4 Expenditure against the framework agreements will be monitored by OD&L and Corporate procurement

7.5 All suppliers on the frameworks have their own quality management systems

7.6 OD&L will collect and monitor feedback from participants on all courses and other activities provided under the frameworks.

7.7 OD&L will meet regularly with suppliers to discuss their performance

7.8 The anticipated budget for the work delivered by this tender, over the four years of the framework agreements, is £400,000 for 2010/11. (Lot 1 £30,000, Lot 2 £20,000, Lot 3 £50,000, Lot 4 £185,000, Lot 5 £40,000 Lot 6 £75,000). Budget for

2011 onwards is unconfirmed due to reductions in Area Based Grants

- 7.9 All courses will be paid for out of HR Development & Training - Area Based Grant for Adult Social Care Workforce Development.
- 7.10 Directorates will pay for services that they order for themselves under the framework agreements.
- 7.11 Places on courses will be available for delegates from partners and other public sector and third sector organisations. They will be charged for on a per-head basis
- 7.12 A restricted tender process was followed in accordance with Contract Standing Orders.
- 7.13 On 26 January 2010 an advert inviting expressions of interest appeared on the Haringey Website and supply2gov (www.supply2gov.uk) a government portal for SME procurement opportunities. The advert also appeared in Muswell Hill Journal, the Hornsey & Crouch End Journal and the Tottenham, Wood Green & Edmonton Journal.
- 7.14 71 pre-qualification questionnaires (PQQs) were received through Competefor an E prequalification portal that automatically scores prospective bidders, allowing officers to only evaluate the top scoring companies, and saving companies from submitting all their documents unless they are one of the highest scoring companies.
- 7.15 The PQQs were assessed according to the following criteria: organisation; capability; quality; environmental/sustainability; financial status/legitimacy; diversity; health and safety. The PQQs were evaluated by Organisational Development and Learning and Finance.
- 7.16 The 16 potential suppliers who satisfied the criteria were invited to submit tenders. Bids were sought on the basis of the most economically advantageous tender and not simply the lowest tender.
- 7.17 12 valid tenders were received by the deadline, 1300 on Friday 22 March. The tenderers are listed in part B.
- 7.18 The tenders were assessed using the Council's agreed evaluation criteria and in compliance with Council Standing Orders. The following criteria were used:
- Understanding the Council's requirements 15%
 - Technical ability 15%

- | | |
|------------------------|-----|
| • People | 15% |
| • Working arrangements | 5% |
| • Added value | 10% |
| • Price | 40% |

Each of these criteria was judged on the following scale

- | | |
|-----------------------------|---|
| • below expectation | 1 |
| • approaching expectation | 2 |
| • meets most expectation | 3 |
| • meets all expectations | 4 |
| • exceeds most expectations | 5 |

7.19 Interviews were undertaken to enable the Council to clarify any areas of ambiguity in their tender. In a number of cases, the original paper based marks were adjusted, to reflect the actual practise of the organisations. This has all been documented to ensure a transparent process. The final marks (out of 500) were as shown in Part B

7.20 As a result of the tender evaluation process :

- 3 suppliers (A, I, J) were selected for Lot 1 ;
- 3 suppliers (H, I, J) were selected for Lot 2;
- 3 suppliers (A, I, J) were selected for Lot 3 ;
- 4 suppliers (B, H ,I, J) were selected for Lot 4;
- 1 supplier (I) was selected for Lot 5 ;
- 3 suppliers (A, B ,L) were selected for Lot 6;

Their schedules of rates are shown in Part B.

7.21 It was decided that Lot 5 (Safeguarding Adults) should be allocated to a single supplier, to ensure consistency in training across the borough, given the amount of polices and procedures attached to this area. The chosen supplier has been assessed as being financially secure. Experience of this market (provision of safeguarding training) suggests that if the single supplier does fail it will be possible to arrange short term cover at reasonable cost while a longer term replacement is identified.

7.22 The prices in these tenders are similar to those charged for the same services over the past three years. The introduction of volume-related discounts will provide opportunities for savings over the life of the agreements.

8. Chief Financial Officer Comments

8.1 The Chief Financial Officer has been consulted over the contents of this report and confirms that budgetary provision exists within the OD&L business unit for the centrally provided courses. The framework contracts do not commit the Council to set levels of spend or volumes of work within the contract period

9. Head of Legal Services Comments

9.1 The Services to which this report relates are Part B services for the purposes of the Public Contract Regulations 2006. Therefore it has not been necessary to advertise this contract in the Official Journal of the European Union (OJEU). Accordingly a domestic tender process was undertaken in accordance with the Council's Contract Standing Orders.

9.2 Tenders have been evaluated on the basis of the most economically advantageous tender in accordance with CSO 11.01 (b).

9.3 As the value of the frameworks is likely to exceed £250,000 they may only be awarded by Members in accordance with CSO 11.03.

9.4 The framework is a key decision and, as such, is included in the Council's Forward Plan in accordance with CSO 11.04.

9.5 The Head of Legal Services sees no legal reasons preventing Members from approving the recommendations in paragraph 4 of the report.

10. Head of Procurement Comments –[Required for Procurement Committee]

10.1 The recommendations in this report are in line with the Procurement code of Practice

10.2 Contract management will be undertaken by OD&L to ensure that the service is delivered in line with the service specification.

10.3 The market has been tested through this competitive process to ensure that the Council receives a Value for Money service.

11. Equalities & Community Cohesion Comments

11.1 The Equality & Diversity Team have been consulted in the preparation of this report and comment as follows:

11.2 The process included the Pre-Qualification Questionnaires (PQQ) to all the bidders and were assessed on criteria that included equality and diversity consideration.

11.3 Overall, the process was guided by the Council's equalities aims and objectives with regard to procurement as set out the Council's Equal Opportunities Policy document and in current Equality Public Duties Scheme.

12. Consultation

12.1 Feedback forms from OD&L courses were used to inform the process. Consultation with members of staff and IT was undertaken to ensure the content of the courses were correctly specified.

13. Service Financial Comments

13.1 The anticipated budget for the work delivered by this tender, over the four years of the agreements, is £400,000 for 2010/11. (Lot 1 £30,000, Lot 2 £20,000, Lot 3 £50,000, Lot 4 £185,000, Lot 5 £40,000 Lot 6 £75,000). Budget for 2011 onwards is unconfirmed due to reductions in Area Based Grants. The framework agreement does commit the Council to any level of expenditure. Over the life of the agreement the expenditure against the agreement can be aligned against budgetary targets.

14 Use of appendices /Tables and photographs

14.1 Part B of this report contains exempt information

15. Local Government (Access to Information) Act 1985

15.1 Procurement Committee Report – 6 July 2010. The following background papers were consulted in the preparation of this report:

- Contract specification and other contract documentation

- Tender and tender support documents returned by tenderers
- Evaluation assessments and other relevant papers and files

15.2 This report contains exempt and non-exempt information. Exempt information is contained in Part B and is **not for publication**. The exempt information is under the following category (identified in the amended schedule 12A of the Local Government Act 1972)

- (3) Information relating to the financial or business affairs of any particular person (including the authority holding that information).

15.3 See Part B for exempt information.

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