

Report Title: IT Services Specialist Training Framework Agreements	
Forward Plan reference number (if applicable): [add reference]	
Report of: Director of Corporate Resources	
Wards(s) affected: N/A	Report for: Non-Key Decision
<p>1. Purpose (That is, the decision required)</p> <p>1.1 To seek Member agreement to approve framework agreements with suppliers for the provision of IT Specialist Training.</p>	
<p>2. Introduction by Cabinet Member (if necessary)</p> <p>2.1 Effective learning and development activities for Council employees are critical to the achievement of the Council's aims and objectives. To supplement the framework agreements placed by Organisational Development and Learning (OD&L), IT Services wishes to place framework agreements specifically for specialised IT and Project Management courses. Using specialist suppliers through framework agreements will help to ensure quality of training, value for money and flexibility.</p>	
<p>3. Recommendations</p> <p>3.1 That Members agree, as allowed under Contract Standing Order (CSO) 11.03, to award the IT Services Specialist Training Framework to the suppliers detailed in para 1.2 of Appendix 1 of the Report on the basis that they submitted the most economically advantageous tenders.</p> <p>3.2 That the agreements be awarded for a period of three years with an option to extend for two further years on the basis detailed in the report.</p>	
Report Authorised by: Julie Parker, Director of Corporate Resources	
Signed:	
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4. Chief Financial Officer Comments	

4.1 The Chief Financial Officer has been consulted on the production of this report and notes that budget of the order outlined in paragraph 8.1 is available within the IT business unit budget to fund these specialist courses. Any officer outside the business unit requiring access to these specialist training packages will need to liaise with IT and will be recharged the full cost of the course.

5. Head of Legal Services Comments

5.1 This report is recommending the award of framework agreements for letting services categorised as residual services under the Public Contracts Regulations 2006 (“the PCR 2006”). As a result the PCR 2006 do not apply to these frameworks. In particular, there is no requirement to tender in Europe and only a Contract Award notification will be required.

5.2 As the total estimated value of services to be let under the framework exceeds £250,000, the proposed award of these frameworks must be approved by Members under CSO 11.03. This says that the Cabinet must award all contracts over this value.

5.3 The Head of Legal Services confirms that there are no legal reasons preventing members from approving the recommendations in paragraph 3 of this report.

6. Head of Procurement Comments

6.1 IT Training for the range of Haringey related products and systems is a niche market and this is clearly apparent in that only 3 PQQ’s were received.

6.2 From these 3 PQQ’s, 2 suppliers were invited to tender and subsequently both are being recommended for inclusion on the Council Framework Agreement.

6.3 Each training course requirement will be satisfied through mini-competition between these 2 providers.

6.4 Competition between only 2 providers on a Framework Agreement is not ideal in the medium-long term and this contract will need to be monitored closely to ensure value for money; and if necessary, the open market tested on occasion.

7. Local Government (Access to Information) Act 1985

This report contains exempt and non-exempt information. Exempt information is contained in Appendix 1 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).

6.1 See Appendix 1 for exempt information.

8. Strategic Implications

- 8.1 This report describes the process to place suppliers onto a framework agreement to supply IT Specialist and Project Management training courses for the Council. The agreements will run from Jul 07 for three years with the option to extend for a further two years only if the suppliers are still providing good service, competitive prices and a suitable range of courses. If this is not the case or if we wish to test the market again at this point, we can choose to end the contract after three years and re-compete as appropriate. The indicative value for all the agreements over three years is £300,000. They will be funded through ITS's budget and Directorate budgets.
- 8.2 The use of the framework agreements will bring about benefits through greater consistency in suppliers delivery and performance and through mini competitions, regular market testing.
- 8.3 The contract includes a condition entitled 'Volume of Work' which states that The Service Provider accepts that the Council does not guarantee the number of Purchase Orders that will be awarded to the Service Provider or that any Purchase Order will be awarded to the Service Provider under this Agreement.

9. Financial Implications

- 9.1 The anticipated budget for the work delivered by this tender, over the three years of the agreements, is £300,000.
- 9.2 The courses will be paid for out of the IT Services budget, subject to 9.3 below.
- 9.3 It is not anticipated that other Directorates will use these Framework Agreements but if they should request this through IT Services, IT Services will seek to re-charge for the relevant costs.
- 9.4 Tenderers were asked to provide schedules of rates that included discounts for quantities of days delivered. This gives potential for cost savings over the life of the agreements.
- 9.5 Their schedules of rates are shown in Appendix 1. The tendered rates are comparable overall to the prices currently paid.

10. Legal Implications

- 10.1 A restricted tender process was followed in accordance with Contract Standing Orders. This requirement is of a sufficient value that it falls under the EU Procurement Regulations. However, it is a category in the Part B Services list therefore it is exempt from the full procurement procedure and only requires notification of Contract Award.

11. Equalities Implications

11.1 In the Equality Public Duty Scheme adopted by the Council, the Council is committed to promoting equality through procurement.

11.2 The Council seeks to do this in three fundamental ways:

- i. **Equality of opportunity to tender for Council contracts.** The aim is to open up the supply chain so that all potential suppliers who are interested have the opportunity to tender through a process that is fair, transparent and accessible to all. (Equality Scheme, para 5.11 – 5.11.1)

In regard to the proposals in this report, the advert inviting an expression of interest was publicised in a range of outlets to attract as much range and diversity of potential suppliers as possible. Local Haringey journals were also used in order to attract potential local suppliers who might be interested.

The evaluation criteria and process were also made available to bidders. The highest performing tenders were interviewed and given the opportunity to present their proposals and answered questions on their submissions, and their performance evaluated against the same criteria and ratings. The requirements of accessibility, transparency and fairness are therefore satisfied in accordance with the Council's Equality Scheme in respect of procurement.

- ii. **Influencing (promoting equality with) the people we do business with.** The aim is to ensure that we continue to operate a tender process embedded with equalities criteria that are part of the Pre-Qualification Questionnaires (PQQ) and in contract performance monitoring. The PQQ was used in regard to this tender evaluation, thus complying with the Equality Scheme in respect of procurement.
- iii. **Taking account of equalities issues when drafting contact specifications.** The aim is to ensure that goods, services or works provided on behalf of the Council not only meet the fit-for-purpose and value-for-money criteria but also meet the needs of Haringey service users in all their diversity and reflect the Council's commitment to equal opportunity. We expect therefore that the eventual provider will supply training programmes that will have equalities considerations as essential components.

12. Consultation

12.1 Not required.

13. Background

13.1 The aim of the IT Services Training Programme is to make a major contribution to the Council's objective to become an excellent authority and to be recognised as leaders in providing excellent, value for money, customer led services through the innovative use of our people and technology.

- 13.2 It will do this by supporting the development of employees and ensuring that they have the right skills, knowledge and behaviours required to do their jobs, now and in the future, sustaining a professional and highly motivated IT workforce to ensure that it provides a secure and reliable IT environment.
- 13.3 The aim of the tender is to identify quality training provision at a competitive price from reputable, competent suppliers to give IT Services a reliable supplier base from which to order training requirements. The approach is to introduce framework agreements, broken into two Lots. Details of the Lots and an illustration of the types of courses to be provided are at Appendix 2.
- 13.4 Both are frameworks for multisuppliers and contain a process for call off or mini-competition within the Lot, where appropriate.
- 13.5 The framework agreements will run for an initial period of three years, starting in Jul 2008. At the end of this period the Council may decide to exercise an option to continue the frameworks for a further two years. 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.
- 13.6 At the start of April 2008 an advert inviting expressions of interest appeared on the Haringey Website, and was posted to BiP Solutions (www.bipsolutions.com) who manage and host interactive portals including supply2gov (www.supply2gov.uk). The advert also appeared in Muswell Hill Journal, the Hornsey & Crouch End Journal and the Tottenham, Wood Green & Edmonton Journal.
- 13.7 11 pre-qualification questionnaires (PQQs) were sent out in response to requests received. 3 completed PQQs were returned.
- 13.8 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 IT Services.
- 13.9 The 2 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.
- 13.10 2 valid tenders were received on the return date of Tuesday 27 May. The tenderers are listed in Appendix 1 .
- 13.11 The tenders were assessed by a panel of three members of IT Services staff using the Council's agreed tendering process and in compliance with Council Standing orders. The following criteria were used:
- | | |
|--|-----|
| Understanding the Council's requirements | 15% |
| Technical ability | 15% |
| People resources | 15% |
| Working arrangements | 5% |
| Added value | 10% |
| Price | 40% |

Each of these criteria was judged on the following scale

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

13.13 The marks (out of 500) were as shown in Appendix 1.

13.14 As a result of the evaluation:

- both suppliers were selected for Lot 1 ;
- both suppliers were selected for Lot 2;

Their schedules of rates are shown in Appendix 1.

14. Conclusion

14.1 The report describes the process and results of the IT Services Specialist Training tender. The suppliers who have been selected onto the frameworks will provide high quality, value for money services for a period of up to five years.

15. Use of Appendices / Tables / Photographs

15.1 Appendix 1 – Exempt Information

15.2 Appendix 2 - Training Lots and Courses.

Appendix 1 of this report contains exempt information.