



OFFICE OF THE POLICE & CRIME COMMISSIONER FOR THAMES VALLEY

REQUEST FOR DECISION – PCC 2018 / 010

Title: Approved Contractor Framework for Minor Works

Executive Summary:

The purpose of this initiative was to carry out a competitive OJEU tender to deliver a Framework Agreement for an Approved Contractor List to deliver small and medium sized building contracts between £10,000 and £1,000,000

This will replace the current Property Services Approved Contractor List which has been in operation since 2011.

It is envisaged that the Framework Agreement will be made up of 12-18 contractors who will be awarded project work by way of mini competition on each occasion.

The agreement will be initially for a two year period with options to extend for a further two years (on a 1 + 1 basis) subject to the performance of the contractors and market conditions.

The framework will be open for the Fire and Rescue Services in Berks, Bucks and Oxon along with other blue light services across the Thames Valley Police area. Surrey and Sussex Police were named on the tender documents in order that they can use the Framework if they wish at a later stage.

Recommendation:

The PCC is invited to agree the award of Suppliers to the Approved Contractor Framework for Minor Works, as listed in Appendix A.

The total value of the contracts available via the Framework is estimated at £10,000,000. The suppliers proposed to be included on the Framework meet all the requirements of the contract specification and offer the most economically advantageous solutions. TVP reserve the right to tender any contract values of over £1,000,000 outside of the Framework.

The above contract is for 24 month's initial term with 2 extension option(s) of 12 months thereafter.

Police and Crime Commissioner

I hereby approve the recommendation above.

Signature

A handwritten signature in black ink, appearing to be 'H. Smith', written over a horizontal line.

Date 21.5.18.

PART 1 – NON-CONFIDENTIAL

1 Introduction and Background

- 1.1 The purpose of this initiative was to carry out a competitive OJEU tender to deliver a Framework Agreement for an Approved Contractor List to deliver small and medium sized building contracts between £10,000 and £1,000,000
- 1.2 This will replace the current Property Services Approved Contractor List which has been in operation since 2011.
- 1.3 It is envisaged that the Framework Agreement will be made up of 12-18 contractors who will be awarded project work by way of mini competition on each occasion.
- 1.4 The agreement will be initially for a two year period with options to extend for a further two years (on a 1 + 1 basis) subject to the performance of the contractors and market conditions.
- 1.5 The framework will be open for the Fire and Rescue Services in Berks, Bucks and Oxon along with other blue light services across the Thames Valley Police area. Surrey and Sussex Police were named on the tender documents in order that they can use the Framework if they wish at a later stage.
- 1.6 Full details are provided in Annex 1.

2 Issues for Consideration

- 2.1 Following approval of the Project Launch Document to proceed, Procurement and Property teams worked together to build a comprehensive suite of documents to issue via Bluelight as an OJEU Open Tender opportunity.
- 2.2 The Opportunity was published through Bluelight Portal in July 2017 initially covering 12 Lots, based on county and value splits of Up to £50k, £50k to £250k and £250k to £1m. Lots 13-15 were subsequently added to cover for Surrey and Sussex Police.
- 2.3 During the Open Tender period circa 100 Expressions of Interest were registered through the Bluelight System. However the tender closing date saw only 27 actual bids being submitted. A technical compliance review was completed by procurement which reduced the number of bidders being taken forward to full assessment to 21 companies.
- 2.4 Following this, a key mandatory pass / fail criteria was on H&S Safety, with bidders having to submit an existing H&S Plan for review by TVPs Health & Safety advisor. Bidders failing this assessment were deemed to be excluded at this stage. Through this process 3 Bidders were excluded due to non-compliant H& Safety Plans being submitted. This

resulted in the remaining 18 bidders being taken through to full evaluation.

2.5 After this assessment a full review of each of the remaining 18 bids was completed. Procurement evaluated Cost which comprised 20% of the overall weighted score and Property Services assessed each bid on the following deliverable criteria, which represented an overall score weighting of 80%.

2.6 Within the tender documentation it was detailed how many suppliers were going to be selected for each Lot through the scoring process. Following the completion for the independent scoring by Procurement and Property, Procurement completed the process by amalgamating the cost and deliverables weighted scores to provide each bidders overall score. The selection of bidders to each Lot is then based on the bidders overall score, where they have bid for Lots, bidders were selected for each Lot as follows:-

- Lots 1-4 – Up to £50k in each TVP County Plus Milton Keynes. 11 Suppliers selected for each Lot based on highest score.
- Lots 5-8 £50k to £250k in each TVP County Plus Milton Keynes. 15 Suppliers selected for each Lot
- Lots 9-12 £250k to £1m in each TVP County Plus Milton Keynes. 9 Suppliers selected for each Lot.
- Lots 13-15 for Surrey and Sussex have been discounted due to lack of interest from bidders.

2.7 Once the Framework is established further Mini Competitions will be held for works under each Lot. Initial selection of bidders will be based upon the highest scores achieved by bidders and to ensure the recommended number of tenderers to comply with Force Financial regulations. Thereafter bidders will be selected for mini competitions on an alphabetical rotational basis whereby for each mini-competition tender alternate suppliers are selected, with a minimum number of 3 as required by TVP financial regulation requirements and a request for expressions of interest to bid.

3 Financial Comments

3.1 Tenders will continue to be sought in competition for approved projects under the capital and revenue budget to ensure best value is achieved. The contractors will also be pre-approved financially to reduce the input from staff from the Finance department

4 Legal Comments

4.1 The Tender process has been carried out in accordance with OJEU regulations

5 Equality Comments

- 5.1 All the contractors on the list have indicated compliance with the Equality Act as part of their tender returns

6 Conclusion

- 6.1 The adoption of the Approved Contractor list will enable relationships to be built with contractors on the list to develop a collaborative approach to building projects. Projects can also be tendered quicker and more efficiently without large numbers competing for each opportunity (inefficient and adds cost), and does not commit internal staff resources to conduct large numbers of site visits for tenders nor to extend timescales to review tender submissions. Contractors on the list will also have a core of vetted staff familiar with TVP requirements.

Public Access to Information

Information in this form is subject to the Freedom of Information Act 2000 (FOIA) and other legislation. Part 1 of this form will be made available on the website within 1 working day of approval. Any facts and advice that should not be automatically available on request should not be included in Part 1 but instead on a separate Part 2 form. Deferment of publication is only applicable where release before that date would compromise the implementation of the decision being approved.

Is the publication of this form to be deferred? NO

If yes, for what reason? N/A

Until what date? N/A

Is there a Part 2 form? YES

ORIGINATING OFFICER DECLARATION (as appropriate):

	Officer	Date reviewed
Head of Procurement	Richard Fowles	2.5.18
Financial Advice	Linda Waters	16.5.18


OFFICER'S APPROVAL

We have been consulted about the proposal and confirm that financial and legal advice have been taken into account in the preparation of this report.

We are satisfied that this is an appropriate request to be submitted to the Police and Crime Commissioner.


Chief Executive

Date 23/5/2018


Chief Finance Officer

Date 21/5/18



Procurement Services

Gateway B: Procurement Outcome Report

Approved Contractor Framework for Minor Works

Contract Award (and POR) Sign-Off Sheet

By approving this document the Procurement Governance Board confirms acceptance of the detail contained within this document, approval to proceed with contract award, implementation and realisation of the benefits.

In the case of a Procurement which results in a new contract (or extension) the document replaces the previous award paper, and has a section for the relevant sign-offs below.

Contract Title:	TVP Approved Contractor Framework for Minor Works
Procurement Governance Board Approval Date (as minuted)	18 November 2016

Recommendations

The Police and Crime Commissioner is invited to agree the award of Suppliers to the Approved Contractor Framework for Minor Works. Suppliers and Evaluation Summary is detailed as per Appendix A of this POR.

The total value of the contracts available via the Framework is estimated at £10,000,000. The suppliers proposed to be included on the Framework meet all the requirements of the contract specification and offer the most economically advantageous solutions. TVP reserve the right to tender any contract values of over £1,000,000 outside of the Framework.

The above contract is for 24 month's initial term with 2 extension option(s) of 12 months thereafter.

Contract Award Sign-Off:

In addition to approval by the Procurement Governance Board, the below sign-offs are also required prior to the award of any new contract:

Competitive Process Approval Level	Single Tender Approval Level	Reviewer	1st Approver	2nd Approver
> £1m	> £50k	HoP	Director of Finance	OPCC or PCC
OJEU Level - £1m	£25k - £50k	DoF (if not approver)	Head of Procurement	OPCC or CFO or DoF
£100k - OJEU Level	£10k - £25k	N/A	Procurement Mgr	Head of Procurement
£50k-£100k	N/A	N/A	Procurement Mgr	N/A
£0k-£50k	N/A	N/A	S&CM Specialist or P2P	N/A

Please fill in the below table with the appropriate sign-offs as detailed above.

Approval Role	Name	Job Title	Signature and Sign-Off Date
Reviewer 1	Ally Hughes	Procurement Business Partner	Ally Hughes 2.5.2018
Reviewer 2	Richard Fowles	Head of Procurement	Richard Fowles 2.5.2018
First Approver:	Linda Waters	Director of Finance	Linda Waters 16.5.18
Second Approver:	Ian Thompson	PCCs Chief Finance Officer	Ian Thompson 21.5.18

Executive Summary

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It is envisaged that the Framework Agreement will be made up of 12-18 contractors who will be awarded project work by way of mini competition on each occasion.

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The framework will be open for the Fire and Rescue Services in Berks, Bucks and Oxon along with other blue light services across the Thames Valley Police area. Surrey and Sussex Police were named on the tender documents in order that they can use the Framework if they wish at a later stage.

Procurement Governance Board Submission Record

Project Stage	Date Approved by PGB
<input type="checkbox"/> PLD	
<input checked="" type="checkbox"/> POR	
<input type="checkbox"/> CMR	

Summary of Benefits

Cashable Savings:	Not applicable
Non-Cashable Savings:	Not applicable
Other Benefits:	
Total Savings as a % of baseline spend:	%

Please store the signed off Gateway documents together to maintain an audit trail throughout the project.

Gateway C

Procurement Outcome Report (POR)

The purpose of this document is to outline the recommended describe the outcomes of the Project previously approved by the Procurement Governance Board at PLD stage. This Procurement Outcome Report presents the recommended solution and outlines the benefits this will deliver to TVP and implementation requirements to secure delivery and key tasks needed to measure the achievement of the benefits.

By approving this document the Procurement Governance Board confirms acceptance of the detail contained within this document, approval to proceed with contract award, implementation and realisation of the benefits.

Please note, this document replaces the Contract Award Paper.

Please update the information previously provided to the Board as applicable.

The below sign-off acts as confirmation from the main stakeholders that they have been consulted in the completion of this document, including acceptance that the recommendation meets business requirements, was compliant to EU Procurement Regulations and provides the most economically advantageous solution for TVP

Role	Name/Job Title	Signature and Sign-Off Date
Project Sponsor	Robert Croker	Robert Croker
Procurement Business Partner	Dino Tsagris	Dino Tsagris
Procurement Lead	Des Dockerill	Des Dockerill
Head of Unit	David Griffin	David Griffin
TVP Finance	Hugh Morris	Hugh Morris
Legal	N/A	

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Is the publication of this form to be deferred? no

If yes, for what reason? E.g. Alcatel period

Until what date?

Part 1 – For publication on Intranet Site

Proposed Supplier (s)	See Appendix A
Planned Contract Start Date	1 st May 2018
Contract Durations (<i>months</i>)	24 Months
Contract Extensions Available (<i>months</i>)	2 x 12 months
Total Contract Value (<i>over full contract period including extension options</i>)	Estimated Framework Value for TVP is £10,000,000

Project Savings	
Baseline Spend (<i>highlight any changes to information provided in PID/PLD</i>)	
Savings Enabled: <i>Detail at High, Low and Expected level if the savings are likely to be variable e.g. based on demand.</i> <i>Include Annual & Total Contract Savings</i>	<i>Please complete the POR Savings Analysis using the Project Governance Worksheet</i> <i>Final figure should be referenced from there and the completed template presented as part of the POR proposal.</i>
	Cashable: Non-Cashable: Total:
Savings Start Date	
Savings Types (<i>based on Savings Definitions in Savings Analysis Worksheet</i>)	

Scope and Requirements
<i>Copy these from previous gateway documents and highlight any changes</i>
<p>The purpose of this initiative is to carry out a competitive OJEU tender to deliver a Framework Agreement for an Approved Contractor List to deliver small and medium sized building contracts between £10,000 and £1,000,000.</p> <p>This will replace the current Property Services Approved Contractor List which has been in operation since 2011.</p> <p>It is envisaged that the Framework Agreement will be made up of 12-18 contractors who will be awarded project work by way of mini competition on each occasion.</p> <p>The agreement will be initially for a two year period with options to extend for a further two years (on a 1 + 1 basis) subject to the performance of the contractors and market conditions.</p> <p>The framework will be open for the Fire and Rescue Services in Berks, Bucks and Oxon along with other blue light services across the Thames Valley Police area. Surrey and Sussex Police were named on the tender documents in order that they can use the Framework if they wish at a later stage.</p>

Summary of Approach
<i>Provide overview of approach and outline any changes to approached previously agreed</i>

Following approval of the Project Launch Document to proceed, Procurement and Property teams worked together to build a comprehensive suite of documents to issue via Bluelight as an OJEU Open Tender opportunity.

The Opportunity was published through Bluelight Portal in July 2017 initially covering 12 Lots, based on county and value splits of Up to £50k, £50k to £250k and £250k to £1m. Lots 13-15 were subsequently added to cover for Surrey and Sussex Police.

During the Open Tender period circa 100 Expressions of Interest were registered through the Bluelight System. However the tender closing date saw only 27 actual bids being submitted. A technical compliance review was completed by procurement which reduced the number of bidders being taken forward to full assessment to 21 companies.

Following this, a key mandatory pass / fail criteria was on H&S Safety, with bidders having to submit an existing H&S Plan for review by TVPs Health & Safety advisor. Bidders failing this assessment were deemed to be excluded at this stage. Through this process 3 Bidders were excluded due to non-compliant H&S Safety Plans being submitted. This resulted in the remaining 18 bidders being taken through to full evaluation.

After this assessment a full review of each of the remaining 18 bids was completed. Procurement evaluated Cost which comprised 20% of the overall weighted score and Property Services assessed each bid on the following deliverable criteria, which represented an overall score weighting of 80%. A full summary of the deliverable scoring is presented at Appendix A

Mandatory Criteria		
Please refer to the relevant sections in the Selection Questionnaire.		
Scoring Criteria	1st Level Weighting	2nd Level Weighting
Cost	20%	
Deliverables	80%	
AW 4.1 – Manage and resource projects; responses to emergency call outs		30%
AW 4.2 – Statement and approach to zero snags		20%
AW 4.3 – Organogram to manage multiple contracts and supply chain		15%
AW 4.4 – Added Value/Innovation		15%

Within the tender documentation it was detailed how many suppliers were going to be selected for each Lot through the scoring process. Following the completion for the independent scoring by Procurement and Property, Procurement completed the process by amalgamating the cost and deliverables weighted scores to provide each bidders overall score. The selection of bidders to each

Lot is then based on the bidders overall score, where they have bid for Lots, bidders were selected for each Lot as follows:-

Lots 1-4 – Up to £50k in each TVP County Plus Milton Keynes. 11 Suppliers selected for each Lot based on highest score.

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Lots 9-12 £250k to £1m in each TVP County Plus Milton Keynes. 9 Suppliers selected for each Lot.

Lots 13-15 for Surrey and Sussex have been discounted due to lack of interest from bidders.

Appendix A provides a full list of bidders that were evaluated and selected for each Lot.

Once the Framework is established further Mini Competitions will be held for works under each Lot. Initial selection of bidders will be based upon the highest scores achieved by bidders and to ensure the recommended number of tenderers to comply with Force Financial regulations. Thereafter bidders will be selected for mini competitions on an alphabetical rotational basis whereby for each mini-competition tender alternate suppliers are selected, with a minimum number of 3 as required by TVP financial regulation requirements and a request for expressions of interest to bid.

It is recommend that TVPs Approved Contractor Framework for Minor Works is established with those bidders detailed in Appendix A being Appointed.

Achievement of project objectives

Describe extent to which the original objectives have been achieved

The approval of the proposed Approved Contractor list will assist in the efficient delivery of TVP building projects to meet the original delivery plan 6, 6.5 and 6.6 (reduce costs, rationalise estate and reduce carbon footprint).

Legal Comments

The Tender process has been carried out in accordance with OJEU regulations

Project Benefits

Detail all financial and non-financial benefits delivered by the project

The adoption of the Approved Contractor list will enable relationships to be built with contractors on the list to develop a collaborative approach to building projects. Projects can also be tendered quicker and more efficiently without large numbers competing for each opportunity (inefficient and adds cost), and does not commit internal staff resources to conduct large numbers of site visits for tenders nor to extend timescales to review tender submissions. Contractors on the list will also have a core of vetted staff familiar with TVP requirements.

Financial Implications

Detail any budgetary constraints and any financial implications of the new arrangement

Tenders will continue to be sought in competition for approved projects under the capital and revenue budget to ensure best value is achieved. The contractors will also be pre-approved financially to reduce the input from staff from the Finance department

Equality Comments

Summary of Diversity Impact Assessment

All the contractors on the list have indicated compliance with the Equality Act as part of their tender returns

