

Commissioning Form



This form is to be completed by the commissioning service or department for all procurement proposals with a total value above £25,000. If you are seeking an exception from Contract Procedure Rules or exception from the requirement to tender, you must complete an **Exception Form**.

Title	Bailey Hill
Head of Service:	Ian Bancroft
Manager:	Sophie Fish
Report Completed by:	Sophie Fish
Date:	4/7/2018
Total Estimated Value:	£55,000

PROCUREMENT TEAM USE ONLY	
Officer	
Priority	High/Med/Low
Category	
Received	DD/MM/YYYY
Complete by	DD/MM/YYYY
Est Hrs Required	

Type	Copy and paste:	<input checked="" type="checkbox"/>
Goods:		
Services: services not subject to the 'light touch regime' (i.e. most services)		<input checked="" type="checkbox"/>
Light Touch Regime: certain social, health, education & other services subject to the 'light-touch regime'		
Works:		

Does the proposal include Land contracts or the appointment of developers? Yes ☐ No ☒

If Yes, has the Monitoring Officer (Legal) been consulted? Yes ☐ No ☐

If Yes state the Monitoring Officer's advice. If No, state why not:

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Does the proposal include Information & Communication Technology, property or works? Yes ☐ No ☒

If Yes, has the relevant council service been involved? Yes ☐ No ☐

If Yes state the services' involvement. If No, state why not:

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Procurement Level Copy and paste: ☒

Intermediate Value: £25,000 to OJEU threshold* ☒

High Value: above relevant OJEU threshold* ☐

*OJEU limit Goods/ Services: £181,302 *OJEU limit works: £4,551,413 *OJEU limit light touch regime: £615,278, concession agreements: £4,551,413

Procurement Process

Copy and paste:



Is there a corporate purchasing arrangement or National Procurement Service framework or other framework agreement relevant to your proposal?

Yes

☐

No



If Yes, state which below:

Are you planning to make use of any corporate purchasing arrangement or framework agreement identified above?

Yes

☐

No



If Yes, will the process be direct award or mini competition?

Timescales

Date	Milestone
13/07/2018	Authorisation of Commissioning Form
	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
Early Aug 2018	Tender advertised
31/08/2018	Tender closed to responses, start evaluation
	Evaluation finalised (start of 10 day standstill period)
Sept/Oct 2018	Contract award
Oct 2018	Contract start

Outline

Briefly describe the proposal

Flintshire County Council (FCC) working in partnership with Mold Town Council (MTC) and Friends of Bailey Hill (FoBH) have been successful in securing second round HLF Parks for People Heritage Lottery Funding (HLF) for Bailey Hill, in Mold. Total project £1.3 million

The Council is now seeking a Lead Consultant for the purpose of implementation of the project. The Lead consultant will be responsible for assembling a team suitable for undertaking all tasks required for the project from the grant notification through to project completion, supported by the project steering group. It is envisaged that the consultancy team will be led by a landscape architect, the team will comprise, but not be exclusive to an architect, structural engineer, civil engineer, mechanical and electrical engineer, quantity surveyor, ecologist and arboriculturalist.

Bailey Hill is the site of a Norman Castle set in the historic market town of Mold in Flintshire. The site was secured as a park for the people of Mold by public subscription in 1870, and has remained as a public park since this time providing an important greenspace within the town centre.

Price / Quality

Please state the percentage quality in your tender evaluation:-

30%

Weighting

weightings being given to

70%

price and

Price

Quality

Options

Copy and paste:



Has a zero cost option been considered?

Yes

☐

No



Has a reduced cost option been considered?

Yes

☐

No



State whether and why zero and/or reduced cost options have been adopted or discounted:

Project is fully funded by external partners including Heritage Lottery Fund and Welsh Government. Neither zero cost or reduced cost option appropriate in this case.

Collaborative Procurement

Copy and paste:



Has a collaborative procurement with Denbighshire/Flintshire County Council been considered?

Yes

☐

No



If yes please give details, if no please state reason:

Project is fully funded by external partners including Heritage Lottery Fund and Welsh Government. Collaborative procurement is not appropriate in this case.

Cross Service Procurement

Copy and paste:



Has a procurement across another Council Service been considered if there is the same or similar need for the works/goods/services?

Yes

☐

No



If yes please give details:

Existing Council Contracts

Copy and paste:

☒

Is there an existing Council contract that covers the same or similar works, goods or services which can be utilised?

Yes

☐

No

☒

If yes please give details:

Safeguarding

Safeguarding includes everything a Council can do to keep people safe, including minimising the risk of harm and accidents, taking action to tackle safety concerns and ensuring people grow up and live in safe circumstances. Safeguarding covers physical, sexual, psychological and financial abuse, neglect, modern slavery and radicalisation.

Does the works, goods or services include any elements that raise safeguarding concerns or requirements?

Copy and paste:

☒

Yes

☐

No

☒

If yes please give details:

Data Protection

Does the works, goods or services include any elements that involve the processing or sharing of personal data of living individuals?

Copy and paste:

☒

Yes

☐

No

☒

If yes please give details:

If Yes, has the Information Governance Team been consulted?

Yes ☐ No ☐

If No, state why not:

Grant Funding

Is grant funding being used in whole or in part to fund the procurement?

Copy and paste: ☒

Yes ☒ No ☐

If yes please give details and please state whether there is a grant agreement:

Total project of which this is part £1.3 million
£963k Heritage Lottery Fund - grant agreed
£123k TAIS Welsh Government - grant agreed
£50k LEADER funding through Cadwyn Clwyd - grant agreed
£5k Mold Mayoral Charity - secured
£15k Mold Town Council – secured

☒

Procurement Checklist

Copy and paste:

Has a Sustainability / Wellbeing Impact Assessment been completed?

Yes ☐ No ☐ N/A ☒

Have you identified and mitigated any potential conflicts of interest?

Yes ☐ No ☐ N/A ☒

Have you conducted market dialogue, research, analysis?

Yes ☒ No ☐ N/A ☐

Have you consulted stakeholders, partners and/or end users?

Yes ☒ No ☐ N/A ☐

Have you consulted the Insurance and Risk Manager on potential insurance issues?

Yes ☐ No ☐ N/A ☒

Have you instructed the legal team to develop contract terms?

Yes ☐ No ☐ N/A ☒

Have you sought advice on safeguarding issues?

Yes ☐ No ☐ N/A ☒

Have you sought advice on any TUPE, IPR or other legal issues?

Yes ☐ No ☐ N/A ☒

Have you determined contract management & information requirements?

Yes ☒ No ☐ N/A ☐

Have you determined whether to use lots (e.g. to encourage SMEs)?

Yes ☐ No ☐ N/A ☒

Could you reserve the contract for public mutuals or social enterprises?

Yes ☐ No ☒ N/A ☐

Have you drafted the tender specification?

Yes ☒ No ☐ N/A ☐

Have you developed evaluation criteria & scoring methodology?

Yes ☒ No ☐ N/A ☐

Have you identified the scorers/evaluators?

Yes ☒ No ☐ N/A ☐

Will you need to arrange interviews, presentations, site visits etc.?

Yes ☒ No ☐ N/A ☐

Is this proposal funded wholly or in part by EU grant?

Yes ☒ No ☐ N/A ☐

If you wish to expand on any of your responses to these questions please give details in the box below:

Money comes from Europe via two Welsh government grants – TAIS and LEADER

Project Will use standard FCC contract for tendering services

Finance

Grant Funding Source	Amount
HLF / LEADER / TAIS	£55,000
	£
Total Grant Funding:	£55,000

Capital Funding Source	Amount
	£
	£
Total Capital Funding:	£

Revenue Funding Source	Amount
	£
	£
Total Revenue Funding:	£

Estimated Total Value:	£55,000
Estimated Annual Value	£

Cost Code	OLM 114
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If the contract is a collaboration with external partners the figures quoted should include the total contract value not just the Local Authority element.

Contract

Provide basic details of any contract to be awarded

Type of Contract:	
Form of Contract for Works (eg JCT or NEC)	
Proposed Start date:	01.10.2018
Proposed End date:	31.10.2021
Proposed options for extension (if any):	Project overrun
Maximum duration (including extensions):	4 years

Community Benefits

Copy and paste:



Are you including community benefits?

Yes ☐

No ☒

If Yes, provide details below: If No, state why community benefits have not been included

Note that it is mandatory to include community benefits for all contracts for the value of £1,000,000 and over.

Through this project Bailey Hill will be a better place to live, work and visit
The project will both restore and modernise Bailey Hill; its profile will be raised and more people will be attracted and engaged with the site either as a one-off visitor, a regular user or a volunteer. The quality of experience will be significantly improved.

By improving the overall condition of the Park, local residents who are fit, less fit, or mobility impaired should all feel confident in using the facility for a leisurely walk, a place to eat lunch, for playing with the children and for walking the dog. Provision of public lavatories and the developed Custodian's Cottage will add to the overall offer. Every visit to Bailey Hill should be an enjoyable one!

A wide ranging programme of events and activities has been developed as part of this project. The programme includes: theatre performances, re-enactment, community archaeology, music events and outdoor cinema. Family activities will take place during the school holidays.

The Local Economy

Copy and paste:



Have you considered ways in which this proposal might benefit the local economy and increase opportunities for local businesses?

Yes ☐

No ☒

If Yes, provide details below: If No, please state why not.

Local businesses will have a number of opportunities to engage with this project. For example - the redeveloped Custodians Cottage will be available for a pop-up café. There will be an extended events and activities programme and parts of the redeveloped site will be available for hire.

Risk Assessment

What is the total estimated value of the proposal?	Up to £250K
If things go wrong, what is the operational risk to the Local Authority?	Low
If things go wrong, what is the reputational risk to the Local Authority?	Low
If things go wrong, what is the financial risk to the Local Authority?	Low

Risk Mitigation

For risks which have a medium or high risk, state steps to be taken to minimise the risk:

The project has a full risk register which is regularly evaluated and updated at monthly Steering Group meetings.

Consultation with Members

Please confirm that relevant members have been informed where the decision has implications for a particular locality.

Copy and paste: ☒

Yes ☒ No ☐

If Yes, please list member's names below and details of any feedback incorporated.

Cllr. Ian Roberts as the Cabinet Member has been kept fully informed and is a member of the Steering Group.

Cllr. Chris Bithell as the previous Cabinet Member has been fully informed and continues to be a member of the Steering Group as a Friend of Bailey Hill.

AUTHORISATION

The undersigned authorise the commissioning proposal described

TEAM MANAGER: (if within spend authorisation limit)

Signature

Date

HEAD OF SERVICE/CHIEF OFFICER: (Mandatory)
(or Service Manager if within their spend authorisation limit)

Signature Date

MANAGER OF BUSINESS TRANSFORMATION & ICT (Mandatory or all ICT Contracts)

Signature Date

SECTION 151 OFFICER (Finance): (Mandatory for all contracts above £250,000)

Signature Date

MONITORING OFFICER (Legal): (Mandatory for all contracts above £250,000)

Signature Date

LEAD CABINET MEMBER: (Mandatory for all contracts above £1,000,000)

Signature Date

N.B: Contracts over £2,000,000 also require Cabinet approval and the completion of a Cabinet report.

PROCUREMENT TEAM ASSESSMENT

This section to be completed by the Procurement Team following receipt of an appropriately completed commissioning form.

PROPOSED START DATE

TARGET END DATE

RECOMMENDATIONS:

**PROCUREMENT
OFFICER**

DATE