

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 Transport Dynamic Purchasing System (DPS)

Head of Service: Stephen O Jones

Manager: N/A

Report Completed by: Katie Wilby

Date: 13.12.2016

Total Estimated Value: £8 million (maximum) per annum

PROCUREMENT TEAM USE ONLY

Officer: A Argyle

Priority: High/Med/Low

Category: Transport

Received: 13/12/2016

Complete by: 20/12/2016

Est Hrs Required:

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

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:

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:

Procurement Level Copy and paste:

Intermediate Value: £25,000 to OJEU threshold*

High Value: above relevant OJEU threshold*

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?

If No, state the relevant grounds to justify an exemption:

Are you using a competitive market process? Yes No

If yes, indicate which process.

Open Tender
 Restricted Tender
 Competitive Dialogue
 Dynamic Purchasing System
 E-Auction
 Competitive Procedure With Negotiation
 Innovation Partnership
 Don't know

Timescales

Date	Milestone
January 2017	Authorisation of Commissioning Form
January 2017	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
1 st February 2017	Tender advertised
30 th June 2017	Tender closed to responses, start evaluation
July 2017	Evaluation finalised (start of 10 day standstill period)
July 2017	Contract award
4 th September 2017	Contract start

Outline

Briefly describe the proposal

Copy and paste:

Following a diagnostic review, it has been recommended that an alternative procurement method should be adopted for procuring transport services using a Dynamic Purchasing System (DPS) in order to reduce staff workloads and remove the continuous cycle of re-procurement within the Integrated Transport Unit (ITU). The DPS will be run as a two-stage process: firstly, the pre-qualification stage, where all suppliers who meet the selection criteria are admitted to the DPS. The routes will then be awarded during the second stage, where all suppliers who have been admitted to the DPS will bid for the specific contract in a mini-competition. Within the DPS, it is intended that the County will be divided into 6 geographical areas, with a single framework being offered for all of the transport needs within each area. The suppliers will be invited to provide rates per mile for each category of vehicle type required to deliver the service within that geographical area. The routes will then be optimised by the ITU staff to deliver maximum benefit and the cheapest supplier appointed to each journey according to the mileage rate supplied within the tender. Any changes to the length of the route will be covered by the payment for the additional mileage at the contracted variation rate, with no re-negotiation of the contract required.

Are there any links to other existing or planned commissions, projects or programmes or is this part of a multi-phase project (internal or external)? If yes please specify.

Yes No

Community Transport Project

Need / Demand

Briefly explain your evidence for the need or demand for this proposal.

Frontline Transport Services for Flintshire County Council (Home to School transport, adult social care transport, college transport, children's services, community transport and public transport services)

Output / Benefit

What will the output and benefit of the proposal be? What will it deliver? What will it achieve?

Integrated approach for all transport services
Reduced workload for ITU staff
Efficiency savings on the contracted routes
Development of the supplier market through the DPS
Improved contract management

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:

Not feasible for externally provided transport services
Dynamic Purchasing System aims to provide longer contracts and market stability

Price / Quality Weighting

Please state the percentage weightings being given to price and quality in your tender evaluation:-

Price

Quality

NB. Quality will be delivered through the Pre-qualification questionnaire

Welsh Language Standards

All advertisements in Sell2Wales and, where relevant, in the Office Journal of the European Union (OJEU), must be published bilingually in Welsh and English. The advertisement must state that quotations or tenders may be submitted in Welsh, and that a quotation or tender submitted in Welsh will be treated no less favourably than a quotation or tender submitted in English.

It is a requirement that all tender and contract documents are produced in Welsh in the following circumstances:-

- a) If the subject matter of the tender for a contract suggests that it should be produced in Welsh, or

b) If the anticipated audience, and their expectations, suggests that the documents should be produced in Welsh.

Copy and paste:

Is there a requirement to produce the documents in Welsh? Yes No

State why you have selected either Yes or No:

Sell2Wales Notice will need to be bilingual and comply with FCC CPRs

Procurement Checklist

Copy and paste:

- | | | | | | | |
|--|-----|-------------------------------------|----|-------------------------------------|-----|-------------------------------------|
| Has a Sustainability / Wellbeing Impact Assessment been completed? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you identified and mitigated any potential conflicts of interest? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you conducted market dialogue, research, analysis? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you consulted stakeholders, partners and/or end users? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you consulted the Insurance and Risk Manager on potential insurance issues? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Have you instructed the legal team to develop contract terms? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you sought advice on safeguarding issues? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you sought advice on any TUPE, IPR or other legal issues? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Have you specified contract management & information requirements? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you determined whether to use lots (e.g. to encourage SMEs)? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you considered how to encourage subcontractors or consortia? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Could you reserve the contract for public mutuals or social enterprises? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you completed the tender specification? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you developed evaluation criteria & scoring methodology? | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you identified the scorers/evaluators? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Have you drafted questions and guidance to bidders & scorers? | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |

Yes No N/A

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

Yes No N/A

Have you drafted the tender advertisement?

Yes No N/A

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

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

Finance

Copy and paste:

Capital Funding Source	Amount	Approved	Applied for	Approached
	£			
	£			
Total Capital Funding:	£			
Revenue Funding Source	Amount	Approved	Applied for	Approached
Flintshire revenue support	£7.5m per annum			
Welsh Government grant funding	£0.5m per annum			
Total Revenue Funding:	£8.0m per annum			
Estimated Total Value:	£8.0m per annum			
Estimated Annual Value	£8.0m per annum			
Cost Code	TLU / TLS codes			

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

N.B: **Approved – written approval exists; **Applied for** – no written approval but application made; **Approached** – initial approach to or by funding body but no application submitted*

Contract

Provide basic details of any contract to be awarded

Type of contract	Framework Agreement
Terms and Conditions:	General Term & Conditions (Services)
Proposed Start date:	4 th September 2017
Proposed End date:	3 rd September 2021
Proposed options for extension (if any):	
Maximum duration (including extensions):	

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

The new procurement option will reduce the workloads within the ITU and it is intended that the new area frameworks will mirror the new proposed Community Transport areas, which will allow the operators to be contracted to provide community benefit from the tendered contracts, through the provision of local Community Transport arrangements.

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.

Access to education, training, employment, health, social and leisure opportunities

Risk Assessment

What is the total estimated value of the proposal?	Over £2m
How many external organisations are involved in developing the proposal?	More than One
Has the Local Authority done this kind of thing before?	Never
If things go wrong, what is the operational risk to the Local Authority?	Medium
If things go wrong, what is the reputational risk to the Local Authority?	High
If things go wrong, what is the financial risk to the Local Authority?	Medium

PROCUREMENT TEAM ASSESSMENT

N.B: This section is to be completed by the Procurement Team following receipt of an appropriately completed form from the commissioning service.

<u>Section</u>	<u>Sign-Off?</u>		<u>Comments</u>
	Yes	No	
Type	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procurement Level	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procurement Process	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Timescales	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Outline	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Need / Demand	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Output / Benefit	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Options	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Price/Quality Weighting	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The quality element will be assessed following the initial receipt of applications to get on to the DPS. The following mini competitions will be awarded purely on price,
Welsh Language	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Procurement Checklist	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Finance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Contract	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Community Benefits	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
The Local Economy	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
Risk Assessment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

PROPOSED START DATE

20.12/2016

TARGET END DATE

20/12/2016

RECOMMENDATIONS:

RED	ORANGE	YELLOW	GREEN	✓
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PROCUREMENT OFFICER

Andy Argyle

DATE

20/12/2016

AUTHORISATION

N.B: This section is to be completed by the commissioning service following the completion and return of the Procurement Team Assessment (above).

For details of authority to decide procurement strategy and invite competitive bids see CPR 2.7.2


Response to Corporate Procurement Team Assessment

Please detail your response and plan of actions to the Corporate Procurement Team's assessment. In particular, if you are choosing not to abide by their recommendations please state why not.

Subject to compliance with the instructions above, the undersigned authorise the commissioning proposal described in this document to go ahead.

HEAD OF SERVICE: (Mandatory)

Signature



Date

22/12/2016

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

Signature



Date

22/12/16

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

Signature




Date

3/1/17

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

Signature



Date

22/12/2016

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