

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	WHQS Whole house Internal works	PROCUREMENT TEAM USE ONLY	
Head of Service:	Neal Cockerton	Officer	
Manager:	Sean O'Donnell	Priority	High/Med/Low
Report Completed by:	Vinny Thornton	Category	
Date:	05/07/2018	Received	DD/MM/YYYY
Total Estimated Value:	£4,875,000	Complete by	DD/MM/YYYY
		Est Hrs Required	

Type

Copy and paste:

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

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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*	<input type="checkbox"/>
High Value: above relevant OJEU threshold*	<input checked="" type="checkbox"/>

*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:

Procure Plus framework for Internal works

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?

Procure Plus framework for Internal works – Mini-Competition

Timescales

Date	Milestone
TBC	Authorisation of Commissioning Form
TBC	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
TBC	Tender advertised
TBC	Tender closed to responses, start evaluation
TBC	Evaluation finalised (start of 10 day standstill period)
TBC	Contract award
TBC	Contract start

Outline

Briefly describe the proposal

To procure a contractor to deliver the remaining WHQS Bathrooms and Kitchens to Flintshire County Council homes. Currently standing at a figure of approx. 750, these properties are important yet; historically 'hard to reach' and will require close monitoring to achieve compliance with WHQS targets.

Procurement through the Procure Plus framework will be fully compliant with OJEU regulations.

Price / Quality Weighting

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

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:

Works required to meet WHQS

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:

Frameworks available at excellent rates and timescales

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

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

Copy and paste:

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:

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:

£5m per year MRA grant

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:

Finance

Grant Funding Source	Amount
	£
	£
Total Grant Funding:	£

Capital Funding Source	Amount
	£4,875,000
	£
Total Capital Funding:	£4,875,000

Revenue Funding Source	Amount
	£
	£
Total Revenue Funding:	£

Estimated Total Value:	£4,875,000
Estimated Annual Value	£1,700,000

Cost Code	
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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:	Fixed Term with Option to Extend
Form of Contract for Works (eg JCT or NEC)	General Terms & Conditions (Works)
Proposed Start date:	TBC
Proposed End date:	TBC
Proposed options for extension (if any):	1 year extension possible
Maximum duration (including extensions):	3 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.

Procure Plus terms include 1 apprentice for every £1m spent which will mean 6 placements for local people. Social Value items will be part of the contract terms

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.

As Above

Risk Assessment

What is the total estimated value of the proposal?	£250K to £2m
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?	Medium
If things go wrong, what is the financial risk to the Local Authority?	High

Risk Mitigation

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

Effective procurement, Strong Contract management, Regular Budget & KPI monitoring
All built on open communication with all stakeholders.

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.

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

