

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	MTC - Minor Refurbishment Works 2021 to 2025
Head of Service:	Neal Cockerton
Manager:	Ian Edwards
Report Completed by:	Howard Parsonage
Date:	26 th January 2021
Total Estimated Value:	£4,000,000 (excluding VAT)

PROCUREMENT TEAM USE ONLY	
Officer	Helen Sutton
Priority	Medium
Category	
Received	26/1/2021
Complete by	1/2/2021
Est Hrs Required	8

Type	<i>Copy and paste:</i>	<input checked="" type="checkbox"/>
Goods:		
Services: services not subject to the 'light touch regime' (i.e. most services)		
Light Touch Regime: certain social, health, education & other services subject to the 'light-touch regime'		
Works:		<input checked="" type="checkbox"/>
Does the proposal include Land contracts or the appointment of developers?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If Yes, has the Monitoring Officer (Legal) been consulted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If Yes state the Monitoring Officer's advice. If No, state why not:</i>		
<input type="text"/>		
Does the proposal include Information & Communication Technology, property or works?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If Yes, has the relevant council service been involved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If Yes state the services' involvement. If No, state why not:</i>		
<input type="text"/>		
Procurement Level	<i>Copy and paste:</i>	<input checked="" type="checkbox"/>
Intermediate Value: £25,000 to OJEU threshold*		<input checked="" type="checkbox"/>
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:

SCAPE (Minor Works) currently with Kier Group Plc (Single Supplier)

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
26/02/2021	Authorisation of Commissioning Form
16/04/2021	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
19/04/2021	Tender advertised
14/05/2021	Tender closed to responses, start evaluation
4/06/2021	Evaluation finalised (start of 10 day standstill period)
18/06/2021	Contract award
20/09/2021	Contract start

Outline

Briefly describe the proposal

The proposed Measured Term Agreement 2021 to 2025 is for Minor Refurbishment Works to Flintshire County Council's Buildings

Price / Quality Weighting

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

Price

50%

Quality

50%

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 applicable for construction works

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:

We understand that DCC have their own procurement processes in place.

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:

Contract Management and Key Performance Indicators

Have you considered key performance indicators to use to monitor contractor performance?

Yes No

If No, state why not:

Copy and paste:

Yes

No

If yes please give details:

Compliance with Social Value Policy and utilising TOM Framework (KPIs to be agreed)

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:

There will be a number of individual construction schemes, some will have grant funding whilst others will be self-financed by FCC or a combination of both. At this stage, no grant funding has been identified.

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

Have you contacted the Social Value Development Officer
 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
Capital Programme for 2021/22	£1,000,000
Capital Programme for 2022/23	£1,000,000

Capital Programme for 2023/24	£1,000,000
Capital Programme for 2024/25	£TBC
Total Capital Funding:	£TBC (currently £3M)

Revenue Funding Source	Amount
Not applicable	£
	£
Total Revenue Funding:	£

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

Cost Code	Project by Project basis
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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:	20/09/2021
Proposed End date:	19/09/2023
Proposed options for extension (if any):	+ 1 year + 1 year
Maximum duration (including extensions):	4 years

Community Benefits

You must consider including Community Benefits in your contract

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.

Method Statement 5: Community Benefits

Flintshire County Council is committed to deliver 'community benefit' outcomes from its procurement activity to ensure that wider social and economic issues are taken into account

when spending public money in order to achieve the very best value for money in the widest sense

The Contractor should maximise the opportunities for both employment and training of residents of the region. Contractors are encouraged to employ locally based Sub-Contractors wherever possible...

[**Note:** This is due to be superseded / updated by the Social Value Policy]

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 supply chain / local labour clauses / local spend

Risk Assessment

What is the total estimated value of the proposal?	Over £2m
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?	Medium
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:

Monitor and manage the risk accordingly for each project.

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 & print.

Date

HEAD OF SERVICE/CHIEF OFFICER: (Mandatory)

(or Service Manager if within their spend authorisation limit)

Signature & print.

Date

ENTERPRISE AND REGENERATION MANAGER (Mandatory £25k+)

Signature &
print.

Date

on

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

Signature
& print.

Date

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

Signature & print.

Date

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

Signature & print.

Date

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

Signature & print.

Date

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

20/09/2021

TARGET END DATE

19/9/2023

RECOMMENDATIONS:

I assume the reasons for not using the F/W are the same as previously:
The SCAPE (Minor Works) is a national framework, whereas the MTC is a localised / job specific "framework" or "term" agreement. The MTC procurement will be aimed at local Contractors to Flintshire and the surrounding counties, who have the experience, knowledge and resources for working on FCC's buildings, especially schools. This procurement route will provide better local spend and a higher use of local labour. We will however be utilising the SCAPE when appropriate.

Cabinet approval required.

iii. **£2,000.001 and over:** by Cabinet – recorded on a Cabinet Report with an accompanying Procurement Commissioning Form detailed in CPR 2.5.

Once the decision has been made, it is the responsibility of the manager of the team where the procurement activity is taking place to ensure that all duly signed decision reports, and the Procurement Commissioning Form, are uploaded onto the electronic procurement system.

When approved – please proceed with Procurement via Proactis eSourcing
Sell2Wales notice will also need the Welsh translation.

Client Dept will need to complete the FCC Impact Assessment which can be found on the Infonet. If there are any queries in relation to the Impact Assessment the Client Dept should contact Fiona Mocko.

Please consider if there any KPI's to be included.
For Social Inclusion, Olivia Hughes will add comments/sign..
Signed Commissioning Form should be added as 'private' attachment to the project.
Procurement to check project before issuing..
Please remember to push tasks through in Proactis portal at each stage.
Please put through to Contract Management after award.
Please add the signed contract as 'private' attachment in the project.

PROCUREMENT OFFICER

Helen Sutton

DATE

1/2/2021