

Crawley Borough Council

Report to Cabinet 13th January 2021

Forward Programme of Key Procurements (January – June 2021)

Report of the Head of Corporate Finance – FIN/513

1. Purpose

- 1.1 The purpose of this report is to present the procurement forward programme. The forward plan identifies the Council's key procurements over a contract value of £500k that will require tendering over the coming six-month period.
- 1.2 A brief update on the previous programme from June – December 2020 is also provided along with an update on procurement rules following the end of the Transition period for information purposes only.

2. Recommendations

2.1 The Cabinet is recommended to:

- a) Approve the procurement forward programme January – June 2021.
- b) Delegate authority to the Leader of the Council in consultation with the relevant Cabinet Member, Opposition Leader, Head of Service, and Head of Legal, Democracy and HR to approve the award of the contract following an appropriate procurement process
- c) Delegate the negotiation, approval and completion of all relevant legal documentation, following the awarding of the contracts to the relevant Head of Service, Head of Legal, Democracy and HR, Head of Corporate Finance, in consultation with the appropriate Cabinet Member.
(Generic Delegations 2 & 3 will be used to enact this recommendation)

3. Reasons for the Recommendations

- 3.1 By approving the procurement forward programme there is greater transparency of future procurement processes allowing more scope for internal stakeholders to input into how future contracts are delivered.
- 3.2 The approval of the forward programme provides a key decision that will enable the individual procurement processes to be awarded under delegated authority once the tender process has concluded giving the Council the ability to reduce the time required to complete a procurement process.

4. Background

- 4.1 The Council's procurement is governed by EU Public Procurement Directives and The Public Contracts Regulations 2015 along with its own internal rules which are set out in the Procurement Code. The Procurement Code dictates that any contracts awarded above the total value of £500k (across its duration) must be approved by Cabinet.
- 4.2 The attached forward programme at Appendix 1 identifies those high value procurement processes that the Council is currently aware of that are due to go out to tender in the next six months. This is subject to change.
- 4.3 There may be additional projects that are identified that require procurement action that are not currently on the current forward plan however it is hoped that these will be minimal and are more likely to be one-off or construction-based procurements where additional funding / capital investment has been agreed.
- 4.4 Appendix 2 gives a brief update on the procurement projects that were identified in the [24th June 2020](#) Cabinet report.
- 4.5 At the end of the Transition Period on 31st December 2020 amendments to the Contract Regulations 2015 in relation to the withdrawal of the UK from the EU came into force. This means that whilst the framework and principles underlying the public procurement regime have not changed, contracting authorities are required to publish procurement notices for above threshold procurements to a new UK e-notification service.
- 4.6 Procurement Policy Note (PPN) 08/20 sets out the requirement to use Find a Tender (FTS), the new UK e-notification service in place of the Official Journal of the European Union's Tenders Electronic Daily (OJEU/TED). The Councils Procurement Code is being amended to reflect this change.
- 4.7 The Cabinet Office issued a Green Paper on 15th December entitled 'Transforming Public Procurement' which sets out proposals for overhauling procurement following the end of the Transition period. The proposals in the Green Paper are intended to shape the future of public procurement with the Government setting out its goal "to speed up and simplify procurement processes, place value for money at the heart, and create opportunities for small businesses, charities and social enterprises to innovate in public service delivery". The consultation ends in March 2021. Cabinet will be informed of the outcome of this at a future date.

5. Description of Issue to be resolved

- 5.1 It is hoped that there is greater transparency and awareness of key procurement projects.
- 5.2 Allowing contracts to be awarded under delegation shortens the tender process.

6. Information & Analysis Supporting Recommendation

- 6.1 By identifying procurement processes in a forward programme, internal stakeholders can input into the process at an earlier stage where there is more ability to influence and make decisions on the future contract delivery model. The organisation can manage resources more effectively.

7. Implications

- 7.1 Whilst every effort will be made to ensure that procurement processes are identified and reported in the forward programme there may be some instances where this is not achieved, an individual report will therefore be taken as per the previous model.

8. Background Papers

- 8.1 Procurement Code
- 8.2 [Report to Cabinet 24th June 2020 - Forward Programme of Procurements](#)
- 8.3 Transforming Public Procurement - <https://www.gov.uk/government/consultations/green-paper-transforming-public-procurement>

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Appendix 1 – Procurement Forward Programme

Contract Title	Estimated Contract Value	Brief Description
Migration to the public cloud (ICT)	c£500k total cost	Transition to the public cloud. The contract assists with the transition of the Council's estate from the current environment to the cloud through the Government's GCloud 12 framework agreement. Delegated Authority was awarded to Head of Digital and Transformation on 25 November 2020 and the process has commenced with a view to appointing a partner organisation to provide professional advice in February 2021. Lead Officer; Emma Nash / Simon Jones.
Income Management System	£610k	Our current system Paye.net/AXIs is supplied by Capita and has been in place since 2013, the contract ends in March 2022. The anticipated costs for replacement and ongoing maintenance for a 4-year period are £610k. As part of the process we will determine the optimum contract period in order to ensure value for money this might see a longer contract being entered into.
Perryfield Road	£600k	Extension and refurbishment of existing property into four one-bedroomed flats with associated parking and landscaping. Procurement of a contractor to commence January 2021. Start on site due late summer 2021 with an estimated 18 month construction programme. Lead Officer: Lisa Venn

Appendix 2 – Update on Procurements June-December 2020

Contract Title	Estimated Contract Value	Brief Update
Disabled Adaptations (Crawley Homes)	£7m £1m p.a.	Procurement near completion, contract to commence January 2021. The Council has completed its evaluations and currently in the standstill period which ends on 21 st December. The contract duration is 5 years + option to extend by 2 years. Social Value commitments made by the winning bidder which will be monitored and reported throughout the contract term. Lead Officer; Tim Honess / Duncan Hamilton
Unified Telecoms	£600k £150k p.a	ICT are amalgamating contracts for the provision of telecoms including fixed lines, contact centre, mobile phones and mobile devices into a Unified Communications solution. This enables integration across the different communication methods and is a significant enabler to agile working. Contracts have been let under the Government's GCloud framework (November 2020 to October 2023 with option to extend for 2 years, and mobile phones from October 2020 to September 2022, with the ability to rationalise number of devices throughout the contract period. Lead Officer; Vish Chandra / Emma Nash.
Temp Agency Staff	£1m £250k p.a. (£4.5m across all authorities)	The current contract expires in March 2021 and is a collaborative contract with Horsham DC, Mid Sussex DC and Mole Valley DC. Crawley in previous financial years has spent approx. £250k per annum on temporary staff although this is variable and has been reduced in 2020/21. Contract duration 3 + 1 years. Market engagement has taken place and the Councils are progressing well to develop a Dynamic Purchasing System (DPS) for future temp agency requirements. This is a relatively new procurement approach which takes the form of a framework contract with multiple suppliers, the unique thing about this approach as opposed to a traditional framework agreement is new suppliers can be assessed and become part of the framework at any point during the contract period. Contract is on track to commence 1 st April 2021. Lead Officer; Procurement team.
Building Repairs & Maintenance	£3.6m Approx. £900k p.a	The current contract is a framework agreement with multiple suppliers, the contract has expired. The contract covered planned and responsive repairs and maintenance of our non-housing assets including glazing, heating and plumbing, drainage, electrical works, ventilation, painting and decorating, lift maintenance, fire equipment testing etc. It includes town hall, community centres, depot, pavilions, public conveniences, Tilgate nature centre, Hawth, K2 etc. A review of our current assets and what model will be required for repairs & maintenance of the new town hall was being explored. Due to resource changes in Major Projects and Commercial Services no lead client has been identified to assist in developing the specifications required to take this contract forward. Anticipated that the procurement will commence March 2021. Lead Officer; Major Projects and Commercial Services / Procurement.
District Heat Network - Operation,	£750k £75k p.a.	The tender process is underway following the Negotiated Procedure. Initial tenders were received, and negotiation meetings took place in November / December 2020. Call for final

Maintenance, Metering and Billing		tender has been issued and final tenders are due back on 15 th January 2021 with the contract being awarded by end March 2021. Social Value is a key area within the contract, bidders have been asked to commit to the Social Value Charter, in addition suppliers are being assessed as part of the quality criteria on their social value and carbon reduction commitments. Contract duration 10 years. Lead Officer; Louise Skipton-Carter / Nigel Sheehan
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