

**CABINET - 14TH MARCH 2019**

**Report of the Head of Finance and Property Services  
Lead Member: Councillor Tom Barkley**

**Part A**

ITEM                      ANNUAL PROCUREMENT PLAN 2019/20

Purpose of Report

This report sets out the Annual Procurement Plan for Charnwood Borough Council for 2019/20. It is a requirement of the Council's Contracts Procedure Rules that this report is submitted for the consideration of the Cabinet at the beginning of each financial year.

Recommendations

1. That the contracts, over £25,000 and up to £75,000, listed in Appendix A be let in accordance with Contract Procedure Rules.
2. That the contracts, over £75,001 and up to £500,000, listed in Appendix B be let in accordance with Contract Procedure Rules.

Reason

- 1 & 2. To allow contracts of the Council to be let in accordance with contract procedure rules.

Policy Justification and Previous Decisions

This links with the Council's Corporate Plan objective of Delivering Excellent Services.

Implementation Timetable including Future Decisions and Scrutiny

Contracts will be let in accordance with the timetables set out in appendices A and B.

Report Implications

The following implications have been identified for this report.

*Financial Implications*

There are no direct financial implications arising from this report as expenditure will be funded from existing budgets.

## *Risk Management*

The risks associated with the decision Cabinet is asked to make and proposed actions to mitigate those risks are set out in the table below.

Risk Identified	Likelihood	Impact	Overall Risk	Risk Management Actions Planned
Failure to follow the agreed Council Procedures and, as a consequence, not obtaining best value procurement	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of 'reasons to meet the Rules' and provide advice to officers needing to use the Rules
Failure to follow EU procurement rules by not advertising in OJEU above a threshold.	Unlikely (2)	Serious (3)	Moderate (6)	Wide circulation of information relating to contract compliance, advice and service in placing requisite advert in OJEU for officers in service areas.

Key Decision:

Yes

Background Papers:

None

Officers to contact:

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## **Part B**

### **Background**

1. The Contract Compliance Rules require the Contract Compliance Officer to submit a report at the beginning of the financial year showing details of contracts to be let above £25,000 and below £500,000. In approving the report, Cabinet will agree for each contract the form of tender evaluation arrangements, whether the tender specification needs to be approved by Cabinet and whether authority is delegated to the Contract Compliance Officer to agree exceptions and open negotiation procedures.
2. Having an Annual Plan does not allow sufficient flexibility for goods and services that are found to be required during the year. Therefore, to avoid individual reports being submitted for each contract, and to encourage services to adhere to the Contract Compliance Rules, update reports will be produced with contracts to be let in the second, third and fourth quarters of the year.

### **Procedure**

3. Heads of Service have been contacted with a view to producing a plan for 2018/19 and details of all contracts that Heads of Service have asked to be included are given in the Appendices attached to this report. The contracts have been divided into those contracts estimated to cost between £25,000 and £75,000 and those contracts between £75,001 and £500,000.
4. For contracts up to £75,000, it is recommended that, in line with Quotation and Tender procedures the relevant Head of Service should deal with these by requesting 3 written quotations. In cases where a quotation other than the lowest is accepted, authority has been given to the Contract Compliance Officer to authorise a waiver or exception to the Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix A to this report.
5. For contracts in excess of £75,000, a written specification must be prepared and tendering completed in line with Contract Procedure Rules. Contracts falling under this authority have been itemised in Appendix B to the report.
6. Contracts above the £500,000 threshold need to be reported separately to Cabinet during the year before procurement begins.

### **Appendices**

Appendix A – Contracts between £25,000 and £75,000

Appendix B – Contracts between £75,001 and £500,000

## APPENDIX A

### Annual Procurement Plan 2019/2020 – Contracts Greater than £25,000, but less than £75,000

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
1	Information Services	Unified Threat Management (UTM) system - covers the central management of IT security (Firewalls, third party VPN access) and email and web security	3 Quotes/Waiver	Yes	01/04/2019
2	Information Services	Network switches - covering the replacement and support of networking devices to support all CBC users	3 Quotes/Waiver	Yes	18/09/2019
3	Information Services	IT health check - This involves an independent internal and security external assessment to ensure we comply with the secure PSN network requirements	Framework/Waiver	Yes	01/10/2019

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: 3 Quotes/Waiver</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
4	Information Services	Web content and hosting - provision of an application which allows the creation and management of online/web content for www.charnwood.gov.uk and supporting sites (e.g. Town Hall). This also includes the security, storage and access to the system	Framework/Waiver	Yes	31/07/2019
5	Landlord Services	Mediation Contract to facilitate mediation between individuals or groups to resolve issues such as parking, noise and boundary disputes	3 Quotes/Tender	Yes	07/01/2020
6	Landlord Services	Hand Arm Vibration Monitoring equipment . To monitor the exposure of operatives to vibration while using power tools	3 Quotes/Tender	Yes	01/04/2019
7	Landlord Services	Installation and maintenance of mechanical extraction and ventilation	Framework/Waiver	Yes	01/04/2019
8	Landlord Services	Installation and maintenance of Ariel's and associated equipment	Framework/Waiver	Yes	01/04/2019
9	Landlord Services	Training to maintain competencies of technical staff	Framework/Waiver	Yes	01/04/2019

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: 3 Quotes/Waiver</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
10	Landlord Services	Window repairs	Framework/Waiver	Yes	01/04/2019
11	Landlord Services	Gas consultancy and auditing Contract. Auditing of tenanted property following Gas safety checks is a legal requirement this contract ensures compliance with legislation	Framework/Waiver	Yes	01/04/2019
12	Landlord Services - Lifeline	Assistive technology peripherals (Personal Alarms)	Framework/Waiver	Yes	01/04/2019
13	Landlord Services - Warden Services	Window Cleaning Contract for Sheltered accommodation units	Framework/Waiver	Yes	01/05/2019
14	Landlord Services - Warden Services	Laundry Maintenance Contract for Sheltered accommodation units	Framework/Waiver	Yes	01/04/2019
15	Legal Services	Case Management System. Software to manage Legal Cases Time recording and Document Management	3 Quotes/Waiver	Yes	01/01/2020
16	Neighbourhood Services	Domestic Abuse Outreach Services	3 Quotes/Waiver	Yes	01/04/2019
17	Neighbourhood Services	Replacement CCTV Hardware	3 Quotes/Tender	Yes	01/04/2019
18	Neighbourhood Services	Sentinel - License and Maintenance	Waiver	Yes	01/04/2019

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: 3 Quotes/Waiver</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
19	Neighbourhood Services	Sports Equipment Repair, Replacement and Purchase to support New Activities	3 Quotes/Tender	Yes	01/04/2019
20	Strategic and Private Sector Housing	Repairs contract for Social Lettings Service	3 Quotes/Tender	Yes	01/07/2019
21	Vulnerable Persons Resettlement Scheme	Employability support for Vulnerable Persons Resettlement Scheme	3 Quotes/Tender	Yes	01/01/2020
22	Chief Executive's	Advice on collaborative working	Framework/Waiver	Yes	01/04/2019

## APPENDIX B

### Annual Procurement Plan 2019/2020 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender/OJEU Procedure)	Delegation to Contract Compliance Officer	Procurement Start:
1	Cleansing and Open Spaces	Provision of Bereavement Services	Waiver	Yes	01/04/2019
2	Information Services	CCTV lines - provision of communication lines and cables to enable the transmission of CCTV cameras	Framework Contract / Waiver	Yes	01/04/2019
3	Information Services	Microsoft Enterprise Agreement - purchase of Software assurance and licensing package to cover all Microsoft products used by the authority (this includes the Windows operating system, MS Office (including Office 365), Exchange (Email), SharePoint(Intranet), SQL and any products used in the Server environment	Framework Contract / Waiver	Yes	01/06/2019
4	Information Services	Migration, support and maintenance of the IT Data Centre to Cloud based services	Framework Contract / Waiver	Yes	01/10/2019

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: (Full Tender/OJEU Procedure)</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
5	Landlord Services	Small works responsive repairs supporting contractor	Framework Contract / Waiver	Yes	01/04/2019
6	Landlord Services	External wall insulation inspection and remedial work Contract	Framework Contract / Waiver	Yes	01/04/2019
7	Landlord Services	Door entry maintenance Contract	Framework Contract / Waiver	Yes	01/04/2019
8	Neighbourhood Services	Porta Cabin for Community Hub	Tender	Yes	01/04/2019
9	Neighbourhood Services	CCTV Hardware Contract to update and replace existing infrastructure	Tender	Yes	01/04/2019
10	Strategic and Private Sector Housing	Homeless Accommodation and Support. Provision and management of an accommodation scheme for single homeless persons including the provision of support services.	OJEU / Tender	Yes	01/04/2020
11	Strategic and Private Sector Housing	Consultants to Support the Refurbishment and Redevelopment to Sheltered Housing Schemes	OJEU	Yes	01/04/2019
12	Leisure and Culture	Carillon Tower Museum Partnership project with the Carillon Memorial Trust to upgrade the Museum and its exhibits through a Heritage Lottery Fund Grant	Waiver	Yes	01/07/2019