

## **CABINET – 17TH SEPTEMBER 2020**

### **Report of the Strategic Director – Commercial Development Lead Member: Councillor Tom Barkley**

#### **Part A**

#### **ITEM 7      ADDITIONS TO ANNUAL PROCUREMENT PLAN 2020/21**

##### Purpose of Report

This report sets out additions to the Annual Procurement Plan for Charnwood Borough Council for 2020/21. Cabinet approved the Annual Procurement Plan on 12 March 2020. Since that report, there have been other requirements by the Council's services for the supply of goods and services, and this report seeks approval for these

##### 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 strategic aim for a well-managed council.

##### 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<br>(2) | Serious<br>(3) | Moderate<br>(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<br>(2) | Serious<br>(3) | Moderate<br>(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: Andrew Wintersgill  
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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 2020/21 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 2020/2021 – Contracts Greater than £25,000, but less than £75,000

| No. | Service Area         | Contract Title / Description  | Tendering Method:<br>3 Quotes/Waiver | Delegation to<br>Contract<br>Compliance<br>Officer | Procurement<br>Start: |
|-----|----------------------|---|--------------------------------------|--|-----------------------|
| 1   | Information Services | Meeting room technology to support the hybrid setup planned for Council meetings using Zoom and Microsoft Teams - the additional technology will include Cameras and Audio facilities in the main Meeting rooms | 3 quotes\waiver\framework            | Yes  | 1/10/20               |
| 2   | Information Services | Multi factor Authentication - support and expansion of the secure access tokens that are used to access Council systems by staff working remotely   | 3 quotes\waiver\framework            | Yes  | 1/11/20               |
| 3   | Information Services | Backup - review and changes of the existing setup to support the Data Centre cloud migration  | 3 quotes\waiver\framework            | Yes  | 1/01/21               |
| 4   | Customer Services    | Post room equipment replacement (Franking machine and Folder inserter machine)  | CCS Framework RM6017                 | Yes  | 1/10/20               |

| No. | Service Area                           | Contract Title / Description   | Tendering Method:<br>3 Quotes/Waiver | Delegation to<br>Contract<br>Compliance<br>Officer | Procurement<br>Start: |
|-----|--|--|--------------------------------------|--|-----------------------|
| 5   | Vulnerable Persons Resettlement Scheme | Legal support for Leave to Remain applications   | 3 Quotes / Waiver                    | Yes  | 1/02/2021             |
| 6   | Vulnerable Persons Resettlement Scheme | Item 21 on the Current Annual Procurement Plan: Employability support for Vulnerable Persons Resettlement Scheme <b>Remove from the Procurement Plan</b> | 3 Quotes / Waiver                    | Yes  | 01/01/2021            |
| 7   | Strategic support                      | HR / Transformation Consultancy  | Waiver                               | Yes  | 1/10/20               |

## APPENDIX B

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| <b>Annual Procurement Plan 2020/2021 – Contracts Greater than £75,001, but less than £500,000</b> |
|---|

| No. | Service Area                           | Contract Title / Description | Tendering Method: (Full Tender/OJEU Procedure) | Delegation to Contract Compliance Officer | Procurement Start: |
|-----|--|------------------------------|--|---|--------------------|
| 1   | Vulnerable Persons Resettlement Scheme | Interpreting / Translation   | Framework\waiver                               | Yes                                       | 01/07/2020         |