

## CABINET – 10TH MARCH 2022

### Report of the Strategic Director – Commercial Development, Assets & Leisure Lead Member: Councillor Tom Barkley

#### Part A

#### ITEM 10 ANNUAL PROCUREMENT PLAN 2022/23

##### Purpose of Report

This report sets out the Annual Procurement Plan for Charnwood Borough Council for 2021/22. 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.

##### Reasons

- 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 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, therefore, 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 UK procurement rules by not advertising in FTS (Find a Tender Service) 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 FTS for officers in service areas.

Key Decision: Yes

Background Papers: None

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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 2021/22 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 more than £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.
7. For clarity, the Contract Compliance Officer is currently the Strategic Director, Commercial Development, Assets and Leisure.

### Appendices

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

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

## APPENDIX A

### Annual Procurement Plan 2021/2022 – 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:
	Landlord Services	Rental Income Predictive Analytics	Waiver	Yes	30 October 2022
	Landlord Services	Electronic document management	ITT	Yes	1 July 2022
	Landlord Services	Estate services	ITT	Yes	1 October 2022
	Landlord Services	Digital switchover (pilot scheme)	ITT	Yes	1 September 2022
	Neighbourhood Services	Domestic Abuse Outreach Services	Waiver / Tender	Yes	01/04/2022
	Neighbourhood Services	Replacement CCTV Hardware	3 quotes / Tender	Yes	01/04/2022
	Neighbourhood Services	Sentinel - License and Maintenance	Waiver	Yes	01/04/2022
	Neighbourhood Services	Sports Equipment	3 quotes / Tender	Yes	01/04/2022
	Neighbourhood Services	Crime Prevention Equipment	3 quotes / Tender	Yes	01/04/2022
	Street Management - Car Parks	WPS Car parks web-based software contract (software for permits and tariffs and control of barriers etc. for Beehive Lane and Granby Street)	Waiver	Yes	01/04/2022
	Information Services	Web content and hosting - provision of an application which allows the creation and	3 quotes/ framework/ waiver	Yes	31/07/2022

No.	Service Area	Contract Title / Description	Tendering Method: 3 Quotes/Waiver	Delegation to Contract Compliance Officer	Procurement Start:
		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			
	Information Services	IT health check - This involves an independent internal and security external assessment to ensure we comply with the secure PSN network requirements	3 quotes/ framework/ waiver	Yes	31/06/2022
	Information Services	Backup - includes the corporate backup of all Servers and associated application data for both on premise and the cloud environments	3 quotes/ framework	Yes	01/09/2022
	Information Services	Network switches - covering the replacement and support of networking devices to support all CBC users/buildings	3 quotes/ framework	Yes	18/09/2022
	Information Services	Corporate Wi-Fi - provision of Wi-Fi (wireless networking/internet) access for external visitors and staff covering Southfields Council offices and Town Hall	3 quotes/ framework	Yes	20/12/2022
	Cleansing and Open Spaces	Community Tree Planting Programme (Hathern - Z792)	Request for Quotes	YES	01/05/2022
	Cleansing and Open Spaces	Shepshed POS Enhancement (Z824)	Request for Quotes	YES	01/04/2022
	Cleansing and Open Spaces	Queens Park - Improvements to play facilities (Z828)	Tender / RFQ	YES	01/04/2022

<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>
	Cleansing and Open Spaces	Riverside Access	Request for Quotes	YES	01/04/2022

## APPENDIX B

### Annual Procurement Plan 2021/2022 – Contracts Greater than £75,001, but less than £500,000

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
	Landlord Services	Washroom facilities	Framework	Yes	1 May 2022
	Landlord Services	Fire Alarm and Emergency Lighting	Framework	Yes	1 September 2022
	Landlord Services	Installation and maintenance of mechanical extraction and ventilation	Framework	Yes	1 September 2022
	Landlord Services	External wall insulation works	Framework	Yes	1 September 2022
	Landlord Services	Repairs and maintenance to UPVC (and other) doors and windows	Framework	Yes	1 September 2022

<b>No.</b>	<b>Service Area</b>	<b>Contract Title / Description</b>	<b>Tendering Method: (Full Tender)</b>	<b>Delegation to Contract Compliance Officer</b>	<b>Procurement Start:</b>
	Landlord Services	Quantity Surveying / Contract Management Consultancy	Framework	Yes	1 September 2022
	Landlord Services	Out of hours supporting contractor	Framework	Yes	1 September 2022
	Landlord Services	Provision of Personal Protective Equipment and Clothing	Framework	Yes	14 September 2022
	Landlord Services	Energy Performance Surveys	DPS	Yes	1 April 2022
	Landlord Services	Bin Store Works	Framework	Yes	1 September 2022
	Neighbourhood Services	CCTV Hardware	3 quotes / tender	Yes	01/04/2022
	Information Services	Security: Unified Threat Management (UTM) system - covers the central management of IT security (Firewalls, third party VPN access) and email and web security	3 quotes/ framework	Yes	01/04/2022
	Information Services	Corporate payments - Payments software which support all face to face, telephony and web-based	3 quotes/ framework	Yes	31/04/2022



No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
		payment systems			
	Information Services	Microsoft Enterprise Agreement (including Cloud hosting); covers the purchase of Software assurance and licensing for all Microsoft products used by the authority (this includes the Windows operating system, Exchange (email), SharePoint (Intranet) MS Office 365, SQL and any products used in the Server environment, plus any Microsoft cloud hosting costs and licences within Azure	3 quotes/ framework	Yes	01/06/2022
	Information Services	Printing and Document Management - includes the provision of the multi-functional printing devices and associated services such as bulk printing, scanning for document management	3 quotes/ framework	Yes	31/06/2022
	Information Services	Provision of Unified Communication (covers amalgamation of voice and data contracts e.g. external telephone landlines, internal extension lines, mobiles, Internet bandwidth/web circuits, etc)	3 quotes/ framework	Yes	30/11/2022

No.	Service Area	Contract Title / Description	Tendering Method: (Full Tender)	Delegation to Contract Compliance Officer	Procurement Start:
	Information Services	Data Centre: update or relocation of the onsite Date Centre - this is dependant on the decisions made on office accommodation	3 quotes/ framework	Yes	31/03/2023
	Landlord Services	Scaffolding	Full	Yes	01/04/2022