

CONTRACT SCRUTINY PANEL AGENDA



Monday 17th December 2007

at 10.00 a.m.

**in the Blue Room, Avondale Centre,
Dyke House, Hartlepool
(Raby Road entrance)**

MEMBERS: CONTRACT SCRUTINY PANEL:

Councillors Flintoff, Gibbon, Simmons, Sutheran and Worthy

- 1. APOLOGIES FOR ABSENCE**
- 2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS**
- 3. MINUTES**
 - 3.1 To confirm the minutes of the meeting held on 3rd December 2007 (to follow)
- 4. ITEMS FOR INFORMATION**
 - 4.1 Results of Tender for Building Schools for the Future (BSF) ICT Educational and Technical Consultants – *Director of Children's Services*
 - 4.2 Verbal Report on Remit of Panel – *Chief Solicitor*
 - 4.3 Results of tender for Hartlepool Central Area Investment Framework – *Head of Regeneration and Planning*
- 5. ANY OTHER ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**
- 6. LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985**

EXEMPT ITEMS

Under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in the paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information) Act 1985

7. OPENING OF TENDERS

- 7.1 Hartlepool Transport Interchange Subway Infill Works (228) – *Senior Project Engineer*
- 7.2 Demolition of Eldon Grove Community Sports Centre (54) – *Trainee Technician (Environmental Issues)*

8. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT

ITEMS FOR INFORMATION

Date of Next Meeting Wednesday 2nd January 2008 commencing at 10.00am – Red Room, Avondale Centre, Dyke House

CONTRACT SCRUTINY PANEL
17th December 2007



Report of: Director of Children's Services

Subject: Results of Tender for Building Schools for the Future (BSF) ICT Educational and Technical Consultants

1. PURPOSE OF REPORT

To inform members of the panel of the decision made regarding the appointment of ICT Educational and Technical Consultancy Services for the Building School for the Future (BSF) Programme.

2. BACKGROUND

- 2.1 Invitations to tender were issued to the 11 companies listed on the Partnerships for Schools/Becta ICT Consultancy Services Framework. The tender documentation outlined the support required from external ICT Educational and Technical Consultants in facilitating work with schools and the Local Authority in completing the Strategy for Change and Outline Business Case submissions.
- 2.2 5 tender submissions were received in total on 26th October 2007 and were opened and recorded by the Contract Scrutiny Panel at its meeting on 5th November.

3. PROPOSALS

- 3.1 A panel to score, interview and appoint the consultants was established consisting of members of the BSF Team and Extended Project Team. Additional guidance was provided by Jill Collison, Education ICT Adviser for Partnerships for Schools.
- 3.2 Two companies were shortlisted on the basis of quality (60%) and cost (40%). A decision was made to interview Tribal and Faber Maunsell as the scores they received for their written submissions were significantly higher than those received by the remaining

companies. In addition, the tender submitted by Cambridge Education was well in excess of the 15 page limit specified in the Invite to Tender. The score matrix is attached for information below.

- 3.3 Interviews of Tribal and Faber Maunsell were held on 23rd November, following which the decision was made to award the contract to Tribal. The overall scoring was based on the written submission (60%) and the presentation/interview process (40%).

4. RECOMMENDATIONS

That members of the panel note the decision to select Tribal as ICT Educational and Technical Consultants until completion of the Outline Business Case for the BSF programme.

5. CONTACT OFFICER

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Scoring Matrix

	Written Submission (0-60pts)	Presentation/ Interview (0-40pts)	Total
Tribal	42.0	34.64	76.64
Faber Maunsell	39.6	28.64	68.24
Cambridge Education	31.1	N/A	N/A
Atkins	25.4	N/A	N/A
EdICTs	22.6	N/A	N/A

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Report of: Head of Regeneration

Subject: RESULTS OF TENDER FOR HARTLEPOOL CENTRAL
AREA INVESTMENT FRAMEWORK

1. PURPOSE OF REPORT

- 1.1 To inform members of the panel of the decision made regarding appointing consultants for undertaking the Hartlepool Central Area Investment Framework.

2. BACKGROUND

- 2.1 The Central Area Hartlepool Investment Framework commission went through an open tender process and was advertised in the Regeneration and Renewal Magazine, Hartlepool Mail, and on the Supply2.gov and Hartlepool Borough Council websites.
- 2.2 A brief was prepared and was sent out to all consultancies who expressed an interest in the commission. A total of 35 briefs were sent out. As a result of this 8 tenders were returned and opened by the meeting of Contract Scrutiny Panel on the 22nd October 2007.

3. PURPOSE OF THE INVESTMENT FRAMEWORK

- 3.1 The Central Area Investment Framework proposes to fundamentally address how commercial activity and economic performance within the Central Area can be improved, through suggested opportunities for further investment and improving the physical linkages between the key commercial areas.

- 3.2 The study area includes Hartlepool Marina, Hartlepool Maritime Experience and the main retail areas of the Town Centre including Middleton Grange Shopping Centre. These are key locations in the Tees Valley Coastal Arc Strategy.
- 3.3 The Investment Framework will help to shape the overall Central Area project which forms part of the Tees Valley City Region Single Programme Delivery Plan, by providing an in depth analysis of the underlying issues of the location. The proposed study therefore requires the expertise of a multi-disciplined consultancy.
- 3.4 Funding for the study will be provided through a combination of the partners involved, with ONE NorthEast contributing £100,000 through Single Programme and the Hartlepool Borough Council Major Regeneration Projects budget contributing £25,000.

4. TENDER EVALUATION PROCESS

- 4.1 A panel to score, interview and appoint the consultants was setup that consisted of Hartlepool Borough Council and One NorthEast representatives. The submissions were scored against a number of criteria such as value for money and an appreciation of the issues, challenges and opportunities afforded by the brief.
- 4.2 The tender submissions were scored and short-listed for interviews on 1st November 2007 by members of the panel. A total of four consultancies were selected for interview based on the four highest scores from the price and submission scores.
- 4.3 Interviews were held on the 16th November 2007 by members of the panel and a consultancy was subsequently chosen. The four short-listed consultants were invited to give a 25 minute presentation followed by 25 minutes of questions by the panel and discussions around the issues arising from the commission.
- 4.4 The scores referred to in paragraphs 4.2 and 4.3 were entered into an evaluation matrix (attached as **Appendix 1**). Tenderer A with the highest score of 98.11% on the matrix was the successful tenderer. A decision was made on the basis of quality (70%) and price (30%).

5. RECOMMENDATION

- 5.1 That members of the panel note the award of the Central Area Investment Framework contract to tenderer A.

6. CONTACT OFFICER

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CONTRACT : Hartlepool Central Area Investment Framework**SCORESHEET FOR PRICE/PERFORMANCE : 16th November 2007**

a	b	c	d	e	f	g	h	i	j	k
Category	Submission			Presentation & Interview			Pricing			Total
Name of Contractor Weight	Score from Questionnaire	% of Highest Score	Best Value Score % of 35	Score from Interview Matrix	% of Highest Score	Best Value Score % of 35	Total Theoretical Price	% of Lowest Price	Best Value Score % of 30	%
Tender A	338	100.00	35.00	141.00	100.00	35.00	122937.00	93.70	28.11	98.11
Tender B	326	96.45	33.76	123.00	87.23	30.53	121624.00	94.84	28.45	92.74
Tender C	309	91.42	32.00	87.00	61.70	21.60	122739.00	93.87	28.16	81.75
Tender D	295	87.28	30.55	80.00	56.74	19.86	117690.00	98.24	29.47	79.88
Tender E	280	82.84	28.99	0.00	0.00	0.00	115654.00	100.00	30.00	58.99
Tender F	266	78.70	27.54	0.00	0.00	0.00	115920.00	99.77	29.93	57.48
Tender G	275	81.36	28.48	0.00	0.00	0.00	124774.00	92.11	27.63	56.11
Tender H	250	73.96	25.89	0.00	0.00	0.00	122185.00	94.35	28.31	54.19
	338 = highest score			141 = highest score			115,654 = lowest price			

Completed By: Signed _____

Date _____

Notes for completion:

Weight	Weight per category as per Agreed Marking Mechanism
highest score	Enter Highest Scores for References and Presentation/Interview
lowest price	Enter Lowest Price
<u>Column</u>	
a	Enter name of Contractor
b	Enter Total Score from Referee's Questionnaire
c	Calculated % of Highest Score (100% minus % difference between highest score & contractor's score)
d	Calculated % of Weighted Score for References - % weight * c
e	Enter Total Score from Interview Score Matrix
f	Calculated % of Highest Score (100% minus % difference between highest score & contractor's score)
g	Calculated % of Weighted Score for Presentation/Interview - % weight * f
h	Enter Total Theoretical Price
i	Calculated % of Lowest Price (100% minus % difference between contractor's price and lowest price)
j	Calculated % of Weighted Score for Theoretical Price - % weight * i
k	d plus g plus j