

CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 29 June 2009

at 10.00 am

in Committee Room C, Civic Centre, Hartlepool

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

To be confirmed at Annual Council

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 22 June 2009 (*to follow*)

4. ITEMS FOR INFORMATION

4.1 Invitation to Participate in Dialogue (IPD) Stage 1 Opening: Building Schools for the Future (BSF) ICT Managed Service (Ref: 320) – *Director of Children's Services*

4.2 Preliminary Invitation to Tender (PITT) Opening. Building Schools for the Future (BSF) Design and Build Contract – Sample School (Ref: 395) – *Director of Children's Services*

4.3 Tender For The Provision Of Corporate Hospitality Services For The Tall Ships Races – Hartlepool 2010- *Tall Ships Project Manager*

5. ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS ARE URGENT

**6. LOCAL GOVERNMENT (ACCESS TO INFORMATION) (VARIATION) ORDER 2006
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 paragraphs referred to below of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006

7. TENDERS TO BE OPENED

- 7.1 Invitation to Participate in Dialogue (IPD) Stage 1 Opening: Building Schools for the Future (BSF) ICT Managed Service (Ref: 320) – *Director of Children's Services*
- 7.2 Preliminary Invitation to Tender (PITT) Opening. Building Schools for the Future (BSF) Design and Build Contract – Sample School (Ref: 395) – *Director of Children's Services*

**8. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIR CONSIDERS ARE
URGENT**

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

22 June 2009

The meeting commenced at 10.00 a.m. in the Civic Centre, Hartlepool

PRESENT: Councillor Laffey (In the Chair);
Councillors Atkinson, Richardson and Simmons

OFFICERS: Neil Harrison, Strategic Commissioner – Working Age Adults
John Hardy, Principal Project Officer
David Dockree, Temporary Estates Manager
Chris Walker, Senior Legal Assistant
Sarah Bird, Democratic Services Officer
Jess Coulson, Modern Apprentice, Democratic Services

96. Apologies for Absence

Apologies had been received from the Mayor, Stuart Drummond and Councillor Aiken.

97. Declarations of Interest

None.

98. Minutes of the Meeting held on 1 June 2009

The minutes were confirmed as an accurate account.

Members asked that the Health, Safety and Wellbeing Manager update them on the amount spent on Musculo Therapy and Physiotherapy Services annually on his return from annual leave.

99. Intention to Tender for the Provision of 24 Hour, Short Stay Care and Accommodation for Adults with Learning Disabilities *(Strategic Commissioner – Working Age Adults)*

The Strategic Commissioner – Working Age Adults presented the report to the Committee outlining the intention to Tender for the provision of 24 hour, short stay care and accommodation for Adults with Learning Disabilities. He explained that this was due to numbers using the current service provision decreasing over the past 18 months. The Director of Adult and Community Services had delegated

authority to make arrangements for social care services and this was exempt from the Contract Procedure Rules where such contracts were in relation to caring services for vulnerable people. It was proposed that in the interests of best practice, the tender procedure should in principle, follow elements of the contract procedure rules to ensure transparency and accountability.

The Director of Adult and Community Services had approved the proposed tender procedure as of 8 June.

The current provision of 8 beds available for 52 weeks of the year was due to terminate on 31 March 2010. The new tender was to be for 6 respite beds plus one bed for emergencies and was to be for a 5 year period with the option of a 2 year extension at an estimated cost of £330,000 per annum.

The tender exercise was reported to the Mayor and Portfolio Holder on 15 June 2009. It was proposed to put this tender out to advertisement on 25 June 2009 and further reports would be made to the committee.

Decision

The Committee noted the report.

100. Local Government Access to Information

Under Section 100 (A)(4) of the Local Government Act 1972, the press and public were excluded from the meeting for the following items of business on the grounds that it convolved the likely disclosure of exempt information as defined in paragraph 3 of Part 1 of the Schedule 12A of the Local Government Act 1972 as amended by the Local Government (Access to Information)(Variation) order 2006

Minute 101 – Wooler Road Reconstruction Phase 2 and Easington Road Remedials (Contract Reference 391) – para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minutes 102 – Briarfields House - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

101. Wooler Road Reconstruction Phase 2 and Easington Road Remedials (Contract Reference 391) (para 3) – *Principal Project Officer*

Six tenders had been received and these were opened in the presence of the Committee.

Decision

The Committee noted the opening of the tenders.

102. Briarfields House (para 3) – Temporary Estates Manager

The Committee were informed of the current position in respect of this property.

Decision

The Committee noted the report.

A Member thanked the Chair for her Chairing of the meeting over the past year.

The meeting concluded at 10.30 am.

P LAFHEY

CHAIR

CONTRACT SCRUTINY COMMITTEE

29 June 2009



Report of: Director of Children's Services

Subject: Invitation to Participate in Dialogue (IPD) Stage
1 Opening: Building Schools for the Future
(BSF) ICT Managed Service (Ref: 320)

1. PURPOSE OF REPORT

To inform the Committee of the requirement to tender for the ICT Managed Service Contract for the Building Schools for the Future (BSF) Programme. This report is in relation to the Invitation to Participate in Dialogue (IPD) Stage 1.

2. BACKGROUND

As part of the Building Schools for the Future (BSF) programme Hartlepool issued an Official Journal of the European Union (OJEU) notice on 2nd March to procure an ICT Managed Service provider. A Pre-Qualification Questionnaire (PQQ) was sent to all companies who expressed an interest in the Hartlepool scheme.

The Council received 6 completed Pre Qualification Questionnaires from potential providers, which were evaluated against the criteria outlined in the Pre Qualification Questionnaire Evaluation Matrix.

Evaluation of the Pre-Qualification Questionnaires led to the ranking of the six potential providers. The scores for the third and fourth ranked providers were very close and the Evaluation Team determined that it would be appropriate to add the fourth ranked provider to the shortlist should any of the first three withdraw. The outcomes of the Evaluation process were reported to the Children's Services Portfolio Holder on 5th May 2009. One of the ranked providers withdrew from the process on 5th May 2009 and the fourth ranked provider was promoted to be one of the shortlisted potential bidders. The three selected bidders identified to proceed to Stage 1 –

Invitation to Participate in Dialogue (IPD) were issued with the Invitation to Participate in Dialogue documents on 8th May 2009.

The three selected bidders have participated in a series of dialogue meetings and have given presentations to school and Hartlepool Borough Council representatives as part of the Invite to Participate in Dialogue process.

3. RECOMMENDATIONS

That all Invitation to Participate in Dialogue (IPD) Stage 1 submissions received by the deadline date of 26th June 2009 (noon) are opened at the subsequent meeting of the Contract Scrutiny Committee on 29th June 2009.

4. CONTACT OFFICER

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CONTRACT SCRUTINY COMMITTEE

29 June 2009



Report of: Director of Children's Services

Subject: Preliminary Invitation to Tender (PITT) Opening.
Building Schools for the Future (BSF)
Design and Build Contract – Sample School
(Ref: 395)

1. PURPOSE OF REPORT

To inform the Committee of the requirement to tender for the Design and Build (D&B) contract for the Building Schools for the Future Programme. This report is in relation to the Preliminary Invitation to Tender (PITT)

2. BACKGROUND

BSF is a long term programme of investment and change in England that will help transform education for secondary age students by providing 21st century learning environments that engage and inspire young people, their teachers and the wider community.

Hartlepool is a Wave 5 authority in the BSF programme and has received approval from Partnerships for Schools to its Outline Business Case. This allows the authority to proceed to its D&B procurement phase of the project.

A significant component of the Hartlepool BSF Programme is the selection of the D&B Contractor, who initially will be engaged to undertake a major remodel of the sample school (Dyke House).

As part of the process, the Authority issued a PITT to all six contractors of the Partnerships for Schools National Framework on 10 June 2009. The procurement timetable for appointment of the bidder selected from the Framework is as follows;

Stage	Actual/Planned Date
Issue PITT to Bidders	10/06/09
Return of PITT	26/06/09 (noon)
Shortlist of two bidders confirmed	29/07/09
Issue of ITT to two bidders	04/09/09
Clarification and Dialogue meetings	21/09/09 – 30/11/09
Return of ITT	11/12/09
ITT Evaluations	14/12/09 – 05/02/10
Appointment confirmed of selected bidder	22/02/10
Contract finalisation	27/05/10
Sample scheme on site	01/09/10

3. RECOMMENDATIONS

That all PITT returns received by the deadline date of 26 June 2009 (noon) are opened at the subsequent meeting of the Contract Scrutiny Committee on 29 June 2009.

4. CONTACT OFFICER

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CONTRACT SCRUTINY COMMITTEE

29 June 2009



Report of: Tall Ships Project Manager

Subject: TENDER FOR THE PROVISION OF CORPORATE
HOSPITALITY SERVICES FOR THE TALL SHIPS
RACES – HARTLEPOOL 2010

1. PURPOSE OF REPORT

- 1.1 To inform members of the panel of the intention to undertake a tender process for an individual/company to provide Corporate Hospitality Services for The Tall Ships Races – Hartlepool 2010.

2. BACKGROUND

- 2.1 The Tall Ships Races are an internationally acclaimed annual competition organised by Sail Training International and held every summer in European waters. Each year between 70 and 100 vessels from 15-20 countries, crewed by some 5-6,000 young people from over 30 countries worldwide take part in this unique event that combines four days of activities in each port with racing or cruising-in-company between ports. The main aim of the event is to provide an opportunity for young people to develop their personal skills in a challenging and memorable sail-training environment and hence at least 50% of a Tall Ship's crew must be aged 15-25.
- 2.2 The Tall Ships provide a unique and truly impressive venue for a corporate function or a private party. Each Tall Ship is a business in its own right and must generate income to survive. Hartlepool Borough Council will be working hard to attract the biggest and best Tall Ships to Hartlepool, and to provide those ships that want it, opportunities to hire out deck space to businesses who want to offer their staff and/or clients a unique corporate hospitality event. It is important from a Host Ports' point of view to offer corporate hospitality at the event as a way of the ships making additional income, which in turn encourages a larger fleet to the town.

3. PROPOSALS

- 3.1 Hartlepool Borough Council wishes to appoint an individual/company to provide Corporate Hospitality Services for The Tall Ships Races – Hartlepool 2010, which will include liaising with ship operators regarding deck hire/day sails, contracting and working with a designated catering company to provide food/refreshments and sourcing companies/individuals to host a corporate hospitality function or day sails.
- 3.2 The successful company will provide the above services to The Tall Ships Races – Hartlepool 2010. Tendering will begin in June with a view to contracts being in place by August 2009.

4. CONSIDERATIONS

- 4.1 It is anticipated that tendering for the above service will be beneficial to the Tall Ships Office in terms of resources. The successful individual/company will be able to devote time, energy and commitment into delivering the corporate hospitality service and in return generate more income for the ships, Tall Ships project and the company itself.

5. RECOMMENDATIONS

- 5.1 That the Committee notes the report and raises comments/queries regarding the adopted approaches.