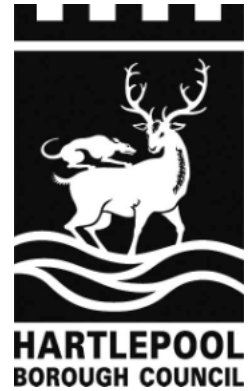


CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 6 July 2009

at 10.00 am

in Committee Room C, Civic Centre, Hartlepool

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

Councillors Atkinson, Fleet, Flintoff, Griffin, Morris, Plant, Richardson, Simmons and Young.

- 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 29 June 2009 (*to follow*)
- 4. ITEMS FOR INFORMATION**

No items.
- 5. ANY OTHER ITEMS WHICH THE CHAIRMAN 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. ITEMS FOR INFORMATION/DISCUSSION

- 7.1 Contract for the future provision of an Early Years Outreach Package (CRF 115) – *Director of Children's Services*

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

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

29 June 2009

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

PRESENT: Councillor Bob Flintoff (In the Chair);
Councillors Reuben Atkinson, Mary Fleet, Carl Richardson,
Chris Simmons and David Young

OFFICERS: Graham Frankland, Head of Procurement, Property and Public
Protection
David Hart, Strategic Procurement Manager
Peter McIntosh, Building Schools for the Future Manager
Michelle Daurat, Tall Ships Project Manager
Karen Burke, Senior Procurement and Support Officer
Anne Smith, Head of Information Planning and Support
Services
Chris Walker, Senior Legal Assistant
Jo Wilson, Democratic Services Officer
Jess Coulson, Modern Apprentice, Democratic Services

1. Apologies for Absence

Apologies had been received from Councillor Sheila Griffin

2. Declarations of Interest

Councillor Chris Simmons declared a prejudicial interest in items 4.1 and 7.1 and indicated he would leave the meeting during their consideration

3. Minutes of the Meeting held on 22 June 2009

Confirmed as a true record.

4. 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)*

The Head of Procurement, Property and Public Protection informed the Committee of the requirement to tender for the Design and Build (D&B) contract for the BSF programme. Having received approval from

Partnerships for Schools to its outline business case Hartlepool was ready to proceed to its D&B procurement phase of the project. A significant component of this was the selection of a D&B contractor who would initially be engaged to undertake a major remodel of the sample school (Dyke House). As part of the process a PITT was issued to all six contractors of the Partnerships for Schools National Framework on 10th June 2009. All PITT returns received by the deadline date of 26th June 2009 were to be opened at this meeting with members being advised of the future proposed procurement timetable.

In response to queries from members the Head of Procurement, Property and Public Protection explained that members were not being asked to make any decisions on the received PITT returns, just to witness their opening. At this stage there would be no financial information included, this would be received later in the process.

Decision

That all PITT returns received by the deadline date of 12 noon 26th June 2009 be opened.

5 Tender for the Provision of Corporate Hospitality Services for the Tall Ships Races – Hartlepool 2010 *(Tall Ships Project Manager)*

The Tall Ships Project Manager informed members of the intention to undertake a tender process for an individual or company to provide Corporate Hospitality Services for the Tall Ships Races – Hartlepool 2010. These services would 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. Tendering would begin in June with a view to contracts being in place by August 2009.

Decision

That the report be noted.

6. 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 7 – Preliminary Invitation to Tender (PITT) Opening: Building Schools for the Future (BSF) Design and Build Contract – Sample

School (Ref 395) – para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

Minutes 9 – Invitation to Participate in Dialogue (IPD) Stage 1 Opening: Building Schools for the Future (BSF) ICT Managed Service (Ref: 320) - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

7. 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)*

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

Decision

That the opening of the tenders be noted.

The meeting returned to open session.

Councillor Chris Simmons left the meeting at this point due to his earlier declaration of interest.

8. 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)*

The Head of Information Planning and Support Services informed members of the requirement to tender for the ICT Managed Service Contract for the BSF Programme. As part of the 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, six were returned and evaluated against the criteria outlined in the PQQ Evaluation Matrix. The six potential providers were subsequently ranked and three selected bidders invited to proceed to Stage 1. IPD documents were issued on 8th May 2009. The three selected bidders had participated in a series of dialogue meetings and given presentations to school and Council representatives as part of the Invite to Participate in Dialogue process.

Decision

That all IPD Stage 1 submissions received by the deadline date of 12

noon 26th June 2009 be opened.

9. 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

Minutes 10 – Invitation to Participate in Dialogue (IPD) Stage 1 Opening: Building Schools for the Future (BSF) ICT Managed Service (Ref: 320) - para 3 information relating to the financial or business affairs of any particular person (Including the Authority holding that information)

10. 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)*

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

Decision

That the opening of the tenders be noted

The meeting returned to open session.

11. ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS ARE URGENT

Members referred to a tender which had been received without any identifying markings and which had subsequently been opened by Council officers in advance of the meeting in order to ascertain that it was a tender and which job it was for. The Head of Procurement, Property and Public Protection advised Members that all tender packs sent out to potential tenderers included all the necessary address labels and gave details as to precisely how tenders should be returned. Members commented that in future if tenders were returned in an incorrect manner they should be returned to the tenderer unopened and not included for evaluation.

The meeting concluded at 10.30 am.

CHAIR