

# **CONTRACT SCRUTINY COMMITTEE AGENDA**



**Monday, 18 January 2010**

**at 10.00 am**

**in Committee Room A, 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 21 December 2009

**4. ITEMS FOR INFORMATION**

4.1 Outcome of Building Schools for the Future (BSF) Information and Communications Technology (ICT) Invitation to Submit Final Bids (ITSFB) –  
*Director of Child & Adult Services*

**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. TENDERS TO BE OPENED**

7.1 Graythorpe – *Acting Estates Manager*

**8. CONFIDENTIAL ITEMS FOR INFORMATION**

8.1 Contract For The Provision Of Assessment And Services For Carers In Hartlepool (Contract Reference Number 408) - *Strategic Commissioner Working Age Adults*

**9. ANY OTHER CONFIDENTIAL ITEMS WHICH THE CHAIRMAN CONSIDERS ARE URGENT**

# CONTRACT SCRUTINY COMMITTEE

## MINUTES AND DECISION RECORD

21 December 2009

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

**Present:** Councillor Atkinson (In the Chair);  
Councillors Fleet, Richardson and Young  
**Officers:** Jo Cole, Tourism Officer  
Lesley Strickland, Tall Ships Project Officer  
Chris Walker, Senior Legal Assistant  
Denise Wimpenny, Principal Democratic Services Officer

### 110. Apologies for Absence

Apologies for absence were submitted on behalf of Councillors Griffin, Morris, Plant and Simmons.

### 111. Declarations of Interest

None.

### 112. Minutes of the meeting held on 7 December 2009

Confirmed.

### 113. Results of Tender for Tall Ships Races 2010 Hartlepool – Merchandise Provider Brief (Contract Reference 407) *Assistant Director (Planning and Economic Development)*

The Tourism Officer reported on the background to the contract to manage the merchandise provision at the Tall Ships Races 2010.

A Panel to score, interview and appoint a company was set up which consisted of the Tall Ships Project Manager, Tourism Officer and Visitor Services Manager. Two companies were interviewed and the decision was made on the basis of quality and price on the submissions received, details of which were set out in the report.

Official Merchandising Company received the highest number of points and had therefore been awarded the contract. Whilst the proposal did not meet the financial criteria in terms of one-off fee requirements (initial request was £25k and they were providing £10k) plus 20% on all merchandise sold and would provide free clothing for staff and

volunteers working at the event.

A Member queried when the merchandise would be available to which the Tourism Officer advised that the date was yet to be determined. However, it was envisaged that this would be available early in the new year.

### **Decision**

That the award of the Tall Ships merchandise contract to Official Merchandising Company, be noted.

## **114. Tall Ships Catering Tender – Result** *(Tall Ships Project Officer)*

The Tall Ships Project Officer presented the report which included background information and the results of the Tall Ships Catering Tender.

Thirty nine tenders were received with one late tender which was not counted. Forty eight out of sixty units had been awarded to a large number of catering outlets, details of which were set out in the report. Each individual tender went through an evaluation process taking into consideration 'quantity and quality'.

Six licensed bar tenders were received, all of which were evaluated for quantity and quality and relevant submission criteria. Following this process, three companies were shortlisted for interview to gain further details and Premier Event Bars Limited from Harrogate were awarded the contract.

Two world market tenders were received and evaluated and only one of the companies were shortlisted for interview to gain further information. Following this process, Market Square Group from Northants were awarded the contract.

In response to a Member's request for clarification regarding the licensing hours for the sale of alcohol, Members were advised that the licence covered the full day from 10.00 am until 10.00 pm. However, this would be managed to promote the sale of non-alcoholic beverages during the morning period.

### **Decision**

That the results of the tendering process, be noted.

The meeting concluded at 10.12 am.

CHAIR

**CONTRACT SCRUTINY COMMITTEE**  
18 January 2010



**Report of:** Director of Child & Adult Services

**Subject:** Outcome of Building Schools for the Future (BSF) Information and Communications Technology (ICT) Invitation to Submit Final Bids (ITSFB)

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**1. PURPOSE OF REPORT**

To inform members of the Committee of the outcome of the recent evaluations of the Invitation to Submit Final Bids (ITSFB). To advise of the preferred bidder who is to proceed through financial close to contract finalisation.

**2. BACKGROUND**

Building Schools for the Future (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 recently received approval from Partnerships for Schools (PfS) for the Outline Business Case submitted in December 2008. This allows the Local Authority to proceed to the procurement phase of the project.

An integral component of the BSF programme is Information and Communications Technology (ICT). BSF aims to provide:

- a step change in the level of ICT provision in secondary schools in England;
- buildings designed to maximise the use of ICT;
- managed ICT services which guarantee availability;
- incentives to develop the use of ICT in teaching and learning.

As part of this process the Local Authority advertised the ICT Managed Service contract via OJEU on 2 March 2009 and a tender route is being followed which provides for the following timetable:

<b>Stage</b>	<b>Actual or Planned Date</b>
OJEU Notice Published	2 March 2009
Issue of Descriptive Document and Pre-Qualification Questionnaire (PQQ)	2 March 2009 – 8 April 2009
Return of PQQ	8 April 2009 (noon)
Evaluation Process	15 April – 22 April 2009
Shortlist of 3 bidders confirmed	5 May 2009
Issue of IPD to 3 Bidders	8 May 2009
Clarification meetings with Bidders and site visits	11 May 2009 – 16 June 2009
Return of Initial Bids	26 June 2009
Evaluation Process	29 June 2009 – 14 July 2009
Completion of Stage 2	19 August 2009
Proceed to Stage 3	19 August 2009
IPD Phase 2	19 August 2009 – 30 October 2009
Close of Dialogue	30 October 2009
Issue of Invitation to Submit Final Bids (ITSFB)	2 November 2009
Submit Final Bids	6 November 2009
Clarification, specification and fine-tuning and evaluation of Final Bids	9 November – 2 December 2009
Notification to Bidders	22 December 2009
Alcatel Standstill begins	22 December – 1 January 2010
Appointment of Selected Bidder	4 January 2010
Contract Finalisation	20 November 2009 – 28 February 2010
Contract award (Financial Close)	1 March 2010
Contract commencement	1 March 2010

### 3. EVALUATION AND MODERATION PROCESS

The Council received 2 completed ITSFB submissions from potential providers, which have been evaluated against the criteria outlined in the ITSFB matrix:

<b>FACTOR (and related ITSFB Sections)</b>	<b>WEIGHT</b>
ICT Provision	28%
WAN,LP and Associated Services	28%
Implementation, Transition and Transformation	27%
ICT Final Bid Cost Profoma ( taken account of across the whole bid submission)	0%
Year Six Requirements	2%
Legal and Commercial	15%

The closing date for the return of the ITSFB documents was 6 November 2009. Hartlepool Borough Council received 2 ITSFBs which were subsequently opened at the Contract Scrutiny Committee meeting on the 9 November 2009 and were passed to the evaluation team for consideration.

The evaluation team consisted of representatives from all secondary schools including the PRU and Catcote Special School, internal and external financial advisers, legal advisers, the external ICT adviser, colleagues from internal HR and Insurance, internal educational consultant, ICT/D&B Integration and Head of Information, Planning and Support Services who is also acting as the lead officer for the BSF ICT Procurement.

The evaluation process took place from the 10 November 2009 and concluded on the 1<sup>st</sup> December 2009. All of the evaluations were collated and the results presented to a moderation meeting on 2 December 2009. Agreement that Northgate Education should be selected as the preferred bidder was reached at this meeting. The outcomes of the Evaluation Process were reported to Cabinet on the 14 December 2009 and subsequently to the Children's Services Portfolio Holder on 5 January 2010.

#### **4. RECOMMENDATION**

That members of the Committee note the conclusion of the evaluation of the ITSFB and the selected preferred bidder to proceed through financial close to contract finalisation.

#### **5. CONTACT OFFICER**

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