

Agenda



Tendering Committee

Date: Wednesday, 4 December 2019

Time: 09:30

Venue: 'The Brock' Meeting Room,
Council Offices, 16 Church Street, Dumbarton

Contact: Scott Kelly, Committee Officer
Tel: 01389 737220 scott.kelly@west-dunbarton.gov.uk

Dear Member

Please attend a meeting of the **Tendering Committee** as detailed above. The business is shown on the attached agenda.

Yours faithfully

JOYCE WHITE

Chief Executive

Distribution:

Councillor J. Finn (Chair)
Councillor G. Casey
Councillor I. Dickson (Vice Chair)
Councillor D. Docherty
Provost W. Hendrie
Councillor M. McNair
Councillor L. O'Neill
Councillor B. Walker

All other Councillors for information

Strategic Director - Transformation & Public Service Reform
Strategic Lead - Regulatory

Date of Issue: 21 November 2019

TENDERING COMMITTEE
WEDNESDAY, 4 DECEMBER 2019

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the items of business on this agenda and the reasons for such declarations.

3 MINUTES OF PREVIOUS MEETING 5 – 6

Submit, for approval as a correct record, the Minutes of Meeting of the Tendering Committee held on 13 November 2019.

4 OPEN FORUM

The Committee is asked to note that no open forum questions have been submitted by members of the public.

5 CONTRACT AUTHORISATION REPORT – PROVISION OF FUEL CARDS AND ASSOCIATED SERVICES 7 – 10

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Provision of Fuel Cards and Associated Services.

6 CONTRACT AUTHORISATION REPORT – ACCOMMODATION BASED SERVICES FOR PEOPLE WITH LEARNING DIFFICULTIES 11 – 14

Submit report by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude direct award contracts for Accommodation Based Services for People with Learning Difficulties.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Clyde Room, Clydebank Town Hall, Clydebank on Wednesday, 13 November at 9.30 a.m.

Present: Councillors Gail Casey, Ian Dickson, Lawrence O'Neill and Brian Walker.

Attending: Angela Wilson, Strategic Director – Transformation and Public Service Reform; Derek McLean, Business Partner – Strategic Procurement; and Scott Kelly, Committee Officer.

Apologies: Apologies for absence were intimated on behalf of Councillors Diane Docherty, Jim Finn and Marie McNair.

Councillor Ian Dickson in the Chair

DECLARATIONS OF INTEREST

It was noted that there were no declarations of interest in the item of business on the agenda.

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Tendering Committee held on 23 October 2019 were submitted and approved as a correct record.

OPEN FORUM

The Committee noted that no open forum questions had been submitted by members of the public.

CONTRACT AUTHORISATION REPORT – PROVISION OF PURCHASING CARDS

A report was submitted by the Strategic Director – Transformation and Public Service Reform seeking approval to authorise the Strategic Lead – Regulatory to conclude the award of the contract for the Provision of Purchasing Cards.

The Committee agreed:-

- (1) to authorise the Strategic Lead – Regulatory to conclude, on behalf of West Dunbartonshire Council, the award of a contract for the Provision of Purchasing Cards to National Westminster Bank Public Limited Company (NatWest)–Royal Bank of Scotland (RBS); and
- (2) to note that the contract shall be for a period of three years from 2 December 2019 to 1 December 2022 with an option to extend up to an additional 12 month period until 1 December 2023.

The meeting closed at 9.31 a.m.

DRAFT

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Director – Transformation & Public Service Reform****Tendering Committee: 04 December 2019**

Subject: Contract Authorisation Report - Provision of Fuel Cards and Associated Services

1. Purpose

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Provision of Fuel Cards and Associated Services.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for the Provision of Fuel Cards and Associated Services to UK Fuels Limited; and
- b) Note that the contract shall be for a period of two years from 01 January 2020 with an option to extend for a further two x 12 months until 31 December 2023. The overall estimated value of the contract over four years is £672,000 ex VAT.

3. Background

- 3.1** The Council has a requirement for the refueling of its fleet (excluding refuse and heavy vehicles) at various local filling stations within the West Dunbartonshire area, using the provision of a fuel card as the method of payment.
- 3.2** Fuel cards provide a secure and efficient way of purchasing fuel, as it allows for fuel to be purchased without the need for staff to carry cash or reimburse personal expenses; along with providing a more efficient way of reporting on fuel spend. The fuel cards are assigned to specific vehicles or to departments (bearer cards) for a range of drivers to utilise across a range of vehicles to meet their refueling requirements.
- 3.3** The budget for the Provision of Fuel Cards and Associated Services was approved at the Infrastructure, Regeneration and Economic Development (IRED) Committee on 15 May 2019. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2015 for Services. A Contract Strategy document was also approved by the Business Partner - Strategic Procurement (Corporate Indirects) on 15 October 2019.

4. Main Issues

- 4.1** Historically, the Council has used the UK Government's Crown Commercial Services (CCS) Framework Agreements (FA) to source Fuel Cards and Associated Services and the Contract Strategy identified that this is the best route to market for this requirement. A mini competition conducted under this FA was published on the Public Contracts Scotland - Tender (PCS-Tender) portal. Three of the five FA providers invited to the mini competition submitted a response by the deadline of 12 Noon on 06 November 2019.
- 4.2** The three tender submissions were evaluated by representatives from Fleet and Maintenance Services, Corporate Procurement Unit and ICT Services, against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. One tender submission passed the selection criteria.
- 4.3** One tender submission was taken forward to be evaluated against a set of award criteria which was based on a price / quality ratio of 40% / 60%. The price was evaluated as a net saving, as opposed to a cost. The scores relative to the award criteria of each tenderer, are as follows:

	Weighting	UK Fuels Limited
Quality (60%)		
Cost	6%	4.5%
Quality	30%	22.5%
Service	18%	13.5%
Social Benefits	6%	0%
Quality Sub-Total %:	60%	40.5%
Price (40%)		
Price (Saving)	-	£2,260 per annum
Price Sub Total %:	40%	40%
Total Score	100%	80.5%

- 4.4** It is recommended that the contract is awarded to UK Fuels Limited of Crewe, England, who has provided the most economically advantageous tender. The

duration of the contract shall be for a period of two years from 01 January 2020 with an option to extend for a further two x 12 months until 31 December 2023, at an estimated value over four years of £672,000 ex VAT. The value of the contract is below the value approved by the IRED Committee.

4.5 UK Fuels Limited don't pay the Living Wage.

4.6 UK Fuels Limited have not committed to the delivery of social benefits as a result of delivery of this contract.

5. People Implications

5.1 There are no people implications.

6. Financial and Procurement Implications

6.1 The financial saving in respect of this contract, £32,000; will be achieved from the approved revenue budgets of Fleet and Maintenance Services. The breakdown of the financial saving is based on £23,000 in reduced fees and £9,000 in rebates over the contract period.

6.2 The price evaluation for fuel cards was based on the current estimated figure of 110 fuel cards. Prior to the implementation of the contract and issuing of new fuel cards, an exercise will take place to review the number of fuel cards required. Reductions to the number of fuel cards will lower the overall cost for the fuel cards and deliver administration efficiencies.

6.3 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Fleet and Maintenance Services officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

7. Risk Analysis

7.1 The successful provider has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.

8. Equalities Impact Assessment (EIA)

8.1 An equalities screening was undertaken for this report to determine if there is an equalities impact. The results were there is no equalities impact.

9. Consultation

9.1 The Service Lead from Roads and Transportation has been consulted regarding the Contract Strategy. Finance and Legal Services have been consulted on the contents of this report.

10. Strategic Assessment

10.1 The Provision of Fuel Cards and Associated Services will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services that improve the everyday lives of residents.

Angela Wilson

Strategic Director - Transformation & Public Service Reform

21 November 2019

Person to Contact: Andrew Duncan - Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton, G82 1QL. Telephone 01389 737425

Appendices: None

Background Papers:

1. Contract Strategy;
2. EIA Screening; and
3. IRED Committee report May 2019

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Director – Transformation & Public Sector Reform****Tendering Committee: 4 December 2019**

Subject: Contract Authorisation Report: Accommodation Based Services for People with Learning Difficulties

1. Purpose

- 1.1** The purpose of this report is to seek approval from the Tendering Committee to authorise the Strategic Lead - Regulatory to conclude Direct Award contracts for Accommodation Based Services for People with Learning Difficulties.

2. Recommendations

- 2.1** It is recommended that the Tendering Committee:

- a) Authorise the Strategic Lead Regulatory, to conclude the 106 direct award contracts on behalf of West Dunbartonshire Health and Social Care Partnership (WD HSCP), to Key Housing Association detailed within Appendix 1, for Accommodation Based Services for People with Learning Difficulties; and
- b) The estimated value will be £3,303,492.40 (excluding VAT), for a period of 12 months. It should be noted the values may be subject to change as care needs change over the contract period. The commencement dates of the contracts will be no later than 23 December 2019.

3. Background

- 3.1** WD HSCP has a legislative requirement to provide and deliver Accommodation Based Services for service users with varying support needs. These services can be provided using various models of support including:
- 1:1 or 2:1 care at home and / or housing support (up to and including 24/7 care packages);
 - Waking night, sleepover or on-call responder service;
 - Responsive service for potential crisis outwith a service user's established care plan agreement; and
 - 1:1 and / or collective group day support and / or day care.
- 3.2** On the 8th May 2019, the WD HSCP Board approved the procurements for the provision of Accommodation Based Services for People with Learning Difficulties.
- 3.3** A Contract Strategy document was also approved by the Procurement Manager on 20 November 2019.

4. Main Issues

- 4.1** The Contract Strategy identified that the care provided to service users would be best met by the incumbent provider because any change in service provision or provider would impact the continuity of care for service users who are placed in care and their carers' and families.
- 4.2** The *Procurement Reform Act 2014* permits a public body to award a contract for health or social care services without seeking offers in relation to the proposed contract) up to a maximum of £615,278 per contract. The strategic objective of adopting the 'Light Touch Regime' approach is to ensure robust contractual arrangements are in place, that appropriate procurement due diligence procedures have been followed and promote the analysis of credible market intelligence allowing greater insight into future service developments., This includes the development of a national framework agreement for the purchase of care at home and supported living services, collectively defined as care and support services.
- 4.3** It is anticipated that the framework will be open to all Scottish Local Authorities' and Health and Social Care Partnerships (HSCPs) from April 2020. The CPU and the WD HSCP will undertake an appraisal of the framework to determine best value including; reviewing incumbent providers against the awarded framework providers, their availability and the control of costs through stabilised fees and charges and the development of a local implementation plan.
- 4.4** The direct award is offered subject to the final compliance documents being reviewed and signed off in accordance with the terms of the contract.

5. People Implications

- 5.1** There are no people implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of these contracts will be met from the WD HSCP budget for Accommodation Based Services for People with Learning Difficulties. The estimated value of these contracts is £3,303,492.40 (excluding VAT). It should be noted the values may be subject to change as care needs change over the contract period.
- 6.2** This procurement exercise will be conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in consultation with WD HSCP officers and the provisions of the Council's Standing Orders, Financial Regulations and the *Public Contracts (Scotland) Regulations 2016*.

7. Risk Analysis

- 7.1** The Corporate Procurement Unit will ensure that the provider has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council and WD HSCP.

8. Equalities Impact Assessment (EIA)

- 8.1** The equality screening process carried out for the purpose of this procurement is reflected in the WD HSCP Board report approved on 8 May 2019.

9. Strategic Assessment

- 9.1** The approval of the direct award contracts would support the following Council strategic priorities:

- Efficient and effective frontline services that improve the everyday lives of residents.

Name: Angela Wilson

Designation: Strategic Director - Transformation & Public Sector Reform

Date: 4 December 2019

Person to Contact: Angus Cameron - Senior Procurement Officer, Corporate Procurement Unit, Council Offices, 16 Church Street, Dumbarton. Telephone: 01389 776952.
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Julie Lusk - Head of Mental Health, Learning Disability & Addictions. 16 Church Street, Dumbarton.
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Background Papers: The Contract Strategy
EIA Screening

Wards Affected: All

Appendix 1

Service	Total Expenditure (per annum)	Care Package Placements
Day Care/Day Support (Including College Support)	£353,215.20	27
Housing Support	£2,491,187.40	57
Sleepover	£324,792.00	12
Waking Night	£134,297.80	10
Total	£3,303,492.40	106