

WEST DUNBARTONSHIRE COUNCIL

Report by the Chief Executive

Tendering Committee: 26 May 2010

Subject: Tender for delivery of Community Planning Partnership - Community Engagement Services

1. Purpose

- 1.1 The purpose of this report is to advise Committee of tenders received for the delivery of **Community Planning Partnership (CPP)** community engagement services and to seek approval to accept the lowest tender.

2. Background

- 2.1 Following the completion of a review of CPP community engagement in West Dunbartonshire, conducted by Amey, it was decided to go to tender to seek providers for a new range of services.
- 2.2 It was agreed that the key elements of this tender were
- a. Developing and supporting Community Forums
 - b. Supporting the coordination and improvement of community engagement by CPP partner agencies
 - c. Managing the interface between different engagement structures in the area.
- 2.3 West Dunbartonshire Council Legal Services advised that the tender should be progressed through the European route and advertised in the Official Journal of the European Union.

3. Main Issues

- 3.1 Tenders were received on 24 March 2010 from four contractors. An assessment panel was set up to consider the tenders. A scoring system was developed in collaboration with West Dunbartonshire Council Legal Services.
- 3.2 West Dunbartonshire Council Legal Services did the initial work on the tenders. Those elements that referred to price were given to the Council's finance section to score. Those elements that referred to the technical specifications were anonymised and given to the assessment panel to score.
- 3.3 Following a series of training and development sessions provided by West Dunbartonshire Council Legal Services, the assessment panel

met in a controlled environment on Friday 26 March to score the technical specifications. It met again on 6 April to consider the overall score and assess if the technical specifications for the preferred bidder was consistent with the price indicated for the work.

- 3.4 On the technical specifications alone, three of the four bidders were deemed to have achieved the quality threshold to deliver this service. A fourth bidder – West Dunbartonshire Council Community Learning and Development – did not meet this quality threshold and should not be appointed irrespective of their overall score.
- 3.5 The scoring process identified that ODS is the highest scoring bidder. Although this agency scored third in the technical specifications section, they were the overall highest scoring bidder because of the low price quoted.
- 3.6 The three highest scoring bidders were invited to attend a meeting for clarification and verification. Following the meeting the scoring was confirmed as follows:-

Bidder	Price	Price Score	Quality Score (Weighted)	Total Score (and rank)
ODS	£48,825	40.4	138.6	179 (1 ST)
Halcrow	£76,410	29.3	143.4	172.7 (2 ND)
Solace	£114,111	14.1	144.6	158.7 (3 RD)
WDC ELC	£158,707	-3.8	87.6	83.8 (4 TH)

4. Personnel Implications

- 4.1 There are no personnel implications associated with the award of this tender.

5. Financial Implications

- 5.1 The costs of the highest scoring bidder can be accommodated within the wider budget identified for Community Engagement.

6. Risk Analysis

- 6.1** It should be noted that a failure to award this contract to the highest scoring tender may expose the Council to legal action. In addition, given the importance that community engagement plays in the Council's current Best Value Improvement Plan, and in the anticipated Best Value 2, it is critical that new resources and approaches are deployed to improve community engagement in this area.

7. Equalities Impact

- 7.1** No significant issues were identified in a screening for potential equality impact of this service

8. Conclusions and Recommendations

- 8.1** Committee is asked to approve the awarding of the contract to ODS.

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Chief Executive
Date: 11 May 2010

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Appendices: None

Background Papers: Amey Report
Invitation to Tender
Individual Tenders
Scoring system

Wards Affected: All