

Agenda



Tendering Committee

Date: Wednesday, 21 March 2018

Time: 09:15

Venue: Committee Room 3,
Council Offices, Garshake Road, 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: 8 March 2018

TENDERING COMMITTEE
WEDNESDAY, 21 MARCH 2018

AGENDA

1 APOLOGIES

2 DECLARATIONS OF INTEREST

Members are invited to declare if they have an interest in any of the item 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 21 February 2018.

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 – CASH IN TRANSIT 7 – 10
(CASH COLLECTION, RECEIVING, HOLDING & TRANSFER SERVICE)**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Cash in Transit.

**6 CONTRACT AUTHORISATION REPORT – PAYMENT 11 – 14
PROCESSING**

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Payment Processing.

7 CONTRACT AUTHORISATION REPORT – CASH RECEIPTING SYSTEM 15 – 18

Submit report by the Strategic Lead – Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Cash Receipting System.

8 CONTRACT AUTHORISATION REPORT – ROADS CIVILS FRAMEWORK AGREEMENT To Follow

Submit report by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the collaborative Roads Civils Framework Agreement.

TENDERING COMMITTEE

At a Meeting of the Tendering Committee held in the Council Chamber, Clydebank Town Hall, Dumbarton Road, Clydebank on Wednesday, 21 February 2018 at 9.15 a.m.

Present: Provost William Hendrie and Councillors Gail Casey, Ian Dickson, Diane Docherty, Jim Finn, Marie McNair, Lawrence O'Neill and Brian Walker.

Attending: Stephen West, Strategic Lead - Resources; Alison Wood, Business Partner - Strategic Procurement; Aileen Toland, Procurement Officer; and Scott Kelly, Committee Officer.

Councillor Jim Finn 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 31 January 2018 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 – BUSINESS GATEWAY WORKSHOPS AND EXPERT HELP SERVICES

A report was submitted by the Strategic Lead - Resources seeking approval to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Business Gateway Workshops and Expert Help Services.

Having heard the Procurement Officer in further explanation of the report and in answer to Members' questions, the Committee agreed:-

- (1) to authorise the Strategic Lead - Regulatory to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for Business Gateway Workshops and Expert Help Services to Business Development Advisers Limited;
- (2) to note that the contract shall be for a period of 24 months with an option to break at the 12 month point and an option to extend for an additional 12 months (the maximum period being 36 months); and
- (3) to note that the value of the contract over the full three years was £139,104, excluding VAT.

The meeting closed at 9.18 a.m.

DRAFT

WEST DUNBARTONSHIRE COUNCIL

Report by Strategic Lead – Resources

Tendering Committee: 21 March 2018

**Subject: Contract Authorisation Report – Cash in Transit
(Cash Collection, Receiving, Holding & Transfer Service)**

1. Purpose

1.1 The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Cash in Transit.

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 Cash in Transit to Security Plus + Limited.
- b) Note that the contract shall be for a period of 3 years with the option to extend for up to a further two 12 month periods.
- c) Note that the tender was advertised with 2 lots (Lot 1 for the Council and Lot 2 for West Dunbartonshire Leisure Trust (WDLT)) with bidders required to bid for both lots.
- d) The three year value of the contract for the Council is £66,069.00 ex VAT. The value of the contract over the five year term for the Council is £110,115.00 ex VAT. The three year value of the contract for WDLT is £16,380.00 ex VAT. The value of the contract over the five year term for WDLT is £27,300 ex VAT.

3. Background

3.1 The purpose of the tender was to identify a suitably experienced and qualified supplier for the provision of a secure and reliable collection, reconciliation and banking service to deal with cash and cheques, together with a service to provide change.

3.2 Approval to initiate a procurement process for Cash in Transit was given at the Corporate Services Committee on 29 November 2017. 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 Corporate Procurement Manager on 13 December 2017.

3.1 A contract notice was published on the Public Contracts Scotland advertising portal and the Official Journal of the European Union (OJEU) on 20 December 2017 for Services. Three suppliers expressed an interest and three suppliers submitted a response by the deadline for the submissions of 12 noon on 26 January 2018.

4. Main Issues

4.1 The three tender submissions were evaluated by representatives from Finance Administration and Control, WDLT, Legal, Corporate Procurement Unit and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Two tender submissions passed the selection criteria, with one tenderer failing the finance section of the selection criteria.

4.2 Two tender submissions were evaluated against a set of award criteria which was based on a price / quality ratio of 60% / 40%. The scores, relative to the award criteria of each tenderer, are as follows:

Tenderer Name	Quality Score (40%)	Price Score (60%)	Total Score (100%)	Total Tender Sum (3 yrs) For both Lots
Loomis UK Limited	27%	32.89%	58.89%	£132,396.00
Security Plus + Limited	24.40%	52.81%	77.21%	£82,449.00

4.3 It is recommended that the contract is awarded to Security Plus + Limited of Stoke on Trent, England, who has provided the most economically advantageous tender. The contract shall be for a period of three years at a value of £66,069, ex VAT for the Council and £16,380.00 ex VAT for WDLT. The value of the contract is below the value approved by the Corporate Services Committee in November 2017.

4.4 Security Plus + Limited has committed to follow Fair Working Practices and pay all of their employees the national Living Wage or above.

4.5 Security Plus + Limited has not committed to offer community benefits as a result of delivery of this contract. This will be discussed further at the proposed start up meeting to clarify expectations whilst delivering the contract. However, Security Plus + Limited has confirmed they employ 89 people from the West Dunbartonshire area.

5. People Implications

5.1 There are no People implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of this contract will be met from the approved revenue budgets of Finance, Education and WDLT. The value of the contract is below the estimated annual value of £33,000.
- 6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with the Council Finance officers, WDLT Senior Leisure Trust Officer and the provisions of Contract Standing Orders, the Financial Codes and relevant procurement legislation.

The Cash in Transit will contribute to delivery of the Council strategic priorities through having a contract in place which will set the cost of the service for a fixed period. Through the contract provisions, we have ensured that the Council and WDLT received best value.

7. Risk Analysis

- 7.1** The successful supplier has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 7.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and may result in legal challenge.

8. Equalities Impact Assessment (EIA)

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

9. Consultation

- 9.1** Legal, Finance and WDLT have been consulted regarding the contents of this report.

Strategic Assessment

- 10.1** The delivery of this section supports the Council's Strategic Priorities, particularly, *"Efficient and effective frontline services that improve the everyday lives of residents – Best use of technology, resources, assets and our estate to support service delivery ."*

Name: Stephen West

Designation: Strategic Lead - Resources

Date:

Person to Contact: Aileen Toland – Procurement Officer, Corporate Procurement Unit, Council Offices, Garshake Road, Dumbarton. Telephone: 01389 737596.
Email: aileen.toland@west-dunbarton.gov.uk

Karen Shannon – Section Head, Financial, Administration and Control, Council Offices, Garshake Road, Dumbarton. Telephone: 01389 737842
Email: karen.shannon@west-dunbarton.gov.uk

Appendices: None

Background Papers: Corporate Services Committee Report – 29 November 2017
Contract Strategy – Cash in Transit
Equalities Impact Assessment Screening– Cash in Transit

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead – Resources****Tendering Committee: 21 March 2018**

Subject: Contract Authorisation Report – Payment Processing**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for Payment Processing.

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 Payment Processing to Allpay Limited.
- b) Note that the contract shall be for a period of three years with the option to extend for up to a further 12 month period. The three year value of the contract is £168,000 ex VAT. The value of the contract over the full four years is £224,000 ex VAT.

3. Background

- 3.1** The purpose of the tender was to identify a suitably experienced and qualified supplier who is competent and capable to provide a fully comprehensive payment processing service to transfer funds paid by customers at retail and other outlets offering payment card gateways electronically to designated bank accounts.
- 3.2** Approval to initiate a procurement process for Payment Processing was given at the Corporate Services Committee on 29 November 2017. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and the Public Contracts (Scotland) Regulations 2016 for Services. A Contract Strategy document was also approved by the Corporate Procurement Manager.
- 3.3** The Council's existing contract for payment processing services was awarded through the Comhairle nan Eilean Siar (CNES) Framework Agreement (FA) which is in place until October 2018. The Council is specifically named on the contract notice for this FA. Another collaborative FA, Procurement for Housing (PFH), was also considered, however, the Council is not named on the contract

notice and it was therefore agreed to re-tender through the CNES FA.

4. Main Issues

- 4.1** There is a limited supplier marketplace for this type of requirement. Only two bids were received for the CNES FA and four bids were received for the PFH FA, however one bidder withdrew and one did not meet the minimum standards. For this reason, it was considered that a WDC open tender was not appropriate.
- 4.2** There are two suppliers on the CNES FA but only one supplier is capable of delivering the service including the option to use the Post Office for payments. As the Council wishes payments through the Post Office to be available to residents, a direct call-off from the FA without further competition was the only method for doing this. Costs were therefore sought from the appropriate supplier, Allpay Limited, on Lot 1 of the FA.
- 4.3** Through the FA, Allpay Limited already met the required standards of competence, experience and capability to deliver this service.
- 4.4** Allpay Limited FA rates were analysed to ensure continued competitiveness. Allpay Limited were consulted to ensure that they could continue to meet the Council's needs.
- 4.5** It is recommended that the contract is awarded to Allpay Limited of Hereford, England. The contract shall be for a period of three years with an option to extend for a further twelve month period. This is the maximum call off period permitted under the FA. The total estimated value of the contract over four years is £224,000 ex VAT. The value of the contract is in line with the value approved by the Corporate Services Committee in November 2017.
- 4.6** Allpay Limited has committed to follow Fair Working Practices as below:
- Allpay Limited is an accredited living wage employer, and
 - Allpay Limited pay their apprentices at above the standard rate of pay for apprentices.
- 4.7** Allpay Limited has not committed to offer community benefits as a result of delivery of this contract. This will be discussed further at the proposed start up meeting to clarify expectations whilst delivering the contract.

5. People Implications

- 5.1** There are no People implications.

6. Financial and Procurement Implications

- 6.1** Financial costs in respect of this will be met from the approved revenue budgets of Financial Services – Council Tax and Administration. The budget provision covering both services is £56,000 p.a.

- 6.2** This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Finance Services officers and the provisions of Contract Standing Orders, the Financial Codes and relevant procurement legislation.
- 6.3** The Payment Processing will contribute to delivery of the Council strategic priorities through the provision of fit for purpose services on a best value basis. Through the contract provisions, residents will continue to have the option to make payment transactions by payment card at post office and pay-point outlets.

7. Risk Analysis

- 7.1** The successful supplier has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 7.2** Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and may result in legal challenge.

8. Equalities Impact Assessment (EIA)

- 8.1** An equalities screening was undertaken to determine if there is an equalities impact. The results were that there is no equalities impact.

9. Consultation

- 9.1** Legal and Finance and Finance Services have been consulted regarding the contents of this report.

10. Strategic Assessment

- 10.1** Delivery of this service supports the Council's Strategic Priorities, particularly, *"Efficient and effective frontline services that improve the everyday lives of residents – Best use of technology, resources, assets and our estate to support service delivery ."*

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 28 February 2018

Person to Contact: Aileen Toland – Procurement Officer, Corporate Procurement Unit, Council Offices, Garshake Road, Dumbarton. Telephone: 01389 737596.

Email: aileen.toland@west-dunbarton.gov.uk

Karen Shannon – Section Head, Financial, Administration and Control, Council Offices, Garshake Road, Dumbarton. Telephone: 01389 737842
Email: karen.shannon@west-dunbarton.gov.uk

Appendices: None

Background Papers: Corporate Services Committee Report – 29 November 2017
Contract Strategy – Payment Processing
Equalities Impact Assessment Screening– Payment Processing

Wards Affected: All

WEST DUNBARTONSHIRE COUNCIL**Report by Strategic Lead – Resources****Tendering Committee: 21 March 2018**

Subject: Contract Authorisation Report – Cash Receipting System**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of Tendering Committee to authorise the Strategic Lead - Regulatory to conclude the award of the contract for the Cash Receipting System.

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 Cash Receipting System to Capita Business Services Limited.
- b) Note that the contract shall be for a period of three years with the option to extend for a further two 12 month periods. The three year value of the contract is £72,584.91ex VAT. The five year value of the contract is £90,692.57 ex VAT.

3. Background

- 3.1** The purpose of the tender was to identify a suitably experienced and qualified supplier to provide software and associated services for the process of cash receipting within the Council. The Council requires to have a fully implemented / upgraded functioning Cash Receipting System in place no later than the 31 August 2018.
- 3.2** Approval to initiate a procurement process was given at the Corporate Services Committee on 29 November 2017. This procurement exercise has been conducted in accordance with the Council's Standing Orders and Financial Regulations and Public Contracts (Scotland) Regulations 2016 for Services. A Contract Strategy document was also approved by the Corporate Procurement Manager on 13 December 2017.
- 3.3** Crown Commercial Services (CCS) has a framework agreement (FA) – Local Authority Software Applications; which covers this requirement. A mini competition was published on the PCS-Tender advertising portal on 20 December 2017 through this FA. Four suppliers, who are listed on the FA, were invited to tender, with two suppliers submitting a response by the deadline

for the submissions of 12 noon on 26 January 2018.

4. Main Issues

- 4.1** The two tender submissions were evaluated by representatives from Finance Administration and Control, ICT, Corporate Procurement Unit and Finance against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Two tender submissions passed the selection criteria.
- 4.2** Two tender submissions were evaluated against a set of award criteria which was based on a price / quality ratio of 60% / 40%. The scores relative to the award criteria of each tenderer, are as follows:

Tenderer Name	Quality Score (40%)	Price Score (60%)	Total Score (100%)	Total Tender Sum (3 yrs)	Total Tender Sum (5 yrs)
Capita Business Services Limited	35%	60%	95%	£72,584.91*	£90,692.57
Civica UK Limited	38%	56.54%	94.54%	£65,750.00	£96,250.00

*This figure includes set up fee in year 1 of £45,486.00.

- 4.3** It is recommended that the contract is awarded to Capita Business Services Limited of Trowbridge, England who has provided the most economically advantageous tender. The contract shall be for a period of 36 months with an option to extend for a further two 12 month periods at a value of £90,692.57, ex VAT over the 5 year term. The value of the contract is below the value approved by the Corporate Services Committee in November 2017.
- 4.4** Capita Business Services Limited pays above the Living Wage to all employees.
- 4.5** Capita Business Services Limited has not committed to delivery of community benefits within the Council area. They have offered as part of their proposal to deploy their SmartMobile solution at no additional charge to the Council. This will provide the Council with a flexible, integrated and secure mobile payment solution that will enable Council staff to process a customer present payment on behalf of citizens throughout the community. This represents a benefit to the Council of £4,635 plus £750 per annum.

5. People Implications

- 5.1** There are no People implications.

6. Financial and Procurement Implications

- 6.1 Financial costs in respect of this contract will be met from the approved revenue budgets of the Finance service. The set up fee will be spread over the five year term of the contract, therefore the annual value of the contract, at £18,138.52 is below the estimated annual value of £30,000.
- 6.2 This procurement exercise was conducted in accordance with the agreed contract strategy produced by the Corporate Procurement Unit in close consultation with Finance officers and the provisions of Contract Standing Orders, the Financial Codes and relevant procurement legislation.
- 6.3 The Cash Receipting system will contribute to delivery of the Council strategic priorities through the provision of a fit for purpose service on a best value basis. Through the contract provisions, we will ensure that payments to the Council are processed in a timely manner.

7. Risk Analysis

- 7.1 Financial checks were carried out to give an updated status on Capita Business Services Limited since their award to the CCS FA.
- 7.2 The successful supplier has no known links to Serious and Organised Crime which would have significant political and reputational ramifications for the Council.
- 7.3 Should the Tendering Committee decide not to proceed as recommended then this will delay the project, may have financial implications and may result in legal challenge.

8. Equalities Impact Assessment (EIA)

- 8.1 An equalities screening was undertaken to determine if there is an equalities impact. The results were that there is no equalities impact.

9. Consultation

- 9.1 Legal and Finance and Finance Services have been consulted regarding the contents of this report.

10. Strategic Assessment

- 10.1 Delivery of this service supports the Council's Strategic Priorities, particularly:

“Efficient and effective frontline services that improve the everyday lives of residents – Best use of technology, resources, assets and our estate to support service delivery.”

Name: Stephen West

Designation: Strategic Lead - Resources

Date: 28 February 2018

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Appendices: None

Background Papers: Corporate Services Committee Report – 29 November 2017
Contract Strategy – Cash Receipting
Equalities Impact Assessment Screening– Cash Receipting

Wards Affected: All