

# Agenda



## Tendering Committee

**Date:** Wednesday, 21 April 2021

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**Time:** 09:15

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**Format:** Zoom Video Conference

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**Contact:** Scott Kelly, Committee Officer  
Email: [scott.kelly@west-dunbarton.gov.uk](mailto:scott.kelly@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of the **Tendering Committee** as detailed above.

The Convener has directed that the powers contained in Section 43 of the Local Government in Scotland Act 2003 will be used and so Members will attend the meeting remotely.

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

Chief Officer – Supply, Distribution and Property  
Chief Officer – Regulatory and Regeneration

Date of Issue: 8 April 2021

**TENDERING COMMITTEE**  
**WEDNESDAY, 21 APRIL 2021**

**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 17 March 2021.

**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 – SUPPLY AND DELIVERY OF TYRES AND ASSOCIATED SERVICES 7 – 10**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Supply and Delivery of Tyres and Associated Services.

**6 CONTRACT AUTHORISATION REPORT – COMMUNITY LINK WORKERS SERVICE 11 – 14**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for a Community Link Workers Service.

**7/**

**7      CONTRACT AUTHORISATION REPORT – PROVISION OF      15 – 18**  
**GRITTERS**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Provision of Gritters.

**8      CONTRACT AUTHORISATION REPORT – PROVISION OF      19 – 22**  
**CAREFIRST SOFTWARE SUPPORT AND MAINTENANCE**  
**SERVICES**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Provision of CareFirst Software Support and Maintenance Services.

**9      CONTRACT AUTHORISATION REPORT – RENTON      23 - 25**  
**FOOTBRIDGE CONSTRUCTION WORKS**

Submit report by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for Renton Footbridge Construction Works.

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### TENDERING COMMITTEE

At a Meeting of the Tendering Committee held by video conference on Wednesday, 17 March 2021 at 9.15 a.m.

**Present:** Councillors Ian Dickson, Diane Docherty\*, Jim Finn, Marie McNair and Lawrence O'Neill\*.

\*Arrived later in the meeting.

**Attending:** Angela Wilson, Chief Officer – Supply, Distribution and Property; Derek McLean, Business Partner – Strategic Procurement; and Scott Kelly, Committee Officer.

**Apologies:** Apologies for absence was intimated on behalf of Provost William Hendrie and Councillors Gail Casey and Brian Walker.

**Councillor Jim Finn in the Chair**

#### DECLARATIONS OF INTEREST

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

#### MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Tendering Committee held on 17 February 2021 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 MICROSOFT OFFICE 365, PHASE 2 – IMPLEMENTATION

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Provision of Microsoft 365, Phase 2 - Implementation.

After discussion and having heard the Business Partner – Strategic Procurement and the Chief Officer – Supply, Distribution and Property in further explanation of the report and in answer to a Member’s question the Committee agreed:-

- (1) to authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of the Council, the award of the contract for the Provision of Microsoft 365, Phase 2 - Implementation to Sword IT Solutions Ltd; and
- (2) to note that the contract shall be for a period of approximately 12 months and at a maximum value of £120,000 ex VAT, as outlined in section 6.2 of the report, and that the estimated commencement date would be 1 April 2021.

### **CONTRACT EXTENSION REPORT – EMAIL FILTERING AND GATEWAY SOLUTION**

A report was submitted by the Chief Officer – Supply, Distribution and Property seeking approval to authorise the Chief Officer – Regulatory and Regeneration to extend the Email Filtering and Gateway Solution contract by two 12 month periods.

Having heard the Business Partner – Strategic Procurement in further explanation of the report, the Committee agreed to authorise the Chief Officer – Regulatory and Regeneration to extend the Email Filtering and Gateway Solution contract, undertaken by Infosec Cloud Limited, by a maximum of two 12 month periods from 4 June 2021 at a value of £25,653 ex VAT over a 12 month period and £51,306 ex VAT over a two year period.

Note: Councillors Docherty and O'Neill entered the meeting during consideration of this item.

The meeting closed at 9.25 a.m.

## WEST DUNBARTONSHIRE COUNCIL

## Report by Chief Officer – Supply, Distribution &amp; Property

Tendering Committee: 21 April 2021

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**Subject: Contract Authorisation Report – Supply & Delivery of Tyres and Associated Services**

**1. Purpose**

- 1.1.** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Supply & Delivery of Tyres and Associated Services.

**2. Recommendations**

- 2.1.** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer – Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for the Supply & Delivery of Tyres and Associated Services Lot 1 Cars & Vans to McConechy's Tyres Services Ltd. The estimated value of the initial 2 year contract is £64,500 ex VAT and the overall 4 year contract is £129,000 ex VAT.
  - b) Authorise the Chief Officer – Regulatory and Regeneration to conclude on behalf of the Council, the award of the contract for the Supply & Delivery of Tyres and Associated Services Lot 2 Trucks to McConechy's Tyres Services Ltd. The estimated value of the initial 2 year contract is £77,000 ex VAT and the overall 4 year contract is £154,000 ex VAT; and
  - c) Note that the contracts shall be for a period of two years from 1 May 2021 with an option to extend for a further two x 12 months until 30 April 2025. The combined overall estimated value for both contracts for the initial 2 year contract is £141,500 ex VAT and the overall 4 year contract is £283,000 ex VAT.

**3. Background**

- 3.1.** The Council purchases a range of tyres to meet the requirement of the Council's vehicle fleet. This includes the provision for supply, fitting, emergency roadside assistance and associated services e.g., call outs and roadside repairs.
- 3.2.** The budget for the Supply & Delivery of Tyres and Associated Services was approved as part of the Infrastructure, Regeneration and Economic Development Committee on 12 February 2020. 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 Goods. A Contract Strategy document was also approved by the Business Partner - Strategic Procurement (Place) on 1 February 2021.

#### **4. Main Issues**

- 4.1.** Historically, the Council has used Scotland Excel Framework Agreements (FA) for the Supply & Delivery of Tyres and Associated Services and the Contract Strategy identified that this is the best route to market for this requirement. The FA allows for the facility to undertake a reverse electronic auction (e-Auction).
- 4.2.** The requirement was split into 2 lots based on type of vehicle, Lot 1 Cars & Vans and Lot 2 Trucks. Two e-Auctions conducted under this FA were published on the Public Contracts Scotland - Tender (PCS-T) portal.
- 4.3.** Two of the six FA tenderers invited to each e-Auction submitted responses by the deadline of 10am and 11am respectively on 3 March 2021. The two submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 80% / 20%. The scores relative to the award criteria of each tenderer are as follows:

a) Lot 1 Cars & Vans

	<b>Weighting</b>	<b>McConechy's Tyre Services Ltd</b>	<b>Direct Tyre Management Ltd</b>
<b>Quality (20%)</b>	20%	17%	16.3%
<b>Quality Sub-Total</b>	<b>20%</b>	<b>17%</b>	<b>16.3%</b>
<b>Price (Per Year)</b>	-	£32,338	£41,034
<b>Price (80%)</b>	80%	80%	62.7%
<b>Price Sub-Total</b>	<b>80%</b>	<b>80%</b>	<b>62.7%</b>
<b>Overall Total</b>	<b>100%</b>	<b>97%</b>	<b>79%</b>

b) Lot 2 Trucks

	<b>Weighting</b>	<b>McConechy's Tyre Services Ltd</b>	<b>Direct Tyre Management Ltd</b>
<b>Quality (20%)</b>	20%	17%	16.3%
<b>Quality Sub-Total</b>	<b>20%</b>	<b>17%</b>	<b>16.3%</b>



<b>Price (Per Year)</b>	-	£38,458	£43,034
<b>Price (80%)</b>	80%	80%	71.5%
<b>Price Sub-Total</b>	<b>80%</b>	<b>80%</b>	<b>71.5%</b>
<b>Overall Total</b>	<b>100%</b>	<b>97%</b>	<b>87.8%</b>

- 4.4.** It is recommended that the contract for the Supply & Delivery of Tyres and Associated Services Lot 1 Cars & Vans is awarded to McConechy's Tyre Service Ltd, Ayr, with the contract being delivered from their branch in Paisley. McConechy's Tyre Service Ltd has provided the most economically advantageous tender. The estimated value of the initial 2 year contract is £64,500 ex VAT and the overall 4 year contract is £129,000 ex VAT.
- 4.5.** It is recommended that the contract for the Supply & Delivery of Tyres and Associated Services Lot 2 Trucks is awarded to McConechy's Tyres Services Ltd, Ayr, with the contract being delivered from their branch in Paisley. McConechy's Tyre Service Ltd has provided the most economically advantageous tender. The estimated value of the initial 2 year contract is £77,000 ex VAT and the overall 4 year contract is £154,000 ex VAT.
- 4.6.** The contracts shall be for a period of two years from 1 May 2021 with an option to extend for a further two x 12 month periods until 30 April 2025. The combined overall estimated value for both contracts for the initial 2 year contract is £141,500 ex VAT and the overall 4 year contract is £283,000 ex VAT.
- 4.7.** McConechy's Tyre Services Ltd pay all employees of all ages above the UK Government's Living Wage, as well as providing employees with benefits such as flexible working hours and options for enhanced pensions.
- 4.8.** As part of the Scotland Excel FA, McConechy's Tyre Services Ltd offered a range of social benefits based on the level of spend by the Council under the FA for each year of the FA. Social benefits will be discussed and agreed at the implementation meeting with McConechy's Tyre Services Ltd and actions to take these forward will be agreed. The range of social benefits include:
- Improving Education - Tyre safety awareness sessions for council employees;
  - Improving Employability – Work Experience Placements; and
  - Improving Skills – Recruitment of a Modern Apprentice.
- 5. People Implications**
- 5.1.** There are no people implications.
- 6. Financial and Procurement Implications**
- 6.1.** The overall evaluation outcome for the combined lots offers the Council a

saving of 33.2% against the specific budget within Fleet and Waste services for this requirement.

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

**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.

**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 Fleet & Waste Services Manager has been consulted regarding the Contract Strategy. Finance Services has also been consulted on the contents of this report.

**10. Strategic Assessment**

- 10.1.** The Supply & Delivery of Tyres and Associated Services will contribute to the delivery of the Council's strategic priorities by supporting the provision of efficient and effective frontline services.

Angela Wilson  
Chief Officer - Supply, Distribution & Property  
07 April 2021

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**Person to Contact:** Daniel O'Donnell - Procurement Officer, Corporate Procurement Unit, 16 Church Street, Dumbarton, G82 1QL. Telephone 01389 738572

**Appendices:** None

**Background Papers:** 1. Contract Strategy;  
2. EIA Screening;

**Wards Affected:** All

**WEST DUNBARTONSHIRE COUNCIL****Report by Chief Officer – Supply, Distribution and Property****Tendering Committee: 21 April 2021**

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**Subject: Contract Authorisation Report – Community Link Workers Service**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory & Regeneration to conclude the award of the contract for a Community Link Workers Service.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory & Regeneration to conclude on behalf of West Dunbartonshire Health & Social Care Partnership (WD HSCP), the award of the contract for the Community Link Workers Service to The Health and Social Care Alliance Scotland.
  - b) Note that the contract shall be for a maximum period of six years (initial three year period, with the option to extend on a further three occasions of up to 12 months on each occasion) and at an initial value of £1,059,211 ex VAT, rising to £2,255,758 ex VAT should all available extension options be activated. The estimated commencement date of the contract is 3 May 2021.

**3. Background**

- 3.1** The requirement is for a Community Link Workers Service to be delivered throughout the Councils geographical region. The Service is aimed at improving the efficiency and effectiveness of frontline services within GP Practices and the additional services being developed to improve the everyday lives of residents in West Dunbartonshire. The Service will support people to achieve personal health and wellbeing outcomes through strengthening connections between community resources and primary care by assisting them to navigate service pathways and at releasing time for GP's to concentrate on their role as an expert medical generalist. The Service will be delivered directly from GP Practices premises across West Dunbartonshire and will be available to patients registered within those practices.
- 3.2** The budget for a Community Link Workers Service was approved at the WD HSCP Board on 8 May 2019. Commissioning outcome priorities for West Dunbartonshire Council (the Council) and Greater Glasgow and Clyde Health Board (NHS GGC) was approved on 7 August 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 (above the EU threshold) for Services. A Contract Strategy document was also approved by the Procurement Manager on 17 December 2020.

#### 4. Main Issues

- 4.1** A contract notice was published on the Public Contracts Scotland advertising portal and the UK's Find a Tender site on 26 January 2021. 20 Providers expressed an interest, with six Providers submitting a response by the deadline for the submissions of 12 noon on 1 March 2021.
- 4.2** The six tender submissions were evaluated by representatives from the WD HSCP, NHS staff, Corporate Procurement Unit, Health & Safety Services and Finance Services against pre-determined selection criteria forming part of the published tender documents which assessed competence, experience, and capacity. Six tender submissions passed the selection criteria.
- 4.3** Six tender submissions were evaluated against a set of award criteria which was based on Price / Quality ratio of 30% / 70%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	Addaction	Carr Gomm	Glasgow Council on Alcohol	Scottish Association for Mental Health (SAMH)	St John and Red Cross Defence Medical Welfare Services (DMWS)	The Health and Social Care Alliance Scotland
<b>Quality (70%)</b>							
Cost	<b>(2.8%)</b>	2.1%	1.4%	1.4%	0.7%	1.4%	2.8%
Quality	<b>(35%)</b>	35%	21.9%	8.8%	26.2%	30.6%	35%
Specification	<b>(24.5%)</b>	24.5%	20.2%	11.6%	18.4%	18.4%	24.5%
Social Benefits	<b>(7%)</b>	7%	7%	7%	7%	7%	7%
Fair Work Practices	<b>(0.7%)</b>	0.7%	0.7%	0.5%	0.5%	0.5%	0.7%
<b>Quality Sub-Total %:</b>	<b>(70%)</b>	<b>69.3%</b>	<b>51.2%</b>	<b>29.3%</b>	<b>52.8%</b>	<b>57.9%</b>	<b>70%</b>
<b>Price (30%)</b>							
Price	<b>(30%)</b>	£1,065,840	£1,065,839	£1,029,335	£1,041,606	£995,645	£1,059,211
<b>Price Sub Total £</b>	<b>£1,065,840</b>	<b>£1,065,840</b>	<b>£1,065,839</b>	<b>£1,029,335</b>	<b>£1,041,606</b>	<b>£995,645</b>	<b>£1,059,211</b>
<b>Price Sub Total %</b>	<b>(30%)</b>	<b>28.02%</b>	<b>28.02%</b>	<b>29.02%</b>	<b>28.68%</b>	<b>30%</b>	<b>28.20%</b>

<b>Total Score</b>	<b>100%</b>	<b>97.32%</b>	<b>79.22%</b>	<b>58.33%</b>	<b>81.48%</b>	<b>87.93%</b>	<b>98.20%</b>
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**4.4** It is recommended that the contract is awarded to The Health and Social Care Alliance Scotland, of Glasgow, who has provided the most economically advantageous tender. The contract shall be for a maximum period of six years (initial three year period with the option to extend on a further three occasions of up to 12 months on each occasion) and at an initial value of £1,059,211 ex VAT, rising to £2,255,758 ex VAT should all available extension options be activated. The value of the contract is below the value approved by the WD HSCP Board.

**4.5** The Health and Social Care Alliance Scotland is an Accredited Living Wage Employer with an established Living Wage Policy and has committed to Fair Working Practices and exceeds the real Living Wage (min.£9.50 per hour) across all staff contracts. Further, The Health and Social Care Alliance Scotland has committed to delivery of the following social benefits, which exceeds the points value stipulated in the tender documentation, as a direct result of delivery of this contract:

- Recruitment of 1 member of staff from within the West Dunbartonshire geographical area;
- Delivering 2 quarterly workshops, covering career skills, mock interviews etc., within a school or community learning environment;
- Facilitating 2 quarterly work experience opportunities covering a range of work based skills;
- Supporting local Third Sector organisation(s) as part of this contract;
- Supporting local community benefits as part of this contract;
- Donation of 42 hours of labour to support a local community project;
- Providing 42 hours of volunteers to support a local community project; and
- Supporting the fair work practices for workers (including any agency or sub-contractor workers) engaged in the delivery of this contract.

The social benefits will be discussed at the implementation meeting with The Health and Social Care Alliance Scotland and actions to take these forward will be agreed.

## **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 WD HSCP, with an achievable saving of £9,152 on initial budget, should all three available extensions be activated.

**6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close

consultation with WD HSCP 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 to determine if there is an equalities impact and the results were that there are no equalities impact.

**9. Consultation**

- 9.1** Consultation has taken place with WD HSCP Community Health & Care Services, NHS GP's, Legal Services and Finance Services.

**10. Strategic Assessment**

- 10.1** The Community Link Workers Service will contribute to the delivery of the Council's strategic priorities by:
- Supported individuals, families and carers living independently and with dignity.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:**

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**Person to Contact:** Suzanne Callaghan, Procurement Officer, Telephone: 01389 776845, Suzanne.callaghan@west-dunbarton.gov.uk.

**Appendices:** Not applicable.

**Background Papers:** The Contract Strategy  
EIA Screening

**Wards Affected:** All Council Wards.

## WEST DUNBARTONSHIRE COUNCIL

## Report by Chief Officer – Supply, Distribution and Property

Tendering Committee: 21 April 2021

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**Subject: Contract Authorisation Report – Provision of Gritters****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer – Regulatory and Regeneration to conclude the award of the contract for the Provision of Gritters.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the contract for the Provision of Gritters to ECON Engineering LTD;
  - b) Note that the contract will have a total value of £545,784 ex VAT and a commencement date of 23 April 2021; and
  - c) Note that the warranty shall be for a period of five years from the delivery date.

**3. Background**

- 3.1** Fleet and Road Maintenance Services required a supplier that could provide Multispread, Unibody and permanently mounted Gritters and associated equipment. The budget for these requirements was approved in the Fleet Asset Management Plan at the IRED Committee on 15 March 2017 and the Capital Budget for Fleet Replacement at the Council meeting on February 2020.
- 3.2** 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 Goods. A Contract Strategy document was also approved by the Business Partner – Strategic Procurement (Corporate Indirects) on 05 November 2020.

**4. Main Issues**

- 4.1** The Council has used the Procurement Partnership Limited (TPPL) framework agreements (FA) to source vehicles in the past and the Contract Strategy identified that this is the best route to market for the Provision of Gritters. A mini-competition notice was published via TPPL FA, advertising portal on Thursday 4 February 2021, with a submission date of 12 noon on Thursday 25 February 2021.
- 4.1** The two tender submissions were evaluated by representatives from Roads &

Neighbourhood and Corporate Procurement Unit 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 Price/Quality ratio of 60%/40%. The scores relative to the award criteria of each tenderer are as follows:

	Weighting	ECON Engineering Limited	James A. Cuthbertson Limited
<b>Quality (40%)</b>			
Delivery	10%	10%	7.69%
Warranty	10%	10%	10%
Service/Maintenance/ Repairs	15%	11.25%	7.50%
Social Benefits	5%	5%	0%
<b>Quality Sub-Total %:</b>	<b>(40%)</b>	<b>36.25%</b>	<b>25.19%</b>
<b>[Price 60%]</b>			
[Price]	(60%)	£ 545,784.18	£ 541,003.92
<b>[Price Sub Total £</b>	<b>-</b>	<b>£ 545,784.18</b>	<b>£ 541,003.92</b>
<b>[Price Sub Total %</b>	<b>(60%)</b>	<b>59.47%</b>	<b>60%</b>
<b>Total Score</b>	<b>100%</b>	<b>95.73%</b>	<b>85.19%</b>

- 4.3** It is recommended that the contract is awarded to ECON Engineering Limited of North Yorkshire, who has provided the most economically advantageous tender. The contract will have a total value of £545,784 ex VAT and a warranty period of five years. The value of the contract is above the Capital Budget of £400,000 and the extra funding will be provided by the Vehicle Replacement Programme.
- 4.4** ECON Engineering Limited has committed to delivery of four quarterly work experience opportunities covering a range of work based skills. This social benefit will be discussed at the implementation meeting with ECON Engineering Limited and actions to take these forward will be agreed.



**4.5** ECON Engineering Limited has committed to paying all staff as a minimum, UK Minimum Wage £8.91 per hour and promotes Fair Working Practices across their organization.

## **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 Capital budgets and the Vehicle Replacement Programme of Roads & Transportation.

**6.2** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with Roads & Transportation officers and the provisions of Contract Standing Orders, the Financial Regulations and relevant procurement legislation.

**6.3** In according with the financial regulations, the Chief Officer Roads & Neighbourhood will be required to vire £46,000 from the Vehicle Repalcement capital budget to meet the contract price.

## **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 and may have reputational implications.

## **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 where that there is no equalities impact.

## **9. Consultation**

**9.1** Consultation has taken place with Roads & Neighbourhood Services, Finance Services and Legal Services.

## **10. Strategic Assessment**

**10.1** The Provision of Gritters will contribute to the delivery of the Council's strategic priorities by contributing to an efficient and effective frontline services that improve the everyday lives of residents.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 8 April 2021

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**Person to Contact:** Patrick Gahagan – Procurement Officer, Corporate Procurement Unit. Email: Patrick.Gahagan@west-dunbarton.gov.uk

**Appendices:** None

**Background Papers:** The Contract Strategy

**Wards Affected:** All Wards.

**WEST DUNBARTONSHIRE COUNCIL****Report by the Chief Officer – Supply, Distribution and Property****Tendering Committee: 21 April 2021**

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**Subject: Contract Authorisation Report – Provision of CareFirst Software Support and Maintenance Services****1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Provision of CareFirst Software Support and Maintenance Services.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer – Regulatory and Regeneration to conclude, on behalf of West Dunbartonshire Health and Social Care Partnership (WDHSCP), the award of the contract for the Provision of CareFirst Software Support and Maintenance Services to OLM Systems Ltd;
  - b) Note the contract will be placed by West Dunbartonshire Council (the Council); and
  - c) Note that the contract shall be for a period of three years and at an estimated contract value of £270,000 ex VAT. The cost for year one is fixed at £88,269, with costs in years two and three subject to price escalation in line with the Retail Price Index (RPI) which is forecast to be 2.5% for 2021. The estimated commencement date will be on 21 April 2021.

**3. Background**

- 3.1** The WDHSCP strategic plan states that it is responsible for the strategic planning and reporting of a range of health and social care services delegated to it by NHS Greater Glasgow & Clyde Health Board and West Dunbartonshire Council. The Council and the Health Board discharge the operational delivery of those delegated services (except those related to the Health Board's Acute Division services most commonly associated with the emergency care pathway).
- 3.2** The WDHSCP integrated teams use the Case Management software (CareFirst) to create, log and record data on service users. This data is used to determine the level of support required for its service users (against agreed Eligibility Criteria) and also used for reporting locally and nationally. Not having a system to do this would result in the WDHSCP failing in meeting the Council's ACHIEVE measures.

- 3.3** The CareFirst software supports legislative requirements around Adult and Child Protection as it contains all details of individual assessments as well as ongoing observations and reviews by WDHSCP staff. It also supports the legislative requirement for Community Justice (formally Criminal Justice) reporting.
- 3.4** The budget for the Provision of CareFirst Software Support and Maintenance Services was approved as part of the ICT budget under Social Work Case Management at the Corporate Services Committee on 17 February 2021. 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 30 March 2021.
- 4. Main Issues**
- 4.1** The Contract Strategy identified that only OLM Systems Ltd can undertake the licencing, support and maintenance. The recommendation therefore is that the contract for the Provision of CareFirst Software Support and Maintenance is awarded to OLM Systems Ltd of Cairns House, 10 Station Road, Teddington Middlesex, utilising regulation 33 of the *Public Contracts (Scotland) Regulations 2015* - use of the negotiated procedure without prior publication.
- 4.2** The contract shall be for a period of three years and at an estimated contract value of £270,000 ex VAT. The cost for year one is fixed at £88,269, with costs in years two and three subject to price escalation in line with the Retail Price Index (RPI) which is forecast to be 2.5% for 2021.
- 4.3** OLM Systems Ltd have supplied and supported the CareFirst software since 2011. The contract will include two system upgrades. These releases cover legal and statutory changes and ensure compatibility with supported versions of 3rd party software such as Oracle 12c database.
- 4.4** OLM Systems Ltd pay all staff above the real Living Wage (minimum £9.50 per hour). There are no specific social benefits associated with this contract, however further social benefits will be discussed with OLM Systems Ltd and any actions to take any social benefits forward will be agreed and will be monitored as part of the Contract and Supplier Management Policy.
- 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 ICT Services. The Corporate Services Committee of 17 February 2021 approved a budget, based on previous years spend, of £87,300, however the cost for year one exceeds that by £969. Inflationary increases were anticipated and Committee was advised that where outturn costs exceed the budget, the excess would be captured as future revenue burdens. The

budgets for years two and three will require to be increased in line with an estimated RPI inflation.

**6.2** There are potential additional costs in relation to travel expenses incurred by OLM Systems Ltd should on site attendance be required.

**6.3** This procurement exercise was conducted in accordance with the agreed Contract Strategy produced by the Corporate Procurement Unit in close consultation with ICT and WDHSCP 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 WDHSCP and Council.

**7.2** Should the contract fail to be awarded, the CareFirst software will be out of support, and the required upgrades to comply with legislation would not be progressed.

## **8. Equalities Impact Assessment (EIA)**

**8.1** An equalities impact assessment screening was undertaken by ICT Services, which determined a full equalities impact assessment was not required.

## **9. Consultation**

**9.1** Consultation has taken place with ICT Services, WDHSCP, Legal Services and Finance Services.

## **10. Strategic Assessment**

**10.1** The Provision of CareFirst Software Support and Maintenance 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.

**Name:** Angela Wilson

**Designation:** Chief Officer - Supply, Distribution and Property

**Date:** 1 March 2021

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**Person to Contact:** Derek McLean, Business Partner – Strategic Procurement, Corporate Procurement Unit  
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**Appendices:** None

**Background Papers:** The Contract Strategy

EIA Screening

**Wards Affected:**

None

**WEST DUNBARTONSHIRE COUNCIL**

**Report by Chief Officer – Supply, Distribution and Property**

**Tendering Committee: 21 April 2021**

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**Subject: Contract Authorisation Report – Renton Footbridge Construction Works**

**1. Purpose**

- 1.1** The purpose of this report is to seek the approval of the Tendering Committee to authorise the Chief Officer - Regulatory and Regeneration to conclude the award of the contract for Renton Footbridge Construction Works.

**2. Recommendations**

- 2.1** It is recommended that the Tendering Committee:
- a) Authorise the Chief Officer - Regulatory and Regeneration to conclude on behalf of West Dunbartonshire Council (the Council), the award of the Contract for Renton Footbridge Construction Works to Balfour Beatty Civil Engineering Ltd; and
  - b) Note that the contract shall be for a maximum period of three months and at a value of £475,000 ex VAT. The estimated commencement date of the contract is 4 May 2021.

**3. Background**

- 3.1** The purpose of this contract is to appoint an experienced contractor to carry out required construction and remedial works at the Renton Footbridge, Dumbarton, within the agreed budget.
- 3.2** The budget for Renton Footbridge Construction Works was approved within the overall Roads and Infrastructure budget as part of the wider General Services budget by West Dunbartonshire Council at its meeting on 22 March 2021.
- 3.3** 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 Works. A Contract Strategy document was also approved by the Business Partner – Strategic Procurement on 6 April 2021.

**4. Main Issues**

- 4.1** The Contract Strategy identified that Scape Procure Scotland Limited National Civil Engineering and Infrastructure Framework Agreement (FA) - Scotland was the best route to market for Renton Footbridge Construction Works.
- 4.2** When the FA was awarded, Balfour Beatty Civil Engineering Ltd was the most economically advantageous tenderer with a score of 83.8% and was appointed

to the FA as a sole contractor. Therefore a Direct Award is the only option available to Call Off from this FA.

**4.3** It is recommended that the contract is awarded to Balfour Beatty Civil Engineering Ltd of London, England, via the Scape Procure Scotland Limited National Civil Engineering and Infrastructure FA - Scotland. The contract shall be for a maximum period of three months at a value of £475,000 ex VAT. The value of the contract is below the value approved by West Dunbartonshire Council.

**4.4** Balfour Beatty Civil Engineering Ltd has committed to paying all staff as a minimum, the real Living Wage (min. of £9:50 per hour) and promotes Fair Working Practices across their organisation. Balfour Beatty Civil Engineering Ltd has committed to delivery of a range of social benefits at FA level. Social benefits will be discussed at the implementation meeting and actions to take these forward will be agreed.

## **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 overall Roads and Infrastructure budget as part of the wider General Services budget.

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

## **7. Risk Analysis**

**7.1** The successful contractor 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 reputational ramifications.

## **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 that there is no equalities impact.

## **9. Consultation**

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



## **10. Strategic Assessment**

**10.1** The Renton Footbridge Construction Works will contribute to the delivery of the Council's strategic priorities by:

- A Strong local economy and improved employment opportunities.
- Open, accountable and accessible local government.

**Name:** Angela Wilson

**Designation:** Chief Officer – Supply, Distribution and Property

**Date:** 8 April 2021

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<b>Person to Contact:</b>	Laura Adams, Senior Procurement Officer, Corporate Procurement Unit, <a href="mailto:Laura.Adams@west-dunbarton.gov.uk">Laura.Adams@west-dunbarton.gov.uk</a>
<b>Appendices:</b>	None
<b>Background Papers:</b>	Contract Strategy EIA Screening
<b>Wards Affected:</b>	Leven