

# North Tyneside Council

## Report to Cabinet

### Date: 12<sup>th</sup> August 2013

#### ITEM 7(c)

Title: Procurement of  
Advice and Information  
Services

Portfolio(s): Community Engagement

Cabinet Member(s):

Cllr Carole  
Gambling

Report from Directorate: Chief Executive Office

Report Author:

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Policy, Partnerships, Performance and  
Communications

Tel: (0191) 643 7070

Wards affected:

All

#### PART 1

##### 1.1 Purpose:

The purpose of the report is to seek approval to commence a procurement exercise to secure advice and information services for residents of North Tyneside by seeking the most economically advantageous tender in accordance with European procurement rules. Cabinet's authority is required to proceed as the estimated potential contract value of the contract may exceed £500,000.

##### 1.2 Recommendation(s):

It is recommended that Cabinet:

- (1) Agrees to undertake a procurement exercise to secure advice and information for residents of North Tyneside for the next three years with an option of a further two years extension. This service will start on the 1<sup>st</sup> April 2014; and
- (2) Authorises the Strategic Manager for Policy, Partnership, Performance and Communication in consultation with the Cabinet member for Community Engagement, Head of Law and Governance and Strategic Director of Finance and Resources, to undertake a procurement exercise to identify a contractor for the above purposes in accordance with all procurement rules, with:
  - a) authority to approve the specification and procurement documentation;
  - b) approve the evaluation criteria; and
  - c) award a contract to the winning tenderer on terms approved by the Head of Law and Governance.

##### 1.3 Forward Plan:

This report is listed on the Forward Plan for the period from 10<sup>th</sup> July 2013

## **1.4 Council Plan and Policy Framework**

This report relates to the following theme in the 2012-15 Council Strategic Plan:  
Delivering the Plan – Working in Partnership

## **1.5 Information:**

### **1.5.1 Background**

1.5.2 This contract is worth £300,000 annually. In 2008 the Authority undertook a procurement exercise that resulted in the contract being awarded to CAB North Tyneside from the 1<sup>st</sup> April 2009. The initial contract was for three years. This contract has been extended for a further two years and will expire on 31 March 2014 and therefore a further procurement exercise now needs to be undertaken.

1.5.3 This new contract will be for a duration of three years with an option to extend for two further years. To comply with the Authority's Contract Standing Orders Cabinet approval is required to commence the procurement exercise.

1.5.4 Last year CAB North Tyneside, the current provider of this service, helped residents by helping to secure over £3 million of debt write off and almost £1.5 million of benefit gains. At a time of economic hardship this makes a significant difference to the lives of residents of North Tyneside. In addition they helped to address over 71,000 advice issues.

1.5.5 It is anticipated that the new service will start on the 1<sup>st</sup> April 2014 and will initially be for 3 years.

## **1.6 Decision options:**

The following decision options are available for consideration by Cabinet:

### Option 1

Cabinet may choose not to approve the recommendations in paragraph 1.2 and decide not to re-procure the service;

### Option 2

Cabinet may choose to approve the recommendations in paragraph 1.2;

### Option 3

Cabinet may choose not to approve the recommendations in paragraph 1.2 and decide to deliver this support in a different way, for example by the Council delivering this service.

Option 2 is the recommended option.

## **1.7 Reasons for recommended option:**

Option 2 is recommended for the following reasons:

This service has helped residents deal with millions in debt, giving trusted advice and information to residents, including helping residents to navigate through the welfare reform changes. Without this service many residents would not receive support with which enables them to address and manage debt and access to confidential and trusted advice. Option 2 is felt to provide the best value of money for residents of North Tyneside.

## **1.8 Appendices:**

Appendix 1: Procurement timetable

## **1.9 Contact officers:**

Jackie Laughton, Strategic Manager, Policy, Partnerships, Performance and Communication	tel: (0191) 643 7070
Felicity Shoesmith, Manager, Partnerships and Involvement Team	tel: (0191) 643 7071
Derek Russell, Procurement and Contracts Officer	tel: (0191) 643 5654
Alison Campbell, Finance Business Manager	tel: (0191) 643 7038

## **1.10 Background information:**

There are no background papers

## **PART 2 – COMPLIANCE WITH PRINCIPLES OF DECISION MAKING**

### **2.1 Finance and other resources**

The funding for this service will come from existing budgets.

### **2.2 Legal**

As the predicted value of the contract exceeds £500,000, this procurement process requires Cabinet approval. The proposed procurement process will be undertaken in compliance with the Authority's Contract Standing Orders and EU and UK public procurement requirements.

Contracting arrangements will be upon terms agreed by the Head of Law and Governance.

### **2.3 Consultation/community engagement**

#### **2.3.1 Internal Consultation**

Consultation has taken place with the cabinet member for community engagement and other relevant council officers.

#### **2.3.2 External Consultation/Engagement**

The current contract is regularly monitored. Information from the monitoring of the current contract will inform the new service specification which sets out the ranges of support the Council wants to procure.

### **2.4 Human rights**

There are no human rights implications directly arising from this report.

### **2.5 Equalities and diversity**

Tenders will include information on how any successful organisation will ensure that any service complies with the equality and diversity policies.

### **2.6 Risk management**

There are no risk management implications directly arising from this report.

## 2.7 Crime and disorder

There are no crime and disorder issues arising from this report.

## 2.8 Environment and sustainability

There are no environmental or sustainability issues directly arising from this report.

### PART 3 - SIGN OFF

- Chief Executive  X
- Strategic Director(s)  X
- Mayor/Cabinet Member(s)  X
- Chief Finance Officer  X
- Monitoring Officer  X
- Strategic Manager Policy, Partnerships, Performance and Communication  X

## **NORTH TYNESIDE COUNCIL**

### **TIMETABLE of EVENTS (EU OPEN PROCEDURE)**

- |  |  |
|--|--|
| <b>1. Cabinet approval obtained</b><br>(Meeting of Monday 12 <sup>th</sup> August) | <b>Monday 26<sup>th</sup> August 2013</b>          |
| <b>2. All tender documentation ready</b>   | <b>Monday 2<sup>nd</sup> September 2013</b>        |
| <b>3. Advertise (OJEU &amp; NEPO Portal)</b>                                       | <b>Monday 2<sup>nd</sup> September 2013</b>        |
| <b>4. Publish tender doc's</b>   | <b>Tuesday 3<sup>rd</sup> September 2013</b>       |
| <b>5. Tender Closing Date</b> (min 40 days)  | <b>Noon Monday 14<sup>th</sup> October 2013</b>    |
| <b>6. Tender Opening</b>   | <b>(PM) Monday 14<sup>th</sup> October 2013</b>    |
| <b>7. Tender Evaluation</b> (allow 2 weeks)  | <b>** Complete by 28<sup>th</sup> October 2013</b> |
| <b>8. Council Gateway Approval</b>   | <b>** 1<sup>st</sup> November 2013</b>             |
| <b>9. Advise of Award &amp; Regret</b><br>(Alcatel period – 10 days)               | <b>** Friday 1<sup>st</sup> November 2013</b>      |
| <b>10. Contract Award</b>  | <b>** Tuesday 12<sup>th</sup> November 2013</b>    |

\*\* Estimated dates.