

Proposed Officer Key Decision to be taken by the Strategic Director of Resources on or after 11th July 2014

Approval to Proceed with the Procurement – Provision of Wireless Equipment for Schools and County Council

Recommendation

That the Strategic Director of Resources approves that the Council proceeds with the procurement of Wireless Equipment for School and the County Council, and that authority to Award the Contract be delegated to the Head of Information Assets on terms and conditions acceptable to the Head of Law and Governance.

1.0 Background

- 1.1 This report requests the approval to proceed with the procurement for a Wireless Equipment provision, as outlined in the procurement plan included in **Appendix 1**.
- 1.2 Over a four year term predicted spend for the Schools and Corporate use is expected to be in the range of £600,000. This is based on Schools spend being around £450,000 and Corporate spend being around £150,000 in this period.
- 1.3 A contract coming from this procurement exercise is expected to be for a two year term with options to extend it as the Council wishes to a maximum of 24 further months.

2.0 Timescales associated with the decision and next steps

- 3.1 It is proposed that the tender will be launched in July 2014, with the contract commencing in August 2014.

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WCC Procurement Plan



A Procurement Plan is a risk management tool to help you manage your procurement process effectively and efficiently. As with all plans, things will change as the procurement progresses however the Procurement Plan provides a considered baseline from which you can develop an effective procurement strategy having given some early thought to the issues that can go wrong during a procurement process. Whilst it won't solve every problem you may encounter, it will go some way to ensuring that the project runs smoothly and you get a successful outcome.

Contract Standing Orders (September 2013) REQUIRE you to have a Procurement Plan approved by the Strategic Procurement Unit for all contracts with a total aggregate value in excess of: -

Category	Total Aggregate Spend where an approved Procurement Plan is mandatory
Supply (Goods)	£172,514
Service	£172,514
Works	£500,000

or where you believe the procurement poses significant risk to the Authority. This requirement also applies even if you engage a buying organisation such as ESPO or external consultant to undertake the procurement on your behalf.

Procurement Plans are not required where you use a Warwickshire County Council owned Framework Agreement.

The Procurement Plan must be approved by Strategic Procurement before the procurement process commences.

Where the completion of a Procurement Plan is mandatory, managers are required to consider and complete **all elements** of the procurement plan. Managers are reminded that the level of detail they go into **MUST** be reasonable given the value and/or risk of the procurement project and **MUST** stand up to Audit scrutiny

Managers are reminded that before a procurement process can commence, they must have: -

- The necessary approvals to start the procurement (see WCC Scheme of Delegation)
- Created an entry in the Contracts Management System (CMS) and obtained a contract reference number
- Had your Procurement Plan approved by the SPU

Users are encouraged to embed background documents to support their Procurement Plan

If you are unsure about any aspect of completing the Procurement Plan or you would like to discuss your procurement project, please contact the Strategic Procurement Unit and one of our team will be happy to advise: -

E mail strategicprocurement@warwickshire.gov.uk

Paul White
Strategic Procurement Manager

WCC Procurement Plan



CSW-JETS Reference	
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1 Contract Spend on Requirement		
a	Current Annual Value, or if one off expenditure, the budget available for the project?	Current spend value is £200k per year plus support of £28k. Currently there are approx. 140 schools that have a wireless solution in WCC. We therefore expect that in future years the demand for new installations will considerably reduce. Forecasted spend for both corporate and schools (based on an average of £7.5k per school in future years) is: Year 1 - £190k + £30k support (25 installs) Year 2 - £150k + £30k support (12 installs) Year 3 - £100k + £30k support (6 installs) Year 4 - £50k + £30k support (3 installs) Total estimated value £610k
b	Proposed Length of contract (in years)	4 years (2 years +1 +1 option to extend)
c	Proposed Contract Start Date	August 1 st 2014
d	Which Category of Expenditure does this fit into? Proclass Codes	271200

2 Summary/Overview of the Requirement		
<p>This is to meet the requirements of schools to purchase wireless solutions from WCC. Orders are made with ICTDS who commission the preferred supplier to quote for and complete the order. There is therefore a low risk and no large financial outlay.</p> <p>It is a vital part of the business of ICTDS to supply install and support wireless installations for use in schools. This will also be available for corporate procurement.</p> <p>ICTDS wish to run a mini tender process using the RM721 framework agreement. The successful supplier will then be used by WCC and Warwickshire schools on an ad-hoc basis until the end of July 2016.</p>		
a	Is this 1. a new procurement (eg all new service) 2. renewal of existing provision (with significant change) 3. renewal of existing provision (without significant changes)	This is a renewal of existing provision (without significant changes)
b	Is this procurement part of an overarching Programme or linked to any other Procurement?	No
c	What Social Value benefits are you currently getting from your existing contract? <i>Please view the guidance for context.</i> Community Impacts	This is a provision which can support the development and education of Warwickshire children

3 Approval		
a	Who has provided authority to procure and when? Scheme Of Delegation	Who: Seeking this via David Carter via Forward Plan system Date:

WCC Procurement Plan



b	A Forward Plan entry (within CMIS) is required for all procurements with a total aggregate value exceeding £500,000, Has this been done?	Yes Date: Added to system 27 th June 2014
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4 Collaboration		
a	Have you explored the potential to collaborate on this requirement with Solihull MBC and Coventry CCC – provide detail	Yes. The contract will be available for Solihull and Coventry to use if they so wish. Coventry has however completed their own tender process.
b	Have you explored the potential to collaborate on this requirement with any other potential partner – provide detail	NO
c	If it is to be a collaborative Procurement, please state Lead Authority and participants? If No, State why not?	N/A

5 Consultation		
a	What consultation have you undertaken in relation to service users, customers and stakeholders?	<ul style="list-style-type: none"> • ICTDS advisers and technicians regularly are in schools discussing with customers. • Technician and business managers at forums have been held where participants can share their ideas and concerns
b	What consultation/research have you undertaken in relation to potential suppliers?	We have met regularly with suppliers of wireless and reviewed the latest technologies and options available.
c	If this is a procurement to replace an existing provision, what management information do you have and how will this be used to influence the new contract?	We have details re delivery times and reliability of hardware that will inform the process
d	What benchmarking (cost and/or process) has been / will be undertaken?	Existing hardware is constantly in use and is monitored by the comms team for robustness. We will compare tender costs with what can be achieved on the open market.

6 Procurement Procedure				
a	Are you planning to use an existing Framework? E.g. ESPO, CCS, SCAPE or another Authority)?	YES		
		If Yes, which one: CCS		
		If Yes, include details of the Framework RM721		
	If No:			
	Is this requirement captured by the Public Contract Regulations?	Goods (Over £174,000)	Services (Over £174,000)	Works (Over £4.3m)

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	(Please tick one)	x		
	Which Procedure are you intending to use? (Please tick one)	Open	Restricted	Competitive Dialogue / Negotiated
		X		
<p>Descriptions</p> <p>Open Procedure - Commonly used, tends to be used when there are limited suppliers in the market place - a quicker process than using the Restricted Procedure.</p> <p>Restricted Procedure - most effective when there are lots of suppliers as this procedure allows you to shortlist suppliers part way through the procurement process. Using this procedure will require you to issue the county's standard PQQ as part of the process.</p> <p>Competitive Dialogue & Negotiated Procedure - Only used in exceptional and complex procurements. You should not undertake either of these processes without discussing with Strategic Procurement and Legal Services first.</p>				

7 Finance		
a	What cashable efficiencies are you expecting to deliver?	New technology should be able to provide a reduction of approx. £2000 per site as an on-site controller will no longer be required. Support costs should also reduce by up to 50%
b	What non Cashable Efficiencies are you expecting to deliver?	Increased functionality and performance due to technological improvements.
I	What is the potential for Income Generation?	Income generation for the business unit is possible through the add on services we offer: <ul style="list-style-type: none"> • Installation • Software • Technical support • training

8 Contract Evaluation		
Evaluation is a critical component of any legally compliant procurement activity and therefore needs careful consideration at the outset i.e. before any advertisement or contract notice has been published. Your tender will need a detailed breakdown within the following headline figures.		
a	What is your proposed headline evaluation model (e.g. 60% cost / 40% none cost) Example Award Criteria	Proposed Award Criteria
		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">Cost 50%</div> <div style="width: 45%;">Non-Cost 50%</div> </div>
		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">5 examples are costed to give the overall 50%</div> <div style="width: 45%;">7 questions make up 50%</div> </div>

9 The Contract		
Contract Conditions set out the terms, responsibilities and requirements of all parties to the contract. Will you be using:		
a	A standard WCC Contract (if so which one)	Framework contract
b	An industry produced Contract i.e. NEC3, JCT or other (please detail)	

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c	An amended WCC Standard or Industry Contract (If you wish to modify either a WCC Standard Contract or an Industry produced contract, please ensure any alterations are confirmed through Legal Services.)	
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10 Social Responsibility

Contribution to wider Corporate Objectives - Outline how this Procurement addresses and supports the Council's objectives relating to the following, and append Risk, Environmental, Equality assessments where required

Where there are pro-forma, please complete them. Where no pro-forma is provided, please give narrative.

a	Equality Risk Assessment	Completed and attached
b	Environmental Risk Assessment	Completed and attached
c	Risk Register (choose most appropriate one) Risk Register Goods	Completed and attached
d	Voluntary and Community Sector	There is no opportunity for the use of the Voluntary and Community Sectors within the supply chain as a part of or consequence of the contract.
e	Local Supply Chain	Local subcontractors may be used for installations.
f	Local Jobs, Apprenticeships and Training	Discussions with suppliers and also question in tender document will help focus suppliers on any possibilities.
g	Health and Safety (No pro-forma)	ICTDS has a health and safety document that all suppliers must adhere to and sign. This includes following the health and safety guidelines for installations. These guidelines were produced in consultation with the resources health and safety rep and also the property risk management team gave input regarding managing asbestos issues.

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Job Title	Business Support Team Leader
Directorate	Information Assets
Date	13 th June 2014

Once completed submit your form to strategicprocurement@warwickshire.gov.uk

Plan received by Strategic Procurement

Date

Plan Agreed by Strategic Procurement

WCC Procurement Plan



Name.....

Date.....