

Commissioning Form

This form is to be completed by the commissioning service or department for all procurement proposals with a total value above £25,000. If you are seeking an exception from Contract Procedure Rules or exception from the requirement to tender, you must complete an **Exception Form**.

Title	Asbestos Removal – Call off Contract
Head of Service:	Steve Gadd
Manager:	Sarah Wainwright
Report Completed by:	Sarah Wainwright
Date:	27 th August 2020
Total Estimated Value:	Up to £4m

PROCUREMENT TEAM USE ONLY	
Officer	<input type="text"/>
Priority	High/Med/Low
Category	<input type="text"/>
Received	<input type="text"/>
Complete by	<input type="text"/>
Est Hrs Required	<input type="text"/>

Asbestos Removal

Copy and paste:



Goods:	<input type="checkbox"/>
Services: services not subject to the 'light touch regime' (i.e. most services)	<input checked="" type="checkbox"/>
Light Touch Regime: certain social, health, education & other services subject to the 'light-touch regime'	<input type="checkbox"/>
Works:	<input type="checkbox"/>

Does the proposal include Land contracts or the appointment of developers?

Yes No

If Yes, has the Monitoring Officer (Legal) been consulted?

Yes No

If Yes state the Monitoring Officer's advice. If No, state why not:

Does the proposal include Information & Communication Technology, property or works?

Yes No

If Yes, has the relevant council service been involved?

Yes No

If Yes state the services' involvement. If No, state why not:

Procurement Level

Copy and paste:



Intermediate Value: £25,000 to OJEU threshold*	<input checked="" type="checkbox"/>
High Value: above relevant OJEU threshold*	<input type="checkbox"/>

*OJEU limit Goods/ Services: £181,302 *OJEU limit works: £4,551,413 *OJEU limit light touch regime: £615,278, concession agreements: £4,551,413

Procurement Process

Copy and paste:

Is there a corporate purchasing arrangement or National Procurement Service framework or other framework agreement relevant to your proposal?

Yes No

If Yes, state which below:

But unsuitable for our needs

Are you planning to make use of any corporate purchasing arrangement or framework agreement identified above?

Yes No

If Yes, will the process be direct award or mini competition?

Timescales

Date	Milestone
20/10/2020	Authorisation of Commissioning Form at Cabinet
22/10/2020	Publish notice
25/11/2020	Tender closed to responses, start evaluation
15/12/2020	Award submitted to Cabinet for consideration
17/12/2020	Standstill Period commences
11/01/2021	Contract start

Outline

Briefly describe the proposal

This Contract is to procure Asbestos removal works for both Housing and Commercial properties.

Price / Quality Weighting

Please state the percentage weightings being given to price and quality in your tender evaluation:-

Price

50%

Quality

50%

Options

Copy and paste:

Has a zero cost option been considered?

Yes

No

Has a reduced cost option been considered?

Yes

No

State whether and why zero and/or reduced cost options have been adopted or discounted:

Collaborative Procurement

Copy and paste:

Has a collaborative procurement with Denbighshire/Flintshire County Council been considered?

Yes

No

If yes please give details, if no please state reason:

Denbighshire are moving away from the collaborative framework agreement, in order to streamline processes even further with a bespoke call-off contract.

Cross Service Procurement

Copy and paste:

Has a procurement across another Council Service been considered if there is the same or similar need for the works/goods/services?

Yes

No

If yes please give details:

All works associated with asbestos will be incorporated into this contract, however housing and commercial will be separated as far as possible.

Existing Council Contracts

Copy and paste:

Is there an existing Council contract that covers the same or similar works, goods or services which can be utilised?

Yes No

If yes please give details:

Safeguarding

Safeguarding includes everything a Council can do to keep people safe, including minimising the risk of harm and accidents, taking action to tackle safety concerns and ensuring people grow up and live in safe circumstances. Safeguarding covers physical, sexual, psychological and financial abuse, neglect, modern slavery and radicalisation.

Does the works, goods or services include any elements that raise safeguarding concerns or requirements?

Copy and paste:

Yes No

If yes please give details:

This is because the work area will always be segregated, and usually when the property is unoccupied.

Data Protection

Does the works, goods or services include any elements that involve the processing or sharing of personal data of living individuals?

Copy and paste:

Yes No

If yes please give details:

In some instances, the work may involve giving the contractors access to residents details for domestic and commercial properties, where access is reliant on them. We have developed an agreement which will form part of the contract and is in line with current GDPR

If Yes, has the Information Governance Team been consulted?

Yes No

If No, state why not:

Grant Funding

Is grant funding being used in whole or in part to fund the procurement?

Copy and paste:

Yes No

If yes please give details and please state whether there is a grant agreement:

Procurement Checklist

Copy and paste:

Has a Sustainability / Wellbeing Impact Assessment been completed?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Have you identified and mitigated any potential conflicts of interest?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you conducted market dialogue, research, analysis?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you consulted stakeholders, partners and/or end users?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you consulted the Insurance and Risk Manager on potential insurance issues?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you instructed the legal team to develop contract terms?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you sought advice on safeguarding issues?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have you sought advice on any TUPE, IPR or other legal issues?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Have you determined contract management & information requirements?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you determined whether to use lots (e.g. to encourage SMEs)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input checked="" type="checkbox"/>
Could you reserve the contract for public mutuals or social enterprises?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>
Have you drafted the tender specification?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you developed evaluation criteria & scoring methodology?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Have you identified the scorers/evaluators?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	N/A	<input type="checkbox"/>
Will you need to arrange interviews, presentations, site visits etc.?	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>	N/A	<input type="checkbox"/>

Is this proposal funded wholly or in part by EU grant?

Yes No N/A

If you wish to expand on any of your responses to these questions please give details in the box below:

Finance

Grant Funding Source	Amount
	£
	£
Total Grant Funding:	£

Capital Funding Source	Amount
YR1	£ 250,000
Total Capital Funding:	£ 250,000

Revenue Funding Source	Amount
YR1	£150,000
Total Revenue Funding:	£150,000

Estimated Total Value:	£ 4,000,000
Estimated Annual Value	£ 400,000

Cost Code	P14020CJD7 - Asbestos capital funding
	HR2532C1F6 – Housing Survey (revenue budget)
	HR2532C1C2 – Housing Works (revenue budget)

If the contract is a collaboration with external partners the figures quoted should include the total contract value not just the Local Authority element.

Contract

Provide basic details of any contract to be awarded

Type of Contract:	Works Contract
Form of Contract for Works (eg JCT or NEC)	Bespoke Call-Off Contract
Proposed Start date:	11/01/2021
Proposed End date:	11/01/2022
Proposed options for extension (if any):	12 Monthly
Maximum duration (including extensions):	10 Years

Community Benefits

Copy and paste:

Are you including community benefits?

Yes

No

If Yes, provide details below: If No, state why community benefits have not been included

Note that it is mandatory to include community benefits for all contracts for the value of £1,000,000 and over.

Contacted Karen Bellis and begun work on including this in the evaluation methodology

The Local Economy

Copy and paste:

Have you considered ways in which this proposal might benefit the local economy and increase opportunities for local businesses?

Yes

No

If Yes, provide details below: If No, please state why not.

Again more research will be completed on this area, to identify the best way to benefit the local community.

Risk Assessment

What is the total estimated value of the proposal?	Over £2m
If things go wrong, what is the operational risk to the Local Authority?	Medium
If things go wrong, what is the reputational risk to the Local Authority?	High
If things go wrong, what is the financial risk to the Local Authority?	Medium

Risk Mitigation

For risks which have a medium or high risk, state steps to be taken to minimise the risk:

Reputational Risk

Reputational risk is always high with any works associated with Asbestos, this risk will be avoided at all costs by ensuring quality contractors are engaged and proactive contractor management. Enhancing emergency protocol with main contractor.

Financial Risk

Strengthen clauses in end contract in order to allow penalties and greater control. This may mitigate some of the financial risk as some of the costs could be recouped from the contractor.

Operational Risk

With one primary supplier, there is a risk should they be unable to fulfil the contract, in these instances the Asbestos Team at DCC would need to go externally to complete a quoting exercise in order to find an alternative contractor. This is only likely to be an issue with reactive works as most jobs will be planned in advance.

Consultation with Members

Please confirm that relevant members have been informed where the decision has implications for a particular locality.

Copy and paste:

Yes No

If Yes, please list member's names below and details of any feedback incorporated.

AUTHORISATION

The undersigned authorise the commissioning proposal described

TEAM MANAGER: (if within spend authorisation limit)

Signature Date

HEAD OF SERVICE/CHIEF OFFICER: (Mandatory)
(or Service Manager if within their spend authorisation limit)

Signature Date

MANAGER OF BUSINESS TRANSFORMATION & ICT (Mandatory or all ICT Contracts)

Signature Date

SECTION 151 OFFICER (Finance): (Mandatory for all contracts above £250,000)

Signature Date

MONITORING OFFICER (Legal): (Mandatory for all contracts above £250,000)

Signature Date

LEAD CABINET MEMBER: (Mandatory for all contracts above £1,000,000)

Signature Date

N.B: Contracts over £2,000,000 also require Cabinet approval and the completion of a Cabinet report.

PROCUREMENT TEAM ASSESSMENT

This section to be completed by the Procurement Team following receipt of an appropriately completed commissioning form.

PROPOSED START DATE

TARGET END DATE

RECOMMENDATIONS:

Proceed with Procurement via Proactis.
Work closely with procurement Business Partner during tender process.
Well being assessment (if applicable) and Comm form to be added as 'private' attachments in project.
Please put through to contract Management on completion.

**PROCUREMENT
OFFICER**

A.Argyle

DATE 28/08/2020