

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	TENDER FOR INSURANCE SERVICES
Head of Service:	STEVE GADD
Manager:	CHRIS JONES
Report Completed by:	CHRIS JONES
Date:	08/11/22
Total Estimated Value:	£4,000,000

PROCUREMENT TEAM USE ONLY	
Officer	Rachel Sanders
Priority	
Category	Finance
Received	08/11/2022
Complete by	23/11/2022

Type	<i>Copy and paste:</i>	<input checked="" type="checkbox"/>
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 <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If Yes, has the Monitoring Officer (Legal) been consulted?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If Yes state the Monitoring Officer's advice. If No, state why not:</i>		
N/a		
Does the proposal include Information & Communication Technology, property or works?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If Yes, has the relevant council service been involved?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
<i>If Yes state the services' involvement. If No, state why not:</i>		
N/A		
Procurement Level	<i>Copy and paste:</i>	<input checked="" type="checkbox"/>
Intermediate Value: £25,000 to OJEU threshold*		<input type="checkbox"/>
High Value: above relevant OJEU threshold*		<input checked="" 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:

INSURANCE SERVICES – CROWN COMMERCIAL & YORKSHIRE PURCHASING

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?

MINI COMPETITION

Timescales

Date	Milestone
DD/MM/YYYY	Authorisation of Commissioning Form
DD/MM/YYYY	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
17/04/2023	Tender advertised
02/06/2023	Tender closed to responses, start evaluation
DD/MM/YYYY	Evaluation finalised (start of 10 day standstill period)
DD/MM/YYYY	Contract award
31/07/2023	Contract start

Outline

Briefly describe the proposal

INSURANCE BROKERS HAVE BEEN APPOINTED TO OVERSEE A TENDER VIA ONE OF THE EXISTING FRAMEWORKS FOR ALL CLASSES OF INSURANCE SERVICES (EXCEPT FOR MARINE AND TERRORISM WHICH ARE SPECIALIST MARKETS) FOR THE AUTHORITY. THEY WILL PUT ALL THE DOCUMENTS TOGETHER AND TIMETABLE TO ENSURE THE CONTRACT AWARD DATE AND CABINET REPORT DEADLINE OF LATE JUNE 2023 ARE MET WHILST COMPLYING WITH THE DATE RESTRICTIONS OF THE RELEVANT PROCUREMENT REGULATIONS. INSURANCE SERVICES WILL BE TENDERED IN VARIOUS LOTS TO ENSURE THE BEST RESPONSES ARE RECEIVED FROM THE MARKET. WE ENVISAGE LETTING THE CONTRACT ON A THREE YEAR DEAL WITH THE OPTION TO EXTEND THE DEAL FOR A FURTHER TWO YEARS AND THEN WITH ANOTHER OPTION TO EXTEND FOR ANOTHER TWO YEARS IF MARKETS ARE FAVOURABLE.

PRICE AND QUALITY RATIOS ARE:-

50% price

50% quality split:

25% compliance with the specification (this is arguably the more interesting area for points of difference)

10% claims service

10% overall service

5% social value / community

Price / Quality Weighting

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

Price

50%

Quality

50% (THEN SPLIT AS ABOVE)

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:

LEGAL REQUIREMENT TO HAVE INSURANCE IN PLACE.
DISCUSSING WITH BROKER OTHER OPTIONS FOR DIFFERING LEVELS OF EXCESS WHICH MAY REDUCE PREMIUM LEVELS BUT NEED TO BE OFFSET WITH AN ANALYSIS OF THE SAVINGS AGAINST THE TOTAL COST OF RISK.

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:

FLINTSHIRE HAVE DIFFERENT EXPIRY DATES FOR THEIR PREMIUMS PLUS INSURANCE COVER IS VERY SPECIFIC FOR EACH AUTHORITY AS WE CARRY DIFFERENT LEVELS OF RISK

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:

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:

N/A

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:

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:

If Yes, has the Information Governance Team been consulted? Yes No

If No, state why not:

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: Community Benefits must be considered for all Goods & Services contracts over £25,000, all Works contracts over £100,000 and it is mandatory to include community benefits in all contracts for the value of £1,000,000 and over.

If you have not yet discussed Community Benefits with the Community Benefits Hub please contact communitybenefits@denbighshire.gov.uk

COMMUNITY BENEFITS RESPONSES INCLUDED IN THE QUALITY SCORING

Contract Management and Key Performance Indicators

Have you considered key performance indicators to use to monitor contractor performance?

Yes No

If No, state why not:

LEGAL REQUIREMENT TO HAVE INSURANCES – POLICIES NEED TO MEET THOSE LEGAL REQUIREMENTS

If yes please give details, including KPI's related to Community Benefits:

[Empty text box for details]

The Local Economy

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

Copy and paste:
Yes No

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

ONLY NATIONAL FRAMEWORKS AVAILABLE – INTERNATIONAL INSURANCE COMPANIES ONLY HAVE THE CAPACITY TO DELIVER THE INSURANCE COVERS REQUIRED FOR THE AUTHORITY DUE TO SIZE OF INDEMNITY LIMITS REQUIRED AND ACCESS TO REINSURANCE MARKETS

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:

[Empty text box for details]

Finance

Funding Source	Amount
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Revenue - Insurance Budgets & Schools	£ 4,050,000
Capital	£
Grant	£
Total Funding:	£ 4,050,000

Estimated Total Value:	£ 4,050,000 (c £9,000,000 WITH EXTENSIONS)
Estimated Annual Value	£ 1, 350,000

Cost Code	Various Ins Codes (G91 holding a/c)
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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:	FORN INSURANCE SERVICES
Proposed Start date:	31 JULY 2023
Proposed End date:	30 JULY 2026
Proposed options for extension (if any):	TWO YEAR PLUS ADDITIONAL TWO YEAR
Maximum duration (including extensions):	7 YEARS (DEPENDING ON INS MARKET)

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?	Low
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:

INSURERS ON THE FRAMEWORKS HAVE BEEN PRE-SCREENED AND ASSESSED FOR THEIR FINANCIAL STABILITY WHICH GIVES ASSURANCE THAT ANY PROVIDER SELECTED HAS THE CAPABILITIES TO DELIVER THE COVER REQUIRED OVER THE DESIGNATED PERIOD

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.

CORPORATE CONTRACT SO NO LOCAL ISSUES BUT THE MEMBER FOR FINANCE HAS BEEN NOTIFIED OF THE NEED TO TENDER FOR THESE SERVICES

Procurement Checklist

Copy and paste:

- | | | | | | | |
|--|-----|-------------------------------------|----|--------------------------|-----|-------------------------------------|
| Has a Sustainability / Wellbeing Impact Assessment been completed? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" 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 type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" type="checkbox"/> |
| Have you consulted stakeholders, partners and/or end users? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" 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 type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" 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 checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |
| Could you reserve the contract for public mutuals or social enterprises? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input checked="" 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 checked="" type="checkbox"/> | No | <input type="checkbox"/> | N/A | <input type="checkbox"/> |

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

Yes No N/A

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

CHIEF DIGITAL OFFICER (Mandatory for all ICT Contracts)

Signature Date

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

Signature Date
Steve Gadd

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:

RS met with CJ on 22/11/2022 to discuss tender.

A further competition exercise is to be undertaken via the YPO/ESPO insurance framework. RS has sent CJ the YPO buyer's guidance.

Insurance Broker has already appointed to lead on and provide market expertise to the Authority. RS advised that the tender should be issued and managed via Proactis Source2Contract. CJ to work with Broker to collate all necessary information for the tender. RS will be available for any project meetings or if the Broker's need any specific Denbighshire procurement advice.

Indicative timescales: current contracts are due to expire at the end of July 2023 with no further permissible extension options available.

Publish tender: 17th April
Clarifications: 5th May
Tender closes: 19th May
Contract award: 2nd June

We will need to ensure the delegated decisions/Cabinet approval is timetabled sufficiently in advance due to the tight timescales at the tail end of the procurement process i.e. contract award in June and contract expiry in July.

This form will need to be signed off by all necessary signatories and a copy of the fully signed form returned to Procurement. Fully signed form will be uploaded to Proactis as a private attachment by the Procurement BP.

PROCUREMENT OFFICER

DATE