

PORTFOLIO HOLDER DECISION RECORD SHEET

Name of decision maker: Councillor Neil Harden

Portfolio: Performance Improvement and Transformation

Date of Portfolio Holder Decision:
18/12/2012

Title of Decision:

Extension of the appointment of the specialist Project Manager to advise and oversee the tendering exercise of the Customer Service Centre and Gateway Contract

Decision made and reasons:

1. To ensure continuity in completing the Invitation to Tender exercise – Customer Service Centre and Gateway Contract - it is agreed to extend the contract with Gatenby-Sanderson for the supply of a specialist project manager for a further 52 days.
2. The contract is for work to develop and complete the ITT process and manage the process of evaluation of the completed tenders to produce recommendations for the next steps to the Cabinet on 26th March 2013.
3. The value of this extension to the contact is 52 days @ £584 per day = £30,368. The total contract value will be £77,088 for 132 days, between June 2012 and March 2013.
4. The budget for this contract is being met by the STCO services budget for the vacant Group manager post.

Reports considered: (here reference can be made to specific documents)

Officers/Councillors/Ward Councillors/Stakeholders Consulted:

Louise Miller – Corporate Director
Janice Milsom – Assistant Director
Ben Hosier – Group Manager
Caroline Souto – Senior Accountancy Assistant

Monitoring Officer comments:

The proposed extension to the duration of this contract is permitted under the Council's Procurement Standing Orders subject to approval by the relevant Portfolio Holder.

S151 Officer comments: The costs relating to the previously agreed contract of £50k are currently being financed through forecast underspends within the CSU employees budget. The forecast underspend on CSU is currently £90k, and therefore there is scope to fund the additional £30k required for the proposed contract extension. A virement will be arranged to transfer the total requirement of £80k from the CSU permanent staff budget to the CSU agency staff budget.

Implications:

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Risk:

1. Failure to appoint a specialist project manager will compromise the delivery of the tendering exercise; the Council does not have the specialist expertise in-house to complete the project.

Value for Money:

1. The Council did not have the internal capacity, or available skill set, to deliver the tendering exercise, which is commercially based and therefore had to externally appoint a specialist expert to guide the Council through the tendering process. This has been a cost effective use of resources which will be reflected in the bid evaluations and ongoing improvements in the Council's Customer Services delivery.
2. There are robust and documented reviews of the work produced by Gatenby Sanderson to ensure on-going value of money is delivered. The outputs from the assignment are closely monitored against agreed work and project plans. Weekly meetings are held with the Assistant Director and weekly reports on progress are circulated to the Cabinet Strategic Advisor Cllr Ayling and Corporate Director, Louise Miller.

Options Considered and reasons for rejection:

1. To resource the project internally. The Assistant Director (STCO) has already refocused the duties of the Group Manager responsible for Customer Services to support the project but the Council still requires a specialist commercial focus to ensure that the tendering exercise is successfully completed. The Council does not have these skills internally and in order to ensure the project plan is adhered to these options have been rejected.

Portfolio Holders Signature:**Date:****Details of any interests declared and any dispensations given by the Standards Committee:**

None

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Date Decision Record Sheet received from portfolio holder: 18/12/2012

Date Decision Published: 18/12/2012

Decision No: PH/12/076

Date of Expiry of Call-In Period: 27/12/2012

Date any Call-In received or decision implemented:

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BACKGROUND

The original date to extend the invitation to tender for the Customer Service Centre and Gateway contract was the end of August 2012. Part way into the procurement process it was agreed that the Council would need to procure specialist legal advice to ensure that the contract was ready to release to the market. The tender was actually released at the end of October, hence the project completion has been delayed to the end of March and the specialist project management advice is now needed through to that later completion date.

Further details included in the information above.