



Update on Market security tender process

SUMMARY

- 1.1 The report provides an update on Market security tender process.

RECOMMENDATION

- 2.1 To note the current position with the tender and request a report to a future meeting once the process has been completed

REASONS FOR RECOMMENDATION

- 3.1 It is ongoing within the OJEU process.

SUPPORTING INFORMATION

- 4.1 This Committee at its meeting of 30 June 2011 requested an update on progress with the Markets security tender. This follows the start of the tendering process back in March 2011. The detailed programme attached at appendix 2 shows the progress made and that 5 of the 6 activity streams have been completed.
- 4.2 The current position is that the 'Pre Qualification (PQQ) Stage' is complete. Of the 28 applications that were received, 9 were rejected by Procurement due to non compliance. The remaining 19 were scored by the Evaluation team following prior work by Procurement, Health and Safety and Finance officers.
- 4.3 Following evaluation 5 companies were selected, to go through to the next stage of the tender process and the Invitation to tender went out to them at the end of July 2011. All 5 returned completed tenders by the deadline of 31 August and those are currently being evaluated.
- 4.4 The timetable will then be
- ❖ Tender interviews/clarification meetings (if required) - week commencing 8 October 2011
 - ❖ Select preferred contractor – 18 October

- ❖ Inform other tenderers (Standstill period) - 20 – 30 October 2011
- ❖ Expected award of contract - 31 October 2011
- ❖ Contract commences - 1 December 2011.

4.5 It should be noted that the lead in period through November, after the award of the contract but before commencement in December will allow for any potential TUPE issues to be resolved.

OTHER OPTIONS CONSIDERED

5.1 As the process is ongoing any other option would require the abandonment of the current tender. Any future process would need to be OJEU compliant

This report has been approved by the following officers:

Legal officer Financial officer Human Resources officer Service Director(s) Other(s)	S Leslie Director of Regeneration Head of Governance & Assurance, Category Manager Finance & Procurement
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For more information contact: Background papers: List of appendices:	Name 01332 643337 e-mail steve.meynell@derby.gov.uk None Appendix 1 – Implications Appendix 2 -- Programme
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IMPLICATIONS

Financial and Value for Money

- 1.1 By proceeding with the tender process, this will ensure that the Council and Market Traders will receive value for money.

Legal

- 2.1 The tender has been carried out in accordance with E C Procurement Directives.

Personnel

- 3.1 TUPE implications have been taken into consideration in the process so far and the period after the award of the contract but before commencement in December will allow for any subsequent TUPE issues to be resolved.

Equalities Impact

- 4.1 The tender process was advertised under E C Procurement Directives allowing all interested parties to submit a pre qualification questionnaire for evaluation.

Health and Safety

- 5.1 None directly arising.

Environmental Sustainability

- 6.1 None directly arising

Asset Management

- 7.1 A Security presence should reduce vandalism/damage to the Markets buildings and stalls.

Risk Management

- 8.1 The key risks have been assessed and will be monitored and managed in line with current internal guidance on risk management.

Corporate objectives and priorities for change

- 9.1 Council Plan 2011 to 2014 –
 - Being safe and feeling safe
 - Good quality services that meet local needs

Appendix 2

Restricted (OJEU) Programme

Activity 1 Planning	Duration	Start	Finish	Responsible
Contract Initiation & Background Planning	14 days	02/03/2011	15/03/2011	SK - Support from MH
Confirm Stakeholders & Project Task leads	2 day	02/03/2011	04/03/2011	MH
Market Research and input	8 (+1) days	07/03/2011	14/03/2011	MH - support from SK
Update meeting with Client	1 day	15/03/2011	15/03/2011	SK & MH
Activity 2 Pre-Qualification Questionnaire (PQQ)				
Compile PQQ Evaluation process	8 days	16/03/2011	23/03/2011	SK - support from MH
PQQ draft check and update with client	1 day	24/03/2011	24/03/2011	SK & MH
Finalise PQQ document	1 (+2) days	24/03/2011	27/03/2011	SK
Activity 3 Advertise				
Compile OJEU Advert & Sourcederbyshire Advert	1 day	28/03/2011	28/03/2011	SK
Publish Date	1 (+1)	29/03/2011	30/03/2011	SK
Response Period (37 manual or 30 fully electronic)	30 days	01/04/2011	30/04/2011	n/a
PQQ Return Date			03/05/2011	n/a
Activity 4 PQQ Evaluation				
<i>This period is dependant on the volume of PQQs received</i>				
Part 1 Assessments (Finance, H&S, Equalities etc)	16 days	04/05/2011	19/05/2011	SK & MH - various council sections
Score PQQ's (including obtaining clarifications)	6 days	20/05/2011	25/05/2011	Agreed Evaluation team
Collate results and agree with Client	1 day	26/05/2011	26/05/2011	SK
Submit Shortlist and reject correspondance	1 (+2) days	27/05/2011	29/05/2011	SK
Allow 5 days standstill period for feedback	5 (+2) days	30/05/2011	05/06/2011	SK & MG (feedback purposes)
Activity 5 Tender Document(ITT)				
Compile Tender Evaluation process	4 days	20/05/2011	23/05/2011	SK & MH
Compile ITT Instructions and details of contract doc	4 (+3) days	24/05/2011	30/05/2011	SK
Finalise Specification	6 days	22/06/2011	28/06/2011	MH & support from SK
Confirm Contract Conditions including Legal input	2 days	29/06/2011	30/06/2011	SK & Legal
Tender Draft Check & Update with Client	2 (+2) days	01/07/2011	04/07/2011	SK & MH
Finalise Tender Document	2 days	05/07/2011	06/07/2011	SK
Update ITT stage on InTend	2 days	07/07/2011	08/07/2011	SK
Response Period	40 (+7) days	15/07/2011	31/08/2011	n/a
Tender Return Date			31/08/2011	n/a
Activity 6 Evaluation & Award				
Score Tenders (including obtaining clarifications)	14 days	26/09/2011	09/10/2011	Evaluation Team
Interview/Presentations (if required)	4 days	10/10/2011	03/10/2011	Evaluation Team
Collate results	1 day	14/10/2011	14/10/2011	SK

Final Checks and due diligence	1 (+3) days	15/10/2011	18/10/2011	SK
Award and reject letters	1 day	19/10/2011	19/10/2011	SK
Alcatel period (10 day standstill period)	10 +1 days	20/10/2011	30/10/2011	Feedback to suppliers
Contract Award	1 day	31/10/2011	31/10/2011	SK
Lead in Period	30 days	01/11/2011	30/11/2011	
Contract Start Date			01/12/2011	
Contract Period 4 years with the option to extend for a further year				