

	<h2>CHIEF OFFICER DELEGATED POWERS REPORT</h2>
<p style="text-align: center;">Title</p>	<p style="text-align: center;">Award of Contract for the Facilities Management System for Colindale</p>
<p style="text-align: center;">Report of</p>	<p>Chief Executive</p>
<p style="text-align: center;">Wards</p>	<p>All</p>
<p style="text-align: center;">Status</p>	<p>Public</p>
<p style="text-align: center;">Enclosures</p>	<p>None</p>
<p style="text-align: center;">Officer Contact Details</p>	<p>Sean Patten, Acting Facilities Manager Sean.patten@barnet.gov.uk Susan Lowe, Business Partner CSG Procurement susan.lowe@barnet.gov.uk</p>

Summary

This report seeks approval to award the Facilities Management System for Colindale ref 701905 to Locale Ltd with the contract to commence on 1 April 2019. The contract will be for a four-year period with up to 1 year extension option subject to performance review, value of contract and budget. The contractor will be responsible for the implementation of the system together with regular desktop maintenance.

Decisions

To authorise award of the contract to Locale Ltd for the Facilities Management System to commence on 1 April 2019. The contract will be awarded for a period of four years, with the option to extend for a further period of one year.

1. WHY THIS REPORT IS NEEDED

- 1.1 To ensure that there is an efficient Facilities Management System in place to better facilitate the general operations of the new Council offices at Colindale. This was not part of the specification for the contractor completing the build and therefore has been procured separately.
- 1.2 Also, to enable the Council to adhere with GDPR regulation and internal Data Protection Policies.

2. REASONS FOR RECOMMENDATIONS

- 2.1 Following an Invitation to Quote for the Facilities Management System for Colindale whilst adhering to the procurement procedure via the portal, and publishing a national notice on Contracts Finder, only a single submission was received. The submission was evaluated against quality to confirm the bid met the requirement to enable proceeding subject to budget confirmation and contract award. This outcome informs the recommendations for this report.
- 2.2 There was a commitment to deliver a GDPR compliant system in terms of visitor and delivery logs with additional commitments of staff communication options, building defect logging, incident reporting and a document database with in-built tracking solution.
- 2.3 The system was also required to withstand a penetration test which would fulfil the requirement of the IT security process.

3. ALTERNATIVE OPTIONS CONSIDERED AND NOT RECOMMENDED

- 3.1 As detailed within section 2, only a single submission was received for the tender. The submission was evaluated against quality to confirm the bid met the requirement to enable proceeding, subject to budget confirmation and contract award. This is considered justification that the submission was acceptable as it has been open to competition within the market, with a further additional 24 hours offered for additional bidders.
- 3.2 Due to the proximity of the Colindale office becoming operational it is not feasible to conduct a further procurement exercise therefore under single tender action it is requested concurrence for single tender action.

4. POST DECISION IMPLEMENTATION

- 4.1 Following authorisation to award the contract to Locale Ltd it will be concluded by HB Public Law.
- 4.2 Following authorisation to award the contract to Locale Ltd, LBB will liaise with the service provider to enable the mobilisation of the new contract to meet the contract commencement date of 1 April 2019.

5. IMPLICATIONS OF DECISION

5.1 Corporate Priorities and Performance

5.1.1 The provision of the Facilities Management System supports the Council's corporate priority for delivery of quality services and has been developed to support the implementation of The Way We Work programme and the wellbeing for those working and visiting the Colindale office.

5.1.2 The service provider will ensure that the system provides a solution which will comply with GDPR regulation and internal Data Protection Policies.

5.2 Resources (Finance & Value for Money, Procurement, Staffing, IT, Property, Sustainability)

5.2.1 London Borough of Barnet's Facilities Management System was advertised on Contracts Finder as a National Notice. Thirteen expressions of interest were made with one submission received, following the opportunity being extended for a further 24 hours.

5.2.2 The tender closed on 20/02/19. One bid was received and was evaluated under Most Economically Advantageous Tender (MEAT) principles the outcome of evaluation is detailed in the table below:

Criteria	Weighting %	Bidder A
		Locale
Quality 50%		
MS1 General Information	12	9.60
MS2 Penetration Test	7	4.20
MS3 Contract Management	5	4.00
MS4 Room Booking	4	3.20
MS5 GDPR	7	5.60
MS6 Incident Resolution with SLA's	7	4.20
MS7 Technology	4	3.20
MS8 New User Process	4	2.40
Quality TOTAL		36.40
Price 50%		
Price	50	50.00
GRAND TOTAL 100%		86.40

5.2.3 The total contract value for a five-year period is £55,750 this includes one-off set up fee and annual charge.

5.2.4 The contract is within budget and will be costed to the Colindale managed budget cost code.

5.3 **Social Value**

5.3.1 The new Facilities Management System supports the use of the new Council building by all stakeholders as it will include an appointment/visitor management section to capture general building visitors and clients, persons attending interviews, public walk-ins. This demonstrates community benefit under social value.

5.4 **Legal and Constitutional References**

5.4.1 In accordance with Contract Procedure Rules 6.1 Single Tender Action concurrence has been sought and provided.

5.5 **Risk Management**

5.5.1 Risks identified but ultimately mitigated within the tender documents related to GDPR compliance and IT Security.

5.6 **Equalities and Diversity**

5.6.1 The facilities management system requirement's address all users of the Colindale office and will support the delivery of equalities and diversity for the building's occupants

5.7 **Corporate Parenting**

5.7.1 The decision does not have an impact on this field.

5.8 **Consultation and Engagement**

5.8.1 Consultation has been undertaken with key stakeholders to ensure the proposed system complies with GDPR. Further engagement will commence following the decision of this report.

5.8 **Insight**

5.8.1 Benchmarking exercises were conducted to ensure that best practice and industry standards were incorporated into the contract. This included but is not limited to having the appropriate SLA's and associated service credits, time and attendance technology and using technology for proof of performance. The specification was also designed to meet industry standards.

6. **BACKGROUND PAPERS**

Policy and Resources Committee 11 December 2018 Agenda Item 13 Annual
Procurement Forward Plan 2019-20

<http://barnet.moderngov.co.uk/documents/s50126/Annual%20Procurement%20Forward%20Plan%20APFP%202019-2020.pdf>

Chief Officer: Chief Executive

Decision maker having taken into account the views of the Chairman

Signed

Date 13 March 2019