

SUBJECT: Appointment of Evaluator for DRS Procurement**Control sheet**

All reports		
1. Governance Service receive draft report	Name of GSO Date	Paul Frost 23 October 2012
2. Governance Service cleared draft report as being constitutionally appropriate	Name of GSO Date	Paul Frost 23 October 2012
3. Finance clearance obtained (<i>report author to complete</i>)	Name of Finance officer Date	Greg Pike 09 November 2012
4. Staff and other resources issues clearance obtained (<i>report author to complete</i>)	Name of Resource officer Date	Manjit Lal 23 October 2012
5. Strategic Procurement clearance obtained (<i>report author to complete</i>)	Name of SPO Date	Lesley Meeks 23 October 2012
6. Legal clearance obtained from (<i>report author to complete</i>)	Name of Legal officer Date	Sheila Saunders 31 October 2012
7. Policy & Partnerships clearance obtained (<i>report author to complete</i>)	Name of P&P officer Date	Andrew Nathan 23 October 2012
8. Equalities & Diversity clearance obtained (<i>report author to complete</i>)	Name of officer Date	Julie Pal 23 October 2012
9. The above process has been checked and verified by Director, Head of Service or Deputy	Name Date	Lesley Meeks 20 November 2012
10. Signed & dated report, <u>scanned or hard copy</u> received by Governance Service for publishing	Name of GSO Date	Chidilim Agada 22 November 2012
11. Report published by Governance Service to website	Name of GSO Date	Chidilim Agada 22 November 2012
12. Head of Service informed report is published	Name of GSO Date	Chidilim Agada 22 November 2012
Key decisions only:		
13. Expiry of call-in period	Date	Not applicable
14. Report circulated for call-in purposes to Business Management OSC members & copied to Cabinet Members & Head of Service	Name of GSO Date	Not applicable

**ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER
(EXECUTIVE FUNCTION)**

Subject	Appointment of Evaluator for DRS Procurement
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Officer taking decision	Commercial Director
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Date of decision	20 November 2012
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Date decision comes into effect	20 November 2012
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Summary	The report records the decision to appoint a consultant outside of the council's managed agency arrangement, to evaluate the detailed solution and final tender for the DRS complex procurement. This resource will be a procurement expert who will join the evaluation team reviewing the risk and flexibility of the submission.
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Officer Contributors	Lesley Meeks – Assistant Director, Commercial Assurance
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Status (public or exempt)	Public
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Wards affected	Not applicable
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Enclosures	None
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Reason for exemption from call-in (if appropriate)	Not applicable
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Key decision	No
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Contact for further information: Lesley Meeks, Tel: 020 8359 7535

Serial No. 1861

1. RELEVANT PREVIOUS DECISIONS

- 1.1 None.

2. CORPORATE PRIORITIES AND POLICY CONSIDERATIONS

- 2.1 The three priority outcomes set out in the 2012/13 Corporate Plan are:

- Better services with less money;
- Sharing opportunities, sharing responsibilities; and
- A successful London suburb.

The One Barnet programme including the DRS project is key to ensuring that the council meets its priority of ensuring better services with less money. This short term role will play a pivotal role in ensuring that all DRS procurement risks are fully evaluated in advance of contract award.

3. RISK MANAGEMENT ISSUES

- 3.1 The evaluation of the DRS one Barnet procurement is assessed for risk and flexibility. This assessment is conducted by a number of various functions one being the central procurement team. The procurement manager, who had been working in the relevant service area of the Council, left at short notice during October. The evaluation of DRS will take place during November and December. To avoid the risk of not being able to evaluate the risk and flexibility section from a procurement point of view it was decided to externally resource a person with the appropriate procurement and technical experience.

4. EQUALITIES AND DIVERSITY ISSUES

- 4.1 Pursuant to section 149 of the Equality Act, 2010, the council has a public sector to have due regard to eliminating unlawful discrimination, harassment, victimisation and any other conduct that is prohibited by or under the Act; advancing equality of opportunity between those with a protected characteristic and those without; promoting good relations between those with a protected characteristic and those without. The, relevant, 'protected characteristics' are age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex, sexual orientation. It also covers marriage and civil partnership with regard to elimination discrimination.
- 4.2 The interviews and appointment was carried out within the Council's HR recruitment policies. The interim opportunity was advertised through the Council's managed agency in accordance with Council policy.

5. USE OF RESOURCES IMPLICATIONS (Finance, Procurement, Performance & Value for Money, Staffing, IT, Property, Sustainability)

- 5.1 The evaluation of the DRS one Barnet procurement is assessed for risk and flexibility. This assessment is conducted by a number of various services one being the central procurement team. The procurement manager, who had been working in the relevant service area of the Council, left at short notice during October. The evaluation of DRS will take place during November for Detailed Solution and December/January for Final Tender. It was decided to externally resource a person with the appropriate skill and expertise.
- 5.2 As the post is only for a total of 8/10 weeks it will not be of interest to an interim looking for a medium term contractual arrangement. In addition the resource is required immediately as the submission is overdue. A number of CVs were received and 5 people were interviewed, 4 from Comensura, the councils managed agency provider and 1 from a company called Ameo Group. The candidate who was most suitable for the role and who can start immediately was from Ameo Group.
- 5.3 The total spend will be less than £25,000 and in accordance with the council's contract procedure rules can be authorised by the Assistant Director for Commercial Assurance. The duration of the placement is an 8 to 10 week period according to the DRS project plan, for the evaluation of Detailed Solution and Final Tender.
- 5.4 The £25,000 cost can be met within the procurement service budget.
- 5.5 Up to £24,999 must also demonstrate Reasonable means of selection including budget authorisation and an audit trail (Contract Procurement Rules section 6.1).

6. LEGAL ISSUES

- 6.1 A contract will be entered into between Ameo Group and Barnet Council.

7. CONSTITUTIONAL POWERS

- 7.1 Procurement up to £24,999 can be signed by Director/Assistant Director (or as defined in Scheme of Delegation) (Contract Procurement Rules section 5.1).

8. BACKGROUND INFORMATION

- 8.1 See section 5.

9. LIST OF BACKGROUND PAPERS

- 9.1 None.

10. OFFICER'S DECISION

I authorise the following action:

- 10.1 That the Council enters into a contract with Ameo Group Ltd for the provision of a specifically identified consultant to join the DRS evaluation team, reviewing the risk and flexibility of the tender submissions.

Signed

Craig Cooper

Commercial Director

Date
