

Summary Delegated Powers Report

TITLE	Award of contract to develop a tool to measure community benefit
DATE OF DECISION	21/10/2015
DECISION TAKER	Director of Strategy and Communications
SUMMARY OF DECISION	<p>The Community Asset Strategy implementation plan, which was agreed by the Assets Regeneration and Growth Committee on 7th September 2015, sets out that the Council will procure an external agency to develop a methodology and tool that can be used to assess the level of community benefit that VCS organisations in Barnet deliver.</p> <p>The Council ran a competitive quotation process in accordance with Contract Procedure Rules for award of this contract which was authorised by a separate Full Officer DPR in line with the Contract Procedure Rules (Table A). Tender documents were on the Council’s procurement portal from 22nd September- 5th October. Five bids were received. Simetrica, which received the highest score against quality and price criteria following a scoring and moderation process and will therefore be awarded the contract. Scores are set out in Table 1 below. The scores were assessed based on Quality weighting (60%) and Prince weighting (40%).</p> <p>The value of the contract will be the bid price £33,250 + VAT, which is within the £40,000 limit stated in the tender documents. The contract duration will be until March 2016. Work will be delivered in the 2015/16 financial year. Officer support for contract monitoring will come from the Strategy Unit and the contract will be funded from reserves.</p> <p>The contract will be awarded by the end of October 2015. The tool for assessing community benefit will be developed and piloted before the end of the 2015/16 financial year. The supplier may be required to make adjustments to the tool depending on the outcome of the pilot.</p> <p>Acceptance of contracts must be in accordance with Table A, Contract Procedure Rules and subject to Budget provision; a compliant Procurement process and confirmation of acceptable financial status of the service provider. A separate officer DPR was published at the start of this process to authorise publication of the tender documents. Table A of the Contract Procedure Rules, sets out that the</p>

	<p>relevant Council Officer as designated in the Scheme of Delegation can accept procedure is with for contracts between £25,001 -£172,514 in value.</p> <p>Risks associated with development of the community benefit assessment tool, as well as mitigations, have been identified by Simetrica in their response to tender. These will be monitored throughout contract delivery.</p> <p>Once the tool has been developed, an Equalities Impact Assessment will be undertaken.</p>
<p>AUDIT TRAIL OF DECISION – RETAINED AND WHERE?</p>	<p>Yes – Commissioning Group (Strategy Unit)</p>

DECISION TAKER’S STATEMENT

I have the required powers to make the decision documented in this report. I am responsible for the report’s content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.

I authorise the following decision; to authorise award of a contract to Simetrica for development of a community benefit assessment tool, at a price of £33,250 +VAT.

Signed Stephen Evans

Designation Director of Strategy and Communications

Date 21/10/2015

Table 1:

Section Title	Weighting	Bid A	Bid B	Bid C	Simetrica	Bid D
Quality Award Criteria	60%					
Method Statement MS1 Service proposal	30%	19	17	17	22	13
Method Statement MS2 Project planning	10%	6	4	5	5	4
Method Statement MS3 Risk Management	10%	6	2	6	8	6
Method Statement MS4 Capacity to deliver	10%	7	8	7	8	4
TOTAL QUALITY		38	31	35	43	27
Price Schedule Award Criteria	40%	38.62	33.58	40.00	34.84	29.04
Total (Quality and Price)	100%	76.62	64.58	75.00	77.84	56.04