

# Commissioning Form



This form is to be completed by the commissioning service or department for all procurement proposals with a total value above £25,000. If you are seeking an exception from Contract Procedure Rules or exception from the requirement to tender, you must complete an **Exception Form**.

<b>Title</b>	Void Repairs NHF Schedule of Rates Tender
<b>Head of Service:</b>	Neal Cockerton
<b>Manager:</b>	Sean O'Donnell
<b>Report Completed by:</b>	Vinny Thornton
<b>Date:</b>	27/04/2018
<b>Total Estimated Value:</b>	£3,000,000

PROCUREMENT TEAM USE ONLY	
Officer	<input type="text"/>
Priority	High/Med/Low
Category	<input type="text"/>
Received	DD/MM/YYYY
Complete by	DD/MM/YYYY
Est Hrs Required	<input type="text"/>

Type	Copy and paste:
Goods:	<input type="checkbox"/>
Services: services not subject to the 'light touch regime' (i.e. most services)	<input type="checkbox"/>
Light Touch Regime: certain social, health, education & other services subject to the 'light-touch regime'	<input type="checkbox"/>
Works:	<input checked="" type="checkbox"/>
Does the proposal include Land contracts or the appointment of developers?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, has the Monitoring Officer (Legal) been consulted?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>If Yes state the Monitoring Officer's advice. If No, state why not:</i>	
<input type="text"/>	
Does the proposal include Information & Communication Technology, property or works?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
If Yes, has the relevant council service been involved?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
<i>If Yes state the services' involvement. If No, state why not:</i>	
<input type="text"/>	
Procurement Level	Copy and paste:
Intermediate Value: £25,000 to OJEU threshold*	<input checked="" type="checkbox"/>
High Value: above relevant OJEU threshold*	<input type="checkbox"/>
*OJEU limit Goods/ Services: £181,302 *OJEU limit works: £4,551,413 *OJEU limit light touch regime: £615,278, concession agreements: £4,551,413	

## Procurement Process

Copy and paste:

Is there a corporate purchasing arrangement or National Procurement Service framework or other framework agreement relevant to your proposal?

Yes

No

If Yes, state which below:

Proactis & Sell to Wales

Are you planning to make use of any corporate purchasing arrangement or framework agreement identified above?

Yes

No

If Yes, will the process be direct award or mini competition?

Mini Competition

## Timescales

Date	Milestone
01/06/2018	Authorisation of Commissioning Form
15/06/2018	Final contract terms, specification & evaluation methodology agreed by Procurement/Legal
25/06/2018	Tender advertised
27/07/2018	Tender closed to responses, start evaluation
17/08/2018	Evaluation finalised (start of 10 day standstill period)
31/08/2018	Contract award
28/09/2018	Contract start

## Outline

Briefly describe the proposal

Provide Void Property Repairs service including refurbishment to empty properties where WHQS was not carried out.

These works would entail working on empty properties that will require work to bring them up to a lettable standard.

### Price / Quality Weighting

Please state the percentage quality in your tender

weightings being given to evaluation:-

price and

Price

Quality

### Options

Copy and paste:

Has a zero cost option been considered?

Yes

No

Has a reduced cost option been considered?

Yes

No

State whether and why zero and/or reduced cost options have been adopted or discounted:

### Collaborative Procurement

Copy and paste:

Has a collaborative procurement with Denbighshire/Flintshire County Council been considered?

Yes

No

If yes please give details, if no please state reason:

Timescales restrict collaborative working as contract needs to be in place asap

### Cross Service Procurement

Copy and paste:

Has a procurement across another Council Service been considered if there is the same or similar need for the works/goods/services?

Yes

No

If yes please give details:

## Existing Council Contracts

Copy and paste:

Is there an existing Council contract that covers the same or similar works, goods or services which can be utilised?

Yes

No

*If yes please give details:*

## Safeguarding

Safeguarding includes everything a Council can do to keep people safe, including minimising the risk of harm and accidents, taking action to tackle safety concerns and ensuring people grow up and live in safe circumstances. Safeguarding covers physical, sexual, psychological and financial abuse, neglect, modern slavery and radicalisation.

Does the works, goods or services include any elements that raise safeguarding concerns or requirements?

Copy and paste:

Yes

No

*If yes please give details:*

Empty properties so no customers involved

## Data Protection

Does the works, goods or services include any elements that involve the processing or sharing of personal data of living individuals?

Copy and paste:

Yes

No

*If yes please give details:*

Empty properties so no customers involved

If Yes, has the Information Governance Team been consulted?

Yes

No

If No, state why not:

### Grant Funding

Is grant funding being used in whole or in part to fund the procurement?

Copy and paste:

Yes  No

If yes please give details and please state whether there is a grant agreement:

### Procurement Checklist

Copy and paste:

Has a Sustainability / Wellbeing Impact Assessment been completed?

Yes  No  N/A

Have you identified and mitigated any potential conflicts of interest?

Yes  No  N/A

Have you conducted market dialogue, research, analysis?

Yes  No  N/A

Have you consulted stakeholders, partners and/or end users?

Yes  No  N/A

Have you consulted the Insurance and Risk Manager on potential insurance issues?

Yes  No  N/A

Have you instructed the legal team to develop contract terms?

Yes  No  N/A

Have you sought advice on safeguarding issues?

Yes  No  N/A

Have you sought advice on any TUPE, IPR or other legal issues?

Yes  No  N/A

Have you determined contract management & information requirements?

Yes  No  N/A

Have you determined whether to use lots (e.g. to encourage SMEs)?

Yes  No  N/A

Could you reserve the contract for public mutuals or social enterprises?

Yes  No  N/A

Have you drafted the tender specification?

Yes  No  N/A

Have you developed evaluation criteria & scoring methodology?

Yes  No  N/A

Have you identified the scorers/evaluators?

Yes  No  N/A

Will you need to arrange interviews, presentations, site visits etc.?

Yes  No  N/A

Is this proposal funded wholly or in part by EU grant?

Yes  No  N/A

If you wish to expand on any of your responses to these questions please give details in the box below:

### Finance

Grant Funding Source	Amount
	£
	£
<b>Total Grant Funding:</b>	£

Capital Funding Source	Amount
	£
	£
<b>Total Capital Funding:</b>	£

Revenue Funding Source	Amount
	£3,000,000
	£
<b>Total Revenue Funding:</b>	£3,000,000

<b>Estimated Total Value:</b>	£3,000,000
<b>Estimated Annual Value</b>	£1,000,000

<b>Cost Code</b>	
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**If the contract is a collaboration with external partners the figures quoted should include the total contract value not just the Local Authority element.**

## Contract

Provide basic details of any contract to be awarded

Type of Contract:	
Form of Contract for Works (eg JCT or NEC)	JCT Minor Works
Proposed Start date:	01/07/2018
Proposed End date:	30/06/2021
Proposed options for extension (if any):	None
Maximum duration (including extensions):	3 Years

## Community Benefits

Copy and paste:

Are you including community benefits?

Yes

No

If Yes, provide details below: If No, state why community benefits have not been included  
Note that it is mandatory to include community benefits for all contracts for the value of £1,000,000 and over.

Value Wales Toolkit and FCC Community Benefits Policy

## The Local Economy

Copy and paste:

Have you considered ways in which this proposal might benefit the local economy and increase opportunities for local businesses?

Yes

No

If Yes, provide details below: If No, please state why not.

Value Wales Toolkit and FCC Community Benefits Policy

## Risk Assessment

What is the total estimated value of the proposal?	Over £2m
If things go wrong, what is the operational risk to the Local Authority?	Medium
If things go wrong, what is the reputational risk to the Local Authority?	Low
If things go wrong, what is the financial risk to the Local Authority?	Medium

## Risk Mitigation

For risks which have a medium or high risk, state steps to be taken to minimise the risk:

Voids team will closely manage all contractors performance and cost control
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## Consultation with Members

Please confirm that relevant members have been informed where the decision has implications for a particular locality.

Copy and paste:

Yes  No

If Yes, please list member's names below and details of any feedback incorporated.

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## AUTHORISATION

The undersigned authorise the commissioning proposal described

**TEAM MANAGER:** (if within spend authorisation limit)

Signature  Date

**HEAD OF SERVICE/CHIEF OFFICER:** (Mandatory)  
(or Service Manager if within their spend authorisation limit)

Signature  Date

**MANAGER OF BUSINESS TRANSFORMATION & ICT** (Mandatory or all ICT Contracts)

Signature  Date

**SECTION 151 OFFICER (Finance):** (Mandatory for all contracts above £250,000)

Signature  Date

**MONITORING OFFICER (Legal):** (Mandatory for all contracts above £250,000)

Signature  Date

**LEAD CABINET MEMBER:** (Mandatory for all contracts above £1,000,000)

Signature  Date

**N.B:** Contracts over £2,000,000 also require Cabinet approval and the completion of a Cabinet report.

## PROCUREMENT TEAM ASSESSMENT

*This section to be completed by the Procurement Team following receipt of an appropriately completed commissioning form.*

**PROPOSED START DATE**

**TARGET END DATE**

**RECOMMENDATIONS:**

**PROCUREMENT  
OFFICER**

**DATE**