

## Report to the Cabinet

Meeting to be held on Thursday, 9 November 2017

### Report of the Head of Service – Procurement

**Part I**

Electoral Divisions affected:  
All

### Procurement Report - Request Approval to Commence Procurement Exercises (Appendix 'A' refers)

Contact for further information:

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#### Executive Summary

In line with the County Council's procurement rules, this report sets out a recommendation to approve the commencement of the following procurement exercises:

- (i) Consultancy Services for the Assessment and Proposed Improvements to Delayed Transfers of Care (DTCO).
- (ii) Early Support Emotional Health & Wellbeing Framework.
- (iii) Supply and Delivery of Civil Engineering Materials.
- (iv) Provision of Keyholding, Security Patrol and Incident Response Services.
- (v) Legionella Control Measures.

These are deemed to be Key Decisions and the provisions of Standing Order No.25 have been complied with.

#### Recommendation

The Cabinet is recommended to approve the commencement of the procurement exercises as set out in Appendix 'A' for the areas identified above.

#### Background and Advice

Appendix 'A' of this report sets out the details of the individual procurement exercises, and the basis upon which it is proposed to carry out the processes, including:

- the description of the service being procured;
- the estimated annual contract value and the funding position;
- the contract description;

- the proposed basis for the evaluation of the tender submissions.

Where approval has been received from the Cabinet to undertake a tender process which is deemed to be a Key Decision, the subsequent award of the Contract on the satisfactory completion of the tender exercise shall not be deemed a Key Decision and can be approved by the relevant Head of Service or Director.

On the conclusion of the procurement exercises, the award of the contracts will be made under the County Council's Scheme of Delegation to Heads of Service, and in accordance with the Council's procurement rules.

### **Consultations**

Relevant Heads of Service and key operational staff have been consulted in drawing up the proposals to undertake the procurement exercises included within this report.

### **Implications:**

This item has the following implications, as indicated:

### **Risk management**

Failure to take steps to lawfully procure new contracts and continuing with the current arrangements would contravene the Council's procurement rules and the Public Contract Regulations 2015. Furthermore, failure to award the contract(s) may result in the county council facing difficulty in delivering these services.

### **Financial**

Within the current budget there is provision for the existing contracts that the County Council has for those contracts that are requesting to commence procurement exercises as part of this report. However, it is important to note that there is the potential for the value of the contracts awarded to be greater than the current budgets due to legislative changes, volume increases and general price increases that are not currently built into the County Councils Medium Term Financial Strategy (MTFS). Any increases in contract value over and above the current budget will need to be added in as an additional cost within the MTFS from the start of the new contract.

## List of Background Papers

Paper	Date	Contact/Tel
Procurement Rules	July 2016	Rachel Tanner/(01772) 534904

Reason for inclusion in Part II, if appropriate

N/A