

Report to the Cabinet

Meeting to be held on Thursday, 15 June 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 recommendations to approve the commencement of two procurement exercises for:

- (i) Apprenticeship Levy Training and Assessment Providers and;
- (ii) The Supply of Liquid Fuels

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

Recommendation

The Cabinet is asked to approve the commencement of the procurement exercises as set out in Appendix 'A' for the Apprenticeship Levy training and assessment providers and the supply of liquid fuels.

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 duration and;
- the proposed basis for the evaluation of the tender submissions received.

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, where relevant, continuing with current arrangements would contravene the council's procurement rules and the Public Contract Regulations 2015. Furthermore, failure to award the contracts may result in the county council facing difficulty in delivering these services.

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