

**Procurement Title**

Provision of Core Services for Boost Business Lancashire as part of the Boost (4) Support Programme.

**Procurement Option**

Above Threshold Open Tender.

**New or Existing Provision**

Existing provision. The current contract is due to expire on 31<sup>st</sup> December 2021.

**Estimated Contract Value and Funding Arrangements**

The contract value to be tendered is £1,525,715 per annum with a total contract value of £2,670,000.

The cost of the contracts will consist of approximately:

1. Business Relationship Management £500,000
2. Growth Support Programme – Flying Start (1) £250,000
3. Growth Support Programme – Flying Start (2) £500,000
4. Growth Mentoring (1) £125,000
5. Growth Mentoring (2) £125,000
6. Growth Mentoring (3) £125,000
7. Growth Mentoring (4) £125,000
8. Boost Bespoke £750,000
9. Central Marketing £150,000
10. Programme Evaluation £20,000

Joint funding is to be provided by the European Regional Development Fund and the County Council revenue contribution.

**Contract Duration**

The contract will be let for a period of 21 months (1 January 2022 to 30 September 2023) in-line with the funding provided.

**Lotting**

It is intended to lot the tender as follows:

1. Business Relationship Management Service
2. Growth Support Programme – Flying Start (1)
3. Growth Support Programme – Flying Start (2)
4. Growth Mentoring Programme (1)
5. Growth Mentoring Programme (2)
6. Growth Mentoring Programme (3)
7. Growth Mentoring Programme (4)
8. Boost Bespoke Programme
9. Central Marketing Programme
10. Programme Evaluation

**Evaluation**

<b>Quality Criteria 80%</b>	<b>Financial Criteria 20%</b>
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The quality criteria will include a range of method statement questions including innovative service delivery plan and clear narrative about the strengths and weaknesses of the delivery team. The price element is expected to be based on the unit cost per output with payment terms being based on achievement of outputs with the potential use of a bonus

payment upon completion. Within the quality criteria social value will be awarded 10% weighting. Procurement and the service area will work to develop meaningful social value criteria. The use of social value KPIs will also be explored throughout the contract development.

### **Contract Detail**

Boost is Lancashire's Business Growth Hub and sits at the heart of the business support landscape within the Lancashire LEP area. Boost delivers around £2.5m worth of business support activity each year, supported by European Regional Development Fund grant (60%), Lancashire County Council funding (40%) and variable grants from the Department for Business Energy and Industrial Strategy. The Growth Hub delivers the largest volume of publicly funded business support activity in the area, working with around 1000 businesses each year. Boost operates using a combination of direct help for businesses and signposting to appropriate local and national sources of business support.

The original Boost programme was established in 2013 and was renewed in 2016 (Boost 2) and 2019 (Boost 3) using the experience of the previous programmes to refine and improve the services provided.

Boost 4 will be supported by the Peer Networks programme for Lancashire. Peer Networks is funded by the Department for Business, Energy and Industrial Strategy (BEIS) in response to a commitment made in the 2019 Business Productivity Review.

Boost 4 will directly support Priority Axis 3 – Enhancing the Competitiveness of small and medium sized enterprises.

The further development of the Boost programme will help to build on the success already achieved and enable the development of 'new solutions' to address 'new problems' faced by Lancashire companies, dictated by COVID-19 pandemic, EU Exit uncertainties and governments Net Zero Target. LCC have designed the Boost 4 model based on a close examination of the existing programme and in particular those elements that require development.

**Procurement Title**

Occupational Health

**Procurement Option**

Call off from the Eastern Shires Purchasing Organisation (ESPO) Framework  
 (Further competition using pre-established providers that have been awarded a place on the framework under Lot 1 General Occupational Health Services)

**New or Existing Provision**Existing – current contract end date 31<sup>st</sup> March 2022**Estimated Annual Contract Value and Funding Arrangements**

£600,000 per annum

£2,400,000 total potential contract value over a 4 year period

The budget for this contract sits under Occupational Health, individual service areas are then recharged when accessing the services.

**Contract Duration**

Initial contract term of 2 years with an option to extend the contract beyond the initial term for a maximum of a further 2 years.

**Lotting**

The Eastern Shires Purchasing Organisation framework offers a range of services split into distinctive lots. The council will conduct a further competition under Lot 1, General Occupational Health Services.

**Evaluation****Quality Criteria 60%****Financial Criteria 40%**

The evaluation criteria for further competitions is stipulated by the Eastern Shires Purchasing Organisation with an option to vary the weightings, provided they are relevant and proportionate to the requirements. Social Value will be included at 10% of the quality criteria weighting.

## **Contract Detail**

Sickness absence accounts for a considerable proportion of lost working time. The aim of this contract is to significantly reduce this burden by investing in an occupational health provision that is flexible, performance focused and robust enough to meet the needs of a diverse workforce within a large, complex organisation. Furthermore, the contract will fulfil the council's legal obligation to have appropriate arrangements in place for health surveillance.

The contract will provide Occupational Health & Sickness Absence management services to the council, the service will include a variety of provisions including telephone and face to face assessments, pre employment assessments, driver medicals, hand arm vibration assessments and counselling.

The Eastern Shires Purchasing Organisation Framework has been identified as a compliant procurement route. Lot 1 of the framework includes 11 pre-selected suppliers (including the incumbent provider) all of which, will be invited to tender. The lot includes a range of occupational health services which will support and meet the requirements of the council these include:

- Pre employment screening
- Management referrals for Occupational Health Assessments
- Ill Health Retirement
- Workstation/Workplace Assessments
- Specialist Health Surveillance
- Health Promotion and Awareness.

The current contract commenced on the 1st April 2017 and is due to cease on the 31st March 2022. The contract was awarded to OH Assist via the Eastern Shires Purchasing Organisation Framework. It is proposed that under the new contract a supplier managed service will be included in order to reduce the resource burden on the council and provide an improved service delivery.

From 2019 to 2021 the total spend was £1,099,890 over 24 months, taking into consideration the current spend, the inclusion of a managed service and changes to LCC policy, the annual cost for the contract is estimated at £600,000 per annum.

<p><b>Procurement Title</b> Ormskirk Eastern Gateway (Phases 2 to 4)</p>
<p><b>Procurement Option</b> Above Threshold Open Tender</p>
<p><b>New or Existing Provision</b> New one-off project</p>
<p><b>Estimated Annual Contract Value and Funding Arrangements</b> Estimated project value for phases 2 to 4 is £1.843m.</p> <p>The entire project is valued at £3.425m and will be funded from the following budgets</p> <ul style="list-style-type: none"> <li>• £990k - LCC Capital (Works relating to Ormskirk bus station)</li> <li>• £268k - LCC Capital (Walking &amp; cycling improvements)</li> <li>• £50k - LCC Traffic Signals Maintenance</li> <li>• £380k - S106 funding (Edge Hill University)</li> <li>• £185k - West Lancs Borough Council Capital</li> <li>• £565k - Historic England Heritage Action Zone funding</li> <li>• £691k - Lancashire Economic Recovery &amp; Growth Fund</li> <li>• £296k - LCC Capital (Repurposing of Derby St Bridge approved funding)</li> </ul>
<p><b>Contract Duration</b> The Agreement will be let for an initial period of 12 months from 29<sup>th</sup> November 2021, with a further 12 months to cover defects liability.</p>
<p><b>Lots</b> No Lots</p>
<p><b>Evaluation</b> The Agreement will be established by evaluating contractors against the following criteria:</p> <p>Stage 1: mandatory and discretionary grounds to ascertain suppliers' financial, technical capability and ability to demonstrate their experience in operating in compliance with Industry standards. Each tenderer must pass this stage in order to proceed to stage 2.</p> <p>Stage 2: the tender bids will be evaluated on;</p> <ul style="list-style-type: none"> <li>• 40% technical, quality, and Social Value</li> <li>• 60% fixed fee price</li> </ul> <p>The highest scoring tenderer will be awarded the works contract.</p>
<p><b>Contract Detail</b> The Council is working in collaboration with West Lancashire Borough Council to enhance the bus station and surrounding areas in Ormskirk.</p>

Project deliverables:

- Demolishing the bus station building to create valuable open space in the town centre through which the proposed new cycling routes with the town centre and the railway station can be connected. This will help attract more people to the town centre which in turn will help support local businesses.
- Introducing safer walking routes and dedicated cycle lanes. This includes improving the St Helens Road-Moor Street road junction and providing a dedicated cycle lane in St Helens Road to create a safer environment for pedestrians and encourage more cycling.
- Providing new bus shelters and improving the general appearance of the bus station to offer users a more modern facility.
- Improving access for pedestrians to Moor Street and putting in new trees, benches, and other high-quality street furniture.
- Improving the St Helens Road/Moor Street junction to remove traffic signals and replacing them with a mini-roundabout and create a toucan crossing.
- Remove unnecessary road signs, waste bins, planters and streetlights from Moor Street and install movable bollards to enable access on to the street from the St Helens Road junction. These could then be temporarily closed off for events and/or an extended market.

It is intended to deliver these aims through four separate phases.

1. St Helens Road and Ruff lane construction, completed between April & May 2021.
2. Moor Street (West) construction works split into sub-phase 2a and 2b
  - a. Heritage Action Zone (H.A.Z) works scheduled for January & February 2022
  - b. Moor Street West works scheduled for March and April 2022
3. Temporary works on St Helens Road plus construction work on the bus station, scheduled for January to June 2022.
4. Moor Street East and St Helens Road construction works, scheduled for July to November 2022.

Phase 1 is complete and was delivered by the Council's in-house Highways Team.

The NEC4 Engineering and Construction Contract (ECC), with amendments to suit this project, will be used.

**Procurement Title**

Maintained Equipment – Fixed Lifting Equipment

**Procurement Option**

Mini-Competition via a third-party framework (Yorkshire Purchasing Organisation) compliant with the Public Contract Regulations 2015

**New or Existing Provision**

The existing contract for the supply, installation, service, maintenance and removal requirement expires 1<sup>st</sup> December 2021

**Estimated Annual Contract Value and Funding Arrangements**

Estimated annual value is £500k with a total contract value over five years of £2.5m. The contracts are funded by through existing equipment/maintenance budgets.

**Contract Duration**

The Agreement will be let for an initial period of 24 months from 1<sup>st</sup> December 2021, with the option of multiple extension periods not exceeding a total of 36 months.

**Lots**

The requirements will be split into three separate contracts based on each of the Council's department specific requirements.

- Contract 1: Design and Construction – supply, installation, servicing, and maintenance of equipment in schools and care homes.
- Contract 2: Adult Services – maintenance of existing equipment until it is redundant and the ongoing servicing of ceiling track hoists within a domestic setting.
- Contract 3: Children's Services – maintenance of existing equipment until it is redundant and the ongoing servicing of ceiling track hoists within a domestic setting.

**Evaluation**

The service providers have each already been evaluated to join the Yorkshire Purchasing Organisation framework agreement, so no further selection criteria will be used. The Authority will specifically evaluate the tender bids based on.

- 40% technical, quality, and social value
- 60% schedule of rates (price)

Service providers can bid for one or more contracts. A single service provider will be selected for each contract. A service provider may be successful in more than one contract. The highest scoring service provider for each contract will be awarded the respective contract.

**Contract Detail**

The Council has an ongoing requirement for the installation, servicing and maintenance of fixed lifting equipment. Fixed lifting equipment covers ceiling track

hoists, stair lifts, step lifts, vertical through floor lifts and similar equipment that is installed within the Council's properties as well as in the properties of Lancashire residents in which the Council provides care. The Council has a duty of care to the residential users of the fixed lifting equipment and to the carers who operate the equipment, to ensure that it is maintained to a safe standard.

- Contract 1: Design and Construction – supply, installation, servicing, and maintenance of equipment in schools and care homes.
- Contract 2: Adult services – maintain existing equipment until they are redundant and the ongoing service of ceiling track hoist within a domestic setting.
- Contract 3: Children services – maintain existing equipment until they're redundant and the ongoing service of ceiling track hoist within a domestic setting.

The Council's standard service contract will be used for all three contracts.

**Procurement Title**

Supply and delivery of Street Lighting Materials.

**Procurement Option**

Above Threshold Open Tender.

**New or Existing Provision**

To replace the existing council framework and the use of the framework let by the National Procurement Service for Wales.

**Estimated Annual Contract Value and Funding Arrangements**

The estimated annual value is £833,500 which will be funded by existing Capital and Revenue budgets.

**Framework Agreement Duration**

Four years.

**Lotting**

The component parts will be categorised and split into sixteen individual 'Lots':

Lot 1 - Columns\*

Lot 2 - Passive Safe Columns

Lot 3 - Traffic Sign Posts\*

Lot 4 - Passive Safe Traffic Sign Posts

Lot 5 - Cut Outs

Lot 6 - Consumables

Lot 7 - LED Lamps

Lot 8 - Photocells

Lot 9 - School Flashers\*

Lot 10 - Sign Lights

Lot 11 - Feeder Pillars

Lot 12 - Joints

Lot 13 - Cables

Lot 14 - Fuses

Lot 15 - Bollards

Lot 16 – Beacons

\*Value is above threshold

There is no restriction on the number of Lots which a supplier can bid for or be appointed to.

### **Evaluation**

The framework will be established by evaluating bids against the following criteria:

Selection Stage (Pass/Fail):

Tenderers will complete the Crown Commercial Services Standard Selection Questionnaire which is used to gather basic information about the supplier, to establish if there are grounds for mandatory and discretionary, ascertain economic and financial standing and technical and professional ability.

Award Stage:

The Quality / Price Ratio will be determined by the requirement of each individual Lot, the principle will be to focus on price as the technical specifications ensure quality of products. Social Value weighting of 10% will be applied to Lots above the threshold\*.

### **Contract Detail**

Street Lighting materials are currently purchased via an established framework let by the council, which is due to expire in December 2021, and a framework let by the National Procurement Service for Wales, which is due to expire in November 2021.

This will operate as a multi-supplier framework agreement which provides no guarantee of spend and no commitment to use. Purchases will be made on a call-off basis from Price Lists as and when required except for Lots 2 and 4 where purchases will be made following mini-competition. A single supplier will be appointed to each Lot, except for Lots 2 and 4 where there will be no limit to the number of suppliers. The Council's own Framework Agreement and Call-off Terms and Conditions will apply.

## Procurement Title

Printing Solutions for Office Multi-Functional Devices, Library Printers and the Central Print Room

## Existing Provision

The existing contract arrangement with Xerox was put in place in April 2014 via the Council's outsourced provider, British Telecom, and subsequently had a variety of contract changes/amendments applied to the contract. The contract was subsequently novated to the Council on 1st April 2021 as part of the insourcing strategy for Digital Services in order to maintain a continuity of contract between the Council and Xerox and it is currently scheduled to expire on 31 December 2021.

We currently have a total of 528 devices on the fleet as follows:

Office Multifunctional Devices	448
Library Devices	74
Central Print Production	6
<b>TOTAL</b>	<b>528</b>

The vast majority of our equipment assets are leased and are already within their secondary period leases (10% of the cost of the primary period leases). The 74 library machines will end their primary lease period at the end of the current contract period in December 2021.

The total cost of ownership comprises the following elements:

- Fixed primary or secondary lease charges
- Fixed Maintenance charges
- Fixed Software licencing/support charges
- Variable mono and colour copy charges, which are activity dependent

### Financial Year 2019/2020

Fixed Costs were £284,796

Variable Print Volumes and Costs:

	<b>Mono</b>	<b>Colour</b>	<b>Grand Total</b>
<b>Volume (Clicks)</b>	24,437,776	3,153,975	27,591,751
<b>Cost (£)</b>	£74,950.66	£100,553.83	£175,504.48

Total Cost of Ownership: **£460,300.48**

### Financial Year 2020/2021

Fixed Costs were £284,796

Print Volumes and Costs:

	<b>Mono</b>	<b>Colour</b>	<b>Grand Total</b>
<b>Volume (Clicks)</b>	12,717,135	1,523,180	14,240,315
<b>Cost (£)</b>	£39,003.45	£48,561.44	£87,564.89

Total Cost of Ownership: **£372,360.89**

## Procurement Options

We have considered using a third-party framework agreement to re-procure but the timescales did not allow an efficient procurement to be undertaken in time.

A 2 year contract extension (rather than one year) was considered as the most pragmatic solution justified below.

## Proposed New Provision – Contract Extension

The proposal is to continue with the existing contract via a contract extension for 2 years using Regulation 72 (1) (b) of the Public Contracts Regulations 2015 as the justification for the contract extension, for the following reasons:

72(1)(b) (i)	cannot be made for economic or technical reasons such as requirements of interchangeability or interoperability with existing equipment, services or installations procured under the initial procurement	<ul style="list-style-type: none"><li>• Not applicable</li></ul>
72(1)(b) (ii)	would cause significant inconvenience or substantial duplication of costs for the contracting authority	<ul style="list-style-type: none"><li>• There has not been sufficient time to undertake a re-procurement for a contract of this nature following the contract novation from BT. A 12 to 18 month period would normally be required to re-procure and fully implement a complete machine asset refresh.</li><li>• The equipment provided under the current contract is leased and these assets are largely in their secondary lease period (we are paying 10% of the normal primary period lease costs and have been doing so via our previous outsourced provider (BT) for some time). The 74 library machines will be at the end of their primary lease period at the expiry of the contract in December 2021. Their replacement would require all the current equipment to be replaced by new equipment following a re-tender exercise and the costs would subsequently dramatically increase as either the leased machines would be in their primary lease period or the Council would need to fund outright</li></ul>

		purchase. This transition will need to be carefully planned because current budgets do not have sufficient provision for this.
General Provision	provided that any increase in price does not exceed 50% of the value of the original contract	<ul style="list-style-type: none"> <li>• The original contract was awarded in April 2014 and has been through numerous iterations by BT (the previous outsourced provider). Fixed lease charges for the machines are predominantly now in the secondary lease period at 10% of the primary period lease cost. Print volumes are currently running at approximately 50% of the normal pre-lockdown volume levels due to home working.</li> <li>• The value of the contract extension is therefore well below 50% of the overall contract value expended since April 2014.</li> </ul>
Additional Justifications	<ul style="list-style-type: none"> <li>• Post-Covid lockdown, our office and library machine print volumes have reduced considerably and in some specific cases have fallen to zero but volumes in our central production printing unit have remained stable.</li> <li>• The Council is in the process of reviewing the usage of its current property estate. Although not finalised, this will very likely lead to a reduced set of both machine and volume requirements which are as yet undetermined. The degree of future home working is not known and this will have an impact on predicted print volumes.</li> <li>• Current budgets have not predicted or allowed for a complete change in the asset base from calendar year 2022.</li> <li>• There is a case for continuing to sweat the assets and progressively remove those printers that are no longer needed or are currently reaching the end of their practical life expectancy due to very high sustained print volumes through those machines historically.</li> <li>• The Council will be using this time to further develop its printing strategy to align with the planned new property and estates strategy (when it is finalised) and prepare our future budgets in order to allow us sufficient time to support the re-tender of our requirements to replace our existing assets which will be by that time close to the end of their operational life. The current assumption is that it is highly likely that the Council will require fewer office based Multi-functional Devices (MFD's) with a greater emphasis on developing our central production printing unit capability.</li> </ul>	
<p><b>Contract Duration</b></p> <p>The proposed Contract Extension will be for a term of 2 Years with effect from 01 January 2022.</p>		

This will allow the Council sufficient time to develop and implement its future procurement strategy in support of the proposed printing strategy which will accommodate the Council's future office, library and central print production requirements.

### **Estimated Contract Value**

The library machines will move into their secondary lease period from January 2022 with an additional saving of £4,482 per month.

A central production machine will cease to be supported by Xerox from December 2022 due to its age. The plan is to replace the large Xerox C800 machine with a Xerox Versant 280 machine on a short term lease during the extension period. This will add an additional cost of £703 per month.

The overall impact will be to reduce the fixed costs by £45,276 per annum from £284,786 per annum to £239,510 for the next 2 years. Copy charges will remain the same and will be volume sensitive.

This will allow some financial headroom to develop the central production printing capability by replacing some old equipment in order to support emerging customer activities whilst developing the future printing strategy.

It is therefore proposed to allow a budget of c£450k per annum over the next 2 years (i.e. a total of £900k over 2 years) which allows for reduced fixed costs and a gradual increase in copy volumes following a reduction in home working.

### **Category of Expenditure**

Not applicable

### **Lotting**

Not applicable.

### **Evaluation**

A formal tender evaluation is not required as this is a Contract Extension.

### **Contract Detail**

As described in the contract extension section above