

Record of Cabinet portfolio member decision

ESTATES SERVICES AND STRATEGIC PROPERTY ADVISORS FRAMEWORK

DATE OF PUBLICATION – 22 JANUARY 2014

- NB: The Head of Legal and Democratic Services must receive a request to call-in this decision by 5.00pm on Wednesday 29 January 2014.
- Subject to the call-in mechanism (which permits call-in by the chairman or any five members of the scrutiny committee, or any ten councillors), this decision will be implemented on expiry of the call-in period.
- The council's cabinet portfolio holder has taken the executive decision outlined below. This decision is published in accordance with the council's procedure rules.

DECISION TAKER	DETAILS OF DECISION
Rev'd A Paterson	To approve the award of the estates services and strategic property advisors framework to the providers listed in the confidential appendix to this report.
	<p>Background</p> <p>On 2 August 2013 the cabinet member for economy, leisure and property made a decision to enter into a joint procurement process with the Vale of White Horse District Council for the award of a framework for estates services and strategic property advisors.</p> <p>In the context of these contracts, "estates services" refers to the day-to-day core estate management work, such as rent reviews, lease renewals and asset valuations. These services are in lot one of the tender. Lot two of the tender was the strategic property services, which refers to the more specialised projects advising on regeneration schemes and large property deals. Recent examples include the compulsory purchase advice at Market Place Mews, Henley, and potential regeneration of the former Waitrose site at Wallingford.</p> <p>The procurement was an open invitation to tender (ITT) above the EU threshold. The OJEU advert was published on 26 October 2013 and the opportunity was published on the South East Business Portal (Procontract) on 24 October 2013. Potential providers had until 9 December 2013 to submit their tender documents via the portal. Tenderers could bid for one or both lots. The councils received 11 responses and four opt-outs.</p> <p>Officers began the evaluation process. Stage one was checking the eligibility of tenderers against a set of pass/fail questions and financial/business probity checks. All of the tenderers passed this stage.</p> <p>Stage two was the selection criteria in which tenderers had to pass a 70 per cent</p>

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	<p>threshold to be taken through to the award stage. For lot one the councils received seven bids, in which four met the threshold. For lot two the councils received 10 bids in which four met the threshold. The scoring matrix and list of responses can be found in the confidential appendix to this report.</p> <p>Tenderers who met the threshold went through to be scored against the award criteria to give a technical weighted score. A pro-rata weighted score for each tenderer's financial proposal is added to this. For lot one there was a 60 per cent financial / 40 per cent technical split and for lot two a 60 per cent technical / 40 per cent financial split.</p> <p>Officers decided to invite the tenderers for lot two for clarification meetings on Wednesday 16 January. Tenderers were asked to provide a succinct 15 minute presentation on their proposals and to answer questions on their submitted bids. The meetings were used to clarify any points that officers were unsure of in the proposals, and subsequently the scores were moderated as a result of this.</p> <p>For lot one, tenderers were not invited for clarification meetings. Officers considered there was enough clarity within the tender documentation submitted without the need for further questions. This was partly due to the more straightforward nature of the services in lot one.</p> <p>The three providers for each lot with the highest score are to be appointed to the framework. The final scores for each tenderer can be found in the appendix. The councils will then enter into framework agreements with each of these providers, once the Acatel standstill period of 10 days has cleared after the award notice is published. The other contracting bodies noted in the tender documentation can also draw down under any of these services. For lot one services, the councils procure by direct draw down for services. For lot two services on each occasion there will be a mini competition exercise.</p> <p>Officers are satisfied that the three providers in each category that are proposed to be appointed have all the necessary experience and expertise to advise or act on the councils' behalf on a competitive basis. Therefore, officers recommend awarding the contract to these providers.</p>
	<p>Alternative option considered</p> <p>None</p>

If you have any queries regarding this decision please contact the decision taker above or Suzanne Malcolm, suzanne.malcolm@southandvale.gov.uk, 01491 823126

A copy of the report considered by the Cabinet member is available from Kathy Fiander, Democratic Services Officer, Legal & Democratic Services, 01491 823649, kathy.fiander@southandvale.gov.uk

ⁱ The procedures for call-in are set out in the Scrutiny Committee Procedure Rules and the Budget and Policy Framework Procedure Rules in part 4 of the council's Constitution. Democratic Services (contact details above) can provide further guidance.