CARMARTHENSHIRE COUNTY COUNCIL

**Contract ID Number**

TENDER RECORD FORM

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| --- |
| **PROJECT TITLE:**  |
| **START DATE (Proposed):** |
| **CONTRACT DURATION INCLUDING EXTENSION PERIOD (Proposed):**  |
| **TYPE OF CONTRACT (ONE-OFF or RENEWABLE):** |
| **ANNUAL VALUE of CONTRACT (to include whole life cost): £****TOTAL VALUE OF CONTRACT: £** |
| **DEPARTMENT:**  |
| **SERVICE AREA:**  |
| **PROJECT OWNER/LEAD OFFICER:**  |
| **CPU OFFICER:** |

**1. Identification of Need**

For sustainability reasons, please confirm that (i) this product/service is required; (ii) the need cannot be met in any other way; (iii) a suitable product/service is not already available within the Council; (iv) consideration has been given to its clean and effective disposal thereafter.

**2. Business Case**

Confirm completion of Project Proposal Form (PPF) Yes [ ]  No [ ]

Confirm approval to proceed has been obtained, state by whom and include date

 Yes [ ]  No [ ]

Have you undertaken a Risk Analysis

 Yes [ ]  No [ ]

If no, are you satisfied that you do not need to conduct a Risk Analysis?

**3. Tender Process**

Confirm Type of Procurement Exercise: -

Quotation below £75,000 [ ]  Simplified Procedure [ ]

CPR Tender Open (£75k–EU) [ ]  CPR Tender Restricted (£75k–EU) [ ]

EU\* Open [ ]  EU\* Restricted [ ]

Value Wales/CCS/WPC Framework [ ]  Other (please specify)

Confirm whether it is: - Supplies [ ]  Services\* [ ]  Works [ ]

\*If above threshold service, confirm whether it is: Full Regs [ ]  Light Touch [ ]

 Subject to a PIN Notice: Yes [ ]  No [ ]

Confirm whether contract will be a Framework Yes\* [ ]  No**[ ]**

*Confirm whether requirement will be divided into Lots*

 Yes [ ]  No **[ ]**

Please provide details of Lots:

Please provide the reasons for not subdividing the requirement into Lots:

Confirm how long Tendered prices are to remain valid    **days**

|  |
| --- |
| Confirm whether DBS checks are required Yes [ ]  No **[ ]**  |

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| --- |
| Confirm method of advertising, e.g. Sell 2 Wales, OJEU, Trade Journals, CCS-ITQ etc.  |

**4. Collaboration**

*Confirm whether collaboration has been considered (with other public sector bodies NPS, WPC, VW/* CCS *arrangements). If so please provide details:*

*If collaboration not already planned, is there an opportunity?*

Is there an opportunity for this procurement exercise to be scoped for a wider Welsh Purchasing Consortium collaborative exercise?

Yes [ ]  No [ ]

If ‘No’, then please provide the reasons behind this decision.

*Is there an opportunity for a further potential efficiency due to collaboration?*

**5. Funding Implications**

Confirm that funding has been secured and state source

 Yes [ ]  No [ ]

Confirm whether there are any European and/or other External Funding\* implications

 Yes [ ]  No [ ]

Confirm whether the procurement will be funded from capital\*, revenue or both

 *Capital [ ]  Revenue [ ]  Both [ ]*

\* NB If there are external funding or capital implications, please also refer to the Managing Capital Document, Project Grants Manual and the External Funding Strategy

**6. E-Tendering**

Confirm whether the procurement exercise is suitable for electronic tendering

 *Yes [ ]  No [ ]*

Confirm whether approval for electronic tendering has been obtained from Section 151 Officer and Monitoring Officer (as per Section 3.4 - Contract Procedure Rules)

 *Yes [ ]  No [ ]*

**7. Sustainability**

Confirm whether a Sustainability Risk Assessment (SRA) has been carried out for your requirement

 Yes [ ]  No [ ]

If No, please state reasons

If SRA not already completed, is there an opportunity?

Consider whether the inclusion of Community Benefits has been considered.

 Yes [ ]  No [ ]

*For further support and guidance on Community Benefits please contact Clare Jones, Principal Procurement Officer for assistance.*

If ‘No’ please provide the reasons behind this decision;

**8. Equalities**

Consider if the Equalities Act 2010 has been given ‘due regard’ in delivering the Service.

 Yes [ ]  No [ ]

(The aim of the Duty is for public bodies to consider the needs of all individuals in their day to day work, in developing policy, in delivering services, and in relation to their own employees. *Please contact Llinos Evans, Policy & Partnership Officer to discuss specific requirements.*

***NB If ‘no’ is selected this may prevent the tender process moving forward***

**9. TUPE**

Has this requirement previously been undertaken in-house?

 Yes [ ]  No [ ]

If the requirement is going to be awarded to a contractor, i.e., contracting out or outsourcing, will TUPE apply?

 Yes [ ]  No [ ]

If the requirement is being re-tendered and the contract will be assigned to a new contractor, will TUPE apply?

 Yes [ ]  No [ ]

Please confirm if TUPE applies to this Tender Exercise?

 Yes [ ]  No [ ]

*Please note TUPE may also apply to a goods contract, for further advice please contact CPU.*

**10. Health & Safety**

Has the Health & Safety Team been consulted on Health & Safety requirements for the tender?

 *Yes [ ]  No [ ]*

***(Please contact the Health and Safety Team; Rhys Williams will arrange)***

**11. Data Protection**

Will the contractor be provided with personal data by the Council, or collect personal data on our behalf?

 *Yes [ ]  No [ ]*

*If yes the contractor must have in place appropriate organisational and technical measures to protect this data. Please contact John Tillman, Information & Data Protection Officer to discuss the legal requirements.*

**12. Welsh Language**

Consideration has been given to the bi-lingual requirement for this particular contract

 *Yes [ ]  No [ ]*

*NB – In the conduct of Public Business in Wales the English and Welsh languages should be treated on a basis of equality. The Council’s Welsh Language Scheme will provide further detail, Please contact Llinos Evans, Policy & Partnership Officer to discuss specific requirements.*

**13. State Aid**

Does State Aid apply? *Yes [ ]  No [ ]*

*(Any aid granted through state resources in any form whatsoever which distorts or threatens to distort competition by favouring certain undertakings and which affects trade between member states). If in doubt, check with Legal as there may be Exemptions.*

**14. Evaluation Criteria, Weightings and Panel**

Detail the Evaluation Criteria that will be used, including weightings and justification for Price/Cost/Quality split.

***As per the Procurement Strategy 2011-2014 Recommendation 8 - Evaluation criteria of all CCC led exercises, need to ensure that at least 70% is based on Price. Where this is inappropriate then the agreement of the Director of Resources should be sought.***

*Please confirm Evaluation Panel has been selected and list officer names: -*

|  |
| --- |
| **Conflict of Interest**Please confirm if any members of the evaluation panel potentially have, directly or indirectly, a financial, economic or other personal interest which might be perceived to compromise their impartiality and independence in the context of the procurement procedure. |

*Please confirm Evaluation Criteria weightings and Tender Documentation has been approved by ALL Tender Panel members.*

Yes [ ]  No  **[ ]**

**15. Efficiencies**

***You will be required to address the potential for efficiencies as part of the Contract Monitoring & Management process following contract/framework award. Support in this respect will be provided by CPU and/or relevant specialist Officers.***

***As per the Procurement Strategy 2011-2014 each Procurement Evaluation Team is to secure further efficiencies equivalent to 1% for every year covered by the contract. (i.e 3% over the life of a three year contract). This efficiency could be secured via a straight (a) price reduction, (b) reduced overall spend through reduced volumes or (c) improvement in processes leading to cost reductions.***

Confirm Annual Efficiency Projection: ***£***

Confirm Basis for Efficiency:

Confirm VFM & Efficiency Classification Code [A, B or C]:

**16. Managing the Contract**

Please outline the ways in which the Quality, and Performance of the supplier will be monitored during the Contract (include responsible officer)

See Contract Management Guidance on the Intranet

Please outline the ways in which efficiencies will be measured, monitored and reported during the period of the contract (include dates)

**17. Review & Consider Options for the Future**

Please confirm the date(s) at which the contract exit strategy and future plans will need to be considered and reviewed

If EU Tender, consider Prior Information Notice (PIN) – Contact CPU at beginning of calendar year

**18. Evaluation Report**

Please confirm that you have completed the pre-advert section of the Evaluation Report Template

Yes [ ]  No **[ ]**

**19. Approval to Advertise**

Date of first meeting with Project Owner/Lead Officer:

Signature of Project Owner/Lead Officer:

Signature of CPU Officer:

Principal Officer CPU **Sign off:**

Date: ***See appendix 1****- Evaluation criteria*