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| Carmarthenshire County Council **Tender Record Form (For all exercises over £25,000)** |
| Please note this Summary Front Sheet MUST be sent to Finance (FinancialAssessments@carmarthenshire.gov.uk), Health and Safety (HealthandSafety@carmarthenshire.gov.uk), Risk, John Tillman and Kim Baker |
| Welsh Language Translation  | For all Tenders above £75,000 you MUST inform the Welsh Translation Unit immediately that there will be a requirement for document translation. Please confirm Yes [ ]  No [ ]  N/A (below £75k) [ ] email: TranslationUnit@carmarthenshire.gov.uk |
| Tender Title |  |
| Tender Summary(Summarise briefly what the requirement is for) |  |
| Proposed Start Date |  |
| Contract Duration (Include extension period) |  |
| Lead Officer to determine proposed frequency of financial, insurance and Health and Safety checks through the lifetime of the awarded Contract/Framework/DPS |  |
| Annual Value of Contract/Framework/DPS  | £ |
| Total Value of Contract/Framework/DPS | £ |
| Confirm if spend has been reviewed Authority wide to identify similar needs  | Yes [ ] No [ ]  |
| Is the Contract/Framework/DPS being split into Lots? (Please provide details) | Yes [ ] No [ ]  |
| Number of suppliers to be awarded to the contract/framework/DPS |  |
| Lead Officer  |  |
| Lead Officer Contact details |  |
| Senior Procurement Officer  |  |
| Senior Procurement Officer Contact details |  |

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| Procurement Summary |
| Type of Contract (One-off or Renewable) |  |
| Department |  |
| Service Area |  |
| Category Manager |  |
| Identification of Need |
| For sustainability reasons please confirm that:- | This Product/Service is required [ ] The need cannot be met in any other way [ ] A suitable product/service is not already available within the Council [ ] Consideration has been given to the disposal thereafter [ ]  |
| Business Case |
| Confirm **approval** to proceed has been obtained, state by whom and include date | Yes [ ] No [ ] Name of Approval Officer:Date: |
| CCC - Confirm completion of Project Proposal Form (PPF) | Yes [ ] No [ ]  |
| Have you undertaken a **Risk** Analysis? | Yes [ ] No [ ]  |
| If no are you satisfied that you do not need a Risk Analysis? | Yes [ ] No [ ]  |
| Tender Process |
| Confirm the **Type** of Procurement Exercise | Quotation Below £75,000 [ ] Simplified Procedure (Below OJEU) [ ] CPR Tender Open (£75k CCC– EU) [ ] CPR Tender Restricted (£75k CCC – EU) [ ] EU Open\* [ ] EU Restricted\* [ ] NPS/Value Wales/CCS Framework [ ] Other (Please Specify) [ ]  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| If a Framework is being used, provide framework details and justification for using the framework: |  |
| \*If above EU threshold confirm whether it is subject to: | Full Regulations [ ]  Light Touch [ ]  |
| Has a PIN been issued? | Yes [ ] No [ ]  |
| Please confirm what you are Procuring: | Goods [ ]  Works [ ]  Service [ ]   |
| Confirm whether Tender will be to establish a **Framework** | Yes [ ] No [ ]  |
| Confirm whether Tender will be to establish a **DPS** | Yes [ ] No [ ]  |
| Confirm whether requirement will be divided into **Lots** | Yes [ ] No [ ]  |
| If Yes Please provide details of the Lots: |  |
| If No please provide the reason for not subdividing into Lots: |  |
| Confirm how long Tendered **Prices** are to remain valid | \_\_\_\_\_\_\_ days |
| Confirm if **DBS** checks are required: | Yes [ ] No [ ]  |
| Confirm where the Procurement is **advertised**:  |  |
| Conflict of Interest |
| Please confirm if the Lead officer, any officer(s) involved in the tender preparation or 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. | Yes [ ] No [ ] I**f Yes please provide further details:** |
| Collaboration |
| Confirm if **Collaboration** has been considered? If so please provide details of the arrangement | Yes [ ] No [ ]  |
| If Carmarthenshire is leading on a Collaborative Tender exercise with another public sector organisation the roles and responsibilities must be defined from the outset | Please define relationship: - Central Purchasing Body (CCC Lead) [ ] Joint Procurement (Joint Leads) [ ] **Please provide further details** of who the other organisation(s) is/are……….  |
| If **Collaboration** isn’t planned is there an opportunity? | Yes [ ] No [ ]  |
| Is there an opportunity for a further potential efficiency due to **Collaboration**? | Yes [ ] No [ ]  |
| Funding Implications |
| Confirm **funding** has been secured and please state the source: | Yes [ ] No [ ]  |
| Confirm whether there is any **European and/or other external funding**\* implications? | Yes [ ] No [ ] **\* NB (CCC) If there are external funding or capital implications, please also refer to the Managing Capital Document, Project Grants Manual and the External Funding Strategy.** |
| Confirm whether the Procurement will be **funded** from Capital, Revenue or both  | Capital [ ] Revenue [ ] Both [ ]  |
| Confirm whether the Contract / Framework will be a **lease**? (there may be implications with IFRS16) | Yes [ ] No [ ] If the answer Is ‘Yes’ please contact the finance team via crfinanceleasing@carmarthenshire.gov.uk.  |
| State Aid |
| Does **State Aid** Apply? | Yes [ ] No [ ]  |
| Sustainability & Community Benefits |
| Confirm whether a **Sustainable Risk Assessment (SRA)** has/will be carried out?  | Yes [ ] No [ ] **For further support and guidance on SRAs please contact Kim Baker** |
| If No please state reasons why not |  |
| Have **Community Benefits** been considered? | Yes [ ] No [ ] **For further support and guidance on Community Benefits please contact Clare Jones (CCC)**  |
| If No please state reasons why **Community Benefits** won’t be included. |  |
| Well-Being of Future Generations Act |
| Consideration has been given as to how the **WBFG Act** can be embedded into the contract / framework / DPS  | Has this requirement considered the 5 ways of working and Carmarthenshire’s Well-Being Objectives -.See APPENDIX AYes [ ] No [ ] **For further support and guidance please contact Robert James Performance Planning & Business Officer** |
| Modern Slavery & Ethical Employment |
| Consider if **Modern Slavery** and/or **Ethical Employment** might be an issue within the contract / framework / DPS | Yes [ ] No [ ] If yes consider enclosing relevant Questions and / or specific Terms and Conditions clauses in the tender. **For further support and guidance on Community Benefits please contact Clare Jones (CCC)** |
| Equalities & Welsh Language |
| Consider if the **Equalities** Act 2010 has been given ‘due regard’ in delivering the Service | Yes [ ] No [ ] **CCC Officers - Please contact Llinos Evans, Policy & Partnership Officer to discuss specific requirements.** |
| Consider whether the implications of delivering a fully **Bi-lingual** requirement has been given?(Councils are required to comply with the Welsh Language (Wales) Measure 2011)  | Yes [ ] No [ ] **NB. In the conduct of Public Business in Wales the English and Welsh languages should be treated on a basis of equality. CCC Officers - Please contact Llinos Evans, Policy & Partnership Officer to discuss specific requirements.** |
| TUPE |
| Please confirm if **TUPE** applies to this Tender Exercise | Yes [ ] No [ ]  |
| Please advise if the following applies | Has this requirement been previously undertaken in-house?Yes [ ] No [ ]  |
| Please advise if the following applies | If the requirement is going to be awarded to a contractor, i.e., contracting out or outsourcing, will TUPE apply?Yes [ ] No [ ]  |
| Please advise if the following applies | If the requirement is being re-tendered and the contract will be assigned to a new contractor, will TUPE apply?Yes [ ] No [ ]  |
| Health & Safety |
| Has the **Health & Safety** Team been consulted on Health & Safety requirements for the tender?  | Yes [ ] No [ ] **(CCC Officers - Please contact the Health and Safety Team by emailing** **HealthandSafety@carmarthenshire.gov.uk**). |
| eProcurement |
| Have alternative methods of **Payment** been considered? | Yes [ ] No [ ]  |
| If Yes which ones? |  |
| 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, which must be set out in a Data Processing Agreement. CCC Officers - Please contact John Tillman, Information Governance & Complaints Manager to discuss the legal requirements.** |
| Will the product/service involve the collection/use of **Personal Data** (information relating to an identified or identifiable person)? If so, will the proposal require the use of new technologies and be likely to result in a high risk to the rights and freedoms of the individuals? | Yes [ ] No [ ] *I***f yes, a Data Protection Impact Assessment must be undertaken to identify and reduce any privacy risks. Please contact John Tillman, Information & Data Protection Officer to initiate this process or for further advice if in any doubt.**  |
| Evaluation Criteria, Weightings and Panel Members |
| Detail the **Evaluation Criteria** that will be used, including weightings and justification for Price/Cost & Quality split | **As per CPR 8.3.1 - 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 Corporate Services must be sought.**  |
| Please confirm **Evaluation Panel** has been selected and list officer names: *-*  | Yes [ ] No [ ]  |
| Please confirm **Evaluation Criteria** weightings and Tender Documentation has been approved by ALL Tender Panel members*.* | Yes [ ] No [ ]  |
| Efficiencies |
| Please confirm that any Cash Releasing **efficiencies** will be monitored and reported during the period of the contract. | Yes [ ] No [ ] **Contact Procurement for a Savings Measurement Report Template** |
| Contract Management |
| Please confirm the **Contract Monitoring Timetable** has been agreed to monitor performance during the duration of the Contract/Framework/DPS.  | Yes [ ] No [ ]  |
| Future Options |
| 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 Procurement at beginning of calendar year.** |
| Tender Evaluation Report |
| Please confirm that you have completed the pre-advert section of the **Tender Evaluation Report** Template | Yes [ ] No [ ]  |
| Approval to Advertise |
|  | Date of first meeting with Lead Officer: Signature of Lead Officer:  Principal Officer / Category Manager **Sign off:** Date: ***See appendix 1****- Tender Documentation (to include Evaluation criteria)* |

**Appendix A**

**Well-being of Future Generations (Wales) Act 2015**

**5 ways of working**



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| **Carmarthenshire’s Well-being Objectives** | **7 National Well-being Goals** |
| **Prosperity** | **Resilience** | **Healthier** | **More equal** | **Cohesive Communities** | **Vibrant culture & Welsh Language** | **Global responsibility** |
| **Start Well** | 1 | Help to give every child the best start in life and improve their early life experiences. | ✓ |  | ✓ | ✓ | ✓ |  |  |
| 2 | Help children live healthy lifestyles | ✓ |  | ✓ | ✓ | ✓ | ✓ |  |
| 3 | Support and improve progress and achievement for all learners | ✓ | ✓ |  | ✓ |  | ✓ | ✓ |
| 4 | Ensure all young people are in Education, Employment or Training(EET) and are following productive learning and career pathways | ✓ |  | ✓ | ✓ | ✓ |  |  |
| 5 | Tackle poverty by doing all we can to prevent it, help people into work and improve the lives of those living in poverty | ✓ |  | ✓ | ✓ | ✓ |  |  |
| **Live Well** |
| 6 | Create more jobs and growth throughout the county | ✓ |  | ✓ | ✓ | ✓ | ✓ |  |
| 7 | Increase the availability of rented and affordable homes | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| 8 | Help people live healthy lives (tackling risky behaviour & obesity) | ✓ |  | ✓ | ✓ | ✓ | ✓ |  |
| 9 | Support good connections with friends, family and safer communities |  |  | ✓ | ✓ | ✓ |  |  |
| **Age Well** |
| 10 | Support the growing numbers of older people to maintain dignity and independence in their later years | ✓ |  | ✓ | ✓ | ✓ | ✓ |  |
| 11 | A Council-wide approach to support Ageing Well in the county | ✓ |  | ✓ | ✓ | ✓ | ✓ |  |
| **In a Healthy, Safe &** **Prosperous Environment** | 12 | Look after the environment now and for the future | ✓ | ✓ | ✓ |  |  |  |  |
| 13 | Improve the highway and transport infrastructure and connectivity | ✓ | ✓ | ✓ | ✓ | ✓ |  |  |
| 14 | Promote Welsh Language and Culture | ✓ | ✓ |  | ✓ | ✓ | ✓ |  |
|  | 15 | Building a Better Council and Making Better Use of Resources | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

**Carmarthenshire County Council’s Procurement practice to address the goals of the act is outlined as follows**:

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| **Well-Being Goals** | **Procurement Activity** |
| **A Prosperous Wales** | * Maintaining and developing existing relationships with local suppliers whilst increasing exposure for smaller suppliers.
* Support SMEs, social businesses and co-operatives to work together to jointly bid for contracts.
* Supports skills development through incorporation of Community Benefit clauses within contracts (where relevant).
* Create lotting and zoning strategies which support the local economy and SME, social businesses and co-operative bidding.
* Explore innovative solutions to reduce carbon use.
* Reduce, reuse and recycle where safe and possible.
* Scope dynamic purchasing agreements as a means of opening up the contract within its duration and promote innovation.
* Pay suppliers within 30 days of invoice receipt.
* Produce a “How to Tender” suppliers’ guide.
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| **A Resilient Wales** | * Support collaboration across the Welsh public sector to drive economies of scale and secure value for money.
* Increase the opportunities for local and regional sourcing.
* Consider sustainable development in the award criteria in larger contracts (where applicable).
* Engage with Business Wales to hold regular supplier engagement events and deliver how to tender workshops.
* Advertise all opportunities over £25,000 on Sell2Wales.
* Hold procurement surgeries for local companies.
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| **A Healthier Wales** | * Take a holistic approach to sourcing to consider prevention services to reduce the need to attend statutory services.
* Through tender evaluation methodology, ensure products are of optimum quality to aid citizens’ quality of life.
* Consideration of healthier alternative food products.
* Seek sponsorship opportunities for sporting events.
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| **A More Equal Wales** | * Improve employment opportunities through inclusion of Community Benefit clauses within contracts (where applicable).
* All Procurement staff will undertake Ethical Employment eLearning training.
* Seek opportunities for reserving contracts.
* Providing social enterprises with the ability to compete and supply to the Council.
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| **A Wales of Cohesive Communities** | * Working to include citizens within the procurement process – specification development and evaluation.
* Inclusion of community benefits clauses in contracts (where applicable).
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| **A Wales Of Vibrant Culture and Thriving Welsh Language**  | * Encourage the ability to submit tenders through the medium of Welsh and ensure these will not be treated less favourably.
* Specific Welsh language contract clauses included as standard within every tender.
* Set requirements within contracts to deliver services in the medium of Welsh where necessary.
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| **A Globally Responsible Wales** | * Use whole life costing methodology to mitigate the environmental impact on disposal of items.
* Implement the requirements of Ethical Employment Code of Conduct and Modern Slavery Act within our tenders.
* Consider purchasing products with ethical (environmental & social) certification including fair trade products.

Ensure suppliers within tiered system of supply are regulated throughout full supply chain. * Encourage use of alternative products which are environmentally friendly.
* Use of recycled, chemical free products which can be recycled in Wales.
* Minimise deliveries to reduce our carbon footprint.
* Reduce printing and postage and give further consideration to the use of recycled paper for the remainder.
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