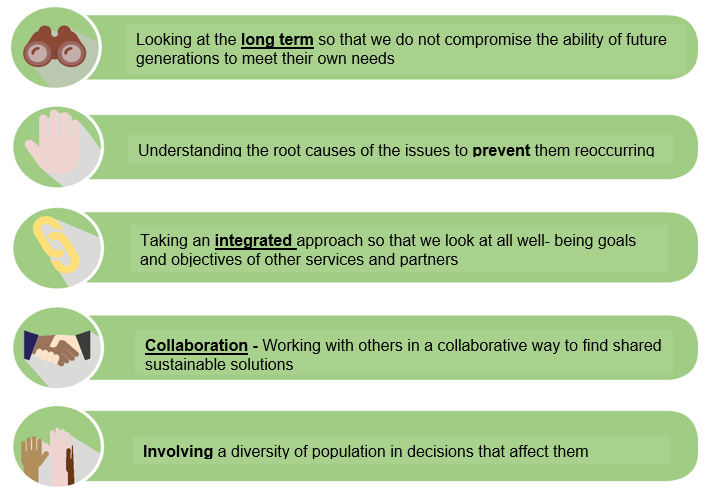
|  |  |
| --- | --- |
| Carmarthenshire County Council **Tender Record Form  (For all exercises over £25,000)** | |
| Please note this Summary Front Sheet MUST be sent toFinance ([FinancialAssessments@carmarthenshire.gov.uk](mailto:FinancialAssessments@carmarthenshire.gov.uk)),  Health and Safety ([HealthandSafety@carmarthenshire.gov.uk](mailto:HealthandSafety@carmarthenshire.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](mailto: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 |  |

|  |  |
| --- | --- |
| 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 A  Yes  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**](mailto: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**



|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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**:

|  |  |
| --- | --- |
| **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. |
| **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. |
| **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. |
| **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. |
| **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). |
| **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. |
| **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. |