


Cabinet 18 December 2019	 TOWER HAMLETS
Report of: Neville Murton – Corporate Director, Resources	Classification: Unrestricted
Contracts Forward Plan – Quarter Three (FY2019-2020)	

Lead Member	Councillor Candida Ronald, Cabinet Member for Resources & the Voluntary Sector
Originating Officer(s)	Zamil Ahmed – Head of Procurement
Wards affected	All wards
Key Decision?	Yes
Forward Plan Notice Published	3 June 2019
Reason for Key Decision	Significant Financial Expenditure and Significant Impact on two or more wards
Community Plan Theme	A fair and prosperous community

EXECUTIVE SUMMARY

The Council's Procurement Procedures require a quarterly report to be submitted to Cabinet, setting out a forward plan of supply and service contracts over £250K in value, or capital works contracts over £5m. This provides Cabinet with the visibility of all high value contracting activity, and the opportunity to request further information regarding any of the contracts identified. This report provides the information in quarter three of the current Financial Year. Only contracts which have not previously been reported are included in this report.

Recommendations:

Mayor in Cabinet is recommended to:

1. Consider the contract summary at Appendix 1, and identify those contracts about which specific reports – relating to contract award – should be brought before Cabinet prior to contract award by the appropriate Corporate Director for the service area
2. Confirm that the remaining contracts set out in Appendix 1 can proceed to contract award after tender

3. Authorise the Divisional Director , Legal Services to execute all necessary contract documents in respect of the awards of contracts referred to at recommendation 2.2 above
4. Review the procurement forward plan 2019-2022 schedule detailed in Appendix 2 and identify any contracts about which further detail is required in advance of the quarterly forward plan reporting cycle

1. REASONS FOR THE DECISIONS

- 1.1 The Council's Procurement Procedures require submission of a quarterly forward plan of contracts for Cabinet consideration, and it is a requirement of the Constitution that "The contracting strategy and/or award of any contract for goods or services with an estimated value exceeding £250K, and any contract for capital works with an estimated value exceeding £5m shall be approved by the Cabinet in accordance with the Procurement Procedures". This report fulfils these requirements for contracts to be let during and after quarter three of the current financial Year.

2. ALTERNATIVE OPTIONS

- 2.1 Bringing a consolidated report on contracting activity is considered the most efficient way of meeting the requirement in the Constitution, whilst providing full visibility of contracting activity; therefore no alternative proposals are being made.

3. DETAILS OF THE REPORT

- 3.1 Council's procurement procedures and processes have undergone major improvements to ensure they are clear, concise and transparent. Our systems, documentations and guidance to suppliers have been transformed to ensure they reflect best practice in Public Sector procurement. Our efforts in maintaining effective dialogue with our bidders during the procurement process has helped to minimise procurement challenges.
- 3.2 To ensure the Council continues to be recognised for its sound procurement practices and effective engagement with the supply community, it is imperative that delays in contract award are minimised and adherence to the timetable outlined within our Invitation to Tender documentations.
- 3.3 The importance of procurement as an essential tool to deliver Councils wider social, economic and environmental aims has resulted in the need to ensure effective elected Member engagement in the pre-procurement and decision making process as identified in the recent Best Value audit.
- 3.4 This report provides the forward plan for quarter three of the current financial Year in Appendix 1, and gives Cabinet Members the opportunity to select

contracts about which they would wish to receive further information, through subsequent specific reports.

- 3.5 Additionally, the report also includes a Procurement Forward Plan 2019-2022 to provide Mayor and Cabinet members with high level visibility of our planned procurement activity and the opportunity to be engaged in advance of the procurement cycle.
- 3.6 Appendix 1 details the new contracts which are planned during the period Q3 of the Financial Year. This plan lists all of the new contracts which have been registered with the Procurement Service, and which are scheduled for action during the reporting period.
- 3.7 Contracts which have previously been reported are not included in this report. Whilst every effort has been made to include all contracts which are likely to arise, it is possible that other, urgent requirements may emerge. Such cases will need to be reported separately to Cabinet as individual contract reports.
- 3.8 Cabinet is asked to review the forward plan of contracts, confirm its agreement to the proposed programme and identify any individual contracts about which separate reports – relating either to contracting strategy or to contract award – will be required before proceeding.
- 3.9 Equalities and diversity implications – and other One Tower Hamlets issues – are addressed through the Council’s Tollgate process which provides an independent assessment of all high value contracts, and ensures that contracting proposals adequately and proportionately address both social considerations and financial ones (such as savings targets). The work of the Strategic Procurement Board and Corporate Procurement Service ensures a joined-up approach to procurement.
- 3.10 The Tollgate process is a procurement project assurance methodology, which is designed to assist in achieving successful outcomes from the Council’s high value contracting activities (over £250K, for revenue contracts, and £5m, for capital works contracts which have not gone through the Asset Management Board approval system). All Tollgate reviews are presented to Strategic Procurement Board; contracts require approval of the Board before proceeding.

4. EQUALITIES IMPLICATIONS

- 4.1 Equalities and diversity implications – and other One Tower Hamlets issues – are addressed through the tollgate process, and all contracting proposals are required to demonstrate that both financial and social considerations are adequately and proportionately addressed. The work of the Strategic Procurement Board and Corporate Procurement Service ensures a joined-up approach to council’s procurement activities.

5. OTHER STATUTORY IMPLICATIONS

5.1 This section of the report is used to highlight further specific statutory implications that are either not covered in the main body of the report or are required to be highlighted to ensure decision makers give them proper consideration. Examples of other implications may be:

- Best Value Implications,
- Consultations,
- Environmental (including air quality),
- Risk Management,
- Crime Reduction,
- Safeguarding,

Best Value Implications

5.2 The Council is required to consider the value for money implications of its decisions and to secure best value in the provision of all its services. The Council procures annually some £350m of supplies and services with a current supplier base of approximately 3,500 suppliers. The governance arrangements undertaking such buying decisions are set out in the Council's Procurement Procedures, which form part of the Financial Regulations.

5.3 Contracts listed in Appendix 1 are all subject to the Council's Tollgate process which involves a detailed assessment by Procurement Review Panel and Strategic Procurement Board of the procurement strategy to ensure compliance with existing policies, procedures and best value duties prior to publication of the contract notice

Sustainable Action for Greener Environment

5.4 Contracts are required to address sustainability issues in their planning, letting and management. This is assured through the Tollgate process.

Risk Management

5.5 Risk management is addressed in each individual contracting project, and assessed through the tollgate process.

Efficiency Statement

5.6 Contract owners are required to demonstrate how they will achieve cashable savings and other efficiencies through individual contracting proposals. These are then monitored throughout implementation.

6. COMMENTS OF THE CHIEF FINANCE OFFICER

6.1 This is a quarterly update report on the Council's contract forward plan for 2019-20 which details the list of contracts that are due for renewal in the next 3-6 months (Appendix 1).

6.2 There are 18 specific contracts detailed in Appendix 1 with a cumulative annual value of £13.5m approx. and total contract value of £98.1m. The cost of these contracts will be met through existing Capital and General Fund resources.

6.3 Procurement Board will provide oversight to ensure efficiencies against the values in Appendix 1 are achieved to meet contract efficiency savings of £5.75m over the next three years as agreed in the medium term financial strategy.

7. COMMENTS OF LEGAL SERVICES

7.1 The Council has adopted financial procedures for the proper administration of its financial affairs pursuant to section 151 of the Local Government Act 1972. These generally require Cabinet approval for expenditure over £250,000 for revenue contracts and £5m for capital works contracts.

7.2 Cabinet has approved procurement procedures, which are designed to help the Council discharge its duty as a best value authority under the Local Government Act 1999 and comply with the requirements of the Public Contract Regulations 2015. The procurement procedures contain the arrangements specified in the report under which Cabinet is presented with forward plans of proposed contracts that exceed specified thresholds. The arrangements are consistent with the proper administration of the Council's financial affairs.

7.3 Pursuant to the Council's duty under the Public Services (Social Values) Act 2012, as part of the tender process and where appropriate, bidders will be evaluated on the community benefits they offer to enhance the economic social or environmental well-being of the borough. The exact nature of those benefits will vary with each contract and will be reported at the contract award stage. All contracts delivered in London and which use staff who are ordinarily resident in London will require contractors to pay those staff the London Living Wage. Where workers are based outside London an assessment will be carried out to determine if the same requirement is appropriate.

7.4 When considering its approach to contracting, the Council must have due regard to the need to eliminate unlawful conduct under the Equality Act 2010, the need to advance equality of opportunity and the need to foster good relations between persons who share a protected characteristic and those who do not (the public sector equality duty). Officers are expected to continuously consider, at every stage, the way in which procurements conducted and contracts awarded satisfy the requirements of the public sector equality duty. This includes, where appropriate, completing an equality impact assessment as part of the procurement strategy, which is then considered as part of the tollgate process

Linked Reports, Appendices and Background Documents

Linked Report

- None

Appendices

- Appendix 1 – new contracts planned: Q3 of the Financial Year and beyond.
- Appendix 2 - Procurement Forward Plan 2019 -2022

Background Documents – Local Authorities (Executive Arrangements)(Access to Information)(England) Regulations 2012

- NONE

Officer contact details for documents:

- N/A

Appendix 1 – New contracts planned: Q3 of the Financial Year and beyond.

Contract Ref & Title	HAC5634 General and Care Act Advocacy Services		
Procurement Category:	Health and Social Care	Funding:	Revenue
Invitation to Tender <input checked="" type="checkbox"/>	01/04/2020	Contract Duration and Extensions:	3+1+1 year
Value P/A:	£180k-£250k (indicative)	Value Total:	£900,000 – 1.25m (indicative)
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input checked="" type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The two services in scope are general advocacy and independent advocacy under the Care Act, 2014. Local authorities have a duty to make sure that people are fully involved in understanding and making decisions about the care and support they need. For people who find it difficult to be fully involved in the care process, independent advocacy is available. The contract value is indicative and will be adjusted following further benchmarking of similar services.

Independent advocacy is an advocate working independently of the Local Authority and appointed under the Care Act. The role of an Independent Advocate is different to the role of a general advocate because they are not just supporting the person to have a voice, but to facilitate and maximise their involvement in a whole range of adult Care and Support processes.

General advocacy is for residents who are vulnerable due to a disability, illness or their age and may find it difficult to put their views across or feel they aren't being listened to. General advocacy (separate from Care Act advocacy) support people to deal with an issue they are facing. Community advocacy is for adults who are 18 or over and need support, e.g. people with learning disabilities, people with mental health problems, people with physical disabilities, and people with dementia.

The service, as well as being Care Act compliant, will support the borough in the delivery of a number of key strategic plans and priorities, including:

- Tower Hamlets Plan, 2018-2023: Better Health and Wellbeing
- Tower Hamlets Strategic Plan, 2019-22, Priority 3: A dynamic, outcomes based council using digital innovation and partnership working to respond to the changing needs of our borough
- Tower Hamlets Together Outcomes and Priorities

Contracting Approach

This service will be commissioned through a Competitive Open Tender with a Supplier Briefing.

Community Benefits

The procurement will seek community benefits from the suppliers through a requirement for them to submit a social value proposal which will be scored. Benefits may include apprenticeships, work experience placements, promoting job fairs and offering graduate placements and / or administrative job opportunities.

Contract Ref & Title	HAC5621 Integrated Information and Advice		
Procurement Category:	Health and Social Care	Funding:	Revenue
Invitation to Tender <input checked="" type="checkbox"/>	20/01/2020	Contract Duration and Extensions:	3+1+1 year
Value P/A:	£750k-£900k (indicative)	Value Total:	£3.75m - £4.5m (indicative)
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input checked="" type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

Provision of an integrated information and advice services across health, social care and social welfare that will serve as a key driver in supporting people to remain independent and healthy for longer. The proposed integrated model will offer early help to residents and carers through a three function model that includes a digital portal, telephone based triage/information/advice service and outreach support. Health, social care and welfare information and advice will be available on a 24/7 basis across the THT partnership supported by a single portal that will include an up-to-date directory of services on offer.

The model supports the borough in the delivery of a number of key strategic plans and priorities, including:

- Tower Hamlets Plan, 2018-2023: Better Health and Wellbeing
- Tower Hamlets Strategic Plan, 2019-22, Priority 3: A dynamic, outcomes based council using digital innovation and partnership working to respond to the changing needs of our borough
- Tower Hamlets Together Outcomes and Priorities

The model encompasses the transfer of a number of council functions from the Adult Social Care Initial Assessment team into the new service. Under this model the referral processing function cluster would move to the service provider as this function would be delivered by the new supplier.

This service will be jointly commissioned between the council and Clinical Commissioning Group (CCG). The CCG contribution is £195,000. The contract value is indicative and will be adjusted once the service model is finalised through co-production.

Contracting Approach

This service will be commissioned through a Competitive Open tender. The benefits of this approach allow the council to award without entering into negotiation if initial bids are to the satisfaction of the Council or to enter into negotiations with selected suppliers with the view to better their offer through effective dialogue between the parties on areas in need of improvement.

A Supplier Market Testing Event will be held prior to initiating the procurement process. This will allow the council to consult the wider market views and receive their final feedback on the proposed Council's approach.

Any points raised by suppliers, will be assessed and may be taken into consideration in the final specs. In order to avoid any gap in services that may have a detrimental impact on residents in need for advice and information, the current service provision arrangements continue for up to a period of 8 months. This will also facilitate a smooth implementation and transition period.

Community Benefits

The procurement will seek community benefits from the suppliers through a requirement for them to submit a social value proposal which will be scored. Benefits may include apprenticeships, work experience placements, promoting job fairs and offering graduate placements and / or administrative job opportunities.

Contract Ref & Title	P5614 New Build Housing at St Pauls Way		
Procurement Category:	Construction & FM	Funding:	Capital Resources
Invitation to Tender <input checked="" type="checkbox"/>	Nov 2019	Contract Duration and Extensions:	18 months
Value P/A:	N/A	Value Total:	£9.5m
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

Demolition of former St. Paul's Way Medical Centre and construction of a part-one, part-five, part- six and part-seven storey building of Class D1 community use (515m2 GIA) at ground floor level and 23 x Class C3 residential dwellings above (9 x 1-bed, 7 x 2-bed and 7 x 3-bed) together with associated amenity areas, cycle/car parking (in the form of 2 x accessible parking bays), refuse/recycling stores and landscaping.

Contracting Approach

This procurement is through an OJEU compliant DPS, operated by Places for People.

Community Benefits

The procurement will seek community benefits from the build contractor through a requirement for them to submit a social value proposal. Benefits will include apprenticeships, work experience placements, promoting job fairs and offering graduate placements and / or administrative job opportunities.

Contract Ref & Title	P5616 New Build Housing at Shetland Garages		
Procurement Category:	Construction & FM	Funding:	Capital Resources
Invitation to Tender <input checked="" type="checkbox"/>	Dec 2019	Contract Duration and Extensions:	2 years
Value P/A:	N/A	Value Total:	£7.43m
Reviewed by Competition Board <input checked="" type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The Shetland Garages site is located within a large 1960s estate, and currently accommodates 45 existing garages. Planning approval was obtained in December 2018 to demolish the existing garages on Shetland Road and to construct two, 4 storey buildings comprising 19 residential units with the provision of associated landscaping and disabled parking spaces. Three wheelchair accessible units are proposed for the ground floor.

Contracting Approach

This procurement is through an OJEU compliant DPS, operated by Places for People. A mini-competition will be issued in accordance with the DPS rules, based on the council's requirements. It is proposed to use the JCT D&B 2016 Building Contract with LBTH amendments.

Community Benefits

The procurement will seek community benefits from the build contractor through a requirement for them to submit a social value proposal. Benefits will include apprenticeships, work experience placements, promoting job fairs and offering graduate placements and / or administrative job opportunities.

Contract Ref & Title	P5643 New Build Housing & Children's Services Building at Norman Grove		
Procurement Category:	Construction & FM	Funding:	Capital Resources
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	Nov 2019	Contract Duration and Extensions:	23months
Value P/A:	N/A	Value Total:	£8.2m
Reviewed by Competition Board <input type="checkbox"/>	Enter Date	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The existing children's residential home at 12 Norman Grove, also known as Dave Adams House, was designed and built in the early 1970's providing support to adolescents with emotional behavioral difficulties. The building is no longer in use by Children's Services and has been closed and vacated. In July 2019, full planning approval was granted to demolish the existing building and provide a two storey building for Children's Services together with 17 affordable homes comprising 4 townhouses on Norman Grove and a 4 storey block of 13 flats on Rosebank Gardens. Two of the properties are designated as wheelchair accessible.

Contracting Approach

This procurement is through an OJEU compliant DPS, operated by Places for People. A mini-competition will be issued in accordance with the DPS rules, based on the council's requirements. It is proposed to use the JCT D&B 2016 Building Contract with LBTH amendments.

Community Benefits

The procurement will seek community benefits from the build contractor through a requirement for them to submit a social value proposal. Benefits will include apprenticeships, work experience placements, promoting job fairs and offering graduate placements and / or administrative job opportunities.

Contract Ref & Title	P5617 New Build Housing at Lowder House		
Procurement Category:	Construction & FM	Funding:	Capital Resources
Invitation to Tender <input checked="" type="checkbox"/>	Nov 2019	Contract Duration and Extensions:	2 years
Value P/A:	N/A	Value Total:	£8.7m
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The Lowder House development sits on the corner between Reardon House and Lowder House in Wapping, and is currently occupied by a concrete hard standing and garages within surrounding residential properties. Planning approval was obtained in June 2019 to demolish the existing garages and to construct a new residential 4-6 storey block containing 18 x 1, 2 and 3 bedroom flats with a covered parking garage. 10% of homes will be located at street-entrance level for full wheelchair-accessibility.

Contracting Approach

This procurement is through an OJEU compliant DPS, operated by Places for People. A mini-competition will be issued in accordance with the DPS rules, based on the council's requirements.

Community Benefits

The procurement will seek community benefits from the build contractor through a requirement for them to submit a social value proposal. Benefits will include apprenticeships, work experience placements, promoting job fairs and offering graduate placements and / or administrative job opportunities.

Contract Ref & Title	P5612 Mechanical Capital Works Framework		
Procurement Category:	Construction & FM	Funding:	LBTH Capital Funding
Invitation to Tender <input checked="" type="checkbox"/>	10/02/2020	Contract Duration and Extensions:	48 Months
Value P/A:	£2.5m	Value Total:	£10m
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

This procurement will provide the Council with a single framework of Mechanical Capital works specialist to support the delivery of the planned capital works programme for corporate and education buildings. The framework will enable the Council to both call off the direct appointment of companies to deliver lower value or emergency works, and mini competition larger value, complex and planned works.

The value of the contract will be £2.5m per annum, for 4 years. The length of contract reflects the maximum term allowed for a framework and is also a term that will enable the Council to build a relationship and encourages firms of all sizes to bid.

The capital works framework will support the major work programmes in buildings that local residents visit and use every day such as Schools, community buildings, pavilions and libraries and Idea Stores. A well-developed framework and strong contractor relationship will enable the Council to drive value for money through the procurement process, reduce delays through sharing work programmes and ensure good outcomes from works by focusing on the deliverables and not inputs for these projects (as the procurement process will take place once for the framework once it is in place, rather than multiple times which happens now).

The social value and community benefits will encourage and measure the use of local supply chain through KPI's and targets. The social value part of the procurement will seek commitment to local projects and supporting other Council led schemes such as work experience and placement opportunities.

The construction market in London is very buoyant and attracting companies to bid for work is challenging. It is believed that by developing a medium-term framework and being transparent with the project pipeline and expected volumes of work will help encourage companies to bid. There will be mailshots and market warming through phone calls and word of mouth. A bidder morning or session is being considered, and further feedback from procurement will be sought in this regard.

Contracting Approach

The proposal is to set up a framework of providers that are available to provide the services as required. The proposal is to have up to 6 suppliers on the framework. Works will be issued either as a direct instruction up to £100k for works and services on a best value basis or via mini-tender method. The mini tender process can be used for works under £100k if the Head of FM deems this method appropriate and likely to achieve the best value outcome.

For low value works up to £100k the Council will issue instructions using the standard terms and conditions. For construction work in excess of £100k appropriate JCT contracts will be adopted with legal support.

Community Benefits

Social Value commitments will form part of the tender process and will be scored via the evaluation process. As the contract is a framework, the suppliers that form part of the framework are not guaranteed work and therefore it may be difficult to ascertain commitments such as apprenticeships and local employment. However, the procurement will seek commitment and set up KPI's in relation to the following-

- promote employment and economic sustainability – tackle unemployment and facilitate the development of skills
- raise the living standards of local residents – pay the London living wage, maximise employee access to entitlements such as childcare and encourage suppliers to source labour from within Tower Hamlets
- promote environmental sustainability – reduce wastage, limit energy consumption and procure materials from sustainable sources

It is expected that the Suppliers will ensure that Tower Hamlets residents are able to access the social value offer delivered through the Contract:

Apprenticeships and Employment Targets:

- New, continued and finished apprenticeships
- 16 years and over work experience placements.
- Jobs advertised through (Local Labour and Business Scheme)
- Job Starts

Upskilling the local workforce:

- Accredited and non-accredited training for individuals working in the supply chain

Local Business:

- Pre-qualification questionnaires completed by Tower Hamlets-based businesses
- Value of business contracts secured by local businesses

Contract Ref & Title	P5626 New Build Housing at Mellish Street		
Procurement Category:	Construction & FM	Funding:	Capital Resources
Invitation to Tender <input checked="" type="checkbox"/>	Nov 2019	Contract Duration and Extensions:	18 months
Value P/A:	N/A	Value Total:	£8.6m
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The site at Mellish Street was previously used as a nursery annex to Seven Mills Primary School. The development site is currently occupied by a single storey modular building that covers a large portion of the site, with the remainder used as surface car parking. Planning approval was submitted in July 2019 to demolish the existing building and construct a 5-storey residential to provide 22 homes for rent and associated external works, and to construct a 3-storey building for community use.

Contracting Approach

This procurement is through an OJEU compliant DPS, operated by Places for People. A mini-competition will be issued in accordance with the DPS rules, based on the council's requirements.

Community Benefits

The procurement will seek community benefits from the build contractor through a requirement for them to submit a social value proposal. Benefits will include apprenticeships, work experience placements, promoting job fairs and offering graduate placements and / or administrative job opportunities.

Contract Ref & Title	P5632 Marketing Opportunities for Local Businesses		
Procurement Category:	Corporate Services	Funding:	Section 106 funding
Invitation to Tender <input checked="" type="checkbox"/>	02/01/2020	Contract Duration and Extensions:	14 Months
Value P/A:	£243,428.57	Value Total:	£284,000
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

This contract, part of the Marketing Ready project, will deliver specialist consultancy services to enterprises in the borough designed to improve the viability of businesses by enhancing their marketing capabilities, thereby helping them conquer new markets and increasing turnover. This project will be a follow-on initiative to the previous Retail Marketing Ready project, which provided marketing support to businesses solely within the retail sector. The new Marketing Ready project will provide the same kind of support to businesses drawn from a range of sectors.

The key objectives are to support businesses to market their goods and services more efficiently, develop their digital skills and online presence and improve the survival rate and viability of the boroughs town centres. The following outputs will be achieved over the life time of the project (14 months):

- 1) 250 Tower Hamlets businesses assisted to market their goods and services effectively
- 2) 250 marketing plans completed
- 3) Beneficiaries to be supported in accessing the online platform for promotional activity

Contracting Approach

This project will go out to tender using an Open procurement procedure. The tender opportunity will be published to the open market via OJEU and the Council's E-tendering portal (London Tenders Portal).

Community Benefits

Tenderers will be required to demonstrate how they would contribute to the economic growth of the borough and maximise the economic benefit for all beneficiaries trained.

Contract Ref & Title	P5635 Supply and Servicing of Library Books and Audio Visual Materials		
Procurement Category:	Corporate Services	Funding:	Revenue
Invitation to Tender <input checked="" type="checkbox"/>	March 2020	Contract Duration and Extensions:	4 years
Value P/A:	£215,000	Value Total:	£860,000
Reviewed by Competition Board <input checked="" type="checkbox"/>	22/10/2019	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input checked="" type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The procurement scope is the supply and servicing of library stock.

The contract will have a duration of 4 years and it will include adults fiction and non-fiction books; children fiction and non-fiction; DVDs, CDs etc.

This is an essential element of the Idea Store function and it will secure quality and efficient supply of stock.

Contracting Approach

The Council has agreed to be an associate of the Central Buying Consortium. CBC is one of the largest local authorities purchasing consortium in the UK. They are undertaking a procurement exercise to put in place a framework agreement for the provision of Library Books and Audio Visual Materials.

Community Benefits

This procurement will ensure best value for all good physical stock for all members of idea stores within Tower Hamlets

Contract Ref & Title	CS5633 Production and Event Management Services		
Procurement Category:	Corporate Services	Funding:	Parks income and core funding
Invitation to Tender <input checked="" type="checkbox"/>	06/04/2020	Contract Duration and Extensions:	5 years
Value P/A:	£281,200	Value Total:	£1,406,000
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

We are seeking to appoint an experienced outdoor production and events management company to support the Tower Hamlets Arts, Parks & Events team with the delivery of council-organised events and to support the management of the corporate and private events that take place in the borough's parks and open spaces. The value of this contract will be up to £1,406,000 over the life time of the contract. It should be noted that there is no guarantee of this level of spend as overall spend depends on which events are confirmed on a year by year basis by Cabinet. The existing contract expires on 25/09/2021 (subject to extension years being granted). The new concession would operate from 26 September 2021 for a contractual period of five years.

Contracting Approach

The contract will primarily support the Arts, Parks & Events programme of annual events and any special projects that arise linked to national and Council initiatives. The appointed provider may also be required to undertake production and event management services for other Council departments, such as Town Centre Management and Enterprise Teams. Tenders for this opportunity will be welcomed from suitable companies that have experience of managing a wide range of outdoor festival and events, including management of large-scale, outdoor events in an urban environment for an audience capacity of 15,000+.

The Arts, Parks & Event team's central strands of work that will be supported by this contract (subject to year on year approval) may include:

- Boishakhi Mela - attendance of 40,000+ across the day. The appointed production company will be required to undertake production, trader and artist management for the event
- Annual Fireworks display - this annual event takes place in November in Victoria Park and attracts an audience of approximately 90,000
- Corporate and private events; support the corporate, commercial and private events programme through on-site management services as required

Community Benefits

Due to the uncertainty of value and the late confirmation of the programme it is difficult for any potential contractor to be expected to offer employment or training opportunities. Most production companies have

small teams with specialist, freelance personnel that they regularly engage for jobs such as site management, site crew, H&S, Noise Management, Trader and Artist support. These roles require either qualifications and / or a level of experience and competency to be carried out safely. It should be noted that the service itself helps to support the delivery of the Tower Hamlets Plan including supporting:

- Strong, resilient and safe communities
- Better Health and well being

Contract Ref & Title	P5628 Corporate Security Services Framework		
Procurement Category:	Corporate Services	Funding:	Revenue
Invitation to Tender <input checked="" type="checkbox"/>	01/06/2020	Contract Duration and Extensions:	48 months
Value P/A:	£2,120,000	Value Total:	£8,480,000
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The new contract will replace Corporate Security Framework DR4907. The new arrangement will provide a range of security services to non-domestic Council assets where the range includes;

- Administrative Offices
- Children's Centres
- Community Centres
- Events Spaces
- Libraries
- Shops
- Empty Sites
- Council Land

The service will provide staff for front facing reception desk and indoor event hosts. It will also lend itself to guarding office buildings with man and dog guarding at empty sites and council land. There will be a CCTV provider and intruder and fire alarm maintenance and key holding reactive service to ensure council sites are responded to out of hours.

Contracting Approach

Contract review has identified that the contract would benefit from separating the range of security services to ensure that lots with lesser value have the standards met. It is proposed the agreement is split into 5 lots.

- Lot 1 Concierge style building supervision - Idea Stores and FM events teams currently use this service. TUPE applies to this contract
- Lot 2 Man & Dog empty site guarding - The Corporate Asset Management Team currently use this service
- Lot 3 Key-holding and out of hours alarm response - FM currently manage the council estate with this service
- Lot 4 Intruder alarm Systems Monitoring and Maintenance - FM currently manage the security of the estate with this service
- Lot 5 Crowd management/outdoor event management - Parks/Open Spaces manage the specialist event security.

The value of this contract dictates the ITT is to be advertised to the OJEU. The proposed contracting method will be a framework agreement with 2 providers per lot. This approach will give the Council a wider scope of size of provider from SME to large.

The procurement procedure used will be a Restricted process as the market for this service is particularly mature and there are sufficient suppliers. The call off arrangements will be lowest bidder. LLW will apply.

Community Benefits

The tender evaluation criteria will consist of a 5% weighting allocated to the Social Value Matrix intended to secure community benefits during the life of the contract.

Contract Ref & Title	P5630 Out of Hours Noise Response Service		
Procurement Category:	Corporate Services	Funding:	Council Resources
Invitation to Tender <input checked="" type="checkbox"/>	01/04/2020	Contract Duration and Extensions:	3 + 2 years
Value P/A:	£157,924.00 p/a	Value Total:	£789,620.00
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input checked="" type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The Authority has a duty to investigate noise complaints from residents. The Environmental Protection Act 1990 allows us to serve a statutory nuisance abatement notice where we are satisfied that a statutory nuisance exists or is likely to occur. A statutory nuisance abatement notice is a legal document that requires those responsible for the nuisance to abate it. Failure to comply with such a notice is a criminal offence.

The successful company will be responsible for providing an out of hour's noise services from 20:00 to 03:30 (Thursday to Sunday). The Out of Hours Response Officers will provide a proportionate response to resident's reports of noise and disturbance in real time. Response Officers will be available to witness persistent issues and provide evidence in the event of prosecution and can be tasked to monitor noise from licensed premises, carry out pro-active noise nuisance visits and provide accurate information on the Night-time economy in Tower Hamlets. The Noise Response Officers notes and witness statements contribute to case investigations and provide consistency to the Environmental Protection Team. LBTH commitment to an out of hour's service gives residents the assurance that there will be a service for them outside normal hours at a time when noise can be very disruptive and upsetting to residents.

Contracting Approach

This project will go out to tender using an Open procurement procedure and will be published to the wider market via OJEU and the Council's E-tendering portal (London Tenders Portal).

Community Benefits

The tender evaluation criteria will consist of a 5% weighting to the Social Value Matrix with the intention of securing long term community benefits over the life of the contract.

Contract Ref & Title	CS5637 Overnight and related short breaks for children and young people with autistic spectrum disorder (ASD) and complex health needs		
Procurement Category:	Care & Commissioning	Funding:	Children' Services
Invitation to Tender <input checked="" type="checkbox"/>	February 2019	Contract Duration and Extensions:	3 + 1 + 1 year
Value P/A:	£1,060,000 - £1,160,000	Value Total:	£ 5,300,000 - £5,800,000
Reviewed by Competition Board <input checked="" type="checkbox"/>	22/10/2019	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The Council has a statutory obligation to provide some form of short break or respite provision for children and young people with disabilities.

Lot 1

This contract is for the provision of overnight and related short breaks for children and young people with autistic spectrum disorder (ASD) accompanied by severe learning disabilities and/or behaviour which is challenging. The successful service provider will be required to deliver overnight short breaks and other short breaks services that achieve the overall aim of enabling and supporting children and young people with disability to live ordinary family lives and participate in universal activities. The service will also provide families with a short break from their caring responsibilities. The successful service provider will be required to provide services for children and young people with ASD accompanied by severe learning disabilities and/or behaviour which is challenging. The service will be provided for children and young people aged between 5 to 18 for daytime short breaks and 6 to 18 for overnight. The successful services provider will be required to provide overnight weekend short breaks, day weekend placement, overnight holiday short breaks and two after school clubs delivered in a Ofsted registered residential setting (s) leased by the service provider from the Council.

Lot 2

This contract is for the provision of overnight and related short breaks for children and young people with complex health needs, including those with physical and/or learning disabilities, those who require palliative care (continuing care) and those with associated sensory impairments as well as children and young people with ASD accompanied by severe learning disabilities and/or behaviour which is challenging.

The successful service provider will be required to deliver overnight short breaks and other short breaks services that achieve the overall aim of enabling and supporting children and young people with disability to live ordinary family lives and participate in universal activities. The service will also provide families with a short break from their caring responsibilities.

The successful service provider will be required to provide services for

- Children and young people with complex health needs, including those with physical and/or learning disabilities, those who require palliative care (continuing care) and those with associated sensory impairments
- ASD accompanied by severe learning disabilities and/or behaviour which is challenging

The majority of children and young people using the service will be in the first category. The service will be provided for children and young people aged between 5 to 18 for daytime short breaks and 6 to 18 for overnight. The provider will also need to have the potential to provide overnight short breaks for 18 to 25 year olds on a spot purchase basis (funded by adult services).

The service provider will be required to provide overnight weekend short breaks, overnight holiday short breaks and two afterschool clubs delivered in a suitable Ofsted registered residential setting (s) owned or leased by the service provider.

In 2018/2019 approximately 77 children and young people used the overnight and related short breaks for children and young people with autistic spectrum disorder (ASD) and complex health needs services.

Contracting Approach

We intend to procure these contracts via an open tender procedure; this is in line with both internal procurement policy and also EU procurement regulations.

Community Benefits

The contracts will highlight community benefits including, and where possible, local recruitment and local resourcing. Delivery of community benefits will be included in the tender award criteria.

Contract Ref & Title	CS5638 Befriending Short Breaks		
Procurement Category:	Care & Commissioning	Funding:	Children's Services
Invitation to Tender <input checked="" type="checkbox"/>	January 2019	Contract Duration and Extensions:	4 Years
Value P/A:	£200,000 - £400,000	Value Total:	£800,000 - £1,600,000
Reviewed by Competition Board <input type="checkbox"/>	22/10/2019	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The Council has a statutory obligation to provide some form of short break or respite provision for children and young people with disabilities. This contract is for the provision of befriending services for children and young people aged 5 year old to 18 years old (not inclusive):

This will include:

- Children and young people with Autistic Spectrum Disorder (ASD) and severe learning difficulties
- Children and young people with complex health needs, including those with physical and/or learning disabilities, those who require palliative care (continuing care) and those with associated sensory impairments. Complex health needs includes children and young people with profound and multiple learning difficulties and complex and severe medical needs who may also have additional physical and/or sensory impairment.

Providers are expected to deliver services to the Borough's children, young people and families through a range of innovative, targeted and universal interventions aimed at building resilience and reducing inequalities:

- The activities should be inclusive to all Tower Hamlet's children across primary and secondary school age.
- Providers are required to demonstrate a sound understanding of the needs of children and young people.
- Providers are expected to develop innovative and/or tried and tested approaches to supporting the delivery of improved outcomes.
- Providers will deliver person-centred services in collaboration with children, young people and/or their families.
- Providers will be required to support increase partnership working between primary and secondary schools.
- Providers will be expected to meet the individual needs of children and young people.

In 2018/2019 approximately 148 children and young people used befriending services in the borough, and there is currently a waiting list of 20 children and young people who would like to access befriending services.

Contracting Approach

We intend to procure the framework via an open tender procedure; this is in line with both internal procurement policy and also EU procurement regulations.

Community Benefits

The framework will highlight community benefits including, and where possible, local recruitment and local resourcing. Delivery of community benefits will be included in the tender award criteria.

Contract Ref & Title	CS5636 - Victoria Park Commercial Events Concession Contract		
Procurement Category:	Corporate Services	Funding:	NA (income generating)
Invitation to Tender <input checked="" type="checkbox"/>	02/11/2020	Contract Duration and Extensions:	5 years (1 Jan 2023 until 31 Dec 2027).
Value P/A:	£1,000,000	Value Total:	£5,000,000
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

This is a concession contract and not a purchase contract for goods or services. The value to LBTH is expected to be between £1 and £1.4 million per annum, resulting in a total income value of £5m to £7m over the proposed contract term. The existing contract expires on 31/12/2022 (subject to the extension year being granted). The new concession would operate from 1 January 2023 for a contractual period of five years.

Contracting Approach

Due to the sensitivities of large scale events in parks (both locally and nationwide), it was considered appropriate that the procurement strategy for the current contract (2017 to 2022) be approved by Cabinet in line with the provisions of 35.1 of the Procurement Procedures. We are now seeking approval for the approach that was adopted during that process to be utilised for the renewal of this contract. This would mean that measures adopted for the current contract, which have seen a reduction in complaints and more community benefits, would be incorporated and would include: a councillor / resident consultation; a minimum level of stewarding and security for walking routes and external toilets to reduce ASB, robust noise management, appropriate levels of external cleansing and a commitment from organisers as to how they would further mitigate impact and what additional benefits they would look to provide.

Community Benefits

Bidders will be required to address what benefits they could provide in relation to supporting local businesses, artists, events and work experience / training opportunities. They will also be required to outline how, beyond the minimum expectations laid out in the Specification, they would look to reduce impact and engage with residents.

Contract Ref & Title	R5629 Telephone IVR System Contract.		
Procurement Category:	Corp Services	Funding:	Revenues
Invitation to Tender <input checked="" type="checkbox"/> Contract Signature <input type="checkbox"/>	31/03/2020	Contract Duration and Extensions:	1 + 1 year.
Value P/A:	£150,000	Value Total:	£300,000
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

In April 2019, the Council novated around 80 IT contracts from its Strategic Partner, Agilisys. Some of these contracts were outsourced in May 2012, as part of the Council's strategic partnership agreement. One of the contracts novated back to the Council is the interactive voice response (IVR) service, which is an automated telephony system that interacts with callers, gathers information and routes the calls to the appropriate recipients. This system enabled the Council to make cost saving, as manual interventions would have been required to route calls.

The scope of this contract is to extend this service with the current telephony system so that it is coterminous and ends in March 2022. This will enable the Council to rationalise the two contracts into one, when the telephony contract is tendered. This contract extension is required due to the information provided by the

supplier, following the novation. It stated that the contract expires in 2020. This is opposed to the information recorded during the novation, showing the expiry to be 2022. As a result of this, the Council needs to ensure service continuity until 2022, in order put out a joint tender for the IVR and telephony systems and deliver value for money.

Contracting Approach

The contracting approach is to undertake a single vendor call-off from the Crown Commercial Service, G-Cloud 11 framework. The Council will tender for its telephony services when both of the coterminous contracts expire in March 2022. As part of the procurement requirements, IVR will be tendered. Through making the current IVR contract coterminous, it will avoid the service incurring charges for cost of change twice, now and in two years' time.

Community Benefits

The realisation of additional community benefits will not be possible at this time. As this proposal is to undertake a direct award via the G-Cloud framework, which does not allow for the inclusion of additional benefits as part of the award process.

Contract Ref & Title	THH5641 Lift Installations		
Procurement Category:	Construction and FM	Funding:	Capital/Revenue
Invitation to Tender <input checked="" type="checkbox"/>	December 2019	Contract Duration and Extensions:	4 + 1 year
Value P/A:	£5M	Value Total:	£25M
Reviewed by Competition Board <input type="checkbox"/>	18/11/2019	<input checked="" type="checkbox"/> London Living Wage <input type="checkbox"/> New Procurement <input type="checkbox"/> Collaboration <input checked="" type="checkbox"/> Re-procurement of existing Contract	

Scope of Contract

The current lift installation and other related work contract reference THH4475 agreement expires on the 16th October 2020. The procurement for the replacement of this contract will be undertaken to put in place a new contract from October 2020. The current and replacement contracts are Qualifying Long Term Agreements.

Scope of Works

- Install Lift in accordance with this Specification and test on completion in accordance with BS EN 81 regulations. Tester to hold evidence of NVQ4 Certifications.
- Ensuring residents welfare at all times of the installation procedure is of paramount importance

It is intended to run a restricted OJEU compliant procurement exercise to go live the first week of December. With the intention of putting in place a THH's Lift Installation framework for a four year period.

Community Benefits

The contract will be structured and tendered to take account of the council's procurement imperatives and approach to delivering community benefits. Community benefits equivalent with the contract size will be sought from the provider through the tender process.