

FORM 2

NOTICE OF DECISION OF CABINET MEMBER

Pursuant Section 15(4) of the Local Government Act 2000, as amended by section 63 of the Local Government and Public Involvement in Health Act 2007, the senior executive member may discharge any of the functions that are the responsibility of the Cabinet or may arrange for them to be discharged by another member of the Cabinet or Officer. On 1st December 2010, the Council adopted the Strong Leader Model for Corporate Governance 2011 as required under Part 3 of The Local Government and Public Involvement in Health Act 2007 (The 2007 Act).

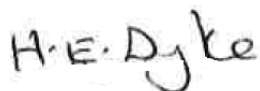
In accordance with the authority delegated to me, I have made the following decision:

Subject	Decision	Reason for decision	Date for Decision to be taken
Evaluation model for procurement of Betaden Bootcamp Programme Delivery Management	To agree the evaluation model for publication as part of the Invitation to Tender (ITT).	To enable the procurement of the Programme Delivery Management resource.	03/08/21

I confirm that the appropriate statutory officer consultation has taken place with regard to this decision.

Dated: 3 August 2021

Signed:



Councillor: Helen Dyke
Leader

To: Leader of the Council

From: Corporate Director Economic Prosperity and Place

Date: 03/08/2021

The procurement of Programme Delivery Management associated with the bid for funding through the Community Renewal Fund for 'Betaden Bootcamp'

1. PURPOSE

- 1.1 To seek Cabinet approval to enter into a procurement exercise for the appointment of a professional team to oversee the programme delivery management of the 'Betaden Bootcamp' which is a proposal for which funding has been sought through the Community Renewal Fund (CRF).
- 1.2 To gain approval for the proposed evaluation criteria to be used within the specification, as per Paragraph 9 of the Contract Procedure Rules.

2. RECOMMENDATION

That the Leader:

- 2.1 Approves the procurement exercise and the tender evaluation model contained in Section 4 of this report.
- 2.2 Grants delegated authority to the Corporate Director: Economic Prosperity and Place, in consultation with the Cabinet Member for Economic Regeneration, Planning & Localism to evaluate the submissions received from the competitive tender process and to award the contract for the work.

3. BACKGROUND

- 3.1 In May 2021 the Council responded to a 'call for projects' from Worcestershire County Council inviting proposals to be submitted for funding from the Government's Community Renewal Fund. The Fund was established as part of the budget and aims to trial initiatives which might be future funding candidates under the Shared Prosperity Fund, which will replace the streams of European funding from 2023.
- 3.2 The Council submitted its proposal, worked up in partnership with Worcestershire LEP, for a trial of the successful Betaden growth accelerator programme which has been run out of Malvern Hills Science Park. The Council and LEP have been in discussion about establishing a Betaden in the north of the county and have identified the Council's planned refurbishment of the Former Magistrates' Court building under the Future High Streets Fund as a

potential location, but this will not be available until 2024. The partners wish to test the concept using the CRF monies using Wyre Forest House to locate a foreshortened Betaden programme which has been called the 'Betaden Bootcamp'.

- 3.3 The bid was included amongst several other bid proposals put together by the County Council in a package and submitted to Government in June 2021. At the time of writing the outcome of the bid has not been announced, but it is imminent as the monies (if awarded) have to be spent in the current financial year, so the partners have to make the necessary preparations should the bid prove successful.
- 3.4 There are three procurement packages required, this one for project delivery management services which is of such value to require this Strong Leader approval, the other two running in parallel and of lesser value are marketing and PR and project management resource.
- 3.8 The Council are the constituent body leading the bid and will be the accountable body, but in practice the Bootcamp will be delivered through the LEP. The proposed evaluation criteria to be used for this commission is outlined in Section 4 of this report.

4. **EVALUATION CRITERIA AND SCORING METHODOLOGY**

- 4.1 The evaluation will be undertaken on a 70/30 split, with 70% of the marks being related to quality and 30% to price.
- 4.2 All Tenders will be evaluated on a **70/30** split in favour of quality over price. The quality criteria and weightings are as follows:

Criteria			Weighting
Technical knowledge and skills	500 words	Detail what recent project and cost management experience you have of large scale (eg in excess of £2 million) construction projects? What key relevant technical skills could you bring to this project? What design skills will you be able to bring to the project?	15%

Criteria			Weighting
References and Case Studies	500 words	Please provide case study information and examples for reference purposes about your previous project management involvement in the delivery of town centre regeneration projects within defined cost and quality. Provide contact details for a minimum of 3 projects from the last 2 years.	10%
Experience	500 words	Detail what experience you have of procuring and overseeing the work of multidisciplinary teams.	10%
Key individuals	500 words	Please provide information of the specific individual/s who would contribute to the delivery and management of this project in the matrix below with time allocations. Please also provide CVs or a summary of previous experience and knowledge for each of these individuals as well as the measures you would put in place to ensure resilience and continuity of service delivery if any individuals were absent for prolonged periods of time.	10%
Risk Management	500 words	Detail your knowledge and experience of creating and updating risk management logs associated with project management	10%
Presentation/ Interview		<p>Presentation What will be your general approach to delivering the project and how will you deploy your resources to achieve the project outcomes?</p> <p>Interview question topics</p>	15%

Criteria		Weighting
		1. Monitoring & Evaluation 2. Stakeholder Engagement and Management 3. Design and delivery 4. Cost Management 5. Risk Management

- 4.3 The following matrix illustrates how response to questions will be assessed. The scores for each question will be used to calculate a percentage weighting based on the percentage weightings listed above.

Performance	Judgement	Score
Exceeds all expectations	Exceptional	10
Exceeds almost all expectations	Outstanding	9
Exceeds most expectations	Very good	8
Above Expectations	Good	7
Slightly exceeds expectations	Fair	6
Meets expectations	Average	5
Satisfactory but below expectations	Below average	4
Below expectations	Poor	3
Well below expectations	Weak	2
Almost Unacceptable	Very Weak	1
Unacceptable		0

- 4.4 The quality score achieved via the above framework will be added to the financial score and a final decision made.

5. **FINANCIAL IMPLICATIONS**

- 5.1 The funding for the commission will be met through the monies awarded from the Community Renewal Fund if the bid is successful, if the bid is not successful then the project will not proceed.

6. LEGAL AND POLICY IMPLICATIONS

- 6.1 Given that the value of the contract could exceed £180,000, Cabinet approval is required for the evaluation criteria, as outlined in paragraph 9 of the Contract Procedure Rules. The procurement will be advertised on the Find a Tender Service and shall be compliant with the Public Contracts Regulations 2015.
- 6.2 The successful professional team will be required to enter into a formal contract in order to undertake the works.

7. CONCLUSION

- 7.1 Due to the value of the contract proposed, authorisation is required for the proposed evaluation model that will be used to assess the tenders. This model has been provided in section 4 of this report.
- 7.2 The successful appointment of [a] suitably qualified programme delivery manager(s) will enable the successful delivery of the project within the timescales required.

8. RISK MANAGEMENT

- 8.1 The LEP has a solid track record of delivering the Betaden concept, now in its fourth cohort at the Science Park. Working with the Council in partnership will enable all risks to be identified as part of the project (these were identified as part of the business case submission in the bid submission) to be mitigated.

9. EQUALITY IMPACT NEEDS ASSESSMENT

- 9.1 This report relates solely to the procurement of programme delivery managers to provide support in relation to the delivery of the Betaden Bootcamp project. The fundamental principles of no discrimination and transparency relate to all procurement exercises; there is no requirement for an Equality Impact Assessment

10. CONSULTEES

- CLT

11. BACKGROUND PAPERS

- None