

Appendix 3

PT3 - Procurement Options Report: Services and Goods

This document is used to identify the Procurement Strategy and Purchasing Routes associated with a project and only considers the option recommended on the associated Gateway report.

City Procurement Project Reference:	21/28/PS		
Project / Contract Title:	Replacement CCTV system at Billingsgate Market		
Category Board:	N/A		
Category Board date:	N/A		
Project Lead & Contract Manager:	Nicholas Sommerville	Lead Department:	City Surveyors
Category Manager:	James Carter	Other Contact:	Dan Ritchie
Total Contract Value (excluding VAT and inc. extension options):	£100-250k	Contract Duration (inc. extension options):	5 months
Revenue Budget Value:	250,000	Approved:	Y/N
Capital Budget Value:		Approved:	Y/N
Capital Project/project vision reference (if applicable):			
Agreed Savings Baseline (£):	£250,000 maximum expected value		
Gateway Approval Process <ul style="list-style-type: none"> - Is this project subject to the Gateway process? Yes (Light) - If so, what was the last Gateway report, and date of approval, and what is the next Gateway report and scheduled date for recommendation for approval? 1 Sep 21 Corp Proj 15 Sep 21Markets/ Projects Sub 			
Opportunity for Inter-City Collaboration (is there another site/department that could benefit from this project)? N/A – this is a one-off procurement project to provide a CCTV upgrade specific to Billingsgate Market			

Procurement Strategy Recommendation

City Procurement team recommended option
Option 1 – Procure supplier as one-off contract via open competition

Route to Market Recommendation

City Procurement team recommended option
Option 1 – 1-stage open tender via FTS

Specification and Evaluation Overview

Summary of the main requirements: Replacement CCTV system at Billingsgate Market - 45 Cameras/ cabling and head end equipment to be replaced - new PVR and VDU equipment to be moved from Constabulary rest room	
Technical and Pricing evaluation ratio 40% (Technical) / 60% (Price)	
Overview of the key Evaluation areas (if known at this stage): <ul style="list-style-type: none"> • Methodology • Stakeholder engagement • Previous experience • Responsible procurement 	
Does contract delivery involve a higher than usual level of Health & Safety, Insurance, or Business risk to be allowed in the procurement strategy? Yes – working in an occupied environment and working at height	
Is there a requirement for a Performance Bond on this Project and if so, on what grounds? No	
Is the contract likely to require financial uplifts? (Please describe what method will be used to calculate the uplift and whether this will be capped) No	
Will the procurement process require a financial assessment? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please indicate recommended assessment: Finance Check <input type="checkbox"/> Financial Appraisal <input type="checkbox"/> Please indicate reasons for this recommendation (please include in this section information on project being rated low/not low): TBC	
Are there any accompanying documents with this report? e.g. PTO/outlined project plan identifying roles and responsibilities as appropriate If yes, please include information in the appendices section below.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Will this project require the winning supplier(s) to process personal data on our behalf?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, please make sure you've defined roles and responsibilities within your project specification. For more information visit Designing Specifications under GDPR. You may include your Privacy Impact Assessment or other relevant report as an appendix to this PT form when submitting to category board (for information).	
Evaluation Panel – Please enter Names of evaluators and Departments below (if known)	
Nicholas Sommerville	TBC

Procurement Timeframes

Target tender live date (to market)	16/10/2021	Notification of outcome / intention to award date	20/08/2021
Target contract start date	20/09/2021		
Are there any time, quality, or cost constraints which need to be taken into consideration? - no works in the lead up to Christmas - working in a live/ occupied site			

Policy and Compliance Considerations

How will the Procurement meet the City's:
Responsible Procurement Strategy: To be addressed though tender evaluation with minimum 10% weighting to be applied to RP criteria
TUPE/Pension liabilities that need to be considered (including future exit provisions where applicable)? N/A
Will this procurement be split into Lots? No
Other:

Baseline Savings Calculation: *This section should include how the baseline figure for savings has been calculated against the [Efficiency and Savings Process Manual](#) in accordance with paragraph 3.1, including any suggested savings or efficiencies e.g. reduced service.*

Agreed Baseline (£):	£250,000
Summary of Baseline Calculations / Savings Proposal	
Note: Typically, the baseline is an existing price but may also be a budget value, estimate, forecast, standard cost or planned expense.	
Please confirm the Baseline Calculation that has been applied below to establish the Agreed Baseline:	
<ul style="list-style-type: none"> - Previously Contracted Costs (where there is an existing contract): <input type="checkbox"/> - Previously Contracted Costs (where there are multiple contracts): <input type="checkbox"/> - Attributed Costs: <input type="checkbox"/> - Target Cost: <input checked="" type="checkbox"/> - Other methodology** (agreed with Finance Representative) and explained below: <input type="checkbox"/> 	
** e.g. BAFO for under OJEU contracts	

Procurement Strategy Options: *This could include inter-departmental usage, external collaborative opportunities, existing contracts integrated once expired or adding it to an existing contract. Options for Make (In-house delivery) versus Buy (Outsource) decision to be considered; also indicate any discarded or radical options.*

Option 1: Procure supplier as one-off contract via open competition
Advantages to this Option: (include savings opportunity of the option) <ul style="list-style-type: none"> • Tests the market • Demonstrates competitive sourcing to market tenants – shows that we have been transparent and offered the work to the wider market • Allows for assessment and comparison of costs through competitive tendering
Disadvantages to this Option: <ul style="list-style-type: none"> • Time and resource needed to undertake a tender exercise may delay planned start date
Please highlight and possible risks associated with this option: Very little risk in open tendering other than tie and resource required.
Option 2: Direct award to existing CoL CCTV provider
Advantages to this Option: (include savings opportunity of the option) <ul style="list-style-type: none"> • Quick route to contract – no competition required • Known and trusted provider to the City
Disadvantages to this Option: <ul style="list-style-type: none"> • Does not test the market therefore difficult to evidence VfM to market tenants • Can limit future use of the contract for its core purpose (CoLP) as available contract value may be reduced
Please highlight and possible risks associated with this option: Push back from tenants that VfM cannot be demonstrated – they may not accept a direct award approach unless we can evidence competitive rates.

N.B. Additional advantages/disadvantages may apply if a waiver is the recommended route. If recommending an extension, please make sure that CCM has been consulted (where appropriate) and that we include information on contract terms.

Route to Market Options: *Route to market is the way in which the City will invite suppliers to bid for the procurement.*

Option 1: 1-stage open tender via FTS
Advantages to this Option: <ul style="list-style-type: none"> • Maximises market exposure through open advertising • Open competition should drive competitive commercial bids • Can demonstrate open competition to market tenants and evidence VfM • Does not restrict who can bid – can encourage new or unknown suppliers to bid
Disadvantages to this Option: <ul style="list-style-type: none"> • Potential for large number of responses • Procurement processes and rules not well understood by the market • Increased resource and time to evaluate
Please highlight and possible risks associated with this option: There are prescribed timescales for above threshold procurement exercises, which may cause the planned start date to be delayed. Bidders may be put off by bureaucratic process which they may not be familiar with.
Option 2: Further competition via framework
Advantages to this Option: <ul style="list-style-type: none"> • Timescales can be adjusted to suit needs • Bidders have been pre-approved so reduced due diligence required • Likely to include known and trusted suppliers • Maximum number of bids will be known in advance so resource can be planned accordingly.
Disadvantages to this Option: <ul style="list-style-type: none"> • Limits supply base to only those suppliers on the framework • Limited scope to amend call-off terms • Due diligence on frameworks may be required if not previously used, adding to time to go out to market
Please highlight and possible risks associated with this option: May not realise benefits of competition as strongly as an openly advertised tender, leading to increased commercial bids.

Outline of appendices

<ul style="list-style-type: none"> • Please list appendices here or mark 'Not applicable' if there is none. • Items to consider appending: <ul style="list-style-type: none"> ○ PTO (Project Plan with Roles and Responsibilities) ○ Data Protection Impact Assessment ○ Financial Risk Assessment (if applicable) ○ Risk matrix if applicable

Report Sign-offs (prior to Category Board approval)

Senior Category Manager	James Carter	Date	Click here to enter a date.
Finance Representative	Simon Owen	Date	Click here to enter a date.
Departmental Stakeholder	Dan Ritchie	Date	Click here to enter a date.