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**ADDITIONAL ITEMS TO THE ANNUAL PROCUREMENT PLAN**

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**Responsible Cabinet Member -  
Councillor Stephen Harker Efficiency and Resources Portfolio**

**Responsible Director - Paul Wildsmith,  
Director of Neighbourhood Services and Resources**

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**SUMMARY REPORT**

**Purpose of the Report**

1. To seek Cabinet approval to add additional items to the Annual Procurement Plan.

**Summary**

2. The Annual Procurement Plan was brought to Cabinet on 4 April 2017 for approval by members.
3. Since that report the Corporate Procurement Unit has been notified of further procurement exercises which are required to commence prior to the planned update report to the Annual Procurement Plan as follows:
  - (a) (TVCA) Tees Valley Combined Authority procurements for the A66 East West Road Connectivity Programme.
  - (b) Red Hall Primary School extension project
  - (c) Jedburgh Drive housing project
  - (d) Jack Horner Pub site housing project
  - (e) Allington Way housing project
  - (f) Heathfield Primary School extension project
  - (g) Capital Works Roofing Scheme
  - (h) Contract renewal and update to existing Capita Unit-E management information system
  - (i) Temporary homeless accommodation

**Recommendation**

4. It is recommended that :-
  - (a) Members approve the assessment of strategic and non-strategic contracts as presented in Appendix 1 and that:

- (i) further reports/ updates on the procurement process for those contracts designated as strategic (including decisions made by the Procurement Board) be brought to Cabinet.
- (ii) the contract award decisions for the contracts designated as non-strategic be delegated to the appropriate Director as listed in the plan at Appendix 1.
- (iii) the contract award decisions for the contracts designated as strategic, as listed in the plan at Appendix 1, be delegated to the Procurement Board to approve and will be reported back to Cabinet.

## Reasons

5. In respect of strategic/non-strategic contracts, the recommendations are supported by the following reasons:
- (a) The Contract Procedure Rules require Cabinet to approve the designation of contracts as strategic and non-strategic and:
  - (b) Contracts designated strategic are of high value and high significance in respect of the impact on residents, Health & Safety and public safety.
  - (c) The contracts designated non-strategic are of a lower value and lower significance in respect of the impact on residents and public safety.

**Paul Wildsmith**  
**Director of Neighbourhood Services and Resources**

## Background Papers

No background papers were used in the preparation of this report.

Claire Weatherburn : Extension 5497/Sarah Hutchinson: Ext 5489

S17 Crime and Disorder	This decision will not have an impact on Crime and Disorder
Health and Well Being	This decision will not have an impact on Health and Wellbeing
Carbon Impact	This decision will not have a direct impact on the Council's carbon footprint.
Diversity	This decision will not have an impact on Diversity
Wards Affected	This decision will not affect any wards
Groups Affected	This decision will not have an impact on any
Budget and Policy Framework	This report does not recommend changes to the Budget and Policy Framework
Key Decision	Yes
Urgent Decision	No

One Darlington: Perfectly Placed	This decision will not have an impact on the objectives of the Sustainable Community
Efficiency	The production of this additional update to the Procurement Plan is designed to save Member and Officer time from requesting delegated powers to make contract award decisions by separate reports by respective commissioning departments and as an exceptional report based on the number of late notifications of required procurements on this occasion. Officers will be reminded of the importance of providing timely required information to the planned Annual Procurement Plan reports (Oct/April)

## MAIN REPORT

### Information and Analysis

#### Strategic Contracts

6. Any contract award decision with a value below £100,000 is delegated to officers. Under the Contract Procedure Rules the Annual Procurement Plan is produced listing details of all new contracts that are £100,000 or above and which require a tender process.
7. This then allows Cabinet to be advised of the contracts of £100,000 and over and to decide which of those contracts are strategic. Contracts that are considered strategic will be delegated to the Procurement Board for approval. The decisions made by Procurement Board will subsequently be reported back to Cabinet in the next Annual Procurement paper (which is brought bi-annually). The balance of contracts of £100,000 and above which are not determined to be strategic will be dealt with by officers under delegation.
8. The Contract Procedure Rules state that if a contract has not been included on the Annual Procurement Plan a separate report must be taken to Cabinet to determine if it is deemed strategic or non-strategic.
9. For those contracts designated strategic the final contract award decision will be approved by the Procurement Board will be reported to Cabinet.

#### Assessment of Contracts

10. Details of which contracts are designated strategic and non-strategic are detailed in **Appendix 1**. The contracts have been assessed against the criteria agreed by Cabinet, the criteria are provided at **Appendix 2** for information. However Members and Officers may decide to recommend other than what the score suggests. Anything else would be considered non-strategic
11. Based on the criteria there is one contract that is designated strategic;

- (a) **The second phase of the Allington Way housing project.**  
The procurement will be broken down in to small packages of works for the areas which the Council workforce is unable to carry out in-house. All procurement will be in line with the Contract Procedure Rules.

12. Based on the criteria there are 8 contracts that are designated non-strategic;

- (a) (TVCA) Tees Valley Combined Authority procurements for the A66 East West Road Connectivity Programme.
- (b) Red Hall Primary School extension project
- (c) Heathfield Primary School extension project
- (d) Jedburgh Drive housing project
- (e) Jack Horner Pub site housing project
- (f) Capital Works Roofing Scheme
- (g) Contract renewal and update to existing Capita Unit-E management information system
- (h) Temporary homeless accommodation

13. To enable the procurements to progress, approval is sought to add the items to the plan and for Cabinet to deem the procurement strategic or non-strategic.

#### **Procurement Advice**

- 14. The TVCA procurements will awarded via the Stockton on Tees Borough Council's Economic Growth and Development Services Consultancy Partnership 2016-2020 Framework. The A66 East West Road Connectivity Programme.
- 15. The school extension projects will be carried out in line with the Councils Contract Procedure Rules and the Public Contracts Regulations 2015.
- 16. The housing projects will be broken down in to smaller packages of works to ensure local SME's are able to bid for the opportunities, in line with the Contract Procedure Rules and the Public Contracts Regulations 2015.
- 17. An Open OJEU Tender Process will be carried out for the roofing scheme.
- 18. An Open Tender process will be carried out for the temporary homeless accommodation.