AGENDA ITEM NO: 18
REPORT NO 755/11

ANGUS COUNCIL

NEIGHBOURHOOD SERVICES COMMITTEE – 17 NOVEMBER 2011

PROCUREMENT OF CONSULTANCY SUPPORT IN THE DEVELOPMENT OF A STRATEGY 2020
VISION FOR AN ACTIVE ANGUS

REPORT BY DIRECTOR OF NEIGHBOURHOOD SERVICES

ABSTRACT: The purpose of this report is to inform Members of the need to put in place a contract for the provision of a consultant to carry out work related to the development of a 2020 Vision Strategy for an Active Angus.

1. RECOMMENDATION

1.1 It is recommended that the Committee:-

(i) authorise the Director of Neighbourhood Services to procure the services of a consultant on the basis as set out in this report.

2. BACKGROUND

2.1 The Scottish Government’s policies on planning for physical activity, sport, play and open space have developed rapidly over the last few years and provide clear targets and statements of intent. The Government clearly sees these areas as being integral to developing the needs and aspirations of our citizens and communities particularly in terms of health and well being.

2.2 An Angus Sports Plan was instigated in 2004 and a Physical Activity Strategy for Angus based on the Best Value Review on Physical Activity Across Tayside (BVRPAAT) was completed in 2005. Since then a Physical Activity Action Plan has been in place and reported on through the Angus Health Improvement Plan and the Angus Community Planning Partnership. This action plan included the delivery of sports programmes and the development of sport in Angus.

3. CURRENT POSITION

3.1 The Council now requires to update the Physical Activity Strategy to take the Council to 2020 and proposes to integrate it within a wider strategy that will include sport, play, open space and facility provision. This requires a robust and objective assessment of what is available at present.

3.2 It will take into account the links that have been developed with other partners and agencies at local, regional and national level and it is expected that a consultation process will be a major part of the project.

3.3 Work has already been carried out on Play and Open Space and this will be inculcated into the overall strategy exercise. The Strategy must also take cognisance of the Angus Local Plan Review (Adopted 2009) in order to consider future development and the impact on the demand for sports facility provision, appropriate local plan policies on sport and recreation and the potential use of developer contributions. In essence, there is a need to provide a strong indication of what provision is required for the future to help deliver front-line services that contribute in a major way to the Angus Single Outcome Agreement and the National Outcomes.

4. PROPOSALS

4.1 The development of the Strategy will be central to the future evolution of leisure provision, active recreation, sport and the education of the Angus population regarding the importance of being active and healthy.

4.2 It is proposed that Neighbourhood Services enter into a contract for a Consultant to work with the Council and representatives from other key agencies to produce a strategy document that will help guide future planning and initiatives in promoting, developing and improving the health and well being of our communities and those people who live in them from a physical activity, sport
and leisure perspective to 2020.

4.3 The indicative timetable for this procurement exercise is as follows:-

- Publish contract notice/seek expressions of interest: \(18^{th}\) November 2011
- PQQ Return Date: \(2^{nd}\) December 2011
- Assess PQQs: \(9^{th}\) December 2011
- Issue invitations to Tender: \(12^{th}\) December 2011
- Approx. Tender Return Date: \(5^{th}\) January 2012
- Approx. Evaluation Completion Date: \(13^{th}\) January 2012
- Approx. Contract Award Target Date: \(16^{th}\) January 2012
- Approx. Contract Start Target Date: \(30^{th}\) January 2012

5. PROCUREMENT AUTHORITY

5.1 Sourcing Strategy

The Director of Neighbourhood Services considers that the provision of specialist consultant Support Services is an essential requirement for the development of the Active Angus strategy for the following reasons:-

- No alternative delivery to procurement of the required supply is appropriate because of the advantages of economies of scale;
- The supply market has been analysed and it is considered that the market for this supply is reasonably competitive; and
- The required supply is readily available from a range of suppliers (although leading suppliers have been identified and will be specifically alerted to the opportunity).

A competitive tender approach to the procurement is, therefore, considered to be likely to deliver best value to the Council for this requirement.

The impact on the locally-based supply chain of going to tender for this requirement has also been considered and is considered to be negligible.

No national contract for this service exists at present.

Consultation has been undertaken with the Tayside Procurement Consortium (TPC) partners, Dundee City Council, Perth & Kinross Council and Tayside Contracts. From that consultation, it is evident that there is no current opportunity for collaborative procurement of this service because our TPC partners have no immediate requirement for these services.

The procurement is not considered to be a "major procurement" in terms of Financial Regulation 16.8.4. Approval of this report would mean that the contract can be accepted without the need for further approval by the relevant Committee. In accordance with the new arrangements, the contract award will be reported to the Infrastructure Services Committee for noting only.

5.2 Key Terms Proposed

A Procurement Planner is in place and it is envisaged that the contract will commence on 30 January 2012 for a six month period with an option to extend for 3 months if circumstances demand it. The value of the supply is estimated at £20,000 over the whole life of the contract.

5.3 Procurement Procedure

It is considered that a two stage ("restricted") tender procedure would be the best means of procuring the required supply here. This is because (a) there is likely to be a high degree of interest in bidding for the contract and (b) the quality of the supply will be highly dependent on the quality of the supplier selected. The maximum number of suitably qualified bidders who will be invited to tender will be five.

The contract opportunity will be openly advertised on the Public Contracts Scotland Portal in accordance with Council policy and as a means of securing good competition to deliver best value for money.
5.4 Contract Evaluation and Award Basis

Completed tenders returned to the Council shall be evaluated and the contract will be awarded on the basis of the most economically advantageous tender, on a mix of quality and price. The price/quality split applied will be 70/30% in accordance with Financial Regulation 16.14.2.

The criteria which will be applied to comparatively evaluate and possibly limit the numbers of bidders to be invited to tender are as follows (in decreasing order of importance and with relative weightings attached):

(1) The quality and quantity of the bidder’s relevant experience in delivering comparable services to the public sector. (40%)

(2) The quality and sufficiency of resources and organisational capacity to adequately support the proposed contract. (30%)

(3) Adequacy of quality control accreditation and assurance process. (20%)

(4) The bidder's proven track record in delivering best value, additionality and innovation to its clients. (10%)

Tender evaluation will be on the basis of the most economically advantageous tender (M.E.A.T), with a price/quality split 70/30% in favour of price. Initial quality assessment will ensure that all bids reach a fit for purpose service standard. The tender evaluation criteria will be:

a. The tendered cost of the services from the Pricing Schedule - 70%;

b. The quality of the Outline Design and resource information as per the Quality Submission - 27%;
   - Use of technology and equipment to meet the client brief (20%);
   - Demonstrate understanding of the client brief (5%);
   - Creative use of client brand (2%).

c. Demonstration of flexibility of support and general quality of offered terms (including illustrative pricing) for additional services - 3%.

6. RISKS

6.1 A risk assessment has been undertaken for this tender and other than the normal risks inherent in any contract, no significant risks have been identified.

6.2 The proposed timescale of the project is very tight. Whilst it is anticipated that this can be achieved, it is important to note that some flexibility may be required to take into account unforeseen circumstances such as bad weather affecting the consultation process.

7. PROPERTY IMPLICATIONS

7.1 There are no property implications at this time. However, part of the consultancy exercise will be to review current facility provision. This may require some involvement from Property Services and as such, the Head of Property will be consulted.

8. FINANCIAL IMPLICATIONS

8.1 As noted at 5.2 above, the consultancy contract is estimated to cost £20,000. The cost of the contract will be met from £10,000 set aside from the Leisure Services CFCR budget in the current financial year and £10,000 match funding secured from Sportscotland.

9. HUMAN RIGHTS IMPLICATIONS

9.1 There are no Human Rights implications arising from this report.

10. EQUALITIES IMPLICATIONS
10.1 The issues dealt with in this report have been the subject of consideration from an equalities perspective. An equalities impact assessment is not required.

11. **ANGUS COMMUNITY PLAN AND SINGLE OUTCOME AGREEMENT**

11.1 This report contributes to the following local outcome(s) contained within the Angus Community Plan and Single Outcome Agreement 2011-2014:-

- Achieving: Children and young people in Angus will have access to positive learning environments and opportunities to develop their skills, confidence and self-esteem to the fullest potential;
- The health of the Angus population is improved;
- Healthy: Children and young people in Angus will enjoy the highest attainable standards of physical and mental health, with access to suitable healthcare and support for safe and healthy lifestyle choices;
- Active: Children and young people in Angus will be active with opportunities and encouragement to participate in play and recreation, including sport;
- A good quality of life is enjoyed by all in Angus;
- Our communities are safe, secure and vibrant.

12. **CONSULTATION**

12.1 The Chief Executive, Director of Corporate Services, Head of Finance, Head of Law and Administration, the Director of Education and the Director of Social Work and Health have been consulted in the preparation of this report.

13. **CONCLUSION**

13.1 The Council requires to update the Physical Activity Strategy and Sports Plan. To achieve the best possible outcome, it is proposed to integrate these within a wider strategy that also incorporates play, open space and facility provision across the county. The work involved is of a substantive nature and requires external expertise with additional support being given by Council services and partnership agencies. It is proposed to employ a Consultant to undertake the work in conjunction with a Working Group set up by Neighbourhood Services. It is envisaged that details of the new all-encompassing strategy will be available in August 2012.

**RON ASHTON**
**DIRECTOR OF NEIGHBOURHOOD SERVICES**

**NOTE:** No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to a material extent in preparing the above report.