

**This report template is for health care services-based procurements that will be subject to the Provider Selection Regime (PSR).**

#### Drafting notes

- All reports must contain as a minimum, the information requested within the template.
- Populated information must use the stock font and font size of the template.
- Any form of indentation must comply with how the template has been set up.
- Information copied into the report must be relevant, within the appropriate sub-section and comply with the above bullets.
- Sections highlighted in green will be for the Category Management team to finalise.
- Sections in blue are required for Cabinet only – if this report isn't a key decision, these sections can be deleted.

Failure to address any of these points will result in the report being deferred to the subsequent meeting.

## PROCUREMENT BOARD

**DATE**

### PROJECT COMMENCEMENT/OPTIONS APPRAISAL - GATEWAY 1 REPORT: **Title**

**Portfolio Holder:** Councillor X, Portfolio Holder for Y

**Report from:** Appropriate director and their directorate

**Author:** Report author and their job title

#### Procurement Overview

Total Contract Value (estimated): £###

Regulated Procurement: Yes

Proposed Contract Term: In months with extensions

#### Compliance Overview

Statutory/Legal Obligations: Yes, as per 2.2.1 or No

Project Dependency: Yes, as per 2.1.1 or No

#### Tender Process Overview

Process Proposed: To be determined with

CatMan

Intention to Guarantee Inflationary Uplift: Yes and in line with what index? or No

Parent Company Guarantee/PB Required: Yes/No/Waived as per 1.5.1

**Commented [km1]:** This will read either Direct Award A, B, C, more suitable, or competitive process

Does this report constitute a key decision? **Yes/No - if yes, needs to go to cabinet**

Implications:

ICT: **Yes/No**  
 Procurement: **Yes/No**  
 TUPE: **Yes/No**  
 Finance: **Yes/No**

## SUMMARY

This report seeks permission to commence the procurement of the **Project title** Contract. This Gateway 1 report has been pre-approved for submission to the Procurement Board by **insert what AD or DMT approved this report.**

**It is recommended that this project is deemed a key decision and will also seek cabinet approval prior to procuring.**

The political and service sensitivities are covered in the risk section of this report.

### 1.1. Budget & Policy Framework

1.1.1. **Officers must outline whether the requirement complies with the Council's budget and policy framework.**

1.1.2. **If necessary, please add reasons for urgency here.**

### 1.2. Background Information and Procurement Deliverables

1.2.1. **Officers must provide a brief background in respects of the goods, service or works to which this procurement requirement relates and what the activity will deliver.**

### 1.3. Parent Company Guarantee/Performance Bond Required

1.3.1. **The Councils CPRs require a PCG or Bond for all contracts over the value of £250K unless agreed otherwise by the Council's MO in conjunction with the Council's CFO. Will a PCG/Bond be sought or is this being waived, if so, why?**

## 2. Procurement Dependencies and Obligations

### 2.1. Project Dependency

2.1.1. **Officers must outline whether the project is standalone, (with no linkage to any other procurement projects or procurement programmes) or a procurement project that is dependent upon and connected to other procurement projects/programmes.**

## 2.2. Statutory/Legal Obligations

2.2.1. Officers must outline if the project is required to fulfill any statutory or legal obligations for the Council (and detail the requirements as applicable). If there are no obligations, please state Not Applicable.

## 2.3. Procurement Project Management

2.3.1. The management of this procurement process will be the responsibility of the Category Management team.

## 2.4. Post Procurement Contract Management

2.4.1. The management of any subsequent contract will be the responsibility of the name of post.

2.4.2. To ensure the needs of the requirement are met and continuously fulfilled post award, the following KPIs will be included in the tender and will form part of any subsequent contract.

#	Title	Short Description	%/measurement criteria

## 3. Market Conditions and Procurement Approach

### 3.1. Market Conditions

3.1.1. Officers must outline the market conditions for the goods/services or works being procured e.g. monopolistic, limited or highly competitive, emerging/established areas, local/national providers/frameworks etc.

### 3.2. Procurement Options

3.2.1. As this is a (predominantly) health-based services contract, the Provider Selection Regime dictates the following options:

3.2.1.1. **Option 1– Direct Award Process A:** Direct award process A must be used where there is an existing contract and there is no realistic alternative provider due to the nature of the services. It cannot be used to award newly established services nor frameworks. Officers must detail whether DA Process A is applicable to the need. If so, it MUST be applied, if not, it CANNOT be used.

- 3.2.1.2. **Option 2 – Direct Award Process B:** Direct award process B must be used where there is unlimited patient choice and the Local Authority has, or would establish, a system to admit all eligible providers. It cannot be used to award newly established services, nor frameworks. Officers must detail whether DA Process B is applicable to the need. If so, it MUST be applied, if not, it CANNOT be used.
- 3.2.1.3. **Option 3 – Direct Award Process C:** Direct award process C may be used where there is an existing provider whose satisfied the current contract, which is ending, is likely to satisfy a new contract with no considerable changes to the services, and Direct award processes A nor B apply. It cannot be used to award newly established services, nor frameworks. Officers must detail whether DA Process C is applicable. If so, it MAY be used. If it MAY be used and the officer decides not, they must explain why.
- 3.2.1.4. **Option 4 – The most suitable provider process:** The most suitable provider may be used where Direct award processes A nor B do not have to be applied, and the Council does not wish to or cannot follow direct award process C. It cannot be used to establish a framework but can be used for a newly established service. Officers must detail whether the most suitable provider process is applicable. If so and they wish to utilise it, they must justify how they came to that conclusion in consultation with the CatMan team. If so and they don't use it, they must detail why.
- 3.2.1.5. **Option 5 – The competitive process:** The competitive process must be used when direct award processes A nor B apply, the Council cannot or does not wish to follow direct award process C, or wishes to establish a framework agreement or similar. Officers must detail whether the competitive process is applicable. If so they must also detail what type of process they wish to follow i.e. open market or framework.
- 3.3. Advice and analysis
- 3.3.1. Officers must outline their preferred option with rationale.
- 3.3.2. It is recommended that the contract length be a **Insert #** -month term with the option to extend for **Insert #** months by mutual agreement.
- 3.4. Evaluation Criteria
- 3.4.1. The Provider Selection Regime mandates the use of 'key criteria' as the only scoring criteria. The table below details the key criteria as well as the scoring methodology applied for this tender. Note that if Direct Award Processes A or B are applied, the key criteria isn't.

3.4.2. Officers propose to evaluate bidders against the following quality criteria within the tender.

Key Criteria	Weighting (%)	Purpose
Social Value		
Improving access, reducing health inequalities, and facilitating choice		
Integration, collaboration, and service sustainability		
Quality and innovation		
Value		

## 5. Risk Management

5.1. Risk management is an integral part of good governance. The Council has a responsibility to identify and manage threats and risks to achieve its strategic objectives and enhance the value of services it provides to the community. Using the following table this section should therefore consider any significant risks arising from your report.

Risk	Description	Action to avoid or mitigate risk	Risk rating

For risk rating, please refer to the following table (please retain table in final report):

Likelihood	Impact:
A Very likely	I Catastrophic
B Likely	II Major
C Unlikely	III Moderate
D Rare	IV Minor

## 6. Consultation

6.1. Officers must detail any stakeholder consultation (internal or external) relating to the project. If appropriate this section can include feedback from other committees.

## 7. Service Implications

### 7.1. Financial Implications

7.1.1. The procurement requirement and its associated delivery as per the recommendations will be funded from existing revenue/capital budgets OR require additional revenue/capital funding.

7.1.2. Further comments must come from finance colleagues. These will be sought by Category Management once the rest of the report is complete. All reports must seek finance clearance from: [bsd\\_finance\\_report\\_clearance@medway.gov.uk](mailto:bsd_finance_report_clearance@medway.gov.uk)

## 7.2. Legal Implications

7.2.1. These comments must come from legal colleagues. These will be sought by Category Management once the rest of the report is complete via: [legalgatewayreports@medway.gov.uk](mailto:legalgatewayreports@medway.gov.uk)

## 7.3. TUPE Implications

7.3.1. Officers must detail whether TUPE applies and, if so, how many employees may be affected.

7.3.2. These comments will then also be confirmed by legal.

## 7.4. Procurement Implications

7.4.1. These comments must come from Category Management colleagues

## 7.5. ICT Implications

7.5.1. These comments must come from ICT colleagues. These will be sought by Category Management once the rest of the report is complete. Contact: [nick.beauchamp@medway.gov.uk](mailto:nick.beauchamp@medway.gov.uk) AND [peter.good@medway.gov.uk](mailto:peter.good@medway.gov.uk)

## 7.6. Climate Change implications

7.6.1. Report authors will need to consider whether there are any positive or negative climate change/carbon emission implications arising from the report and opportunities for mitigation. Only add a section to the report if there are any implications.

## 8. Social, Economic & Environmental Considerations

8.1. Officers must outline what social value considerations will be given to the tender - comprehensive list contained within tender answer booklet.

9. Recommendation(s)

- 9.1. Procurement Board is asked to acknowledge the contents of this report and approve the recommendations, to:
  - 9.1.1. Pursue the procurement of **short service description** as per the preferred option identified in paragraph 3.3.1.
  - 9.1.2. **To waive the requirement of a form of security as per the rationale outlined in paragraph 1.3.1.**
  - 9.1.3. **To entrust the client lead as outlined in 2.4.1 to finalize the quality questions initially proposed in 3.4.2.**

10. Suggested Reasons For Decision(s)

- 10.1. **Officers must detail why they have made that recommendation.**

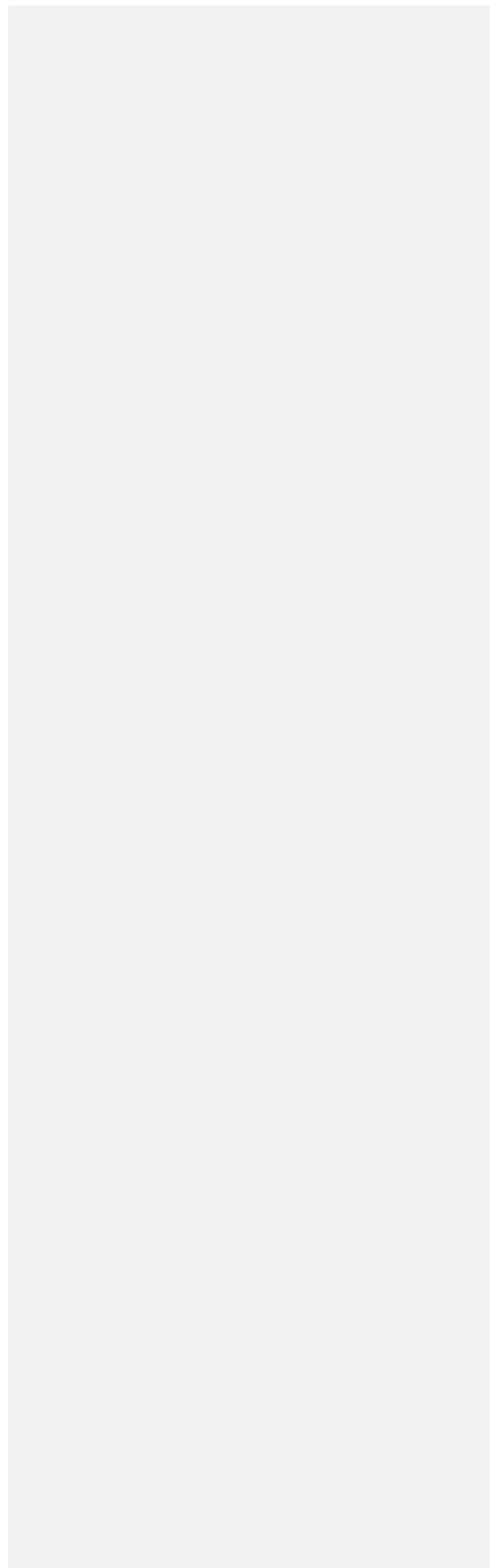
Service Lead Officer Contact

Name:   
 Title:   
 Department:   
 Email:

Background Papers

The following documents have been relied upon in the preparation of this report:

Description of Document	Location	Date
i.e. internal policy/white paper/motion decision	URL to file or name of drive it can be obtained from	Date it was agreed/enforced



## PROJECT COMMENCEMENT/OPTIONS APPRAISAL - GATEWAY 1 REPORT: **Title**

### EXEMPT APPENDIX

#### 1. Background

##### 1.1. Financial Analysis

1.1.1 Detailed in the table below is a breakdown of the financial analysis in respect of this procurement project.

#### 2. Anticipated Financial Analysis

Whole Life Costing	Within Existing Approvals £000s	Outside Existing Approvals £000s	Cost Centre/Budget Manager of Existing Approval
One-Off Procurement Costs	###	###	###
Capital Contract Value (A)	###	###	###
Average Annual Revenue Contract Value (B)	###	###	###
Contract Term – Years (C)	###	###	###
Total Whole Life Costing = A + (B X C)	###	###	###
Expected Efficiency Savings	£000s	Detail	
Cashable Savings	###	###	
Non-Cashable Savings	###	###	



**Procurement Board Submission Summary – to be completed  
for final sign off.  
CatMan lead to remove when the pack is distributed.**

<b>Detail</b>	<b>Response</b>
Project Name	[Enter text]
Client Lead/Author	[Enter text]
Head of Service	[Enter text]
Assistant Director	[Enter text]
Team Accountant who provided financial comments	[Enter text]
Legal colleague who provided comments	[Enter text]
Category Management colleague who provided comments	[Enter text]
ICT Colleague who provided comments	[Enter text]
Other Comments:	[Enter text]

<b>Service Area Authorisation for report to be submitted to Procurement Board*</b>	
Head of Service Signature	
Assistant Director Signature	

**\* Note if the client lead reports to a Head of Service, then the respective Head of Service can sign this. If the client lead is a Head of Service, then the Assistant Director must sign this.**