

ITEM No ...5.....

REPORT TO: NEIGHBOURHOOD REGENERATION, HOUSING AND ESTATE MANAGEMENT – 13 MAY 2024

REPORT ON: SOURCING STRATEGIES BY HEAD OF DESIGN AND PROPERTY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 131-2024

1 PURPOSE OF REPORT

1.1 The purpose of this report is to present sourcing strategies and seeks approval to commence with the procurement exercise in respect of each project.

2 RECOMMENDATION

2.1 It is recommended that Committee approves the commencement of a procurement exercise in respect of the projects described, based on the sourcing strategy detailed in Appendix 1.

3 SUMMARY OF SOURCING STRATEGIES

3.1 Proposed sourcing strategies for progressing by the Design and Property Division in relation to the projects detailed below.

Proposed Sourcing Strategies
24-1001 Various Sheltered Housing Complex – Inspection, Testing, Service and Maintenance of Warden Call Systems
22-573 Various Sheltered Housing Complex – WiFi installation IT equipment

4 FINANCIAL IMPLICATIONS

4.1 The Executive Director of Corporate Services has confirmed that funding for the above projects is available as detailed on the attached sheet.

5 SOURCING STRATEGY SUMMARY

5.1 This Sourcing Strategy seeks approval to progress with an appropriate compliant tender process via Public Contracts Scotland. Bidders will go through a selection process to assess capability to the needs and requirement of the contract.

6 RISK ANALYSIS

6.1 There are 4 standard risks in any procurement and for public sector regulated procurements, a fifth is added, that of the procurement exercise itself breaching the public contract regulations and leaving the Council open to a legal challenge:

Description of Risk	Actions To Be Taken To Manage Risk
Commercial Risk – that either the price objectives are not achieved up front or there are other costs that arise during the contract and diminish the overall benefits.	Low Risk - the contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered.

Description of Risk	Actions To Be Taken To Manage Risk
Technical Risk – this concerns the difficulty in being able to specify the desired outcome and on the market being unable to deliver to the specification.	Low Risk - the contract will be tendered and awarded through a compliant procedure. Bidders will be required to demonstrate technical competence as part of the tender evaluation process.
Performance Risk – this concerns the ability of suppliers to perform consistently over the life of the contract to deliver the planned benefits.	Low Risk – a contract management process will be put in place with the use of KPI's.
Contractual Risk – being able to remedy the shortcomings in the contractor's performance without severely damaging the contract and about avoiding reliance on the contracted supplier as the contract develops.	Low Risk - DCC are contractually protected via the contract terms and conditions. The contractor shall be proactively managed during the term of the contract.
Procurement Risk – where a procurement is found unsound in law, through the public procurement rules.	Low Risk – this is a regulated contract.

7 SUMMARY

- 7.1 It is recommended that the Committee approve this Sourcing Strategy and awards appropriate delegated powers to the Executive Director of City Development to proceed as outlined.

8 POLICY IMPLICATIONS

- 8.1 This report has been subject to the Pre-IIA Screening Tool and does not make any recommendations for change to strategy, policy, procedures, services or funding and so has not been subject to an Integrated Impact Assessment. An appropriate Senior Manager has reviewed and agreed with this assessment.

9 CONSULTATIONS

- 9.1 The Council Leadership Team has been consulted in the preparation of this report.

10 BACKGROUND PAPERS

- 10.1 None.

Neil Martin
Head of Design and Property

Robin Presswood
Executive Director of City Development

NM/SL/KM

19 April 2024

Dundee City Council
Dundee House
Dundee

APPENDIX 1

SOURCING STRATEGY	Various Sheltered Housing Complex – Inspection, testing, service and maintenance of Warden Call Systems (Appendix 2 refers)
PROJECT NUMBER	24-1001
PROJECT INFORMATION	Sourcing Strategy for the tender process for the inspection, test, service and maintenance of Warden Call Systems at 34 Sheltered Housing complexes.
PROPOSED CONTRACT DURATION	4 years with a plus 1 option to extend totalling 5 years.
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the project described, via Procurement for Housing Framework – Technologies for Independent Living: Telecare Telehealth Framework, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following tender process carried out in compliance with Public Contracts Scotland regulations 2015
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated costs of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £330K inclusive of non-contract allowances and fees. The contract will be funded from the Revenue budget.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to Committee for approval.</p>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None.

SOURCING STRATEGY	Various Sheltered Housing Complex – WiFi Installation – Procurement of IT Equipment (Appendix 2 refers)
PROJECT NUMBER	22-573
PROJECT INFORMATION	Sourcing Strategy for the tender process for purchase of various items if IT equipment to facilitate the WiFi installation to 34 Sheltered Housing complexes.
PROPOSED CONTRACT DURATION	N/A
RECOMMENDATION	<p>It is recommended that the Committee:</p> <ul style="list-style-type: none"> a approves the commencement of a procurement exercise in respect of the purchase described, via NHS Digital Workplace Solutions Framework, based on the sourcing strategy summarised in this report; and b delegates authority to the Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder following tender process carried out in compliance with Public Contracts Scotland regulations 2015
FINANCIAL IMPLICATIONS	<p>The financial implications associated with this report are the estimated costs of the contract to be awarded. Based on previous experience and market enquiries carried out against existing framework rates, the total cost of the contract is anticipated to be £20K inclusive of non-contract allowances and fees. The contract will be funded from Capital Plan 2023-2028 – Build Resilient Empowered Communities – Housing HRA Element – Sheltered Lounge Upgrades.</p> <p>Where the most economically advantageous tender is in excess of 10% greater than the sum detailed above then the matter will be reported back to Committee for approval.</p>
POLICY IMPLICATIONS	There are no issues.
BACKGROUND PAPERS	None.

APPENDIX 2**LIST OF SHELTERED HOUSING COMPLEX INCLUDED IN THE WARDEN CALL SERVICE AND MAINTENANCE CONTRACT (24-1001) AND THE WIFI INSTALLATION CONTRACT (22-573)**

Alpin and Glenesk
Alva Square
Balcarres
Baluniefield
Brington
Clement Park
Cleington Road
Clyde Place
Corso Street
Craigie
Craigiebank
Craigowan
Cullen Place
Dryburgh
Fleming Gardens
Forthill
Garry Place
Happyhillock
Hill Street
Kirkton
Lawton Road
Logie
Longhaugh
Mill O'Mains
Moncur Crescent
Morven Terrace
Powrie
St Columba Gardens
Tullideph
Watson Street
Wedderburn Street
Wellgate
Whorterbank
Wolseley Street

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