

ITEM No ...9.....

REPORT TO: FAIR WORK, ECONOMIC GROWTH AND INFRASTRUCTURE COMMITTEE – 22 APRIL 2024

REPORT ON: DUNDEE CHRISTMAS VILLAGE 2024-2026 SOURCING STRATEGY

REPORT BY: EXECUTIVE DIRECTOR OF CITY DEVELOPMENT

REPORT NO: 119-2024

1 PURPOSE OF REPORT

- 1.1 This report seeks approval for the procurement of a commercial operator to plan, deliver and manage a Christmas Village for a minimum of four weeks over the festive period.

2 RECOMMENDATION

- 2.1 It is recommended that the Committee:
- a approves the commencement of a procurement exercise in respect of the project described, based on the sourcing strategy, summarised in this report; and
 - b delegates authority to Executive Director of City Development to finalise the procurement strategy and award a contract to the successful bidder, following a tender process carried out in compliance with the Public Contracts (Scotland) Regulations 2015.

3 FINANCIAL IMPLICATIONS

- 3.1 The tender for the proposed Christmas Village will be offered for a maximum of £180,000 per annum. This will be met from a combination of the City Development Revenue Budget and the budget investment proposal approved by the City Governance Committee on 29 February 2024 to create economic opportunities through increasing footfall and visitors to the city centre.
- 3.2 The tender will be for an initial period of one year but will include scope to renew this annually for a maximum of two additional years. Any renewal will be subject to budget availability and contractor performance.

4 SOURCING STRATEGY SUMMARY

- 4.1 This sourcing strategy seeks approval to progress with an appropriate compliant tender process via Public Contracts Scotland. This is a specialist outdoor event and for a specified period. Market research will inform the specification of requirements and to gauge interest in the market. Bidders will go through a selection process to assess capability to deliver the requirements of the contract. The tender will be awarded on the basis of a quality and cost assessment.
- 4.2 By partnering with a professional event management company, the Christmas offer will be expanded to attract more visitors to the city centre. Outsourcing this element of the city's Christmas offer with the financial support will elevate the quality of the experience for citizens and visitors, reinforcing the city's reputation as a vibrant and culturally rich destination.
- 4.3 The proposed Dundee Christmas Village will offer a variety of experiences and attractions that will appeal to residents and visitors during the Festive season.

5 RISK ANALYSIS

Description of the 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.	<p>Low risk – by offering the contract we are helping to remove risk from current provision. Ensure the company awarded has sufficient experience of similar events and can provide evidence of this through previous paperwork and references.</p> <p>The contract will be tendered and awarded through a compliant tender procedure, through which all costs have been considered</p>
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 – through market research, this will inform the specification of the tender to ensure that companies will be able to deliver the project. 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 – References and previous experience as well as contract management process will be put in place.
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	<p>Low risk – payment will be staggered based on milestones.</p> <p>DCC standard terms and conditions for the supply of services will be utilised. The contractor will be managed during the term of the contract which will reduce the risk</p>
Procurement Risk – where a procurement is found unsound in law, through the public procurement rule	Low risk - this is a regulated contract.

6 SUMMARY

- 6.1 It is recommended that the committee approve the Sourcing Strategy and award appropriate delegated powers to the Executive Director of City Development to proceed as outlined.

7 POLICY IMPLICATIONS

- 7.1 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.

8 CONSULTATIONS

- 8.1 The Council Leadership Team have been consulted in the preparation of this report and are in agreement with its content.

9 BACKGROUND PAPERS

9.1 None.

Gregor Hamilton
Head of Planning and Economic Development

Author: Jennifer Caswell

Robin Presswood
Executive Director of City Development

Dundee City Council
Dundee House
Dundee

RP/GH/JC/RR/KM

11 April 2024

This page is intentionally left blank