

**REPORT TO: COMMUNITIES COMMITTEE – 14 JUNE 2004**  
**REPORT ON: TENDER FOR STRATEGIC MANAGEMENT PROJECT DEVELOPMENT OF LITERACIES ACTION PLAN**  
**REPORT BY: HEAD OF COMMUNITIES**  
**REPORT NO: 406-2004**

## **1.0 PURPOSE OF REPORT**

1.1 This report details tenders received for the undertaking of strategic management tasks and project development tasks, associated with key elements of delivery as required by the Action Plan, approved by the Scottish Executive in March 2004 and requests a decision on acceptance thereof.

## **2.0 RECOMMENDATIONS**

2.1 Approval is recommended for the acceptance of the tender submitted by C M Associates in the amount of £52,800 (excluding VAT).

## **3.0 FINANCIAL IMPLICATIONS**

3.1 The expenditure can be contained within the allocation awarded to the Communities Department from the Scottish Executive, which was reported to Neighbourhood Resources and Development Committee on 10 February 2003 (Report 135-2003).

## **4.0 LOCAL AGENDA 21 IMPLICATIONS**

4.1 The project will ensure, that by improving people's literacy, they have access to the skills, knowledge and information needed to enable them to play a full and active part in society.

## **5.0 EQUAL OPPORTUNITIES IMPLICATIONS**

The tendering process complies with equal opportunities requirements.

## **6.0 TENDER REPORT**

6.1 The tender comprises of the undertaking of strategic management and project developments tasks.

6.2 Tenders were invited from an approved list accessed from Communities Scotland and from previous consultants who had undertaken this work for Dundee City Council. The following were deemed to be the most appropriate on the list and were invited to tender:

<u>Supplier</u>	<u>Amount tendered</u>
MRT Associates Ltd	No tender received
Scottish Centre for Research on Social Justice	No tender received
Blake Stevenson Ltd	£81,180 (excluding VAT)
Social Enterprise Institute, Heriot Watt University	No tender received
CM Associates	£52,800 (excluding VAT)

6.3 It is recommended that the Committee approves the acceptance of the tender from C M Associates, as it meets the specification and represents best value.

## **7.0 CONSULTATION**

7.1 The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and Assistant Chief Executive (Community Planning) have been consulted in the preparation of this report, which is based on recommendations made by the Literacies Sub Group of the Community Learning Partnership.

## **8.0 BACKGROUND PAPERS**

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 any material extent in the preparation of this report.

**Signed: Stewart Murdoch  
Head of Communities**

**Date: 4 June 2004**