



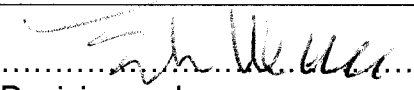
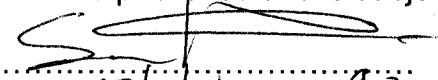
Vale of White Horse

District Council

**Local Government Act 2000 and the Local Authorities
(Executive Arrangements) (Access to Information) (England)
Regulations 2000**

RECORD OF DECISION OF CABINET MEMBER OR KEY DECISION OF OFFICER			
1	Name of Decision maker	Councillor Elaine Ware	
2	Type of Decision (Please <input type="checkbox"/> as appropriate)	Key No	Other Yes
3	Date of Decision (This should be the same as the date form signed)	24 January 2013	
4	The Decision	To approve the award of the estates services and strategic property advisors framework to the providers listed in the confidential appendix to this report.	
5	Reasons for Decision	<p>On 2 August 2013 the cabinet member for economy, leisure and property made a decision to enter into a joint procurement process with South Oxfordshire District Council for the award of a framework for estates services and strategic property advisors.</p> <p>In the context of these contracts, "estates services" refers to the day-to-day core estate management work, such as rent reviews, lease renewals and asset valuations. These services are in lot one of the tender. Lot two of the tender was the strategic property services, which refers to the more specialised projects advising on regeneration schemes and large property deals. Recent examples include the redevelopment of Abbey Shopping Centre and the proposed development at West Way, Botley.</p> <p>The procurement was an open invitation to tender (ITT) above the EU threshold. The OJEU advert was published on 26 October 2013 and the opportunity was published on the South East Business Portal (Procontract) on 24 October 2013. Potential providers had until 9 December 2013 to submit their tender documents via the portal. Tenderers could bid for one or both lots. The councils received 11 responses and four opt-outs.</p> <p>Officers began the evaluation process. Stage one was checking the eligibility of tenderers against a set of pass/fail questions and financial/business probity checks. All of the tenderers passed</p>	

		<p>this stage.</p> <p>Stage two was the selection criteria in which tenderers had to pass a 70 per cent threshold to be taken through to the award stage. For lot one the councils received seven bids, in which four met the threshold. For lot two the councils received 10 bids in which four met the threshold. The scoring matrix and list of responses can be found in the confidential appendix to this report.</p> <p>Tenderers who met the threshold went through to be scored against the award criteria to give a technical weighted score. A pro-rata weighted score for each tenderer's financial proposal is added to this. For lot one there was a 60 per cent financial / 40 per cent technical split and for lot two a 60 per cent technical / 40 per cent financial split.</p> <p>Officers decided to invite the tenderers for lot two for clarification meetings on Wednesday 16 January. Tenderers were asked to provide a succinct 15 minute presentation on their proposals and to answer questions on their submitted bids. The meetings were used to clarify any points that officers were unsure of in the proposals, and subsequently the scores were moderated as a result of this.</p> <p>For lot one, tenderers were not invited for clarification meetings. Officers considered there was enough clarity within the tender documentation submitted without the need for further questions. This was partly due to the more straightforward nature of the services in lot one.</p> <p>The three providers for each lot with the highest score are to be appointed to the framework. The final scores for each tenderer can be found in the appendix. The councils will then enter into framework agreements with each of these providers, once the Acatel standstill period of 10 days has cleared after the award notice is published. The other contracting bodies noted in the tender documentation can also draw down under any of these services. For lot one services, the councils procure by direct draw down for services. For lot two services on each occasion there will be a mini competition exercise.</p> <p>Officers are satisfied that the three providers in each category that are proposed to be appointed have all the necessary experience and expertise to advise or act on the councils' behalf on a competitive basis. Therefore, officers recommend awarding the contract to these providers</p>
6	Alternative Options Rejected	None.
7	Resource Implications	None.

8	Legal implications	Due to the value of the project, it must be tendered compliantly with the EU Public Procurement Regulations 2006 as amended.
9	Financial implications	Some savings are expected under the framework due to the economies of scale created, but the precise amount is not quantifiable.
10	List of Consultees (See guidance below)	Senior contracts and property lawyer – agreed Accountant (revenue) – agreed Head of economy, leisure and property – agreed Strategic Director (Matt Prosser) – agreed
11	Reports and Background Papers Considered	Evaluation matrix appended to report.
12	Date of receipt of Reports	21 January 2014
13	Declarations of Interests	None
14	Dispensations	None
15	Is this decision confidential and if so, under which Exempt category?	The decision is not confidential. However, the details of the tenders are exempt information under category 3.
16	“Call in” Waived?	No
17	Signature and Date	 Decision maker 24/1/14 Dated
18	This form must be physically handed to a member of the Democratic Services Team	<p>Note: The date and time at which this form is received will be recorded by the Head of Democratic Services. The decision will then be published and is subject to “call in”.</p>  Date 27/1/14 Time 9:20 Head of Democratic Services Date and Time Form Received
19	Details of Publication on the Web and date of expiry of “Call In” Note: This part of the	Date of Expiry of “Call In” 3-2-14 Date Published 27-1-14