

<b>Cabinet Meeting</b>		<b>Agenda Item: 7</b>
<b>Meeting Date</b>	22 April 2020	
<b>Report Title</b>	Procurement of Consultancy Services	
<b>Cabinet Member</b>	Cllr. Roger Truelove, Leader and Cabinet Member for Finance	
<b>SMT Lead</b>	Emma Wiggins, Director of Regeneration	
<b>Head of Service</b>	Martyn Cassell, Head of Commissioning, Environment & Leisure	
<b>Lead Officer</b>	Charlotte Knowles, Commissioning Manger	
<b>Key Decision</b>	Yes	
<b>Classification</b>	Open	
<b>Recommendations</b>	1. That the Cabinet approves the appointment of Reed Talent Solutions (t/a Consultancy+) as a provider of Consultancy Services until 30 September 2022 with the option to extend for 12 months.	

## **1 Purpose of Report and Executive Summary**

- 1.1 The Commissioning Manager has identified the YPO (Yorkshire Purchasing Organisation) HR Services and Solutions Framework (569) as a potential procurement method for Consultancy Services. The Framework is OJEU (Official Journal of the European Union) compliant and was evaluated on 40% price and 60% quality.
- 1.2 This report seeks Cabinet approval of the recommended contractor.

## **2 Background**

- 2.1 The Council often requires the use of specialist advice or work from consultants to assist officers and members on key projects. It can often be complicated and time consuming to get lots of independent quotes or to tender if the value is higher. We have therefore used a range of options to help reduce this.
- 2.2 Consultancy+ are the sole supplier to Lot 2 (Consultancy Services) of the HR Services and Solutions Framework. Consultants can be appointed by either direct award or mini competition. The benefits of using the framework agreement are:
  - Consultancy+ have specialist teams to support and understand our requirements.
  - Ability to utilise a known consultant or professional (including local SMEs), and Consultancy+ will support with onboarding them into their supply chain.

- Confidence that the right solution will be delivered based on the requirement.
- Single provider framework and easy direct award process.
- Support from YPO on understanding the requirement and services.
- Reduced timescales – no need to run a full OJEU procurement if procuring via the framework agreement.
- Assured supplier standards – suppliers/providers are ‘pre-qualified’ as to their general suitability.
- Aggregation of spend – customers will receive the benefits of the aggregated spend volume and increased leverage in the market.
- Pre-defined terms and conditions – when awarding contracts customers have the option to use YPO’s standard framework agreement terms and conditions as established (which have been approved by MKS Legal Services) or use our own terms and conditions.

2.2 Since 2017, Swale Borough Council have been using a similar provider via the Bloom (formally NEPRO) Procurement Framework Agreement, which is a single supplier, neutral vendor Framework. Bloom charges 5% of the value per project and its payment terms are 14 days. Consultancy+ is a very similar Framework but charges 4.5% and its payment terms are 30 days which is in line with Swale’s payment terms.

2.3 As this is a ‘neutral vendor’ Framework (meaning all payments will go from SBC to one company), Cabinet approval is required as the whole life / cumulative value is likely to be over £100,000. This does not guarantee any contract value and all procurement options will be considered with the lead officer for each project including Request for Quotation / Invitation to Tender and other Frameworks. However, based on Table 1 below, we feel it is prudent to ask for Cabinet approval as per our Contract Standing Orders.

2.4 When appointing through the Framework, as with other procurement methods, due diligence checks should still be completed and Cabinet members updated accordingly.

2.5 In the 12 months preceding August 2019, consultancy contract spend totalled £350,009.89. The cumulative values for each procurement method were:

Table 1

Bloom	£154,595
ESPO Consultancy Services	£19,816
Quotations	£54,701.89
Waiver	£90,897
Memorandum of understanding	£30,000

### **3 Proposals**

- 3.1 Cabinet is requested to approve the proposal to enter into a contract with Consultancy+ until 30 September 2022 with the option to extend for 12 months.
- 3.2 Reed Talent Solutions, trading as Consultancy+ is an organisation with between 201 and 500 directly employed staff.

### **4 Alternative Options**

- 4.1 Do not approve the Framework as a procurement option for projects with a cumulative value of over £100,000.

### **5 Consultation Undertaken or Proposed**

- 5.1 The Commissioning Manager has consulted Finance and Mid Kent Legal Services on the use of this Framework.

### **6 Implications**

<b>Issue</b>	<b>Implications</b>
Corporate Plan	Appointing a supplier that meets a good quality standard and provides good value for money contributes towards the corporate priority “Renewing local democracy and making the council fit for the future”.
Financial, Resource and Property	The anticipated annual spend on the Framework is £154,595. The total contract value therefore, is estimated as £386,487.50. However, there is no guarantee of contract value and each request for use of consultancy services will be managed as it is currently e.g. through Heads of Service.
Legal, Statutory and Procurement	The Transfer of Undertakings (Protection of Employment) Regulations 2006 as amended (“TUPE”) do not apply to this contract.  Public Services (Social Value) Act 2012 – The Council’s standard social value quality question will be used for mini competitions through the framework.
Crime and Disorder	None identified at this stage.
Environment and Climate/Ecological Emergency	This can be considered in the suppliers’ responses to the Social Value quality question.

Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	Suppliers/providers are 'pre-qualified' as to their general suitability during the onboarding process.
Equality and Diversity	None identified at this stage.
Privacy and Data Protection	This is covered by the Framework terms and conditions.

## **7 Appendices**

None.

## **8 Background Documents**

None.