

## Executive Summary

- 11 Contracts let
- 8 Waivers approved
- Contract Performance - 21 contracts £100k+

### Contracts Let 2017/18

The contracts award thresholds within the Procurement Code, sets out the types and levels of approvals required. The table below provides an overview of the 11 contracts let<sup>1</sup> for Corporate Services during the 2017/18 period.

Threshold	Q1	Q2	Q3	Q4	Total
ABOVE £1.5m	1	1			2
BELOW £100k	2		5	2	9
<b>Grand Total</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>11</b>

The recommendations for the 11 contracts let originated from the following areas:

Recommendation	Q1	Q2	Q3	Q4	Total
PAB	1	1			2
Devolved	2		5	2	9
<b>Grand Total</b>	<b>3</b>	<b>1</b>	<b>5</b>	<b>2</b>	<b>11</b>

- 2 contracts let were above £1.5m  
Recommendations to proceed to contract

award were given by the Procurement Assurance Board (PAB).

- 9 contracts let were below £100k and classified as Devolved procurement activity. Recommendations to proceed to contract award are managed by the service.

### Waivers & Exemptions

The number and types of waivers requested over the 17/18 period are summarised below. A total of 8 waivers were approved, which is an increase from the previous year where a total of 3 requests were approved.

Waivers by type	Q1	Q2	Q3	Q4	Total
Change to evaluation criteria				3	3
Directly award contract – no competition		1	1	1	3
Non-compliant contract extension		1	1		2
<b>Grand Total</b>		<b>2</b>	<b>2</b>	<b>4</b>	<b>8</b>

### Overall Contract Performance over £100,000

It should be noted that this data **excludes** all contracts below £100k and if commenced within the last 6months of quarter 4 as performance will not have been rated. So out of a total of 35 active contracts during this period this leaves 21 contracts for the purposes of this report.

Threshold	Below Expectations	Meets Expectations	Not Evaluated	Total
ABOVE £1.5m		12	2	14
ABOVE £100k		6	1	7
<b>Grand Total</b>		<b>18</b>	<b>3</b>	<b>21</b>

Of the 21 contracts over the £100k threshold:

- 18 contracts rated as meeting expectations
- 3 contracts not been performance rated

The following pages present a detailed summary of the contract activity highlighted above.

<sup>1</sup> The term 'contracts let' refer to all contracts in capitalEsourcing with a service commencement date within the Quarterly reporting period. A reconciliation of the previous reporting period will be run each quarter.

This table represents the latest position using source data from the capitalEsourcing system dated 01/05/2018.

**Overview of Contracts Let 2017/18** A total of 11 contracts were let during the 2017/18 period

Start Date	End Date	Suppliers	Contract Title	Contract status	Contract Value
01/04/2017	31/03/2018	Sportwestminster C.I.C	Edutain & Edutain+ 2017/18	Active	£32,676
01/04/2017	31/03/2023	Continental Landscapes Ltd	Management and maintenance of parks, open spaces and cemeteries for Westminster city council v2 contract	Active	£2,059,412
03/04/2017	02/04/2018	Atkins Limited	Legible London Contract	Active	£0
16/09/2017	31/03/2024	Veolia ES (UK) Limited	Residual Waste Treatment and Disposal Contract (Contract 1)	Active	£53,113,804
01/10/2017	30/09/2018	Victoria Solutions Ltd (t/a Victoria Forms)	Online forms Planning and Licensing	Active	£15,628
04/10/2017	03/10/2021	Battery Back- Waste Care	Household Battery Service	Active	£0
01/11/2017	31/10/2019	Airwave Solutions Ltd	Managed Service for Handheld Encrypted Radios	Active	£68,299
01/11/2017	31/10/2022	Marston Holdings	WCC - Debt Management Parking	Active	£0
01/12/2017	30/11/2020	Comunis Ltd (T/A) ISARR	Emergency Management System Contract	Active	£50,160
01/01/2018	31/12/2021	Veolia Environmental Services UK Ltd	WEEE Service Level Agreement	Active	£0
01/02/2018	01/09/2018	Idox Software Ltd	Electronic Notifications	Active	£47,000
<b>Total</b>					<b>£55,386,978</b>

**Waivers Approved** – A total of 8 waiver requests were approved.

<p><b>3 Waiver requests: Change to evaluation criteria</b></p>
<p><b>Mental Health Training for Managers Course - change the weighting ratio for WCC to 55% quality and 45% price, to ensure quality of deliver for such a sensitive topic.</b></p> <p>This service (Mental Health Training for Managers) aims to give managers understanding and practical tools/skills to implement in the workplace immediately. The service should enable managers to: help reduce stigma around mental health problems in the workplace and be aware of risks relating to work-related stress as set out in the HSE Management Standards, and take action to prevent it being a problem for employees. It is important to remember that this service also ultimately aims to act as a high quality incentive for employers to work towards London Healthy Workplace Charter accreditation and to contribute to their journey towards healthy workplace accreditation. The Contractor shall ensure that delivery staff are appropriately qualified, competent, knowledgeable and experienced, and shall ensure that all staff are properly instructed and supervised. As mental health can bring up sensitive issues it is imperative that the trainers are experienced enough to deal with this as well as delivery valuable solutions for managers in the workplace. This is why we request the change in weighting ratio, as quality of overall delivery is of most importance. During the previous procurement exercise, a maximum of 55% of the total score was available for quality scores, and a maximum of 45% was available for price. This was agreed as the most appropriate weighting, because quality of training of this nature will have a significant effect on its impact on workplace-related health. In the previous procurement exercise, the cheapest bid scored poorly on quality, and their proposal appeared to lack understanding of the purpose of the service. We are keen to prioritise quality sufficiently again in light of this experience. Note this is a Tri-Borough procurement.</p>
<p><b>Rapid Charge Points Concession Contract - Mini Competition - Deviation from 60:40 to 50:50 Price/Quality to comply with Framework term conditions</b></p> <p>It has been agreed in principle that TFL will run a mini completion against their own Framework Agreement on behalf of WCC for the installation of Rapid Charge points for Taxis. The terms of the Framework Agreement states that mini competitions is a 50:50 Price:Quality ratio for evaluations. Please note this is a concession contract and projected income is £3k per charge point. At present 34 sites for Rapid Charge Points have been identified. There may be a requirement to install further Rapid Charge Points for the wider public.</p>
<p><b>Road Cycle Training (mini competition) – change weighting to 30% Price &amp; 70% Quality to comply with Framework term conditions</b></p> <p>Gate 1 report was approved on 31 January 2018 via PAB. The Gate report stated a Quality/Price evaluation of 60:40 using the RBKC Framework Agreement. However on closer inspection of the Framework Argeement, the evaluation of any mini competitions is to be in line with the terms and conditions of any call off contract with a 30:70 Price:Quality evaluation. As a result approval is required to deviate from the council standard 60:40.</p>
<p><b>3 Waiver requests - Directly award contract without competition</b></p>
<p><b>Cycle Confident - Cycle Training</b></p> <p>This contract was previously extended to allow a new contract to be called off from the Councils own Managed Training Services Framework Agreement that was in progress at that time. Unfortunately the Councils own Management Training Services Framework Agreement strategy did not materialise and the Council's new approach is to use a CCS Managed Training Services Agreement with Capita. As this new strategy is yet to be fully implemented, the approach is that the existing contract with Cycle Confident is extended for an additional 6 months to 31st March 2018 to allow WCC to be fully engrossed with Capita's Framework Agreement. In addition the costs to access Capita via their Framework Agreement would transpire that the service area would be over budget for Cycle Training. There is an option to use the RBKC Road Safety Services Framework which is more specific to the needs of the service as WCC have been named on and able to access. However, the implementation will take at</p>

<b>3 Waiver requests - Directly award contract without competition</b>
least 3 months to implement but the competitive tendering process has been completed and opens up a plethora of providers for road safety training and the use of other such services. The RBKC Framework runs from 2015 to 2020 (with an optional 2 year extension thereafter).
<b>Pitney Bowes - Highways IT System Requirement</b>
The rationale for this direct award is as follows: 1.2. The requirement is being re-tendered via the Restricted OJEU procedure. The additional 12 months is required for the OJEU period and also for deployment of any new provision. 1.3. It would not be feasible to engage another provider as the period is too short for on boarding and the additional cost for deployment for a 12 month arrangement too short.
<b>IDOX - Provision of services for online subscription form and integration of My Westminster with the Public Access software in Uniform - to replace paper consultation letters</b>
Following a solution options analysis (attached) it is clear that the only possible solution to meeting the needs of the e-consultation project is to commission Idox to provide a form that integrates with their Public Access software and also develop the mechanisms that allow My Westminster portal to be recognised by Public Access through a 'single sign on' capability. As Idox own the IPR for the Public Access software only they have the technical knowhow to develop and implement the forms. Other options have been considered including commissioning Idox to develop 'APIs' that allow 3rd party systems to interface with Idox and building all requirements in the WCC Digital platform, however given the remaining dependencies on Public Access to wider stakeholder groups, these were rejected on the grounds of cost and disruptive impact to customers.
<b>3 Waiver requests Non-Compliant Contract Extension</b>
<b>Zip Cars - Westminster Car Club - Zipcar (UK) Ltd</b>
The 4 month extension of this contract will ensure continuity of service whilst the re procurement exercise is completed. The income over a 12 month period is £277,500 per annum that represents c£23k income per month. There is no expenditure attached to this concession contract.
<b>Sherry Funeral Service Ltd t/a W Sherry &amp; Sons - Funeral Services</b>
The extension of this contract will ensure that local authority is compliant under Section 46(1) of the Public Health (Control of Disease) Act 1984 which imposes a duty on local authorities to bury or cremate the dead where it appears that no other suitable arrangements will be made. A decision is required so that the contract for the provision of Funeral services for Lot 1 comprising of WCC, RBKC and H&F (Lot 2 is London Borough of Lambeth can continue for at least 6 months starting 01/02/2018 until 31/07/2018) in order to allow for contractual and business continuity. Current contract is due to expire 31/01/18 with new contract anticipating to start on 01/08/2018. PP&L Business Performance Team disbanded in April 2017. In June 2017 Public Health Funerals Service was allocated to West End & City Operations Service. The priority for the first 6 months was placed on stabilising the service and officers within that service. Officer who was undertaking Public Health Funeral Service duties at the time was due to go on maternity leave in September 2017. The interim supervision was given to Klaudija Green. KG started a recruitment process in July 2017 with a new officer finally starting on 06 November 2017. Due to above reasons it was not reasonable to start re-tendering process until December 2017. Richard Barker (EMT) has approved this Waiver request (please refer to email).

**Contract Performance** – of contracts valued at £1.5m or more

<b>12 contracts rated as 'Meets Expectations'</b>				
<b>Contract Start date</b>	<b>Contract End Date</b>	<b>Supplier Name</b>	<b>Contract Title</b>	<b>Contract Value</b>
01/01/2010	31/12/2018	Gristwood & Toms Ltd	Arboricultural Services & Tree Maintenance Services	£1,600,000
16/09/2010	15/09/2020	Veolia Environmental Services UK Ltd	Waste collection, street cleansing and ancillary services	£256,900,000
06/12/2013	30/11/2019	smart parking	Provision of an Electronic Vehicle Detection Solution	£2,009,954
01/04/2014	31/03/2022	FM Conway Limited	Contract A Highways Maintenance Management & Public Realm Projects	£330,000,000
01/04/2014	31/03/2022	FM Conway Limited	Contract B - Public Lighting Maintenance Mngment, Elect & Mech Service	£20,000,000
01/04/2014	31/03/2022	FM Conway Limited	Contract C - Bridges and Structures Maintenance Management and Improvements	£20,000,000
01/04/2014	31/03/2022	WSP UK Limited	Contract E - Traffic Management Order Service	£1,600,000
01/07/2014	30/06/2018	NSL Ltd	Kerbside Management ITT: People and Resources	£24,997,432
01/11/2014	01/11/2018	NSL Ltd	Kerbside Management: Business Processing and Technology Services	£28,135,891
01/07/2016	30/06/2025	Sports and Leisure Management Ltd	Management of Leisure Portfolio Contract	£35,441,542
16/09/2016	31/03/2020	Veolia ES (UK) Limited	Dry Recyclables Reprocessing and Marketing Contract (Contract 2)	£4,427,377
16/09/2016	15/09/2026	Western Riverside Waste Authority	Civic Amenity Site Service	£1,550,000

<b>2 contracts 'Not Evaluated'</b>				
<b>Contract Start date</b>	<b>Contract End Date</b>	<b>Supplier Name</b>	<b>Contract Title</b>	<b>Contract Value</b>
01/04/2017	31/03/2023	Continental Landscapes Ltd	Management and maintenance of parks, open spaces and cemeteries for Westminster City Council	£2,059,411
16/09/2017	31/03/2024	Veolia ES (UK) Limited	Residual waste treatment and disposal contract (contract 1)	£53,113,804

**Contract Performance** – of contracts valued at £100k or more but less than £1.5m

<b>6 contracts rated as 'Meets Expectations'</b>				
<b>Contract Start date</b>	<b>Contract End Date</b>	<b>Supplier Name</b>	<b>Contract Title</b>	<b>Contract Value</b>
01/06/2016	31/05/2019	SDK Environmental Ltd	Animal Wardens Service	£240,000
01/04/2014	31/03/2022	Norman Rourke Pryme	Contract F - Compliance and Audit Services	£1,400,000
01/08/2011	31/07/2019	Find My Past Ltd	Digitisation of Westminster Archival Records	£100,000
16/09/2016	31/03/2020	Veolia ES (UK) Limited	Food Waste Treatment and Disposal Contract	£350,000
01/07/2015	30/06/2018	Radiocom Systems Ltd	Two Way Radio System Contract	£125,412
04/07/2016	30/06/2020	The Mansfield Group	Vehicle Relocation Services	£400,000

<b>1 contracts 'Not Evaluated'</b>				
<b>Contract Start date</b>	<b>Contract End Date</b>	<b>Supplier Name</b>	<b>Contract Title</b>	<b>Contract Value</b>
01/04/2016	31/03/2019	Bibliotheca	WCC Bibliotheca	£164,000