

## Executive Summary

- 3 Contracts let
- 1 Waivers approved
- 1 Exemption approved
- Contract Performance - 7 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 3 contracts let<sup>1</sup> for Corporate Services during the 2017/18 period.

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

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

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

- 1 contract let was above £100k  
Recommendations to proceed to contract

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

- 2 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 1 waiver was approved, which is reduction to the previous year where a total of 6 requests were approved.

Waivers by type	Q1	Q2	Q3	Q4	Total
Change to evaluation criteria			1		1
<b>Grand Total</b>			<b>1</b>		<b>1</b>

1 procurement exemption was approved in quarter 3 for the following circumstance

- The Council has no influence over the supplier selection - it can be robustly demonstrated that there is only one supplier capable of providing the requirements of the Council

### 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 11 active contracts during this period this leaves 7 contracts for the purposes of this report.

Threshold	Above Expectations	Below Expectations	Meets Expectations	Not Evaluated	Total
ABOVE £1.5m				1	1
ABOVE £100k	1		2	3	6
<b>Grand Total</b>	<b>1</b>		<b>2</b>	<b>4</b>	<b>7</b>

Of these 7 contracts over the £100k threshold

- 1 contract is rated as above expectations
- 2 contracts rated as meeting expectations
- 4 contracts have not been performance rated

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

<sup>1</sup> <sup>4</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 6 contracts were let during the 2017/18 period

Start Date	End Date	Suppliers	Contract Title	Contract status	Contract Value
01/04/2017	30/09/2017	One Westminster	Voluntary and Community Sector Support Service	Closed	£38,700.00
10/08/2017	31/01/2020	Lake Market Research	WCC City Survey 2017-2019	Open	£68,505.00
02/10/2017	30/09/2019	One Westminster	WCC Provision of Voluntary & Community Sector (VCS) Support Services	Open	£598,628.00
<b>Total</b>					<b>£1,304,460.80</b>

**Waivers Approved** – A total of 1 waiver requests were approved.

Waiver requests Change to evaluation criteria (Total of 1)
<p><b>1. Provision of Event Management Services (supplier tbc)</b></p> <p>Amend the quality-price ratio to 70-30 in favour of quality.</p> <p>West End Live is a uniquely complex event both in terms of its technical production and operational requirements. Crucially, the huge popularity of the event that sees over 250,000 people descend on Trafalgar Square over the event weekend. As such that public safety and the welfare of visitors to the event is of paramount performance. To that end, the emphasis has to be on quality, experience and technical expertise of the contractor. The Council's is the event organiser for West End LIVE and therefore a considerable amount of risk and liability sits with the Council. This needs to be managed and mitigated as much as possible which is why contracting a high-quality and experienced contractor is imperative. There are hundreds of event management companies in the UK, but only a select few will have the necessary expertise to deliver West End LIVE. Furthermore, the nature of the stage content (West End shows) the volume of artists that perform over the weekend (over 500 artists on stage over the event weekend in 2017) and a challenging schedule, create a highly pressurised environment that requires a highly experienced event management company to oversee the technical delivery. West End shows are very demanding in terms of their technical requirements and the Council needs a production partner that has the necessary skillsets and knowledge to manage this. It is anticipated that there will be little variance between bidders in terms of the specification they are costing against. Furthermore, the overall event budget is principally funded by sponsorship with only a small amount of Council funding which is fixed and can't be increased and so the financial risk to the Council is negligible in that the final event specification will be dictated by the amount of sponsorship raised, not by the Council's budget for the event. This should be reflected in the tender by with an emphasis on quality as opposed to cost and for this reason we are seeking a waiver.</p>

**Exemptions Approved** – 1 exemption approved.

<p><b>Procurement Exemption (Total of 1):</b> The Council has no influence over the supplier selection - it can be robustly demonstrated that there is only one supplier capable of providing the requirements of the Council</p>
<p><b>2. Heart of the City Westminster</b></p> <p>City of London have a very successful programme that has been in operation for the last 10 years. This unique programme supports businesses to develop their corporate responsibility strategy. The support entails leading organisations acting as mentors and a whole raft of resources including templates and case studies. This programme is not provided by any other organisations. The programme is very well respected and is directed by a higher level advisory board of businesses and the Bank of England. WCC will employ someone to deliver some elements, but this agreement is for the IP and access to City of London's main events for Westminster businesses. Approval has been sought from Julia Corkey and Cllr David Harvey.</p>

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

<b>1 contracts rated as 'Not Evaluated'</b>				
Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
23/06/2014	03/11/2020	Agilisys Limited	Customer Contact Centre and Back Office Services	£6,310,362

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

<b>1 contracts rated as 'Above Expectations'</b>				
Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
01/04/2015	30/06/2018	Spice Innovations Limited	Time credits programme	£198,597

<b>2 contracts rated as 'Meets Expectations'</b>				
Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
01/11/2016	30/09/2019	One Westminster	Team Westminster volunteer outreach and development service	£241,474
08/06/2015	30/07/2018	Groundwork London	The provision of the flagship volunteering service in Westminster contract	£329,790

<b>3 contracts 'Not Evaluated'</b>				
Contract Start date	Contract End Date	Supplier Name	Contract Title	Contract Value
08/02/2017	06/02/2022	The Post Office Ltd	Face to face payment services & associated products	£372,875
01/05/2014	30/04/2019	Verint Systems UK LTD	Lagan Customer Relationship Management (CRM) system software	£657,320
01/07/2015	30/06/2019	Bay Media Limited	Services Related to Lamp Column Mounted Banners	£320,000