



STAFFORDSHIRE MOORLANDS DISTRICT COUNCIL

**PROCUREMENT FORWARD
PLAN 2021/22**

1. Introduction

- 1.1 The Procurement Procedure Rules, which support the Joint Procurement Strategy (to be updated and presented for approval shortly), are essential to the achievement of the Alliance Procurement Objectives and set out the processes that must be followed.
- 1.2 A revised version of the Procurement Procedure Rules were presented and approved by full Council on 11th October 2017. The Rules were updated to reflect recent changes for example:-
- the service review process has resulted in a fully resourced central procurement unit incorporating the whole purchase to pay stream (procurement activity through to the payment of supplier invoices)
 - Processes have been reviewed and electronic systems implemented with the procurement process now utilising online procurement web-forms and an e-tendering system, removing paper records and improving efficiency.
- 1.3 The opportunity was also taken to review the Rules as a whole, with specific amendments made to:-
- Sourcing thresholds – advertising periods updated
 - Process for applying Performance Bonds / Parent Company Guarantees
 - Applying extensions/variations to contracts
 - Updated processes to include technology now utilised (for example, e-webform platform and e-tendering system)
 - Additional references where necessary – for example, the requirements of the Transparency Code
 - Expansion of Contract Management responsibilities / processes
- 1.4 In addition, consideration was given to how the authority to procure and award procurement activities is undertaken - with the aim of simplifying and ensuring the process is as efficient as possible.

2. Authorisation to Procure and Award

- 2.1 It was proposed within the Rules that the Procurement Forward Plan would be reported as part of the Budget and Medium Term Financial Plan in February each year.
- 2.2 This would identify all potential procurement activity to be completed in the following financial year (subject to business case), with approval sought to commence procurement of all activity listed. Performance and activity (including confirmation of award) against the forward plan would then be monitored and reported within the Quarterly Procurement Report to Committee.
- 2.3 The approval limits to be applied to then authorise the award of contracts and apply exemptions are detailed below, the thresholds are in line with Public Contract regulations supplies and service thresholds refreshed every two years:-
- 2.4 **Award and Exemptions Authorisation Limits:**

Total Contract Value (£)	Authorisation	Authorisation By
<25,000	Head of Service / Executive Director	Procurement Web-form
>25,000 - <189,330 (EU Service Threshold)	Executive Director / Chief Executive	Procurement Web-form
>189,330 (EU Service Threshold) - <1,000,000	Delegated Member Decision	Delegated Member Report (Portfolio Holder for Procurement and the relevant service area)
>1,000,000*	Cabinet SMDC Executive HPBC (with prior Scrutiny Committee)	Committee Report

* Committee reports may be presented where the total contract value is less than £1,000,000 - where considered appropriate due to the nature of the procurement or where it relates to a key decision

- 2.5 Any procurement activity undertaken during the year which was not included on the forward plan will also follow the authorisation rules (to procure/award) as detailed above - and detail will be included within the Quarterly Procurement Report.
- 2.6 Irrespective of the total contract value, Committee reports may be presented to Executive/Cabinet to obtain authority to procure and award where considered appropriate due to the nature of the procurement or where it relates to a key decision.
- 3. Procurement Forward Plan 2021/22**
- 3.1 The Procurement Forward Plan, detailing all anticipated procurement activity during 2021/22, is detailed at **ANNEX A**. This includes activity specific to Staffordshire Moorlands D.C. and also any joint procurement activity with Alliance partner High Peak B.C. Procurements which have already had approval in 2020/21 but not yet completed, will be progressed in addition to the programmed 2021/22 schedules.
- 4. Procurement undertaken by Agent**
- 4.1 In addition to procurement activity commissioned by the Council, there may also be procurement activity commissioned via an agent on behalf of the Council where appropriate to do so. For example, the new Leisure Centre contract will allow provision for capital works required on the leisure centres to be commissioned by the Contractor, but funded by the Council. In this case, the Council would complete due diligence to ensure compliancy and value for money has been achieved.

- 4.2 Similarly, ANSA on behalf of Alliance Environmental Services will be procuring fleet required by specific services, but this will be funded by the Council and appropriate due diligence undertaken.
- 4.3 An estimated £1.7m in fleet purchases and £0.22m spend on Leisure Centres has been included in the Council's capital programme in 2021/22.
- 4.3 Agents delegated to procure contracts on behalf of the Council, where the Council is the Contracting Authority, will be required to procure in compliance to Public Contract Regulations 2015 (PCRs15) for above threshold contracts and for contracts for lower values demonstrate that their procurement practice is as robust and transparent as that the Council would apply.

PROCUREMENT FORWARD PLAN 2021/22 – SMDC

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
967	SMDC	Single Persons Housing Project and TIS support Fixed Term Contract (Recurring)	Strategic Housing support for housing support needs in private sector housing Term 2 + 1 yr	Revenue	Customer Services – Housing support	£164,400

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
825	SMDC	Blythe Bridge strategic investment site masterplan & phase 2 delivery plan (One Off – Consultancy support)	Multidisciplinary team of consultants (architects/commercial advisors/surveyors) - to prepare a Masterplan & provide advice on infrastructure requirements, design, development and management options for a mixed use development site JOINT Commission with SCC	Revenue	Regeneration	£100,000 (est)
1219	SMDC	Wharf Road Biddulph (One Off – Consultancy support)	Consultancy Appointment	Revenue	Regeneration	£30,000 (est)
1213	SMDC	Cheadle High Street (One Off – Consultancy support)	Consultancy Appointment	Revenue	Regeneration	£10,000 (est)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
1225 1232	SMDC	Play Area Improvements Cheadle and Pennine Road* (*subject to approval) (One Off – supply and installation)	Facilities improvements to play areas	Capital	Service Commissioning	£40,000 (est)
1233	SMDC	John Hall Gardens – Brough Park (One off – minor works)	Gardens access Improvement works	Capital	Service Commissioning	£50,000 (est)
1234 1235 1236	SMDC	Placed based community Activity programmes Cheadle, Haregate, Biddulph (Subject to external funding)	Community based sports lead activity programmes Sports England supported	Revenue (+ external funding)	Service Commissioning	£10,000 per area

PROCUREMENT FORWARD PLAN 21/22 – JOINT (HPBC/SMDC)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
523	JOINT	Architectural Lead Construction Design Services Professional Consultancy Framework Fixed Term contract (Recurring)	Lead Design services for Capital construction and general fund projects inc eg CDM, M&E, Contract Administrator disciplines. Framework contract (max 5 appointed firms) Term 2 (1+1) yrs	Capital / Revenue	Assets	£500,000 - £750,000 (Variable)
803	JOINT	Professional services Waterways and Watercourse Improvements Consultancy Appointment Fixed Term Contract (One Off)	Engineering Consultancy Services waterways and watercourses – programme of review of several watercourses across HP and SM Term 1yr	Revenue	Assets	TBC – scope to be agreed
207	JOINT	Energy and Carbon reduction Sustainability Consultancy Fixed Term Contract (One Off)	Specialist consultancy to support Assets in developing environmental action plan for our buildings Term 1yr	Revenue	Assets	TBC – scope to be agreed
120	JOINT	Mains Water Supply for Council Buildings and premises Fixed Term Contract (Recurring)	Review water supply arrangements – options for wider market review Fixed Term (TBC)	Revenue	Assets	£77,000 (HP p/a) £63,000 (SM p/a)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
1132	JOINT	Repairs and Maintenance multiskilled Sub contractor framework (Multi-lot) Fixed Term Contract (Recurring)	General building services ad-hoc work for public buildings (HP and SM) Term 1 + 1 yrs	Revenue / Capital	Customer Services Housing Repairs [+] Assets	£150,00 p/a (70% HP / 30% SM Est)
239	JOINT	Civils Work (Groundworks, Drainage, Tarmac & Fencing) Fixed Term Contract (Recurring)	Contracting works framework External groundworks (resurfacing / Drainage and replacement Fencing) and adhoc work for HP and SM wider services Term 1 + 1 yrs	Revenue / Capital	Customer Services Housing Repairs [+] Assets	£150,00 p/a (80% HP / 20% SM Est)
958	JOINT	Jetting and Drainage Clearance Services and works Fixed Term Contract (Recurring)	Contractor drainage clearances, surveys and remedial works contract HP and SM general call off Term 1 + 1 yrs	Revenue	Customer Services Housing Repairs (lead)	£12,000 p/a
230	JOINT	Provision of Stationery and associated Office items Fixed Term Contract (Recurring)	Supply of Stationery and associated office resources and equipment Term 2 + (1+1) yrs	Revenue	Customer Services	£10,000 p/a (HP est) £4,500 p/a (SM est)

Ref	Auth	Contract Title	Brief contract description	Capital / Revenue	Service Area	Total est. value of contract [£]
255	JOINT	E-tendering IT Web Portal Licence and support Fixed Term contract (Recurring)	Web-based system for Electronic tendering, sourcing activity and contract management Term 3 yrs	Revenue	Transformation	£2,000 (HP p/a) £2,000 (SM p/a)
975	JOINT	Committee Management and Reporting System (Modern Gov) Licence and support Fixed Term contract (Recurring)	Software system for Agendas Reports Committees Term 2 yrs	Revenue	Transformation	£40,000 (50/50%)