

 Brent	Officer Key Decision
	Report to the Director of Customer Access
AUTHORITY TO AWARD CONTRACT FOR COLLECTION AND DELIVERY OF MAIL	

Wards Affected:	All
Key or Non-Key Decision:	Key Decision
Open or Part/Fully Exempt: <small>(If exempt, please highlight relevant paragraph of Part 1, Schedule 12A of 1972 Local Government Act)</small>	Part Exempt – Appendix 1 is exempt as it contains the following category of exempt information as specified in Paragraph 3, Schedule 12A of the Local Government Act 1972, namely: "Information relating to the financial or business affairs of any particular person (including the authority holding that information)"
No. of Appendices:	One Appendix Tenderer's scores
Background Papers¹:	None
Contact Officer(s): <small>(Name, Title, Contact Details)</small>	Collette Hamilton Service Manager, Customer Access 020 8937 5739 collette.hamilton@brent.gov.uk

1.0 Purpose of the Report

- 1.1 This report concerns the contract for the provision of Collection and Delivery of Mail services and requests authority to award contracts as required by Contract Standing Order 88. This report summarises the process undertaken in tendering this contract and, following the completion of the evaluation of the tenders, recommends to whom the contract should be awarded.

2.0 Recommendation(s)

That the Director of Customer Access:

- 2.1 approves the award of contract for Collection and Delivery of Mail for a period of three (3) years with the option to extend for two (2) years at the contract value of One Million Two Hundred and Ten Thousand pounds (£1,210,000), under the CCS RM6017 Framework Agreement Lot 3 Collection and Delivery of Letters, Large Letters, And Parcels to Royal Mail.

3.0 Detail

- 3.1 Brent Council is a member of the London Postal Board consisting of 26 Boroughs across London. To obtain best value, 20 London Boroughs, London Borough of Ealing, London Borough of Barnet, London Borough of Brent, London Borough of Bromley, London Borough of Camden, London Borough of Croydon, London Borough of Enfield, London Borough of Hackney, London Borough of Hammersmith & Fulham, London Borough of Harrow, London Borough of Hillingdon, London Borough of Hounslow, London Borough of Islington, Royal Borough of Kensington & Chelsea, Royal Borough of Kingston, London Borough of Merton, London Borough of Redbridge, London Borough of Richmond, London Borough of Southwark, London Borough of Sutton, London Borough of Haringey, London Borough of Wandsworth, City of Westminster, London Borough of Newham, London Borough of Havering, London Borough of Tower Hamlets agreed to carry out one procurement process for the Collection and Delivery of Mail.
- 3.2 The London Boroughs elected a sub-group to carry out the procurement process which included the evaluation of the bids. The sub-group consisted of: Enfield, Ealing, Greenwich, Camden and Hillingdon. The sub-group was led by Royal Greenwich Council to use the CCS RM6017 Framework Agreement Lot 3 - Collection and Delivery Of Letters, Large Letters, and Parcels.

The Tender Process

- 3.3 The mini competition under CCS RM6017 Framework Agreement Lot 3 Collection and Delivery of Letters, Large Letters, And Parcels was led by Royal Borough of Greenwich Council on behalf of 20 London Boroughs.
- 3.4 The new contract will be let using framework contract terms issued with the tender for period of three (3) years with the option to extend for a further two (2) years. Contract commencement date is 14 October 2021.

Timetable provided by the Royal Borough of Greenwich Council (Lead Authority in the procurement):

Target Date	Stage
05/05/2021	Invitation to Tender Issued
18/05/2021	Deadline for Clarification Questions from Tenderers
01/06/2021	Deadline for Tender Submissions
04/06/2021	Commencement of Evaluation
08/06/2021	Evaluation completed
09/06/2021	Commencement of individual borough approval processes
30/07/2021	End of individual borough approval processes
05/08/2021	ITT Award /Notification to suppliers
17/08/2021	Commencement of individual borough call off agreement signing and implementation
04/09/2021	Go Live

process

- 3.5 The tender evaluation was carried out by a panel of officers from Enfield, Ealing, Greenwich, Camden and Hillingdon. The sub-group was led by Royal Greenwich.
- 3.6 All tenders had to be submitted electronically no later than 01/06/2021. Tenders were opened on 01/06/2021 and 1 valid tender was received. Each member of the evaluation panel read the tender and carried out an initial evaluation of how well the tenderer considered each of the award criteria and how it was addressed in the tender.
- 3.7 The panel met on 04/06/2021 and the submission was marked by panel of officers from Enfield, Ealing, Greenwich, Camden and Hillingdon and Royal Greenwich against the award criteria. As a result of the evaluation Royal Mail Ltd has been awarded with the contract.
- 3.8 After the evaluation process each participant boroughs will carry out their own internal governance approval and place an individual call off with the successful bidder Royal Mail Group Ltd.
- 3.9 The contract with Brent will commence on the 19 October 2021

4.0 Financial Implications

- 4.1 This contract is for the award of the Collection and Delivery of Mail Services for a period of three (3) years with the option to extend for two (2) years. The estimated value of this contract is for £1,210,000.

The tender evaluation was carried out by a panel of officers from Enfield, Ealing, Greenwich, Camden and Hillingdon. The sub-group was led by Royal Greenwich.

- 4.4 It is anticipated that the cost of this contract will be funded from within the

annual Digital Post Room Budget of £275,000.

5.0 Legal Implications

- 5.1 The estimated value of this contract over its lifetime is in excess of the threshold for Services under the Public Contracts Regulations 2015 (the “Regulations”) and the award of the contract is therefore governed by the provisions of the Regulations. The procurement as set out above by Officers was undertaken through a framework established by Crown Commercial Services and in compliant with the provisions of the Regulations.
- 5.2 The award is also subject to the Council’s own Standing Orders in respect of Medium Value Contracts and Financial Regulations. Chief Officers have delegated to them power to award Medium Value Contracts in accordance with paragraph 9.5, of Part 3 of the Constitution. It is considered that the Director of Customer Access and Digital Service has delegated authority to approve the award of this contract.
- 5.3 As the procurement was undertaken through a framework, there is no requirement for the Council to observe the mandatory minimum 10 calendar day standstill period under the Regulation before the call off contract can be awarded. Therefore once approval from the Director of Customer Access is obtained, Royal Mail will be issued with a letter of acceptance and the call off contract can commence.
- 5.4 There are no TUPE and human rights implications.

6.0 Equality Implications

- 6.1 If there are considered to be equalities implications the following paragraphs could be inserted – “The public sector equality duty, as set out in section 149 of the Equality Act 2010, requires the Council, when exercising its functions, to have “due regard” to the need to eliminate discrimination, harassment and victimisation and other conduct prohibited under the Act, to advance equality of opportunity and foster good relations between those who have a “protected characteristic” and those who do not share that protected characteristic. The protected characteristics are: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.
- 6.2 Having due regard involves the need to enquire into whether and how a proposed decision disproportionately affects people with a protected characteristic and the need to consider taking steps to meet the needs of persons who share a protected characteristic that are different from the needs of persons who do not share it. This includes removing or minimising disadvantages suffered by persons who share a protected characteristic that are connected to that characteristic.

6.3 The purpose of the duty is to enquire into whether a proposed decision disproportionately affects people with a protected characteristic. In other words, the indirect discriminatory effects of a proposed decision. Due regard is the regard that is appropriate in all the circumstances.

6.4 There are no adverse equality implications arising from the recommendations.

7.0 Consultation with Ward Members and Stakeholders

7.1 Not required.

8.0 Human Resources/Property Implications (if appropriate)

8.1 This service is currently provided by an external contractor and there are no implications for Council staff arising from retendering the contract.

8.2 There is also no property / accommodation implications.

9.0 Public Services (Social Value) Act 2012

9.1 The Council is under a duty pursuant to the Public Services (Social Value) Act 2012 ("the Social Value Act") to consider how services being procured might improve the economic, social and environmental well-being of its area; how, in conducting the procurement process, the Council might act with a view to securing that improvement; and whether the Council should undertake consultation. This duty does not strictly apply to the proposed contract as it is not a services contract.

Related Document:

Decision report - Authority to use framework

Report sign off:

Thomas Cattermole
Operational Director of Customer
Access