

Title: Pathfinder Shared Support Services Project – Overview of Key Issues on the Project

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Purpose of Report

The purpose of this report is to provide an overview of progress with the Shared Services Project and to summarise the issues which will be considered by the Joint Committee on 10 September 2009 in exempt session due to the nature of the issues to be discussed.

Recommendations

That the Bucks Shared Support Services Joint Committee consider this overview report and takes it into account when the Committee considers the following presentations on the agenda of the meeting:-

- **Procurement Issues – High Level Evaluation criteria**
- **Pre Qualification Questionnaire Evaluation**

Executive Summary

1. As part of the Pathfinder a number of participating authorities have been working towards the “joining of back office services” through the procurement of a private sector partner with whom a Joint Venture Company (JV Co) will be established - the Pathfinder Shared Support Services Project referred to in this report as “the project”. The drivers for undertaking the project are the need for cost savings and for improved service delivery.
2. In September 2008, Aylesbury Vale District Council, Buckinghamshire County Council, Buckinghamshire and Milton Keynes Fire Authority, South Bucks District Council and Wycombe District Council each indicated their commitment to supporting the development of a business case for a Joint Venture option.

3. A number of decisions have now been taken by each participating authority at the beginning of this year where the business case and procurement strategy were agreed. In addition, authorities agreed to set up a Joint Committee which is empowered to make decisions on behalf of constituent authorities in relation to specific aspects of the Project.
4. The Joint Committee first met on 8 June 2009 and at this meeting they agreed the following:-
 - updated procurement strategy
 - the publication of the Official Journal of the European Union Notice
 - the Pre Qualification Questionnaire (PQQ)
 - Inter authority agreement (procurement phase)
5. The OJEU notice was re-issued on 26 June 2009 inviting suppliers to complete the PQQ and responses were required by 3 August 2009. The procurement approach is as follows:-
 - Stage 1 – Pre-Qualification Questionnaire (PQQ)
 - Stage 2 – Invitation to Submit Outline Proposals
 - Stage 3 – Invitation to Submit Detailed Proposals
 - Stage 4 – Invitation to Submit Final Tenders
 - Stage 5 – Appointment of Preferred Bidder
6. A competitive dialogue process is being used which is the process of engaging bidders in discussions with each Authority. These dialogues will become more detailed in the latter stages when a number of bidders have been shortlisted. Therefore the decision making will consist of:-
 - Dialogue team - the role of the team is to act as the interface between bidders and the Authorities.
 - Evaluation Team – they will give assurance to Members and the Programme Board during the decision making process
 - Programme Board – the Board will agreed the recommendation of the preferred bidder and review the shortlists
 - Joint Committee – recommend the preferred bidder and the associated business case to each authority. Also determine the high level evaluation criteria and process.

Reasons for the decision

The reason for the decision is the authority's wish to develop the Pathfinder partnership proposals, to secure costs savings, to ensure service efficiencies and to establish appropriate arrangements between participating authorities to deliver the project.

Structure of Agenda

This agenda contains the following items to provide full information on which members can agree the recommendations above and are confidential as they contain information

relating to the financial and business affairs of the authority (paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972).

Procurement Issues and Strategy

- **High Level Evaluation Criteria**

The Joint Committee will be considering an evaluation model with regard to the competitive dialogue process. By applying a general scoring mechanism the Council will be able to determine the most economically advantageous tender. The evaluation criteria also give bidders a clear insight into those matters which are of importance to the Participating Authorities.

- **PQQ Evaluation**

The pre-qualification questionnaires have been received from the bidders and the Evaluation Team have been looking at the responses. The name of the bidders cannot be named at this stage due to commercial sensitivity. The Joint Committee will receive presentations on the outcome of the Programme Board's evaluation. Once this has been agreed the long listed bidders will be invited to submit outline proposals based on the specification of services. The key dates for the current timetable (this may change as the process unfolds) are as follows:-

- Outline proposals received by 17 November
- Decision on the shortlisted bidders 14 December
- Invitation to submit final proposals and start of detailed dialogue stages December/ January 2010
- Final proposals received by August 2010
- Decision to award the Contract November 2010

Resource implications

These are set out in detail in the specific presentation.

Legal implications

These are set out in detail in the specific presentation.

Equality implications

There are no specific equality implications or statutory duties in relation to positive equalities duties or anti discrimination responsibilities to consider in relation to the specific decisions being proposed in this report. As the project progresses and issues relating to the specification of services, contract conditions and staffing arrangements are considered, it will be important for the equality implications of these to be fully considered and addressed in the light of the authority's responsibilities in this regard.

Sustainability and Biodiversity implications

There are no specific such implications to consider in relation to the specific decisions being proposed in this report. As the project progresses and issues relating to the specification of services, contract conditions and staffing arrangements are considered, it will be important for the sustainability and bio diversity implications of these to be fully considered and addressed in the light of the authority's responsibilities in this regard.

Human Rights implications

There are no specific human rights implications to consider in relation to the specific decisions being proposed in this report. As the project progresses and issues relating to the specification of services, contract conditions and staffing arrangements are considered, it will be important for the human rights implications of these to be fully considered and addressed in the light of the authority's responsibilities in this regard.

Crime and Disorder implications

There are no specific crime and disorder implications or statutory duties in relation to this area to consider in relation to the specific decisions being proposed in this report. As the project progresses and issues relating to the specification of services, contract conditions and staffing arrangements are considered, it will be important for any crime and disorder implications of these to be fully considered and addressed in the light of the authority's responsibilities in this regard.

Consultations

Each authority is using its own consultation processes to address the required staff and trades union consultation. A framework has been developed for discussion on how this process will work.

Background Papers

Previous reports from each of the participating Authorities on the Shared Services Project.