

Having considered the report sent to Members of the Resources Policy Advisory Group (PAG) during September 2004 and the views expressed by them, the Cabinet Member has made the following decision:

1. **INSURANCE CONTRACT TENDERING**

The Cabinet Member considered a report on timetable and evaluation process to be followed leading to the final selection of the preferred contractor for the new Insurance Contract by February 2005 and has decided to:-

RECOMMEND to Cabinet:-

(a) a timetable for the tender exercise:

ACTIVITY	Finish
Prepare Pre Qualification questionnaire	By 15/9/04
Prepare OJEC contract notice	By 15/9/04
Publish OJEC contract notice	By 23/9/04
Prepare Specification documents	By 05/11/04
Return date for expressions of interest and questionnaires	05/11/04
Decide short list to invite to submit tenders based on detailed specification issued at this stage	19/11/04
Tender return deadline	04/01/05
Evaluate responses	By 11/01/05
Determine preferred supplier to be recommended to Cabinet	By 01/02/05
Cabinet considers recommendation	15/02/05
Award Contract - sign and seal (following Council meeting)	By 01/03/05
New Contract Starts	01/04/05

(b) weightings to be used to evaluate the tenders:-

Element	Weighting
Price over the life of the contract	40%
Provision of all insurance cover by a single insurer	15%
Experience of providing Public Sector & Risk Management Services	15%
Policy Cover	15%
Service provided in Tender e.g. claims handling, Risk Management advice etc.	10%
Continuity	5%
	100%

(c) that tenderers be allowed to bid for one or both elements of the contract - Property and other insurance.

Date published: 30 September 2004 Date to be implemented: 8 October 2004.