

Report of Leadership and Management Lead – Children’s Services

Report to Director of Children’s Services

Date: 22nd April 2015

Subject: Waiver of Contract Procedure Rules to award a contract to Mondale IT Solutions Ltd for delivery of effective conference and event management services on behalf of Children’s Services traded services.

Are specific electoral Wards affected? If relevant, name(s) of Ward(s):	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Is the decision eligible for Call-In?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, Access to Information Procedure Rule number: 10.4 (3) Appendix number: 1	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No

Summary of main issues

1. Children’s Services traded services wish to award a contract to Mondale IT Solutions Ltd for delivery of effective conference and event management services on behalf of Children’s Services traded services.
2. The report seeks permission to waive contract procedure rule 8 to award a contract to Mondale IT Solutions Ltd for delivery of effective conference and event management services on behalf of Children’s Services traded services. The contract will be a call off contract from 1st July 2015 and will expire on 31st August 2016. Events will be called off according to need so the contract value will vary. The maximum value will be £49,200 p.a.

Recommendations

The Director of Children’s Services is recommended to waive contract procedure rule 8.1 and 8.2 to award a contract to Mondale IT Solutions Ltd for delivery of effective conference and event management services on behalf of Children’s Services traded services. The contract shall commence on 1st July 2015 will expire on 31st August 2016. The contract will be a call off contract with a maximum contract value of £49,200.



1 Purpose of this report

- 1.1. To seek approval for the award of a contract to Mondale IT Solutions Ltd for the delivery of effective conference and event management services on behalf of Children's Services traded services.

2 Background information

- 2.1 Children's Services traded services deliver a wide range of training events and conferences to schools on a traded basis.
- 2.2 A historic arrangement has been in place with Mondale IT Solutions Ltd whereby they book the venue, provide refreshments, advertise events, provide an online booking facility for schools and manage the event on the day. Mondale organise trade fairs at the events for external organisations to exhibit their products for schools to purchase.
- 2.3 It is important that we secure a contract for this work at the earliest possible opportunity. The lead in time to arrange events is lengthy. This is due to a variety of reasons:
- The need to secure appropriate venues.
 - Marketing the events to schools with sufficient time for them to plan the release and cover for staff.
 - The need to book key note speakers with a long lead time.

The programme for the autumn term needs to be issued imminently; therefore there is insufficient time to undertake a competitive process at this stage.

- 2.4 The contract will be for 14 months until the end of the academic year 2015/16 whilst we undertake a full needs analysis to understand the future need for this type of service. The analysis will consider the scope for this service being delivered in house. Should the needs analysis identify a need to purchase the service externally then market testing will be undertaken to establish whether there is a competitive market for this type of contract. It's envisaged that new delivery arrangements will be in place from September 2016.
- 2.5 Appendix 1 contains further information. The appendix is deemed confidential based on Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information), as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

3 Main issues

3.1 Reason for Contracts Procedure Rules Waiver

- 3.1.1 A contract is required with Mondale IT Solutions Ltd for the delivery of effective conference and event management services on behalf of Children's Services traded services.
- 3.1.2 It is important that we secure a contract for this work at the earliest possible opportunity. The lead in time to arrange events is lengthy; as detailed in section 2.3. The programme for the autumn term needs to be issued imminently; therefore there is insufficient time to undertake a competitive process at this stage.
- 3.1.3 Mondale have a long standing relationship with Children's Services and have delivered an excellent service over a number of years. It's important to now formalize the charging and contractual arrangements of the partnership for limited time.
- 3.1.4 There is currently no internal resource within Children's Services with the capacity to take on the booking and event management of the traded services conferences and events.



3.1.5 Mondale are experienced event managers and have a proven track record in efficient and professional event management. This ensures a quality and professional experience for schools.

3.1.6 Mondale have existing relationships with a wide range of exhibitors where income can be derived from selling trade stands.

3.1.7 Appendix 1 contains further information. The appendix is deemed confidential based on Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information), as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

3.2 Consequences if the proposed action is not approved

3.2.1 If a contract is not awarded to Mondale IT Solutions Ltd the likely outcomes are:

- Children's Services would incur additional costs when booking venue and refreshments directly.
- There would be no additional income received into the Local Authority from trade revenue.
- There is likely to be a reduction in the number of events that Children's Services has the capacity to organize which would result in a loss of income to Children's Services.

3.3 Advertising

3.3.1 This contract opportunity has not been advertised. The contract value is below the current EU threshold, so there is no requirement for the contract to be tendered in accordance with the Public Contracts Regulations but there is a requirement to comply with the Council's Contract Procedure Rules.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 Initial consultation has taken place with Mondale IT Solutions Ltd to identify that they are able to deliver the service required.

4.1.2 Consultation has taken place with Children's Services Service Leads to understand their need for this service.

4.2 Equality and Diversity / Cohesion and Integration

4.2.1. The equality, diversity, cohesion and integration screening form is attached as Appendix 2. This form identifies that an impact assessment is not required in this case.

4.3 Council Policies and City Priorities

4.3.1. This project contributes to the Children and Young People's Plan outcome to ensure all that all children and young people do well at all levels of learning and have the skills for life.

4.3.2. Providing high quality and effective training that addresses the identified school improvement priorities of Leeds schools will raise standards of teaching and learning and hence, improve outcomes for students.

4.4 Resources and Value for Money

4.4.1 The contract will be a call off contract for 14 months whilst we undertake a

full needs analysis to understand the long term needs for this type of service. The analysis will consider the scope for this service being delivered in house.



4.4.2 The finance for this work is contained in the each individual service areas budget.

4.4.3 Appendix 1 contains further information. The appendix is deemed confidential based on Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information), as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

4.5 Legal Implications, Access to Information and Call In

4.5.1. This decision is not subject to call-in.

4.5.2. The decision to waive contract procedure rule 8 is a significant operational decision in line with contract procedure rule 27.

4.5.3. In making their final decision, the Deputy Director – Learning, Skills and Universal Services should be satisfied that the course of action chosen represents Best Value for the Council given that this contract opportunity has not been exposed to competition.

4.5.4. Appendix 1 contains further information. The appendix is deemed confidential based on Access to Information Procedure Rules 10.4 (3) on the basis that it contains information relating to the financial or business affairs of any particular person (including the authority holding that information), as in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

4.6 Risk Management

4.6.1. There is a risk that other providers are not in favour of the decision to award a contract without competition. As the contract value is under EU regulation value there is no legal requirement to subject the matter to competition.

5 Conclusions

5.1 A waiver of Contracts' Procedure Rule 8 in order to enter into a contract with Mondale IT Solutions Ltd for delivery of effective conference and event management services on behalf of Children's Services traded services.

6 Recommendations

6.1 The Director of Children's Services is recommended to waive contract procedure rule 8.1 and 8.2 to award a contract to Mondale IT Solutions Ltd for delivery of effective conference and event management services on behalf of Children's Services traded services. The contract shall commence on 1st July 2015 will expire on 31st August 2016. The contract will be a call off contract with a maximum contract value of £49,200.

7 Background documents¹

7.1 None

¹ The background documents listed in this section are available to download from the Council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.