

Report of Events Manager

Report to Chief Officer Culture and Sport

Date: 10/05/ 2015

Subject: Approval to award Event Stewarding and Site Security Contract

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: Appendix number:	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

Summary of main issues

1. The current council contract for the provision of event stewarding and security services for the city's events programme expired on 15th April 2016. Engagement for all events to be carried out between the expiry of the contract and the new contract (1/6/2016), was made prior to the expiry of the contract.
2. The Events Team are seeking approval to the award of the Events Stewarding and Site Security contract that has recently been tendered. The start date for the new contract will be effective from 1st June 2016.

Recommendations

- 1 The Chief Officer of Culture and Sport is recommended to:
 - Note the content of the report
 - Approve the award of the Event Stewarding and Site Security Contract to Showsec International Ltd

1 Purpose of this report

- 1.1 The purpose of this report is to seek approval from the Chief Officer of Culture and Sport to award the Event Stewarding and Site Security contract To Showsec International Ltd from 1st June 2016 for a period of two years with an option to extend for a further 24 months.

2 Background information

- 2.1 Leeds City Council is responsible for delivering a year round programme of cultural events and activities in support of its vision to be the best council and city in the UK.
- The council's annual programme includes: Events held in Millennium Square and across the city centre such as: Ice Cube - outdoor temporary ice rink & winter attractions, 'Christkindelmarkt' German Christmas Market, Euro / World Cup football and other national sporting / event screenings, live music concerts, Yorkshire Food & Drink Show, City Beach, Light Night, Leeds Lights Switch-on plus various community led events
 - One-off large scale events staged in Leeds such as; Tour de Yorkshire, World Triathlon Series
 - Roundhay Park bonfire (50,000 audience) plus other community bonfires and various events and activities held in Leeds parks and outer areas of the city
 - Annual and ad-hoc events, functions and activities and building security at Leeds Town Hall and other council run venues
 - The council's Breeze Initiative events and activities for young people
- 2.2 Delivering these events in a safe environment is critical. This contract for the provision of stewarding and security services will enable the successful delivery of future events.
- 2.3 The Event Stewarding and Site Security contract with Showsec International Ltd expired on 15th April 2016 and the Events Team have been working with the Projects, Programmes and Procurements Unit to re-procure this provision to ensure continuity of service. To ensure continuity of service for major events held in May and June 2016, the Event Team had booked and worked with the stewarding and security contractor prior the expiry of the contact.

3 Main issues

- 3.1 The Event Stewarding and Site Security tender documentation was advertised on the European Journal and published through YORtender on 8th March 2016 inviting suppliers to submit a tender.
- 3.2 Seven tenders were received but two of these were non-compliant.
- 3.3 The evaluation criteria were approved by the Chief Officer Culture and Sport on 25th February 2016 and published as part of the tender documents.

3.4 Compliant tenderers were evaluated against the published criteria published on the basis of 50% Quality and 50% Price using a consensus score process. The evaluation team included the Events Manager, the Principal Events Officer and the Town Hall Venue Manager. Consensus meetings were held on 20th and 21st April 2016 to agree the consensus score.

3.5 A 50% minimum quality thresholds were set against the key criteria as well as an overall threshold quality (70%) to ensure the Council appoints a contractor which will provide a quality service.

Of the compliant bids received, four did not meet the minimum quality threshold required.

4 Corporate Considerations

4.1 Consultation and Engagement

4.1.1 The Events Team consulted with other service areas also delivering events to ensure the services tendered also meet all needs.

4.1.2 The Events team have consulted with the Projects, Programme and Procurement Unit and will continue to do so to ensure the delivery of this programme.

4.2 Equality and Diversity / Cohesion and Integration

4.3 An equality impact assessment was carried out as part of the DDN report required to undertake the procurement exercise.

4.4 Council policies and Best Council Plan

4.4.1 This procurement supports the Council's best plan to help improve the lives of people living in Leeds through the delivery its key strategic objectives and breakthrough projects which includes; hosting world class events on a global stage as a smart organisation, and ties in with a variety of published policies and plans to support increased participation in Leeds' Cultural and sporting opportunities

4.5 Resources and value for money

4.5.1 The contracts to be entered into as a result of this procurement exercise will be used for the provision of event stewarding and security delivered across Leeds City Council.

4.4.3 There are no additional resource implications once contract is awarded.

4.6 Legal Implications, Access to Information and Call In

4.6.1 Due to the value of this procurement it has been carried out in line with the European requirements and as such there will be a 10 day Alcatel period following the approval of the award recommendation. Contract award will take place once this period has lapsed.

4.6.2 Based on the annual value for this service, this award decision is a significant Operational decision and is not subject to call-in.

4.7 Risk Management

4.7.1 When advertising for this requirement, it was the Council intention to award up to two organisations onto the framework. As a result of the assessment only one organisation met the minimum quality threshold which may for high events be an issue. This will be monitored as part of the contract management.

4.7.2 The contract will be managed and monitored regularly by service area representatives to ensure the benefits of the services are maximised and the contractors' performance will be measured over the life of the contract.

4.7.3 In line with the provisions of the Council Effective Procurement Programme a contract management plan will be developed that will clearly identify roles and responsibilities of officers with contract ordering and performance management and monitoring activities. This plan will also emphasise the perceived aims and objectives of the contract and how their realisation and contract success will be reviewed and managed, in addition to the plan clearly stating the responsibilities of the contractor.

5 Conclusions.

5.1 To conclude, the Events team is seeking approval for the award of the Event Stewarding and Site Security Contract. This report details the tender process and how this outcome has been achieved.

6 Recommendations

7 The Chief Officer of Culture and Sport is recommended to:

- Note the content of the report
- Approve the award of the Event Stewarding and Site Security Contract to Showsec International Ltd

8 Background documents¹

8.1 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.