

# Procurement Plan

Delivering Successful Change (DSC) Project Initiation Document (PID)  
including commentary for a procurement environment

<b>Project title:</b>	Contract for Re-Roofing of 47no. Dwellings within the Belle Isle Tenant Management Area
<b>Project reference no:</b>	

<b>Directorate and service:</b>	BITMO
<b>Project sponsor:</b>	<i>Christopher Simpson</i>
<b>Project executive:</b>	<i>Mark Denton</i>
<b>Parent programme:</b>	<i>Construction &amp; Housing – Domestic Heating</i>

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<b>Date:</b>	04/05/18
<b>Author:</b>	Derek Bargh

## Purpose:

The procurement plan is a tool to help you ensure a successful outcome.

It defines the procurement and forms the basis for its management, and for the assessment of overall success. It indicates the direction and scope of the procurement and acts as a base document against which progress, issues and on-going viability can be assessed.

A procurement plan should be used for all procurements. One procurement plan can be produced to cover a number of 'like' or related procurements.

The content should be proportionate to the value, risk and complexity of the procurement. For complex, high risk procurements use the full suite of project management documents as defined by DSC. For less complex, low risk procurements, complete a 'light touch' procurement plan.

All headings in **bold** should be addressed. The text below each heading is to provide prompts and ideas for issues that you may wish to address.

## Document Control

Revision history

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Version	Status	Revision Date	Summary of Changes	Author
V0.01	Draft	04/05/18	First Draft	D G Bargh
V0.02	Draft			
V0.03	Draft			

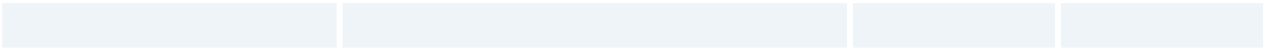
Review & approvals

Name	Signature	Title	Date of Issue
Management team / board			
Category team lead			
Service directorate lead			
Lead member / Scrutiny board / Area committee			

Distribution

This document has been distributed to:

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Management team / board			
Category team lead			
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Lead member / Scrutiny board / Area committee			



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## **1. Executive summary**

This procurement is to identify a contractor to deliver the capital investment works to re-roof 47 no. dwellings on the Broom Estate, Lanshaw Estate & West Grange Close under the management of Belle Isle TMO.

## **2. Background**

Belle Isle TMO manages, on behalf of Leeds City Council in the Belle Isle area of the City, a housing stock of which 47 dwellings require re-roofing works as part of an ongoing maintenance scheme.

The scheme forms part of the 2018-2019 annual Capital Budget for investment in the housing stock allocated to Belle Isle TMO by Leeds City Council.

## **3. Project definition**

### **3.1. Project scope**

The requirement to re-roof these traditional properties built in the late 1940's is in accord with the anticipated life expectancy for re-roofing such traditional constructed properties as input into the Leeds City Council dwelling asset management database (Keystone).

This procurement exercise will allow the delivery of a programme which supports the current decent homes standard through the continued provision of new roof coverings and associated works to reduce reactive maintenance to both the roof and the effects of water ingress. New materials used will further reduce cyclical maintenance requirements for redecoration of fascia boards, soffit boards and rainwater goods and provide better ventilation to the roof void areas. Re-pointing and repairs to chimney stacks will be undertaken in conjunction with re-roofing works whilst scaffolding is erected at each block.

### **3.2. Project outcomes**

This procurement process will assist in ensuring value for money as the tender package will be openly advertised via YORTender. In turn the successful tenderer will be the most economically advantageous tender in accordance with the evaluation criteria and methodology identified and published as part of the tender package.

### **3.3. Project benefits**

It is felt that a formal competitive tender with carefully selected regional specialist contractors will provide both the best value and best service delivery for the work required under this contract. It would be desirable to tender and

engage a service provider solely for this scheme under a JCT Minor Works Contract.

The project meets the Housing and Regeneration City Priority Plan priorities. It will improve the housing conditions and in some cases the energy efficiency which will work towards increasing the number of properties improved with energy efficiency measures as well as increasing and maintaining decency standards.

Whilst the project mainly contributes to the Housing and Regeneration Plan it will may also help to create training and employment opportunities within the local community.

### **3.4. Project deliverables**

#### **Management products**

Category Plan – Domestic Property Maintenance  
Procurement Plan – BITMO 2018-2019 Re-Roofing  
Procurement Timetable  
Award Report  
Contract Management Plan  
Lessons Learned Report

#### **Specialist products (procurement)**

LCC standard tender documents will be utilised in line with CPR 12.1

#### **Specialist products (contract)**

This contract will be established as a JCT Minor Works Contract

### **3.5. Exclusions**

This procurement plan is in relation to the specific contract for re-roofing 41no. dwellings on the Broom Estate, Belle Isle only.

### **3.6. Constraints**

The new contract must commence in August 2018 to enable the full capital investment allocated to this scheme to be completed within the financial year.

Leaseholder consultation which must be carried out in accordance with the appropriate legislation is not applicable on this scheme.

### **3.7. Interfaces**

The Contract Document will detail in full the IT requirements necessary for any prospective contractor to be able to prepare and submit a tender. The information provided will allow costs to be determined, which are associated with the infrastructure and investment required to successfully manage all works related to the contract, and describe the IT interfaces and system software utilised by BITMO and LCC. This will be limited to the direct use of PS-Team Project Management software.

Furthermore interfaces in relation to on-going communication will have to be considered through the tender process and when the contract award is made. This will include:

BITMO will need to manage tenant communications throughout both the tender process and when the contract award is made.

BITMO will liaise and report via LCC as appropriate through the management agreements already in place.

### **3.8. Assumptions**

It is assumed that the priority to undertake this investment will remain as high.

Any new developments in council housing will need to be factored.

### **3.9. Dependencies**

The new contract must commence in August 2018 to enable the full capital investment allocated to this scheme to be completed within the financial year.

Leaseholder consultation which must be carried out in accordance with the appropriate legislation is not applicable on this scheme.

## **4. Project approach**

Any existing frameworks will be reviewed.

The ISP does not have the specialist skills and infrastructure to undertake this scheme of work

Based on the value, the contract will utilise Construction Line to select suitable specialist regional based contractors to tender

A single supplier is preferred to ensure consistent quality of service delivery & contract management.

Economies of scale are more likely to be achieved with one contractor due to the low requirement (under 100 dwellings)

TUPE will not be considered as part of the procurement process

A dedicated and proactive client engaged Clerk of Works will be engaged to manage and monitor the important aspects of project delivery. This will establish a level of delivery required and challenge any shortfall with the necessary corrective actions.

Contract managers have been identified and have experience in this area of activity.

A mobilisation period will be factored into the timetable to ensure that any new supplier has sufficient time to understand the requirements of the contract.

## **5. Project budget**

Resources (and therefore costs) for the delivery of the project will be accommodated from the total capital budget allocation provided for this scheme. This will allow for the engagement of a dedicated clerk of works utilising NPS consultancy services and an allocation of capital hours from those that are already in place for the overall management of the contract. Additional resource e.g. back office administration etc... will again be drawn from staff within Belle Isle Tenant Management Organisation.

Detailed costs of Belle Isle TMO personnel are monitored for both capital and revenue elements on a monthly basis in order to determine what level of an employee's salary can be capitalised.

Further specialised guidance is provided by the LCC Procurement Team under existing protocol.

It is noted that because of risks associated with the contract additional costs can be incurred e.g. if a contractor exercises their right to terminate and then give notice on a contract. This cost is usually in the form of additional resource required for 'back office administration' for the purpose of ensuring business continuity.

## **6. Project tolerances**

The estimated costs are based on previous tenders for similar work in recent financial years

This procurement must be awarded in June 2018 or early July 2018 to commence no later than 6<sup>th</sup> August 2018.

## **7. Project controls**

### **7.1. Reporting & change control**

- Any reports relating to the Procurement Project, from inception through to completion, will be communicated to all members of the Project Board and directly to members of the Belle Tenant Management Full Board (bi-monthly).
- Reports will be determined and prepared by the Project Lead (Derek Bargh).
- All version control, action logs etc., in order to track changes and provide both the necessary accountability & ownership, is again carried out via the Project Lead.

### **7.2. Risks**

- Belle Isle Tenant Management Organisation acknowledges the risk associated with the delivery of the procurement exercise within the specified timescales. This could be the result of:
  - Resources i.e. personnel unavailable to complete necessary documentation.
  - Failure to communicate effectively with all interested parties.
  - Failure to include essential information within the contract documentation which will lead to delays.
  - No contractors submit tender returns
- The key risks associated with contract delivery after award of the contract are:
  - The chosen contractor fails to mobilise the contract and may require the scheme to be re-tendered
  - Insufficient personnel available from the contractor to meet contractual obligations. This could lead to slow completion of work within the required target deadlines.
- The risks identified will be recorded and discussed with the contracting parties after the award of the contract in order to apportion each identified possibility accordingly. This will allow for any subsequent impact to be reduced or resolved within specific parameters.
- The procurement methodology adopted is an established process which works effectively for an organisation of our size. The type of contract used and Belle Isle TMO's approach to this exercise is designed to encourage

<sup>1</sup>SME's who are able to provide a service delivery which is better suited to an organisation founded on the principle of co-operative values.

### **7.3. Lessons learned**

Contract lessons learned will be considered throughout the procurement process to be incorporated any risk mitigation and delivery improvement considerations.

Procurement lessons learned will be recorded throughout the process and improvement measures considered throughout future procurement activity.

Future contract lessons learned will be recorded throughout the life of the contract and considered throughout contract review meetings particularly at the consideration of any extensions and re-procurement exercises.

## **8. Project roles and responsibilities**

- Project Sponsor – Christopher Simpson (Belle Isle TMO)
- Project Executive – Mark Denton (LCC PPU)
- Project Lead – Derek Bargh (Belle Isle TMO)
- Project Technical Support (Contract) – Derek Bargh (Belle Isle TMO)
- Project Technical Support - Sami Dean – **tbc** (LCC PPP & PU)
- Project Technical Support - Phil Rigby (LCC PPP & PU)
- Elected Board Members – (Belle Isle TMO)
- All necessary specialist input required for the procurement process can be supplied by the officers listed previously.
- The Project Lead will drive the progress of procurement exercise and will approve implementation of any decisions made collectively with 'the team' before passing this through to the Project Sponsor for official authorisation.
- Any external approvals required to progress certain aspects of the process will be the responsibility of the Project Lead and these will be obtained and shared with 'the team' as stated in the previous point in order to maintain transparency.

## **9. Appendices**

### **9.1. Business case**

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<sup>1</sup> SME – Small to Medium Enterprise

Consideration should be given to the report submitted in line with CPR 3.1.8 as the official business case for this provision.

## **9.2. Initial project plan**

Consideration should be given to the report submitted in line with CPR 3.1.8 as the official business case for this provision.

## **9.3. Other considerations**

- The necessary equality, diversity, cohesion and integration has been assessed in respect to this procurement and the relevant equality impact assessment screening will be completed by the Project Lead in order to determine any obligatory actions.
- Data Protection will be considered and specific instruction incorporated within the contract documentation in order for provision to be made by the prospective contractors to understand and fully comply with the requirements of both the <sup>2</sup>DPA 1998 and <sup>3</sup>FOIA 2000. This will include:
  - The protocol with regards to business sensitive information during and after the procurement exercise
  - The protocol with regards to any personal data relating to tenants during and after the procurement exercise
- Environmental issues will addressed within the contract documentation with particular attention given to the suite of statutory Building Regulations in particular <sup>4</sup>PART L.
- Ethical issues will be considered and all officers involved with the procurement exercise and subsequent contract management will abide by LCC's standard protocol in order to prevent any form of collusion which may determine the outcome of the exercise.
- Safeguarding is of paramount importance and the necessary requirements for prospective contractors will be included within the contract documentation.

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<sup>2</sup> DPA 1998 – Data Protection Act 1998

<sup>3</sup> FOIA 2000 – Freedom of Information Act 2000

<sup>4</sup> PART L – Approved Document L – Conservation of Fuel & Power