

OXFORDSHIRE WASTE PARTNERSHIP JOINT COMMITTEE

23 September 2011

PROCUREMENT OF ENVIRONMENTAL EDUCATION SERVICES

DOCUMENT 5(a)

1 Purpose of Report

- 1.1 To explain the procurement process undertaken in relation to the Environmental Education Services contract and the outcome of the tender evaluation. The report also seeks OWP endorsement of the award of the contract

2 Background

Introduction

- 2.1 Environmental Education Services have operated within Oxfordshire for a number of years. The Wild Waste Show began in 1999. It was funded until 2006 through Landfill Tax Credits. Oxfordshire Waste Partnership (OWP) has funded the service since 2006. Oxfordshire County Council (OCC) has funded the Energy Busters programme since 2007.
- 2.2 In 2009/10 OWP provided project funding of £133,600 to the Wild Waste Show. OWP has agreed a revenue budget allocation of £80,160 for 2011/12 (a 40% reduction) and approved in principle a similar allocation for 2012 – 2014. OCC has a current revenue budget allocation of £30,000 per year for the Energy Busters programme.
- 2.3 OWP agreed, as part of its 2011/12 action plan, to work with the Environment Partnership to jointly tender the Wild Waste Show and Energy Busters services (action 3.7 within the OWP action plan). An update on the procurement/tendering exercise was given at the last meeting of the Environment & Waste Partnership. It was decided to call an additional OWP meeting to consider the tenders received and reach a decision on the award of the Contract.

Exempt information

Whilst this report itself does not contain exempt information and has thus been made available to the public, the Annex contains information that relates to a competitive procurement process and is commercially sensitive. The public should therefore be excluded during consideration of this item because its discussion in public would be likely to lead to the disclosure to members of the public present of information in the following categories prescribed by Part 1 of Schedule 12A to the Local Government Act 1972 (as amended): paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information). since it is considered that, in all circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, in that disclosure would distort the proper process of the transaction and OCC's standing generally in relation to such transactions in future, to the detriment of OCC's ability properly to discharge its fiduciary and other duties as a public authority.

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2.5 Procurement Process

The Environmental Education Services Contract was advertised in the Official Journal of the European Union (OJEU) in June 2011. Documentation was issued to companies who expressed an interest in the Contract and fifteen companies submitted Pre-Qualification Questionnaires (PQQ) by the deadline. The project team evaluated the PQQs in July 2011.

2.6 Five companies were short-listed and invited to submit tenders. The Invitation to Tender (ITT) documents were distributed on 25 July 2011 and four competitive tenders were received by the deadline of 5th September 2011.

2.7 Bidders were asked to bid for three work packages:

- i. Waste management education service
- ii. Energy education service
- iii. A joint/combined waste and energy education service.

A ceiling price for bids was set out in the tender documents to ensure that all returned tenders were affordable and within the current budget allocations.

2.8 Evaluation of final tenders

The criteria and weightings shown in Table 1 were used to evaluate the tenders. As the use of the Energy Bus does not apply to the waste only part, each Tender was awarded the maximum score of 8%. Similarly, commercial questions were asked for checking purposes, rather than for scoring. Each Tender that answered these questions to a satisfactory standard was awarded 10%.

Table 1 – evaluation criteria and weightings

Criteria	Weighting	Sub-criteria	Weighting		
			<u>Waste</u>	<u>Energy</u>	<u>Combined</u>
Quality of responses to contract specific criteria – Method Statement	50%	i. Programme of lessons & activities (including number of visits).	10%	10%	10%
		ii. Booking system.	8%	8%	8%
		iii. Staff recruitment & retention.	4%	4%	4%
		iv. Promotional plan.	4%	4%	4%
		v. Financial & operational performance reporting.	4%	4%	4%
		vi. Gaining feedback from recipients.	4%	4%	4%
		vii. Use & maintenance of Energy bus.	8%	8%	8%
		viii. Delivery within Programme budget.	4%	4%	4%
			50%	50%	50%
Pricing	40%	Not applicable	Not applicable		
Commercial	10%	Not applicable	Not applicable		

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- 2.9 The evaluation was conducted by the project team, which comprised:
 Schools Carbon Project Officer, OCC – Technical evaluation
 OWP Coordinator – Technical evaluation
 Purchasing and Contracts Manager, OCC - Procurement process & commercial checks
 Environment & Economy's Finance Business Partner, OCC – Financial evaluation.
- 2.10 The technical evaluation was completed by scoring submitted method statements against the published sub-criteria set out in table 1 above. Tenders were initially scored by individual officers, who later met to moderate scores. This ensured a fair and consistent approach was applied. The financial score for each Tender was calculated based on the Tenders percentage deviation from the mean cost of all scenarios evaluated. Further detail on the evaluation methodology is set out in the confidential Annex 1.
- 2.11 Technical and financial evaluations were undertaken separately, before the scores were then combined. Each Tender was awarded 10% for satisfactory completion of commercial questions, which was added to the technical and financial scores to give an overall score for each tender. The results are summarised in table 2 below. From this it can be seen that Tender 3 is the highest scoring bid for all three parts (waste, energy and combined service). The price submitted in Tender 3 for delivering the Waste and Energy services as a combined package was the same as delivering the two parts separately.

Table 2 Tender scores

	Tender 1			Tender 2			Tender 3			Tender 4		
	Waste	Energy	Combined	Waste	Energy	Combined	Waste	Energy	Combined	Waste	Energy	Combined
Technical 50%	41%	36%	36%	35%	33%	36%	43%	42%	43%	31%	29%	30%
Financial 40%	21%	22%	22%	20%	19%	19%	20%	19%	19%	20%	19%	19%
Commercial 10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%	10%
Total 100%	72%	68%	68%	65%	62%	65%	73%	71%	72%	61%	58%	59%
Rank	4	5	6	8	9	7	1	3	2	10	12	11

3 Financial, Risk and Staff Implications

- 3.1 The financial implications are set out in Annex 1. The contract term (and the corresponding OWP and OCC budget commitment) is two years from October 2011, with an option to extend for a further two years. All submitted Tenders are affordable as they are within the current OWP annual revenue budget allocation for environmental education (listed as the Wild Waste Show in the OWP revenue budget) and OCC's current revenue budget for the Energy Busters programme.

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- 3.2 There are not considered to be any staff implications arising from the award of the contract as all work to administer and monitor the contract will be conducted from the existing resource within Oxfordshire Waste Partnership and Oxfordshire County Council.
- 3.3 Transfer of Undertakings Protection of Employment (TUPE) regulations are believed to apply to this contract and have been included within the Contract Documents. This means that staff from the incumbent provider may transfer to a new Contractor on their existing terms and conditions. Due to the lower budget allocation for this work (the OWP budget allocation being reduced by 40% in 2011/12), all Tenders propose reducing staffing numbers during the early part of the Contract.

4 Areas Affected

- 4.1 The Contract is countywide. Lessons and activities delivered under the Contract will be tailored to individual districts and to the collection systems operating in different parts of the county.

5 Effect on Strategic Policies

- 5.1 The Environmental Education Service supports a number of aims within the Joint Municipal Waste Management Strategy by promoting waste reduction, reuse and recycling. The service also delivers lessons and activities on litter, supporting the OWP's Environmental Quality agenda.
- 5.2 The service particularly supports Policy 3 - The Oxfordshire Waste Partnership will help householders and individuals to reduce and manage their wastes through the provision of advice and appropriate services. It supports the implementation of OWP's Waste Prevention Strategy which was adopted in January 2011.
- 5.3 In addition, the service contributes to the Schools Carbon Reduction Strategy overarching outcome that "schools are able to measure, understand and take action to reduce their overall carbon footprint". Specifically it addresses outcome 6: "schools use their own carbon footprint to integrate energy efficiency and climate change into the curriculum" through the lessons on energy efficiency, where energy comes from and general climate change messages. The Schools' Carbon Reduction Strategy can be viewed here: www.oxfordshire.gov.uk/schoolscutcarbon

6 Options or Alternatives

- 6.1 Members may choose not to endorse the award of the Contract. Individual Partner Councils may also withdraw from the procurement by giving notice in writing to the other Partner Authorities. Written notice would be required before the anticipated date of contract award, which is Friday 30th September 2011.

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7 Recommendations

7.1 The Committee is RECOMMENDED to;

- i. note the outcome of the evaluation which is that Tender 3 is the leading bid ;and
- ii. endorse the award of the contract as a combined Waste and Energy service to Tenderer 3.

8 Reasons for Recommendations

- 8.1
 - i. To promote waste reduction and energy efficiency initiatives to Oxfordshire schools and communities; helping everyone reduce waste and energy usage.
 - ii. To work together through the provision of co-ordinated services to maximise the efficient use of resources within Oxfordshire.

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Background Papers: 24th June 2011, Oxfordshire Waste Partnership Joint Committee (meeting with the Oxfordshire Environment Partnership, Agenda item 7 "Procurement of Environmental Education Services").