

**AGENDA ITEM 5**

**WELSH PURCHASING CONSORTIUM**

**MANAGEMENT BOARD**

**25<sup>th</sup> JUNE, 2014**

**PROCUREMENT MANAGER'S PROGRESS REPORT**

**1 Introduction**

1.1 This Progress Report to the WPC Management Board by the WPC Procurement Manager is intended to inform Members of progress in terms of the key deliverables required to support the Forward Work Programme of the WPC, which is coordinated by the Central Management Team (CMT).

**2 Forward Contract Plan**

2.1 The Board will recall the discussion at the last meeting relating to the Forward Work Plan and the Procurement Manager's intention to ensure that the format of the Plan enables the Board to view and consider the status of all WPC Arrangements and current planned activity to 2018. This is shown as Appendix A. (Due to the amount of information contained within the forward work plan, A3 size copies will be made available on the day of the meeting).

2.2 The format was considered by the WPC Officers Group on 13<sup>th</sup> June and provides high level detail and timelines for each Framework in terms of existing arrangements, new arrangements and optional extension periods.

2.3 This Forward Work Plan format does not include those WPC Arrangements that we have agreed will transfer to the NPS as "common and repetitive" in nature.

2.4 The 18 month Forward Work Plan in the traditional format is also included as Appendix B. Board Members are advised that there are 12 procurement projects that are currently underway, in scoping or scheduled to be in place over the next eighteen months. This is the position as agreed at the last WPC Officers Group meeting. The current Work Allocation Table is provided At Appendix C.

**3 Standard Terms and Conditions of Contract**

3.1 The WPC Procurement Manger has received comprehensive draft revised Terms and Conditions of Contract ( Goods, Services and Consultancy) from our advisers which were reported to the last WPC Officers Group

- 3.2 Colleagues agreed that as there a number of fundamental proposals the WPC Procurement Manager and Head of Operational Procurement at RCT (as Commissioning Authority) meet with Morgan Cole in order to understand the rationale and report back to the next Officers Group meeting before formal adoption.

#### **4 Energy Procurement**

- 4.1 The Board is advised that following detailed negotiations led by RCT Procurement regarding a formal extension with Crown Commercial Services for the supply of Gas and Electricity to WPC organisations, agreement has been reached and we have committed to an extension to March 2017 which will deliver significant savings to all participating organisations.

#### **5 Standard WPC Documentation**

- 5.1 Officers have reviewed of the WPC Suite of Standard Documentation and have made some limited amendments. Colleagues agreed that a further review should be undertaken following UK implementation of the provisions in the new EU Procurement Directive at the end of the year.

#### **6 WPC Alito Contract Management System/Food Complaints System**

- 6.1 Our provider (Proactis) has recently confirmed that they have completed the necessary system adaptations to incorporate our Food Complaints System. The WPC Central Management Team will shortly meet with Proactis to finalise the detail.
- 6.2 The cost will be approximately £30k and the WPC Officers Group agreed to refer the matter to the Management Board for ratification.

**Rob Jones**  
**WPC Procurement Manager**

WPC MANAGEMENT BOARD - 25TH JUNE, 2014

Category Group	Lead Authority	2013												2014												2015												2016												2017												2018											
		Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
BM, ES & H	Pembrokeshire	Glass Polycarbonate & Double Glazed Units																								Potential Extension Period																																															
BM, ES & H	Merthyr Tydfil	Highways Maintenance Products & Traffic Management Products																								Potential Extension Period																																															
BM, ES & H	Monmouth	Supply of Waste Disposal Sacks																								Potential Extension Period																																															
BM, ES & H	Merthyr Tydfil	Provision of Highways Lighting Products																								Potential Extension Period																																															
BM, ES & H	Newport	Grounds Maintenance Equipment Spares																								Grounds Maintenance Equipment Spares & Turf Care Products - New Arrangement																								Potential Extension Period																							
BM, ES & H	NPT	Asphalt Macadam & Drystone Aggregates																								Asphalt Macadam Dry Stone Aggregates & Ready Mix Concrete - New Arrangement																								Potential Extension Period																							
BM, ES & H	NPT	Readymix Concrete																								Asphalt Macadam Dry Stone Aggregates & Ready Mix Concrete - New Arrangement																								Potential Extension Period																							
BM, ES & H	Cardiff	Asphalt Macadam Dry Stone Aggregates & Ready Mix Concrete - New Arrangement																								Potential Extension Period																																															
BM, ES & H	Blaenau Gwent	Superimposed Road Markings Road Studs & Road Markings Removal - New Arrangement																								Potential Extension Period																																															
BM, ES & H	RCT	Meter Operating Services																								Superimposed Road Markings Road Studs & Road Markings Removal - New Arrangement																								Potential Extension Period																							
BM, ES & H	VoG	Summer Bedding Plants & Horticultural Supplies																								Potential Extension Period																																															
BM, ES & H	Cardiff	Rock Salt																								Potential Extension Period																																															
BM, ES & H	Carmarthen	Rock Salt																								Potential Extension Period																																															
BM, ES & H	Torfaen	Textile Collection Services																								Potential Extension Period																																															
Construction	Swansea	Asbestos																								Provision of Asbestos Surveying / Inspection Testing / Analytical Services and Licensed Removal - New Arrangement																								Potential Extension Period																							
Construction	Ceredigion	Re-locatable & Modular Accommodation																								Potential Extension Period																																															
Construction	RCT	Electrical Works Servicing & Cyclical Maintenance																								Cyclical Electrical Maintenance - New Arrangement																								Potential Extension Period																							
Construction	RCT	Mechanical Works Servicing & Cyclical Maintenance																								Renewable Energy (Photovoltaics) - New Arrangement																								Potential Extension Period																							
Construction	Torfaen	Mechanical Works Servicing & Cyclical Maintenance																								Renewable Energy (Photovoltaics) - New Arrangement																								Potential Extension Period																							
CN & PS	NPT	Educational Aids																								Education and Curriculum Aids - New Arrangement																								Potential Extension Period																							
CN & PS	NPT	Library A/V Products (Music CD's, DVD's etc.)																								Potential Extension Period																																															
CN & PS	NPT	Supply and Servicing of Library Books																								Potential Extension Period																																															
CN & PS	Newport	Classified Advertising Direct to Press																								Potential Extension Period																																															
CN & PS	Pembroke	Design, Supply & Installation of Library Furniture																								Potential Extension Period																																															
CN & PS	Pembroke	Supply & Maintenance of Mobile Catering Furniture																								Potential Extension Period																																															
CN & PS	Pembroke	Public Analyst Services																								Potential Extension Period																																															
CN & PS	Caerphilly	Occupational Health																								Potential Extension Period																																															
CN & PS	Pembroke	Public Protection Software - New Arrangement																								Potential Extension Period																																															
CN & PS	Bridgend	Retail Trade Agreement - New Arrangement																								Potential Extension Period																																															
CN & PS	Powys	Cash Collection																								Potential Extension Period																																															
CN & PS	Powys	Supply Servicing and Maintenance of Fire Equipment																								Potential Extension Period																																															
Fleet	Merthyr Tydfil	Mechanical Sweeper Brushes																								Potential Extension Period																																															
Fleet	Newport	Spot Hire of Specialist Vehicles																								Potential Extension Period																																															
Fleet	Swansea	Vehicle Spares - New Arrangement																								Potential Extension Period																																															
Food	Ceredigion	Supply & Distribution of Bread Loaves, Rolls, Cakes & Associated Product																								Potential Extension Period																																															
Food	Newport	Fresh Prepared & Unprepared Fruit, Veg & Salad																								Potential Extension Period																																															
Food	Caerphilly	Groceries Provisions & Frozen Foods																								Potential Extension Period																																															
Food	Caerphilly	Supply of Fresh, Frozen and Cooked Meats																								Potential Extension Period																																															
Food	Monmouth	Supply of Soft Drinks, Crisps, Snacks & Confectionary																								Potential Extension Period																																															
Food	Torfaen	Fresh Pasteurised Milk & Dairy																								Potential Extension Period																																															
Food	Torfaen	Alcoholic Beverages																								Potential Extension Period																																															
Food	Monmouth	Frozen Plated Meals																								Potential Extension Period																																															
Food	Bridgend	Vending Machines and Stock																								Potential Extension Period																																															
Food	Cardiff	Prepared Sandwiches & Sandwich Fillings																								Potential Extension Period																																															
Social Care	RCT	Looked After Children																								Potential Extension Period																																															
Key																																																																									
		Existing Arrangement																																																																							
		New Arrangement																																																																							
		Optional Extension Period																																																																							
Potential Projects identified at Category Group																																																																									
Allocated and Non Allocated																																																																									
Category Group	Lead	Potential Arrangements																																																																							
BM, ES & H	VoG	Maintenance of Traffic Control Systems																																																																							

<b>Potential Arrangements</b>
Debt Collection / Bailiff Services
Summer Bedding Plants
Retail Trade Agreement
Lift Maintenance
Supply & Maintenance of Portable Fire Equipment
Fresh Meat
Financial Consultancy Services
Safety Fence Components
Grounds Investigation Services
Network Cabeling

**Appendix b**  
**WPC Forward Contract Plan – Management Board 25<sup>th</sup> June 2014**

Contract / Category Group	Lead Authority	Comments	Pre-Procurement Progress (RAG)	Procurement Process Status	Anticipated Contract Start Date	Procurement Progress (RAG)
<b>Building Materials, Environmental Services &amp; Highways</b>		<b>Pre OJEU</b>		<b>Tender Stage</b>		
Road Markings	Blaenau Gwent	B/C under review prior to general circulation / submission. Current service spec to be reviewed RCT to provide input. Project team to be developed.	Red	Final project group meeting to be held early June to agree Tender Documentation prior to publication of OJEU.	01/09/2014	Green
Asphalt Macadam Drystone Aggregate and Ready Mix Concrete	Cardiff	BC complete but LA reviewing option to include lot for Ready Mix Concrete.	Green	Legal advice re framework participation and inclusive clause being considered. Request for Legal opinion has delayed the process by 4-6 weeks. LA to update tender timescale. NPT to extend terms of current frameworks by a further two months.	01/09/2014	Green
Traffic Management & Highways Maintenance Products	Merthyr Tydfil	Scoping completed. Business Case to be developed.	Green			
Grounds Maintenance Equipment, Spares and Turf care Products	JPU (Newport)	Business Case Accepted.	Green	Tender process commenced. Position Statement issued by LA for return by 18/6	01/01/2015	Green
<b>Construction Services</b>						
Renewable Energy (Photovoltaics)	Torfaen	Project group decision to tender PV element prior to expanding into wider Renewable areas. Next meeting scheduled for September.	Green	Following APSE Consultant Stephen Cirell review of tender documentation he recommends that a bespoke Form of Contract be developed and proposed APSE Legal Partners Walker Morris which will add further cost the WPC tender process. The	01/10/2014	Amber

				project group will discuss this at the next meeting scheduled to be held the second week in June.		
Asbestos Removal Services	Swansea	Six month extension of current f/w reported to July OP.	Amber	LA has issued a RFI to participants. OJEU and Tender Documentation to be published when relevant information received.	01/09/2014	Green
Electrical Cyclical Maintenance	RCT	Scoping Completed Business Case to be developed	Green			
<b>Corporate Needs &amp; Professional Services</b>						
Education & Curriculum Aids	NPT	Scoping Completed Business Case to be developed	Green			
Retail Trade Agreement	Bridgend	Lead Authority continuing dialogue with Argos around discount structure. Also liaising with Curry's and Mothercare. Discount structure confirmed by Argos LA to circulate details	Amber	Further discussions to be held with Argos re discount rate.	TBC	Red
Public Protection Software	Pembrokeshire	Three N/W Authorities invited to participate, 14 positive responses from WPC members. Project Group to meet end of November.	Green	Revised Specification to be agreed. Project Team meeting 23 or 24/6. OJEU to be published 1/7. ITT return 29/8.	01/10/2014	Green
<b>Fleet Group</b>						
Vehicle Spares	Swansea	PIN Notice and supplier questionnaire published 1/4, supplier responses to be returned by 5/5 prior to arrangement of supplier event.	Green			
<b>Food Group</b>						
<b>Social Care</b> Provision of Telecare Equipment	Wrexham	Scoping Commenced.	Green			

Appendix CWPC Work Allocation Table

<b>Authority</b>	<b>New Contracts (FCP)</b>	<b>Category Group</b>
<b>Blaenau Gwent</b>	Road Markings	BM,ES & H
	General Building Products	BM,ES & H
	Miscellaneous Building Materials	BM,ES & H
	Timber Sheet Material & Doors	BM,ES & H
<b>Bridgend</b>	Vending Machines and Stock	FG
	Retail Trade Agreement	CN & PS
	Protective Clothing & PPE	CN & PS
	SWW Legal Technical Services	CN & PS
	Tools & Equipment	BM,ES & H
	Water Coolers	FG
<b>Caerphilly</b>	Fresh Meat	FG
	Groceries Provisions & Frozen Foods	FG
	Occupational Health	CN & PS
	Office Furniture	CN & PS
<b>Cardiff</b>	Asphalt Macadam Drystone Aggregates & Ready Mix Concrete	BM,ES & H
	Prepared Sandwiches & Sandwich Fillings	FG
	Agency Staff	CN & PS
	Plumbing & Rainwater Goods	BM,ES & H
	Oil Based Fuels	FS
<b>Carmarthenshire</b>	Rock Salt	BM,ES & H
	Supply of Wood Pellets	BM,ES & H
<b>Ceredigion</b>	Re-locatable and Modular Accommodation	CON
	Bread Loaves, Rolls & Cakes	FG
	Catering Consumables	FG
<b>Denbighshire</b>	Street Lighting	BM,ES & H
	Cars and Light Commercial Vehicles	FS
<b>Flintshire</b>		
<b>Merthyr</b>	Highways Maintenance & Traffic Management Products	BM,ES & H
	Street Lighting Products	BM,ES & H
	Mechanical Sweeper Brushes	FS
	Heavy Canteen Equipment	FG
<b>Monmouthshire</b>	Frozen Plated Meals	FG
	Soft Drinks & Confectionery	FG

Appendix CWPC Work Allocation Table

	Refuse Sacks	BM,ES & H
<b>NPT</b>	Educational Materials	CN & PS
	Library Books, Text Books, Publications & Associated Services	CN & PS
	Supply of E-books	CN & PS
	Supply of Audio Visual Goods for Library Services	CN & PS
	Tyres Tubes etc.	FS
<b>Newport</b>	Specialist Vehicles	FS
	Grounds Maintenance Equipment and Spares	BM,ES & H
	Fresh Prepared & Unprepared Fruit, Veg. & Salad	FG
	Classified Advertising Direct to Press	CN & PS
<b>Pembrokeshire</b>	Library Furniture - Supply & Installation	CN & PS
	Schools Folding Catering Furniture	CN & PS
	Public Analyst Services	CN & PS
	Public Protection Software	CN & PS
	Glass Polycarbonate & Double Glazed Units	BM,ES & H
	Leased Cars	FS
<b>Powys</b>	Cash Collection Services	CN & PS
	Supply & Maintenance of Portable Fire Equipment	CN & PS
<b>RCT</b>	Children's Placement Services	SC
	Electrical Works Servicing	CON
	Heating Ventilation & Mechanical Services	CON
<b>Swansea</b>	Asbestos Services	CON
	Vehicle Spares	FS
	IT Penetration Testing	CN & PS
	Banking Services	CN & PS
<b>Torfaen</b>	Fresh Pasteurised Milk & Dairy	FG
	Alcoholic Beverages	FG
	Textile Collection Services	BM,ES & H
	Renewable Energy (Photovoltaics)	CON
<b>VoG</b>	Summer Bedding Plants	BM,ES & H
	Maintenance of Traffic Control Systems	BM,ES & H
<b>Wrexham</b>	Provision of Telecare Equipment	SC
	Property Related Consultancy Services	CON

Key: Arrangements in Black text to remain within WPC scope.  
Arrangements in Red text to transfer to the NPS.