

**BRIDGEND COUNTY BOROUGH COUNCIL**

**6 MARCH 2012**

**REPORT TO COUNCIL**

**CABINET MEMBER – RESOURCES**

**SUSPENSION OF CONTRACT PROCEDURE RULE 12, 13 AND 14 TO  
ALLOW FOR AN E-TENDERING PILOT**

**Any recommendation expressed in this report reflects only the preliminary view of Cabinet. Where the Cabinet Members participate in the decision making process they will not make a final determination on this matter without consideration of the debate and any other relevant matter.**

**1. Purpose of Report.**

- 1.1 The purpose of this report is to seek the approval of the Council to temporarily suspend a subset of the Council's Contract Procedure Rules (CPR's) to facilitate an e-tendering pilot.

**2. Connection to Corporate Improvement Plan / Other Corporate Priority.**

- 2.1 Contract Procedure Rules are the internal regulations which govern how contracts for goods, services and works are let. They offer standard procedures which aim to safeguard the Council in terms of risk and compliance with UK and European legislation.
- 2.2 Efficient and effective procurement can assist in releasing efficiency savings to enable front line services deliver improvements to end users, and can also play a significant role in assisting the development of a prosperous and sustainable local economy.
- 2.3 The use of e-tendering is intended to streamline the tender process thereby realising efficiency improvements.

**3. Background.**

- 3.1 The Council is an established user of the Xchange Wales suite of e-procurement products, supported by Welsh Government (WG).
- 3.2 At present the programme includes Purchase2Pay (Procserve) and e-Tendering (Bravo Solutions) modules plus a Purchasing Card programme (RBOS). Bridgend uses P2P and p-card and is looking to pilot the use of e-tendering.

3.3 The current Contract Procedure Rules do not allow us to use the level of functionality delivered by the system.

3.4 The proposed project of an E-Tendering solution is part of the Corporate Procurement Strategy 2012-2014 and supports the XchangeWales future programme.

#### **4. Current situation / proposal.**

4.1 The Bravo e-tender module is a Web based software application which allows the Council to invite tenders, obtain bids and evaluate them through a secure portal managed and hosted by Bravo Solutions under the Welsh Government Xchange Wales programme.

4.2 This potentially offers significant efficiencies in the tendering process which are being investigated through a controlled process working with the WG's Xchange Wales team. These include quicker processing time for inviting bids and no requirement to print or send tender documents by post, the facility for suppliers to return tenders electronically thereby saving them time and cost and the ability to evaluate elements of the bid electronically and distribute tender schedules and documents internally within the system.

4.3 In order to facilitate this there is a requirement to suspend CPR 12, 13 and 14 to allow for the invitation of, return and evaluation of tenders and these procedures and processes will be undertaken in accordance with the details specified in the tender documentation.

4.4 It is envisaged that in order to give a clear understanding and identify the benefits for Bridgend County Borough Council, the pilot should last for a minimum of 12 months. The following two tenders have initially been identified as suitable for trialling purposes by the Corporate Procurement Unit, however it is recognised that others may be added where appropriate and these will be agreed under the Council's Scheme of Delegation.

- B301 supply of Desktop Virtualisation Appliance Infrastructure and Software Solutions
- B311 Community Care Information Solution

4.5 Procurement staff have received training in the tender management process using Bravo Solutions and key staff in Committee Services will receive training in the opening of electronic bids on 8<sup>th</sup> March 2013

4.6 Once the proposed system is successfully piloted within the Corporate Procurement Unit, there would be the potential to rollout to other key service areas who currently carryout individual procurements.

4.7 The Legal and Audit Services have also been consulted regarding the proposed e-tendering process being recommended.

4.8 The proposed suspension of Contract Procedure Rules 12, 13 and 14 for the tenders indicated do not impact on compliance with UK and EU legislation, and in particular the Public Contracts Regulations 2006.

## **5. Effect upon Policy Framework & Procedure Rules.**

5.1 The CPR's are a fundamental part of the Council's Constitution. The suspension will only apply to the tenders indicated in paragraph 4.4

## **6. Equalities Impact Assessment**

6.1 Whilst Contract Procedure Rules promote the consideration of Equalities in Procurement, there are no direct Equalities implications associated with this report.

## **7. Financial Implications.**

7.1 There are no cost implications resulting from the recommendation contained in this report. There is no cost to the Council for using Bravo as this has been picked up by Welsh Government as part of the Xchange Wales project.

## **8. Recommendation.**

8.1 It is recommended that: Council approve the suspension of Contract Procedure Rules 12, 13 and 14 where appropriate, to allow for the e-tendering pilot to be undertaken, and that the outcome of the pilot is reported to Cabinet when concluded in twelve months time from 6<sup>th</sup> March 2013.

**David Sutherland**  
**Head of Technology, Property and Customer Services**

**Contact Officer:** **James Ferris**  
Corporate Procurement Manager

**Telephone:** (01656) 664506

**E-mail:** [james.ferris@bridgend.gov.uk](mailto:james.ferris@bridgend.gov.uk)

**Postal Address** Raven's Court  
Brewery Lane  
Bridgend  
CF31 4AP

**Background documents: None**

