

Procurement Assurance Framework Award Report Gate 3a

Gateway 3a Report - Framework	
Project Title:	
LTP Project Ref	DN645053
Strategic Procurement Partner	Enfield Procurement Department
Procurement Manager	Sam Rose
Date of Instruction	25/11/2022
Category	Construction, Construction related services, Housing & Highways
Service Project/Client Lead name:	Phil Norwell
Department	Resources
Contract Tiering Rating	Bronze
Assurance Group Date – Gate 2	N/A
Assurance Group Date – Gate 3a	

Reviewers/Contributors	Named Officer
1. Strategic Procurement Partner	Michael Sprosson
2. Legal Services Lead	Claire Paine
3. Finance Lead	Atul Lad
4. Digital Services Lead	N/A
5. Procurement Manager	Samantha Rose
6. Contract Management	Sev Zacharia

Estimated Total Contract Value (including VAT and Optional Extensions):	£8,793,818.23	Contract Duration (including Optional Extensions):	24 months
Budget Approved:	Yes	Capital/Revenue:	Capital
Cost Centre:	C101391	Capital Code:	GL64461
Budget Holder:	Education	Contract Signatory:	Bob Seera

Please complete this report in conjunction with this guidance document. This report is to be used for Frameworks and can be used to bring once or twice depending on the framework call off. If mini competition is being carried out or complex framework then recommended to bring twice.

Complete sections 1 – 5 for Gate 2 presentation. For direct award or post mini competition please complete all the report and bring as Gate 3 Award Report.

1.	Executive Summary Summary of what needs to be approved and a list of key areas covered by the report.
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	<p>This report seeks approval to award a contract relating to the construction of a new 2 storey Sixth Form Building at Winchmore School to provide places for 160 mainstream students and up to 20 new places for students with complex learning needs.</p> <p>To note that the project has been included in the School Capital Programme Strategic Delivery Plan 2023/24 and approved by Cabinet on 9 April 2023 as Key Decision KD5525.</p>
<p>2.</p>	<p>Background - for example, details of current supplier, contract arrangements, expiry dates and potential exit issues</p>
	<p>This is a new contract relating to the construction of a new 2 storey Sixth Form Building at Winchmore School. No previous contract existed.</p>
<p>3.</p>	<p>Procurement Recommendations Details of the framework, call off method, proposed contract term, extensions, and other relevant details. Other frameworks considered.</p>
	<p>The Framework used for the procurement of this contract was the Pagabo National Framework for Medium Works 2023.</p> <p>The London Construction Programme Framework was also considered for the procurement of this contract.</p> <p>The Pagabo National Framework for Medium Works 2023 was chosen after issuing Expression of Interest Forms on both Frameworks and a more favourable response and number of contractors was received from the Pagabo Framework suppliers.</p> <p>The procurement took place via the Council's e-Tendering portal, London Tenders Portal under DN645053 as a further competition. This will be promoted to the Council's Contract Register and Contracts Finder following award and commencement.</p>
	<p>Will the contract be directly awarded? If so why</p>
	<p>No, the contract will not be directly awarded and a further competition process was carried out.</p>
	<p>Proposed Savings N/A</p>

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4.	Market Engagement & Analysis (if any)
	<p>An Expression of Interest was used as a route for early engagement with the contractors on both frameworks and indicated the following:</p> <ul style="list-style-type: none"> • Our chosen procurement route. • Scope of the project, • Form of contract, which in this case is the JCT Standard Works Contract with Bills. • When our procurement will take place. • When the build will likely commence. • Estimated project value.

5.	Policy and Compliance considerations <i>- How will the procurement address:</i>
	<p>Sustainable & Ethical Procurement Policy core principles, including how the project will meet climate action elements:</p> <p>A copy of the Council's Sustainable and Ethical Procurement Policy was included in the tender documents and this sets out the projects approach to procuring goods, services and works in a way that benefits local communities and the local economy, minimises damage to the environment and ensures human rights are upheld in our supply chains.</p> <p>As part of this the successful Bidder will be required to:</p> <ul style="list-style-type: none"> • Comply with the sustainability requirements with the tender documents. • Source Construction materials responsibly. • Aim to reuse any materials coming from the site obtained from the works to encourage re-use of materials within the borough. • Consider the use of the Excess Materials Exchange for materials that can be re-used:
	<p>Ethical Practices: Labour and employment practices Equality and Diversity: Prompt and fair payments throughout the supply chain: Modern Slavery Prevention of Corruption Sustainable Food</p> <p>What level will be applied in the contract and why? How will it be measured?</p>

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	<p>The successful contractor, including its supply chain (where applicable) will be required to:</p> <ol style="list-style-type: none"><li data-bbox="363 376 1407 526">i. Unite Construction Charter<ul style="list-style-type: none"><li data-bbox="448 454 1407 526">• Comply with provisions of the Unite Construction Charter which was included as part of the tender documents.<li data-bbox="363 566 1407 936">ii. Prompt Payment<ul style="list-style-type: none"><li data-bbox="448 645 1407 750">• Pay their subcontractors and suppliers within 30 days after receipt of an acceptable invoice, in line with Government prompt payment rules.<li data-bbox="448 790 1407 936">• Commit to paying MSMEs, ethnic minority owned businesses and Enfield based businesses 10 days after receipt of an acceptable invoice, in line with Enfield Council's payment policy.<li data-bbox="363 976 1407 1758">iii. Modern Slavery<ul style="list-style-type: none"><li data-bbox="448 1055 1407 1160">• Take all possible steps to ensure that human trafficking and modern slavery are not taking place in any of their supply chains or their own operations.<li data-bbox="448 1200 1407 1238">• Comply with the Modern Slavery Act 2015, wherever it applies.<li data-bbox="448 1279 1407 1384">• Where relevant state and demonstrate their compliance with the reporting requirements set out in Section 54 relating to transparency in supply chains.<li data-bbox="448 1424 1407 1529">• Have their own whistleblowing policy which enables staff to raise suspicions of unlawful and unethical employment practices, including modern slavery.<li data-bbox="448 1570 1407 1608">• Incorporate modern slavery requirements into their contracts.<li data-bbox="448 1648 1407 1753">• Commit to undertake a supply chain mapping exercise which identifies potential modern slavery risks and develops an action plan to mitigate any risks.<li data-bbox="363 1798 1407 2011">iv. London Living Wage<ul style="list-style-type: none"><li data-bbox="448 1877 1407 2011">• Ensure that their employees and workers on this project are paid the London Living Wage and should endeavour to ensure that consultants and sub-contractor employees similarly meet this requirement.
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	<p>v. Prevention of Corruption</p> <ul style="list-style-type: none"> • Not to systematically compile or use prohibited lists which contain information on those who are members of trade unions or take part in trade union activity, or those who have been involved in whistleblowing as a result of becoming aware of any unlawful or unethical practices. <p>This contract has social value elements attached using Enfield’s recommended TOMs (themes outcomes and measures). It is the responsibility of the Contract Manager/Service Department to ensure that the social value elements of the contract are delivered, and evidence uploaded into the Social Value Portal by the winning supplier.</p>
	<p>Supporting the local economy and local employment: What level was applied in the contract and why? How will it be measured?</p>
	<p>Climate Action Carbon emissions Energy Travel Circular Economy Purchased Goods Water</p> <p>What level will be applied in the contract and why? How will it be measured?</p> <p>The procurement of this contract was committed to a performance and evidence-based approach to social value. The social value measures proposed by bidders will be based on the National TOMs (Themes, Outcomes and Measures) developed by National Social Value Taskforce. Bidders were required to propose credible targets against which performance for the successful bidder will be monitored.</p> <p>Whilst the TOMS are not prescriptive, for this project bidders were asked focus on Employment, apprenticeships, and support for Enfield residents. Bidders were advised when selecting social value measures, to consider where their skill set could be of benefit to the local community.</p> <p>Bidders were also asked to comply with the Social Value requirements of the Pagabo framework.</p> <p>This social value approach was part of the scoring system that would be evaluated as part of the tender process.</p>
	<p>TUPE/Pension liabilities that need to be considered (including future exit</p>

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	<p>provisions where applicable)? N/A</p>
	<p>Lotting - will this procurement be split into Lots? Or selecting from lots? N/A</p>
	<p>Financial Uplifts - is the contract likely to require financial uplifts? (Please describe what method will be used to calculate the uplift and whether this will be capped) N/A</p>
	<p>Attach any Equalities Impact Assessment (EQIA)</p>
	<p>Other:</p> <p>An Equalities Impact Assessment has been conducted and attached to this report. The Council approach to meeting its statutory duty to ensure that there are sufficient pupil places across the Borough to meet demand ensures that these places are not discriminatory and ensure that all children have access to quality education.</p>

6.	Summary of procurement process undertaken
	<p>This procurement has been carried out in accordance with the Council's Contract Procedure Rules (CPR's) and the Public Contracts Regulations (2015). This project was referred to Procurement Services for support as threshold was likely to be over the self-service limit.</p> <p>The tender competition was carried out by way of single stage selective tendering. The procurement took place via the Council's e-Tendering portal, London Tenders Portal under DN645053 as a further competition from the Pagabo National Framework for Medium Works 2023. This will be promoted to the Council's Contract Register and Contracts Finder following award and commencement.</p> <p>The Service Area shall be responsible for uploading the executed contract/agreement at the end of the procurement project.</p> <p>As this contract will be over £500,000 the CPR's state that the contract will have a nominated contract manager in the Council's e-Tendering portal. The contract will be managed in line with the Contract Management Framework and evidence of robust contract management, including, operations, commercial, financial checks (supplier resilience) and regular risk assessment shall be uploaded into the Council's e-Tendering portal.</p> <p>This contract has social value elements attached as explained in a previous</p>

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section using the TOMs (themes outcomes and measures). It is the responsibility of the Contract Manager/Service Department to ensure that the social value elements of the contract are delivered, and evidence uploaded into the Social Value Portal by the winning supplier.

7.	Evaluation Summary – if further competition Overview of the procurement process; evaluation criteria and weighting, evaluation outcomes bidder ranking and assurance of robust evaluation/moderation.																																																								
	<p><u>Mini Tender Evaluation and Results</u></p> <p>Winchmore School 6th Form Extension Project</p> <p>Summary of Scores</p> <table border="1"> <thead> <tr> <th>No</th> <th>Company</th> <th>Quality (35%)</th> <th>Social Value Qualitative (3%)</th> <th>Social Value Quantitative (2%)</th> <th>Price (60%)</th> <th>Total Score (100%)</th> <th>Rank</th> </tr> </thead> <tbody> <tr> <td>2</td> <td>Ashe Construction Ltd</td> <td>29.40%</td> <td>2.40%</td> <td>1.31%</td> <td>60.00%</td> <td>93.11%</td> <td>1</td> </tr> <tr> <td>1</td> <td>8 Build</td> <td>30.45%</td> <td>1.80%</td> <td>0.08%</td> <td>54.76%</td> <td>87.09%</td> <td>2</td> </tr> <tr> <td>3</td> <td>Neilcott Construction Ltd</td> <td>29.75%</td> <td>2.40%</td> <td>2.00%</td> <td>51.38%</td> <td>85.53%</td> <td>3</td> </tr> <tr> <td>5</td> <td>Thomas Sinden Ltd</td> <td>26.60%</td> <td>2.40%</td> <td>0.42%</td> <td>53.72%</td> <td>83.14%</td> <td>4</td> </tr> <tr> <td>4</td> <td>T&B Contractors</td> <td>25.20%</td> <td>2.40%</td> <td>0.21%</td> <td>48.75%</td> <td>76.56%</td> <td>5</td> </tr> <tr> <td>6</td> <td>VINCI Construction UK Ltd</td> <td>25.55%</td> <td>3.00%</td> <td>0.45%</td> <td>46.98%</td> <td>75.98%</td> <td>6</td> </tr> </tbody> </table> <hr/> <p><u>London Living Wage / Living Wage included</u></p> <p>As part of the tender submissions, we required suppliers to ensure that their employees and workers on this project are paid the London Living Wage and should endeavour to ensure that consultants and sub-contractor employees similarly meet this requirement.</p>	No	Company	Quality (35%)	Social Value Qualitative (3%)	Social Value Quantitative (2%)	Price (60%)	Total Score (100%)	Rank	2	Ashe Construction Ltd	29.40%	2.40%	1.31%	60.00%	93.11%	1	1	8 Build	30.45%	1.80%	0.08%	54.76%	87.09%	2	3	Neilcott Construction Ltd	29.75%	2.40%	2.00%	51.38%	85.53%	3	5	Thomas Sinden Ltd	26.60%	2.40%	0.42%	53.72%	83.14%	4	4	T&B Contractors	25.20%	2.40%	0.21%	48.75%	76.56%	5	6	VINCI Construction UK Ltd	25.55%	3.00%	0.45%	46.98%	75.98%	6
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7.1	Selection and Award Criteria - Consider 50/50 Price: Quality ratio. (Include weightings, with the elements for quality & price/cost)																																																								
	<p>The tender was based on 40% quality and 60% price submission. This submission results in the contract being awarded to the Tenderer who had the highest amalgamated score of quality and price.</p> <p>Tender submissions were assessed for quality and price on a weighted ratio of 40:60, Quality: Price ratio</p>																																																								
7.2	Evaluation Panel Please enter Evaluators and Moderator by Job Title and Department below:																																																								

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Title	Department	Role
Sam Rose	Enfield Procurement	Moderator
Doreen Manning	Enfield Procurement	Moderator
Construction Project Manager	Enfield CMFM	Evaluator 1
Rachel Banfield	DHP Architects	Evaluator 2
Craig Beardall	DHP Architects	Evaluator 3
John Leeding	WH Stephens	Evaluator 4

Gate 3 **Final Tendered Contract Value: £7,328,656,99**

8.	Proposed KPI's (minimum of 3) (Supplier Relationship & Contract Manager to approve)
	<p>Contractor performance is measured against the following KPI's on a 0 to 5 scoring matrix:</p> <ol style="list-style-type: none"> 1. Compliance - Safety 2. Compliance - QMS 3. Compliance - Sustainability 4. Delivery - Quality 5. Delivery - Planning & Programme 6. Delivery - Cost & Commercial 7. Delivery - Management 8. Delivery - Supply Chain Management

9.	Risks Register/Matrix																																				
9.1	<p>Insert Risk Matrix in Here</p> <table border="1"> <thead> <tr> <th></th> <th></th> <th>Risk Matrix</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Risk</th> <th>Detail</th> <th>Mitigation</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>			Risk Matrix			5	10	15	20	25	4	8	12	16	20	3	6	9	12	15	2	4	6	8	10	1	2	3	4	5	Risk	Detail	Mitigation			
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Risk	Detail	Mitigation																																			

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	Risk Register attached with email.		

9.2	RACI Matrix to be inserted here.													
	RIBA Stages	Project Manager	Client (Education)	Winchmore School	Architect	M&E Consultant	Structural & Civils Consultant	Contract Administrator	Quantity Surveyor	Principal Contractor	Enfield Legal	Enfield Finance	Enfield Digital Services	Enfield Contract Management
	4	A	I	I	R	R	R	R	R	I	C	C	C	C
	5	R	I	C	R	R	R	R	R	A	I	I	I	I
	6	R	I	I	R	R	R	R	R	A	I	I	I	I
	7	R	A	R	I	I	I	I	I	I	I	I	I	I
		Responsible (R)												
		Accountable (A)												
		Consulted (C)												
		Informed (I)												

9.3	Complete the contract tiering tool & classify contract. Inform Finance & lodge form on project.
	Completed Contract Tiering Tool attached with email.

10.	Information and Technology (DS) Implications (where applicable)
10.1.	[Insert implications]
	DS comments supplied by (insert name and date):

11.	Financial Implications
11.1.	[Insert implications]
11.2.	Anticipated savings: £
11.3.	Finance comments supplied by (insert name and date):

12.	Legal Implications
12.1.	[Insert implications]
	Legal comments supplied by (insert name and date):

13.	Contract Management Implications
13.1.	[Insert implications]
	Comments supplied by (insert name and date):

14.	Project team / stakeholders
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<i>(This details your project team, their roles and responsibilities)</i>			
14.1.	<i>Team member</i>	<i>Role</i>	<i>Responsibility</i>
	<i>Phil Norwell</i>	<i>Construction Project Manager</i>	<i>Construction Project Manager</i>
	<i>Bob Seera</i>	<i>Head of Capital Delivery</i>	<i>Education Capital Delivery Head</i>
	<i>Allen Gibbons</i>	<i>Education Client Project Manager</i>	<i>Education Client Project Manager</i>
	<i>Sam Rose</i>	<i>Senior Procurement Manager</i>	<i>Procurement Support</i>
	<i>Rachel Banfield</i>	<i>Architect & Principal Designer</i>	<i>Architect & Principal Designer</i>
	<i>John Leeding</i>	<i>Quantity Surveyor & Contract Administrator</i>	<i>Quantity Surveyor & Contract Administrator</i>
	<i>Ben Jones</i>	<i>Regional Manager London & South East</i>	<i>Pagabo Framework Support</i>
14.2.	Project Governance Structure		
	<i>Project Governance Role</i>	<i>Team Member</i>	<i>Responsibilities</i>
	<i>Project Senior Responsible Officer (SRO)</i>	<i>Bob Seera</i>	<i>Provides overall strategic direction & making key decisions.</i>
	<i>Construction Project Manager</i>	<i>Phil Norwell</i>	<i>Project Management of the Procurement and Capital Works. Reports to SRO and Client Project Manager</i>
	<i>Senior User</i>	<i>Allen Gibbons</i>	<i>Provides strategic direction from an Education and school point of view. Reports to SRO</i>
	<i>Senior Supplier</i>	<i>Ben Jones</i>	<i>Provides support and advice from a supplier point of view.</i>
	<i>Cost Control</i>	<i>John Leeding</i>	<i>Provides support on all project finance matters from a client point of view.</i>
	<i>Contract Administrator</i>	<i>John Leeding</i>	<i>Provides contract support and management from a client point of view.</i>
15	Close Down Activity		
	If the incumbent did not win the new contract, please ensure the following housekeeping is done:		

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	<ul style="list-style-type: none"> • Old LTP project is updated with the correct end date and is archived • That the old LTP project has the new LTP project in the comments • That any TUPE requirements are met • That any property, data, or equipment is handed back from the existing supplier • That the incumbent vendor is closed down (if not used for other contracts)
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16 Procurement Timetable		
Stage	Responsible	Date(s)
Pre-procurement stage		
Market Engagement	Phil Norwell	02/02/2023
Resident / user consultations	Allen Gibbons	Ongoing
Internal Governance		
Procurement Strategy Options report – obtain recommendation to proceed to approval	Allen Gibbons	09/04/2023
Sourcing stage		
Publish FTS notice		
Publish Contracts Finder notice and LTP/ Find a Tender notice	Sam Rose	24/02/2023
Deadline for bidder clarifications	Phil Norwell	30/03/2023
Mini Tender submission return deadline	Phil Norwell	07/04/2023
Evaluation period	Sam Rose	10/04/2023-25/04/2023
Moderation date(s)	Sam Rose	26/04/2023
Internal Governance		
Gateway 3 Contract Award Report to be presented	Phil Norwell	13/06/2023
Gateway 4 Contract Management Handover Report to be presented	Phil Norwell	01/05/2023 – 31/07/2023
Gateway 5 Post Award Report to be presented	Phil Norwell	01/05/2023 – 31/07/2023
Cabinet Member report – approval needed?	Allen Gibbons	01/05/2023 – 31/07/2023
Contract Award & mobilisation		
Standstill Period – issue award decision letters to bidders	Phil Norwell	01/05/2023 – 31/07/2023
Finalise contract terms / contract signing	John Leeding	01/05/2023 – 31/07/2023

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Mobilisation	Phil Norwell	01/05/2023 – 31/07/2023
Contract commences / Go live	Phil Norwell	01/05/2023 – 31/07/2023
Check LTP to ensure up to date	Phil Norwell	01/05/2023 – 31/07/2023
Block any suppliers no long in contract if incumbent not won	Sam Rose	01/05/2023 – 31/07/2023

Public Contract Regulations 2015

Part 2 Regulation 84 Report

Guidance Note

This document is to be used by the Category Manager to prepare and retain a "Regulation 84 Report" as required under the Public Contracts Regulations 2015. This report covers specified information about the procurement process for every over EU threshold contract, framework agreement and dynamic purchasing system which is awarded or established.

A Regulation 84 report is required for call-off contracts except in these two cases:

- the framework agreement is with a single supplier and is awarded in accordance with Regulation 33(7) – *direct award from a single supplier framework agreement*
- the framework agreement is with more than one supplier, but the call-off contract is awarded without reopening competition in accordance with Regulation 33(8)(a) – *direct award from a framework agreement with multiple suppliers*

It's not enough to only provide a report if requested. A clear audit trail must be kept of the entire procedure including any justifications for decisions made and the scores awarded. The report should be an intrinsic part of the process from the beginning so that all elements of the procurement can be recorded. Trying to recall the relevant details to prepare the report afterwards is likely to be challenging and may be inaccurate.

Please complete all required sections which are relevant. Where data is not required and is not relevant e.g. in an Open tender process, it will not be necessary to provide names of bidders deselected following a selection questionnaire stage, please state "Not applicable" in the data box.

Where data is already within the main body of the report simply reference relevant the item number

Regulation	Required?	Data
84 (1)(a)	Yes	Name and address of contracting authority
		<i>Delete as appropriate</i>

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		The Mayor and Burgesses of The London Borough of Enfield, Civic Centre, Silver Street, Enfield EN1 3XA
84 (1)(a)	Yes	Subject matter and value of the contract: This is a new contract relating to the construction of a new 2 storey Sixth Form Building at Winchmore School for the value of £7,328,656,99
84 (1)(b)	If relevant	Names of bidders passing any selection stage (SQ) and the reasons for their selection: N/A
84 (1)(b)	If relevant	Names of bidders deselected following any selection stage (SQ) and the reasons for their deselection: N/A
84 (1)(b)	If relevant	Names of bidders selected (following a “reduction of numbers” under Regulation 66), to continue to take part in a competitive with negotiation or competitive dialogue process, and the reasons for their selection: Not Applicable
84 (1)(b)	If relevant	Names of bidders deselected (following a “reduction of numbers” under Regulation 66) from a competitive with negotiation or competitive dialogue process, and the reasons for their deselection: Not Applicable
84 (1)(c)	If relevant	Reasons for rejection of any tender found to be abnormally low:
84 (1)(d)	Yes	Name(s) of successful bidder(s): Ashe Construction
84 (1)(d)	Yes	Reasons why successful bid(s) was/were selected: Based on the ITT returns assessment as described within this report, it is recommended Ashe Construction with a total Quality: Price score of 93.11 % out of 100%, based on their submitted bid amount of £7,328,656,99, are selected to proceed to Contract Award.
84 (1)(d)	If relevant	Share of the contract/framework agreement that the successful bidder intends to sub-contract: N/A
84 (1)(d)	If relevant	Names of the main sub-contractors: N/A
84 (1)(e)	If relevant	Justification for use of competition with negotiation process or competitive dialogue process (see Regulation 26): N/A
84 (1)(f)	If relevant	Justification for use of negotiated procedure without a notice (see

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		Regulation 32): N/A
84 (1)(g)	If relevant	Reasons why the contracting authority decided not to award the contract/framework agreement: N/A
84 (1)(h)	If relevant	Reasons why non-electronic means was used for submission of tenders: N/A
84 (1)(i)	If relevant	Details of conflicts of interest detected and measures taken to nullify these: N/A
76 (4)(b) (iii)	If relevant	In a Light Touch regime process, where the contracting authority has chosen to depart from the process as originally stated in the procurement documents (in accordance with the conditions permitting this at Regulation 76(4)), this decision and the reasons behind it must be documented in compliance with Regulations 84(7) and (8): N/A
58 (9)	If relevant	If not recorded elsewhere in the procurement documentation, an indication of the main reasons why the contracting authority considers there to be a justified case for requiring bidders to evidence turnover that is greater than the standard permitted maximum of twice the estimated contract value (for example, due to special risks attached to the nature of the works, services or supplies): N/A
46 (2)	If relevant	If not recorded elsewhere in the procurement documentation, the main reasons for decision of the contracting authority not to subdivide the requirement into lots: N/A

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Procurement Assurance Group (PAG) Report Checklist

N.B: Please note that all of the below activities are mandatory and must be completed prior to the Head of Procurement endorsement. If “No” has been selected, you must provide an explanation in the comments.

	Activity	Comments (If any)
1	Financial Implications (Have any questions raised by finance been addressed and finalised?)	
2	Are projected (Gate 2) or actual (Gate 2&3/Gate 3) savings detailed, with supporting rationale?	
3	Legal Implications (Have any questions raised by legal been addressed and finalised?)	
4	DS Implications	
5	Data Protection Considered	
6	London Living Wage/ Living Wage included	
7	Sustainable & Ethical Procurement Policy (Minimum 10% of overall evaluation score included)	
8	Supplier Operating Without a Contract (if yes, sufficient details in report?) (Gate 3)	
9	Waiver Request Complete (where applicable – must be included for all direct awards or where supplier is working at risk)	