

Highlight Report – June 2014

Activities undertaken to date

Project Management - A project plan has been developed based on the competitive dialogue process and best practice. The plan has been issued to the project team and is being used as the basis of reporting going forward. A fortnightly project team meeting has been established and meetings are held at Bromsgrove DC at 9:30 every fortnight. Minutes of the meetings are taken and distributed. Key communications are sent out following all project team meetings to key stakeholders from WRS and SWBCP.

OJEU & PQQ - An OJEU Notice along with a Pre-Qualification Questionnaire (PQQ), initial Descriptive Document and PQQ Evaluation Criteria / Matrix was posted on the Improvement and Efficiency West Midlands (IEWM) e-Tendering Portal on the 2nd May. These were been circulated to the Project Team and Management Board and any comments / questions fed into the final documents. The principle change at this stage was the move to two (2) lots instead of the anticipated one (1) – Lot1, WRS and Lot 2 SWBC. The reason for this change was to better manage the final proposals and decision making process.

Interested bidders had until 12 noon on the 10th June to submit their responses to the PQQ. A total of four (4) submissions were received, these have been evaluated by the evaluation team consisting of Jayne Pickering (BDC/RBC), Ruth Mullen (WCC), Reza Saneie (SWBC) and Steve Jordan (WRS). A moderation exercise was carried out by Ivor Pumfrey as Chairman of the Project Board. All four (4) bidders have been invited to participate in the next phase, the dialogue process.

ITPD/ISOS - A set of draft templates have been developed for the Invitation to Participate in Dialogue (ITPD) stage. These documents include the ITPD itself together with a set of evaluation criteria for the remaining stages of the process. Alongside these documents are the partnerships requirements and baseline information regarding the current services.

Activities to be undertaken in the next stage

Project Management - The project team will continue to hold fortnightly meetings, monitor the plan and highlight any key risks and issues. They will communicate with key stakeholders on a regular basis.

Suppliers Day – There will be a Suppliers Day held on the 7th July at Redditch Borough Council starting at 1pm. The purpose of the Suppliers Day is to highlight to the bidders what the Worcestershire partners are looking for in a Strategic Partnership and the principles of which they are seeking in any proposals. This is an opportunity for WRS and SWBC to show case what they

can do and their significant achievements to date. Members of the Joint Committee are invited to attend the Suppliers Day if they wish.

The bidders will then be asked to go away and prepare their questions for the dialogue phase which will begin on week commencing 28th July and 11th August. Bidder will then have approximately four (4) weeks in which to submit their outline proposals.

Key Risks and Issues raised this period

Timeline for Competitive Dialogue Process have been developed but is really tight in order to achieve a contract signature in early 2015. The project plan will be monitored carefully at each project team meeting. The project manager will report slippages of any amount to the Management Board.

Status of Project

On Time: Yes

On Budget: Yes but more time of Project Manager is being called upon than anticipated due to the complexities involved in running two (2) lots in the same process.