

**Report to** Cabinet  
14 December 2016  
**Report of** Director of customers and culture  
**Subject** Award of event support services framework contract

**Item**

11

## KEY DECISION

---

### Purpose

To advise cabinet of the tender process for the event support services framework contract carried out by the events and procurement teams and seek authority to award the contract to the selected suppliers.

### Recommendation

To approve the appointment of suppliers as detailed in the report to the contract standing list for a period of up to four years (2 years with an option to extend for another 2 years) from 1 April 2017.

### Corporate and service priorities

The report helps to meet the corporate priority 'value for money services' and the service plan priorities to help make Norwich a prosperous and vibrant city.

### Financial implications

The financial consequences of this recommendation are likely to be positive. From 2012 to 2016 the council has been consolidating their event support service requirements through a framework contract agreement. This has proved to be very satisfactory so the decision has been taken to repeat the process.

The budget set aside for council events has reduced so it is essential to achieve best value for money for all support services whilst ensuring the quality of service remains high. The budget for the next four years has been advertised as around £300,000 to £350,000 although no actual amounts of work have been guaranteed to suppliers.

**Ward/s:** All wards

**Cabinet member:** Cllr Mike Stonard – member for resources and business liaison

### Contact officers

Nikki Rotsos – Director of customers and culture

01603 212211

Helen Selleck – Culture & events manager

01603 212137

### Background documents

None

# Report

## Event support services framework contract award

1. Since 1 April 2012 the authority have been in contract with specific individual suppliers to provide support services for events such as Big Boom, Lord Mayor's Celebration and the Christmas light switch on. These contracts have had a value of approximately £140,000 per annum and are due to expire on 31 March 2017. New arrangements for provision of these services with a reduced budget) need to be put in place.
2. As mentioned above, for the last 4 years the council have operated with an approved list of suppliers across all event services and this has encouraged best value for money through competition as companies have to submit a quote for each event. We seek Cabinet approval for this approach to be agreed for the next 4 years which has a caveat of 2 years offering the option to extend it another 2 years.
3. Research established that an effective way of encouraging competition amongst suppliers, meeting our developing requirements and reducing the impact of supplier failure was for the authority to procure services from an existing framework contract or form our own. A number of framework contracts already exist but it was decided not to join them as their membership did not contain many local suppliers and none of them provided all of the services required.
4. The Public Contract Regulations state that required services are covered by the "light touch regime" and as such do not need to be advertised in the Official Journal of the European Union (OJEU). The opportunity was advertised on the council's e-tendering portal and contracts finder on 25 October 2016. A total of 45 companies expressed an interest in this opportunity. Of these, 24 were returned completed for evaluation. Several of the companies who returned tenders asked to be considered for multiple categories of service provision.
5. Evaluation of the tender returns involved establishing the suppliers organisational, quality, social, environmental, technical and service specific ability to provide the service required. The ITTs were marked in accordance with published criteria and the three to five highest scoring suppliers from each of the 11 categories identified. It is proposed to invite these identified suppliers to join the contract framework.
6. Of the 18 suppliers shown on Appendix A (who will be invited to join the framework in their chosen categories depicted with an x), the majority are small to medium enterprises (SMEs) with 13 based in East Anglia and 11 in the 'NR' post code area.

## Appendix A - Evaluation Results

Supplier	Barriers	Road closure signs	Genes distribution and electricians	Marquees	PA Services	Radios	Security SIA	Staging	Stage Lighting	Tracking	First Aid & Medical Services	Temporary Bar Facilities (income generation)
APMS Ambulance Ltd											x	
AA Media Ltd t/a AA Signs		x										
Wallace Outside Bars												x
CTR Secure Services							x					
ETS Sales & Hire Ltd					x				x			
HPSS Ltd					x			x	x			
Ideal Hire Ltd				x				x	x			
Link Radio Services						x						
Logic Services Management Ltd							x					
Ninehundred Communications Group Ltd						x						
One Big Star Ltd					x			x	x			
Production Bureau Ltd					x							
Production Services entertainment Ltd				x	x			x	x			
Security Solutions Yes Ltd	x	x	x	x		x	x		x	x	x	
SkillsTEC Ltd	x	x										
Stuart Group			x						x			
TSE Productions					x			x				
VTS Medical											x	



### Report author to complete

<b>Committee:</b>	Cabinet
<b>Committee date:</b>	14 December 2016
<b>Head of service:</b>	Nikki Rotsos
<b>Report subject:</b>	Event support services framework contract award
<b>Date assessed:</b>	05 December 2016
<b>Description:</b>	To advise cabinet of the tender process for the event support services framework contract carried out by the events and procurement teams and seek authority to award the contract to the selected suppliers.

	Impact			
Economic (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Finance (value for money)	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	The financial consequences of this recommendation are likely to be positive. Consolidating the authority's event support service requirements through a framework contract agreement provides the opportunity to manage the arrangements effectively and realise cashable savings through increased competition.
Other departments and services e.g. office facilities, customer contact	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICT services	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Economic development	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Financial inclusion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Social (please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
Safeguarding children and adults	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<u>S17 crime and disorder act 1998</u>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Human Rights Act 1998	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Health and well being	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Local people enjoy the events put on by the council and as the events are free to attend everybody can benefit greatly for the enjoyment.

	Impact			
<b>Equality and diversity (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Relations between groups (cohesion)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Eliminating discrimination & harassment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Advancing equality of opportunity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Environmental (please add an 'x' as appropriate)</b>	<b>Neutral</b>	<b>Positive</b>	<b>Negative</b>	<b>Comments</b>
Transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Natural and built environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Waste minimisation & resource use	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Pollution	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sustainable procurement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Energy and climate change	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

(Please add an 'x' as appropriate)	Neutral	Positive	Negative	Comments
<b>Risk management</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<p>The risks associated with this recommendation have been assessed as low. The main risks are as follows:</p> <p>(a) Challenge to the tendering process by an unsuccessful supplier. This is unlikely as the procurement procedure as specified by the Public Contracts Regulations 2006 have been strictly followed.</p> <p>(b) The restricted number of suppliers appointed to the framework contract agreement colluding to inflate quotes to the authority in a cartel type arrangement. The risk of this has been reduced by adopted the Office of Fair Trading guidelines which includes continued monitoring of quotes against prevailing market conditions once the contract has been awarded.</p> <p>(c) There is a risk that suppliers may cease trading during the life of the framework contract. The impact of this risk is mitigated by having at least 5 individual suppliers for each category of service as it is unlikely that all will cease trading.</p>

## Recommendations from impact assessment

### Positive

### Negative

Reduce the risk of framework members forming a cartel by continued monitoring of quotes against prevailing market conditions once the contract has been awarded.

### Neutral

### Issues