



North Northamptonshire Council

PURCHASING GATEWAY GROUP

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Catering Service at Corby East Midlands International Pool

REQUESTOR GUIDANCE NOTES

- The PGG form is to filled in and submitted if you wish for a procurement exercise to be ran from £100k.
- You **must** engage someone from the procurement team before filling in and submitting your PGG.
- All fields are mandatory. Incomplete forms will be returned to you.
- The Procurement team will not publish the procurement exercise until the PGG is approved.
- You are not required to complete a PGG if you're obtaining a waiver. To submit a waiver, please visit the [Waivers and Emergency Procurements intranet page](#).

BRIEF DESCRIPTION OF THE REQUIREMENT

Procurement of a catering contract for the café at Corby East Midlands international Pool.

1. Introduction, Background and Current Activity

- 1.1. Corby East Midlands International Pool has a café area overlooking the fun pool in the central hub of the facility. The café operation is currently managed in-house after having two (2) unsuccessful providers in the last few years and a procurement process that resulted in not gaining a successful award. The facility was closed in March 2020, due to the COVID-19 lockdown and staff were furloughed. Since reopening in May 2021, there has been a reduction in customers, as the facility is gradually increasing its operations to pre-COVID-19 levels.
- 1.2. The café needs to be managed by a dedicated catering manager/business, to enable it to develop, deliver the services required in the facility, and to ensure it is profitable. Therefore the team propose to run a compliant procurement exercise, to identify a suitable supplier to manage the catering provision within the facility.

2. Pre-Procurement Checklist

2.1. Is there a current contract in place?

2.1.1. If so, what is the expiry date of the current contract (dd/mm/yy)?

2.1.2. If the current contract has any extension periods which can be invoked, what are they?

No
Not applicable
Not applicable

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2.2. What is the proposed start date for the new contract (dd/mm/yy)?	01/02/2022	
2.3. What is the proposed length of the new contract, inclusive of any extension periods?	5	Years
2.4. Is your requirement one-off (e.g. a project of fixed duration) or ongoing (e.g. a service which will need to be renewed after this contract ends)?	Ongoing	
2.5. Has a Risk Register been produced for this procurement?	No	
2.6. Has the spend for this procurement been approved?	No	
2.6.1. Who has approved this spend (Name of Board or Budget Holder or Finance Officer)?		

As this is a concession contract, there is not a budget spend, rather the service will provide an income to the Council and save on the in-house loss, in managing the café.

2.7. Has Head of Service approval been agreed for this procurement and your Recommendation, below?	Yes	
2.8. What is the expected lifetime contract cost of the goods, service, supply or work?	£	£668,893

2.9. How has the expected lifetime contract cost been determined?
 This has been estimated through looking at pre-COVID-19 income for the catering service at the pool, during previous contracts and in-house delivery. It should be noted that this value is the estimated turnover of the contract (which is the prescribed method for determining contract value, as set out at Regulation 8. (3) of the Concession Contracts Regulations 2016 (hereafter referred to as "CCR2016")) and not what the Council should expect to receive as income from the supplier.

2.10. What do you want to procure and achieve?
 Identify a suitable supplier to manage the catering service within the café within the facility, providing a good quality service to customers and staff.

2.11. Could in-house resources be used to meet your requirement?	No
2.12. Have appropriate Framework Agreements been considered?	No
2.13. Has any market engagement or cost analysis taken place?	No
2.14. Do collaboration opportunities exist with other depts. or Councils?	No
2.15. Do training opportunities exist to up-skill in-house staff?	N/A
2.16. Are there any implications and/or considerations under Section 151 of the Commonhold and Leasehold Reform Act 2002 (previously Section 20 of the Landlord and Tenant Act 1985)? This is relevant to projects which affect leaseholder properties (residential or commercial).	No

2.17. Please provide any other relevant information for 2.11-16:

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The service is currently being ran in-house but needs a dedicated catering supplier, to ensure the café is run effectively and efficiently.

3. Route to Market

3.1. What approach and route to market has been considered for this procurement, how will the submissions be evaluated (price/quality)?

This service needs to be formally procured and will be evaluated through the Quality Questions (60% weighting) and Pricing details (40% weighting) returned for evaluation. The Quality element currently focusses on value for money, service provision (including policies and procedures), menu (including healthy options), continuous improvement and Sustainability.

It is proposed that the contract is set-up to run for five (5) years

3.2. Please confirm which procurement team member you have engaged with.

You are required to discuss your requirement with a member of the procurement team prior to submitting this form.

Chris Everett (Performance and Procurement Manager)

4. Options to be Considered

Please speak with a member of the procurement team if you require assistance completing this section. Otherwise, in the text box below, please choose which route you would like to undertake.

4.1. Do nothing.

4.2. Undertake a full **Regulated procurement** process to an open market.

4.3. Use a compliant **Framework Agreement** or **Dynamic Purchasing System (DPS)**.

4.4. Other (please explain below).

This is a concession style contract and as such, it is subject to the requirements of the CCR2016.

Based on turnover details identified through pre-COVID-19 operation of the in-house service and the methodology at Regulation 8 (3) of the CCR2016, the turnover value has been identified as £668,893. As such, a Request for Quotation, overseen and supported by the Procurement Team is proposed.

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5. Legal Considerations

Please speak with the Council's [Legal Services team](#) if you require assistance completing this section.

5.1. A contract will need to be put in place for any successful supplier

6. Finance Considerations

Please speak with the Council's Financial Services team if you require assistance completing this section.

6.1. There are no further finance considerations beyond the details included below.

6.2. Type of spend (Revenue or Capital)	Revenue
6.3. Is funding included within the existing budgets? <i>If "Yes", please complete 6.3.1. If "No", please complete 6.3.2.</i>	Yes
6.3.1. If "Yes", please provide the following:	
a. Budget Code	20D10124
b. Budget Provision	Small Income expected – will close above budget for catering delivery in house and will be shown as an income on 20D10122 (CEMIP budget)
c. Budget Holder	Roger Jones
d. Date agreed by Budget Holder	17/09/2021
6.3.2. If 'No', please provide details of how the costs are to be funded:	
N/A	
6.4. Date Agreed with Finance	27/09/2021
6.5. Name of Finance Officer	James O'Connor
6.6. Medium Term Financial Implications <i>If "Yes", please complete 6.6.1 – 6.6.5. If "No", please complete 6.7.</i>	No
6.6.1. Year 1 (2022/23)	£ Not applicable
6.6.2. Year 2 (2023/24)	£ Not applicable
6.6.3. Year 3 (2024/25)	£ Not applicable
6.6.4. Year 4 (2025/26)	£ Not applicable
6.6.5. MTFP Implications agreed by <i>Enter name of Finance Officer</i>	Not applicable
6.7. Explanation of Medium-Term Financial Implications	

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The current catering provision is running at a loss and a cost to the Council. By procuring the requirement, it is expected that the service will be provided at nil cost to the Council and could generate a small income to the facility.

6.8. If this contract is expected to be £500,000 or more, please confirm if you require the Successful Provider to provide a Parent Company Guarantee, Performance Bond or any other sureties?

If “any other sureties” or “N/A – see explanation below”, please complete 6.8.1.

N/A – see explanation below

6.8.1. Please detail the other sureties you require as a part of this contract, or provide an explanation, if you have chosen “N/A – see explanation below”.

We do not feel they need for a supplier to provide a Bond, as this is a concession contract, for which the Council isn't placed in any financial risk.

7. Ethical and Equality Considerations

Please speak with the Council's [Policy Officer \(Equality and Diversity\)](#) if you require assistance with this section.

7.1. An Equality Screening Assessment has been drafted ahead of this Report being presented to the Purchasing Gateway Group and is attached as an annex.

8. Data Protection Considerations

Please complete the Data Protection Impact Assessment (DPIA) screening questions, available online at <https://nnugov.sharepoint.com/sites/NNC-InfoGov/SitePages/Collecting-information.aspx> and speak with the Council's [Data Protection Officer](#) if you require assistance with this section.

8.1. The Data Protection Impact Assessment (DPIA) screening questions have been completed ahead of this Report being presented to the Purchasing Gateway Group, to determine whether a DPIA is required and are attached as an annex.

8.1.1. I HAVE answered "yes" to MORE THAN ONE of the Screening Questions.

9. Social Considerations (Public Services (Social Value) Act 2012)

9.1. What outcomes have you considered from the procurement to improve the economic, social and environmental well-being of Northamptonshire?

9.1.1. The café provides a community meeting point for customers to the facility, but also from members of the public. It is a large, bright social place that is a good place to meet.

9.1.2. The café provides work for local people and there are further opportunities to increase the offer and to provide volunteering, training and work experience being explored as a part of this contract.

- 9.1.3. The café can also support local food supplier businesses
- 9.1.4. The café can champion recycling and the use of sustainable materials. This has been included in the specification, and will be adopted as a part of any resultant contract.

9.2. How will you ensure the improvement(s) identified above, are achieved?

- 9.2.1. These are included in the specification for the procurement process and will be monitored through scheduled Contract Management Meetings with the successful supplier.

9.3. Are you undertaking any community consultation as a part of the Social considerations of this procurement?

- 9.3.1. No

10. Environmental Considerations

Please speak with the Council's Sustainability Officer if you require assistance completing this section.

10.1. The Specification for this requirement requires the successful supplier to recycle materials and source sustainable products and food for its business operations.

11. Conclusion and Recommendation

11.1. The procurement of the catering service needs to go out to market, to ensure that the café is operated effectively and efficiently, to provide services for members of the community who use the facility and to provide catering services for events and galas that take place.

11.2. It is recommended that PGG approves the procurement of the catering services at Corby East Midlands International Pool through using the Request for Quotation process, and for the contract to start as soon as possible.

11.3. Due to the contract value being above the Council's established Key Decision Threshold (£500,000), a report will be presented to the Executive Committee, ahead of any procurement taking place.

12. External Consultants

If you intend to utilise any consultants, please list names and their organisations and their role in this procurement.

12.1. None

13. List of Annexes and Appendices

13.1. Equality Screening Assessment

13.2. Data Protection Impact screening questions

14. Officer to Contact

Please confirm details for the officer to contact if there are any queries.

14.1. Julie Cardwell (Principal Leisure Officer)

14.2. 01536 464046

14.3. julie.cardwell@northnorthants.gov.uk

15. Assistant Director Approval

Please confirm details for the Assistant Director who has approved this requirement.

15.1. Kerry Purnell (Assistant Director of Housing and Communities)

15.2. 07787 266210

15.3. kerry.purnell@northnorthants.gov.uk

15.4. 17/09/2021