

cost to be in the region of £60,000. The geographical area to be covered by the masterplan was also agreed.

- 1.2. Scrutiny Committee has requested that a report regarding the process of awarding the Cullompton Town Centre Masterplan contract be brought to them.

2. BACKGROUND.

- 2.1. Key to the delivery of the regeneration of Cullompton town centre is the development of a masterplan to guide the process. A masterplan is a comprehensive plan for the development of the town centre: setting out development principles, coordinating policy and planning requirements.
- 2.2. More detail with regard to the role, purpose and objectives for the Cullompton town centre masterplan were set out within the report considered at Cabinet on 5th April 2018. This report focusses upon the procurement process and contract award.

3. THE PROCUREMENT PROCESS

- 3.1. The Homes England multi-disciplinary framework agreement was used for the procurement process. The Government introduced this framework in order to speed up the delivery of projects by streamlining the procurement process. The framework provides local authorities with direct access to professional, technical and design services. The framework is 'Official Journal of the European Union' (OJEU) compliant and is a recognised efficient means to procure technical and design services. The latest Homes England multidisciplinary framework used for this tender is valued at £150m and replaces the previous Homes England framework that expired in November 2018.
- 3.2. All suppliers on the framework have undergone a pre-selection process to ensure they meet the requirements set by Homes England in terms of experience, skills and approach to the commission. As such, the Framework provides a cost effective and robust means by which to acquire the requisite skills. The Homes England Multidisciplinary Framework has been used satisfactorily on other recent projects, such as the Tiverton Area B Master-planning and the District Design Guide.
- 3.3. Due to the value of the contract, expressions of interest were invited from four suppliers on the Homes England Multidisciplinary Framework on 17th May 2019. Again, this accorded with the procedures set out in the Framework itself.
- 3.4. Evaluation criteria were in accordance with the operation of the panel and were clearly set out in the tender documentation and responses were required by midday on 14th June 2019. A single tender submission was received within the required timescale. Two of the companies invited to tender declined to do so. The final company made no contact.

- 3.5. An evaluation of the tender submission was carried out between 17th and 25th June 2019 by a panel comprising the Mayor of Cullompton, a representative from Historic England and staff from the Planning, Economy and Regeneration service. The process included inviting those who had submitted a tender to present their submission.
- 3.6. The submission received was within the allocated budget and the panel agreed that the proposal met the tender specifications. A delegated 'Decision Recording Form' was completed by the Head of Planning, Economy and Regeneration on 10th July 2019 in compliance with the delegated approval agreed at Cabinet on 5th April 2018.

4.0 CONCLUSION.

- 4.1 The necessary due diligence has been followed in that a mini competition for the award of the contract has been carried out within a public sector compliant framework, fully procured under full public sector procurement compliance. There has been no impediment to awarding the contract based upon a single tender submission.
- 4.2 The tender was scored on the expression of interest submission, the presentation by the consultants on 25 June 2019 (and further confirmation provided 11 July 2019) and the fee submission. Following detailed discussion by the panel members including the Cullompton Mayor and an officer from Historic England a weighting of 'good' (7.75) was awarded. Evaluation of the submission demonstrated that it falls within budget, meets the brief and offers an economical and advantageous tender submission to the authority.
- 4.3 An inception and update meeting has since taken place along with a successful stakeholder event undertaken on 4th September 2019.

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List of Background Papers: Cabinet report 5th April 2018

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