



Co-operative Councils

Innovation Network

Consultancy Framework User Guide

BACKGROUND

As Co-operative Councils, our members are at the cutting edge of policy innovation – and it can be a tough place to be. Councils often need to move quickly and flexibly to be on the front foot when it comes to ‘doing things differently’.

Sometimes it is necessary to bring in extra capacity and specific expertise to be able to do this, and there can also be a need to seek independent challenge to test assumptions and policy design. The CCIN recognises this and wants its members to be as enabled as possible to develop practical policy solutions as quickly and informed as possible – and this is where the Consultancy Framework comes in.

INTRODUCTION

In 2016 the Co-operative Council’s Innovation Network (CCIN) undertook a tender process to find organisations that could:

- inspire and design innovative co-operative policy over several policy areas and themes, with a focus on delivering differently and redesign of public services in line with cooperative values and principles
- demonstrate the ability to build capacity and leave a legacy that continues to deliver outcomes even after the funding and supporting resources have moved out
- bring credibility and profile to the work of the CCIN reaching across a wide range of sectors and agencies.

Our multi-supplier Framework allows all CCIN Members and Associate Members (and the CCIN itself) to select from a specialist, prescribed pool of organisations to help in developing policy, implementing prototypes and building capacity, both in communities and inside the organisation.

The tender contract period runs from 4th July 2016 — 30th June 2018 (with the option of a year extension to June 2019). The tender was managed by Oldham Council (Reference number: DN123404 OJEU | Contract Notice number: 2016/S 058-098213).

FRAMEWORK PROVIDERS

A current list of CCIN Consultancy framework organisations and further information on each is available at:
<http://www.councils.coop/consultancy-framework/>

ACCESSING THE FRAMEWORK

Step 1 – Project Specification

Draft a Project Specification and establish the cost of the work



Step 2 – Decide which Route

Project Value **over £50k** – Mini Competition

Project Value **under £50k** – Direct Award



Step 3 - Mini Competition – over £50k	Step 3 – Direct Award – under £50k
<p>Issue the ‘mini competition’ invitation documents to all suppliers listed on the Framework (your procurement department should hold a template document and will be able to facilitate the mini competition process).</p> <p>Please be aware, to be compliant with procurement law your ‘mini competition must be conducted in accordance with the following:</p> <ul style="list-style-type: none">• You must invite all Framework suppliers to bid• Your mini competition invitation documents must clearly describe your requirements and inform suppliers the basis on which you will evaluate their offers. <p>The criterion for award of the mini competition is as follows:</p> <ul style="list-style-type: none">• Quality to be determined by Contracting Authority 0% - 100%• Price to be determined by Contracting Authority 0% - 100% <p>You must allow suppliers sufficient time to prepare and submit their bids:</p> <ul style="list-style-type: none">• 2 weeks is considered a minimum• Bids must be submitted in whatever format is used by the Contracting Authority e.g. written hard copy format or via an electronic portal.• You must inform suppliers of the closing time and date for submitting their bids.• You must treat all suppliers equally and fairly, and evaluate all bids in the way you have described in your mini competition documents• If you have decided to apply a standstill period, then you must advise all suppliers of the outcome.	<p>Place Award with the successful Contractor, your Council’s own standard award letters may be used but must reference CCIN Consultancy Framework - Reference number: DN123404</p>

Good Practice

- Pre-market engagement prior to issuing the mini competition invitation documentation is permitted under the Framework and is welcomed by all Contractors.
- It is a useful tool for Contracting Authorities to determine the best route and seek support in developing specifications and refining requirements.
- Industry days, one to one meetings, group meetings and site visits are a good way to pre-engage with the Contractors.
- A good practice is to share with the Contractor's your timescales (if aware) so they can plan resources in advance.
- When engaging with the Contractors please ensure this is done on a fair, open and transparent basis (i.e. allow the opportunity for engagement with all Contractors on the Framework and provide all with the same information during the pre-market engagement exercise).



Step 4 – Conclude

Contracting Authority notifies hello@councils.coop of the appointment and commences the implementation with successful Contractor.

MEMBERS OF THE CONSULTANCY FRAMEWORK

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CONTACT DETAILS FOR FURTHER ASSISTANCE

Please refer any queries relating to the Framework that you are unable to resolve to:

Nicola Huckerby

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