

Appendix 2

Procurement Board: – Streetscene Contract

1 Terms of Reference

1.1 The Procurement Board will oversee the Procurement process for the establishment of new contract(s) to deliver Collection of Refuse and Recycling, Street Cleansing and Grounds Maintenance to the Borough on a long term basis

1.2 The Project Board will make decisions at the following Stage in the process:

Stage	Decision	Anticipated Date
0	Agreement of procurement strategy, headline specification and lotting structure and contract length following soft market testing	December 2017
1	Agree application and tender list criteria	February 2018
2	Shortlisting for tender stage	April 2018
3	During Dialogue period agree that bidders can be excluded from the process	During 2018 / early 2019
4	Final Evaluation and recommendation to cabinet	March 2019

1.3 **Other criteria:**

1.3.1 The Procurement Board shall be made up of 5 Elected Members, 3 from the administration and 2 from the opposition.

1.3.2 Substitutes will be permitted.

1.3.3 If there are any decision which would result in a major change to service delivery, then these would be escalated to cabinet for consideration / decision.

1.3.4 A risk register will operate during the tender process, which the procurement board will review on a regular basis.

1.3.5 All information provided during the tender process is commercially sensitive and should not be shared with any third party.