

Appendix A

Procurement Board: – Pest Control Contract

1 Terms of Reference

- 1.1 The Procurement Board will oversee the Procurement process for the establishment of a contract to deliver a pest control service for Welwyn Hatfield Borough Council.
- 1.2 The Project Board will make decisions at the following Stages in the process:

Action	Date
Member Procurement Board – Agree evaluation criteria	Last week of July 2018
Place OJEU notice and issue SQ (substantive tender documents need to be completed)	13 th August 2018
SQ back	10 th September 2018
Member Procurement Board – shortlist of bidders to tender	Week commencing 8 th October 2018
Issue tenders	19 th October 2018
Return of bids	23 rd November 2018
Member Procurement Board – Recommendation on award of contract to Cabinet	First week of January 2019
Cabinet decision on award	5 th February 2019
Standstill	6 th – 18 th February 2019
Award Contract	19 th February 2019
Contract Start	1 st April 2019

1.3 **Other criteria:**

- 1.3.1 At the time of writing the report the decision on the membership of the procurement board had not been agreed. This will be confirmed at the time of the Cabinet meeting.
- 1.3.2 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.
- 1.3.3 A risk register will operate during the tender process, which the procurement board will review on a regular basis.
- 1.3.4 All information provided during the tender process is commercially sensitive and should not be shared with any third party.