

<b>Title</b>	<b>Programme Management Improvement in Areas 3 &amp; 4</b>
<b>Team Name</b>	<b>Operations</b>
<b>Service Lead</b>	
<b>Procurement Lead</b>	
<b>Date</b>	<b>26 March 2018</b>

**SECTION A: BUSINESS SPECIFICATION:**  
(completed by Service Lead)

<b>Business Need</b>	<p>The asset maintenance and effective capital renewal plan in the South East Region, in particular Area 4, is failing to meet efficiency targets largely as result of poor planning resulting in rework and delays.</p> <p>Operational Analysis has identified the causal factors to comprise of ;</p> <ul style="list-style-type: none"> <li>• Unclear and inconsistent processes</li> <li>• Lack of systematic approach</li> </ul> <p>giving rise to</p> <ul style="list-style-type: none"> <li>• poor time management</li> </ul> <p>and</p> <ul style="list-style-type: none"> <li>• conflictual relationships</li> </ul>
<b>Supplier</b>	Managementors Limited
<b>Contract Specification</b>	<p>The purpose of the assignment will be for Managementors to undertake an operational improvement project within the South East Region that will engage the principal contractor (A-One+) and the appropriate HE personnel.</p> <p>A project of short duration will engage with the HE team and A-One + to develop improved ways of working, ensuring efficient end to end processes and an effective management operating system.</p> <p>This will help to ensure that the Area 4 team (HE and A-One+) delivers the planned renewal programme for 2018/19 on time and to cost while achieving targeted levels of efficiency.</p>
<b>Contract Term</b>	8 weeks
<b>Contract Budget &amp; Funding</b>	£83,000 plus expenses (£10k)
<b>Business STA Justification</b>	<p>Managementors Ltd has a proven methodology based on the principles of project management that will ;</p> <ul style="list-style-type: none"> <li>• Address the end to end process across HE and A-One+</li> </ul>

## SINGLE TENDER ACTION REPORT

	<ul style="list-style-type: none"> <li>• Develop a detailed project plan to address the under-performance.</li> <li>• Focus on active behaviours rather than a passive approach</li> </ul>
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<b>SECTION B: PROCUREMENT SPECIFICATION: (completed by Procurement Lead)</b>	
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<b>Value For Money</b>	Managementors are specialists in this area with a proven methodology that will avoid extra cost that would be attributable to bringing in alternative professionals unfamiliar with the project. The rates offered are in line with market rates via our own Specialist and Technical Frameworks and those accessible through CCS.
<b>Procurement Risk</b>	There is a very low risk of challenge given that this work is valued at a sub-OJEU level.
<b>Recommendation</b>	To approve this STA for Managementors Ltd to undertake an operational improvement project within the South East Region for a period of 8 weeks to up to a maximum value of £93,000.

<b>SECTION C: APPROVAL &amp; GOVERNANCE</b>	
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<b>Procurement Delivery Lead</b> Must confirm the following before forwarding to the Head of Procurement Delivery	IDC/Business Case approval received
	All alternative routes/strategies have been fully explored
<b>Head of Procurement Delivery Validation</b> Must confirm the following before forwarding to relevant Director for Contractual Approval	Quality Assurance of the STA Approval Request
	Validate the information within Section B
<b>Procurement Director Approval</b> Must approve all STA's <£50k	
<b>C&amp;P Executive Director Approval</b> Must approve all STA's >£50k	

