

**RM4128 – L0531; Support Provision under the Mutuals Support Programme
Fix It Team – Milton Keynes Council**

Value Statement - Consultancy

| Section 1 - Consultancy Value Statement: Value to be delivered | | | | | | | | | | | | | | | |
|---|--|--------------------|-----------------|--------|--|--|---------------------|---|--------------------|--------|--|--|----------------|------|----------------|
| Supplier Name | Stepping Out | | | | | | | | | | | | | | |
| Title of Contract | RM4128 L0531 – Fix It Team, Milton Keynes Council | | | | | | | | | | | | | | |
| Requirement Summary | <p>The Fix-It team, (the “Potential PSM”), provides scheduled inspection, cleansing, maintenance, repair and refurbishment services for c.500 play areas and other public realm assets (benches, fences etc.) in Milton Keynes. The Potential PSM is a small service looking to spin out of Milton Keynes Council (the “Parent Body”) with 15 staff (FTE) and a total cost to the Parent Body of c.£750k per annum. The local policy landscape places parks and open spaces at the heart of future development for the Parent Body.</p> <p>The Parent Body have made the decision to put the services delivered by the Potential PSM out to market.</p> <p>The mutualisation support package has the following objectives:</p> <ol style="list-style-type: none"> 1. To enable the Potential PSM to submit a comprehensive, competitive and accurate tender, including relevant tender documents, by the required deadline (likely to be December/January 2014/15). 2. To enable the Potential PSM to transition into a successful and sustainable trading entity, allowing appropriate commercial skills to develop. 3. To capture and share key learning and experience for other potential mutuals submitted to a competitive tendering process. <p>The table below provides an outline of the deadline dates of the above Deliverables:</p> <table border="1"> <thead> <tr> <th>Deliverable</th> <th>Deadline</th> </tr> </thead> <tbody> <tr> <td colspan="2">PART 1</td> </tr> <tr> <td>Support Requirement 1 - Tender support</td> <td>By 31 December 2014</td> </tr> <tr> <td>Support Requirement 2 - Transition Planning</td> <td>By 31 January 2015</td> </tr> <tr> <td colspan="2">PART 2</td> </tr> <tr> <td>Support Requirement 3 - Implementation</td> <td>31 March 2015*</td> </tr> <tr> <td>KSDs</td> <td>31 March 2015*</td> </tr> </tbody> </table> <p>* The 31 March 2015 deadline is absolutely material to the Contract.</p> | Deliverable | Deadline | PART 1 | | Support Requirement 1 - Tender support | By 31 December 2014 | Support Requirement 2 - Transition Planning | By 31 January 2015 | PART 2 | | Support Requirement 3 - Implementation | 31 March 2015* | KSDs | 31 March 2015* |
| Deliverable | Deadline | | | | | | | | | | | | | | |
| PART 1 | | | | | | | | | | | | | | | |
| Support Requirement 1 - Tender support | By 31 December 2014 | | | | | | | | | | | | | | |
| Support Requirement 2 - Transition Planning | By 31 January 2015 | | | | | | | | | | | | | | |
| PART 2 | | | | | | | | | | | | | | | |
| Support Requirement 3 - Implementation | 31 March 2015* | | | | | | | | | | | | | | |
| KSDs | 31 March 2015* | | | | | | | | | | | | | | |
| Financial Value Statement | The maximum contract value for this contract is £39,998 | | | | | | | | | | | | | | |
| Non-financial Value Statement | <p>Support Requirement 1 – Submission of a competitive tender</p> <p>The Supplier is required to provide all commercial and legal support necessary, but not including project management support, interim resource or backfill, to enable the Potential PSM to submit a comprehensive, competitive and accurate tender by the deadline required (anticipated as October 2014). The Supplier is required to be flexible to meet the needs to the Potential PSM and all support should be to the</p> | | | | | | | | | | | | | | |

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satisfaction of the Potential PSM. As a non-exhaustive guide of the kinds of activities this should include:

- a) Support to undertake any necessary market research and pricing analysis for the Potential PSM's services (to ensure the offer is competitive)
- b) Updates to the existing business plan and financial model to support the tender
- c) Support to ensure the Potential PSM's unique social offer is adequately reflected in the tender (where relevant)
- d) Support to draft the actual content and format of the tender
- e) Legal input (for example to ensure the tender appropriately deals with the service contract)
- f) Support to any other activities necessary in order to submit competitive and compelling evidence as part of the procurement exercise.

Support Requirement 2 – Transition Planning

Building on Support Requirement 1, the Supplier is required to support the Potential PSM to develop the initial transition plan into a detailed transition plan to ensure that the Potential PSM is ready for a future go live date. This should include details of the necessary activities needed to transition to the agreed model, key dependencies, risks, mitigating actions, and any particular HR issues (e.g. future pension arrangements, managing the TUPE process), legal issues (including any commercial arrangements between the Potential PSM and the Parent Body) and marketing and branding support and activities. The transition plan should take into account that the Supplier, if directed to do so by the Customer, would be required to provide all advisory support necessary to enable successful implementation of the plan.

With reference to PART 2 of the service requirements, the Supplier will highlight on the transition plan for each identified activity, deliverable or work stream, whether, in the event of the Supplier being directed to perform PART 2 of the Services:

- (a) the Potential PSM will be responsible for performing the activity with the Supplier acting in an advisory capacity;
- (b) the Supplier will itself perform the activity (with input from the Potential PSM as necessary); or
- (c) the Potential PSM will itself be solely responsible for completing the activity.

This information must be provided with adequate detail to enable the Customer and the Potential PSM to fully understand the proposed division of work between the Supplier and Potential PSM, in the event the Customer directs the Supplier to perform PART 2 of the Services.

Support Requirement 3 - Support to enable the Potential PSM to establish and operate as a new trading entity

The Supplier is required to provide all technical and advisory support necessary - but not including project management support, interim resource or backfill - to enable the Potential PSM to establish and operate as a new trading entity by 1 April 2015. Technical and Advisory support such as (but not limited to) the following will be required:

- Legal
- Governance development/commercial

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| | <ul style="list-style-type: none">• HR and pensions• Financial modelling• Marketing and branding |
| Section 2 - Consultancy Value Statement: Actual Value Delivered | |
| Financial Value Statement | A total sum of £17,795 was spent from the possible maximum contract value of £39,998. |
| Non-financial Value Statement | Support Requirements 1 and 2 above were delivered in full. Support Requirement 3 was not delivered due to unanticipated delays in the Council's procurement process. |