



Mayor and Cabinet Contracts

The Libraries Consortium Courier Service Framework Agreement approval to procure

| | |
|-----------------------------|--|
| Date: | 19 May 2021 |
| Key decision: | No |
| Class: | Part 1 (Split Par 1 and Part 2) |
| Contract Categories: | A |
| Ward(s) affected: | Borough wide |
| Contributors: | Antonio Rizzo – Head of Library and Information Service Veronica Hyatt – Service Development Manager Director of Law, HR and Governance (Steph Fleck, Principal Lawyer for Commercial, Employment and Education (SZP)) |

1. Outline

- 1.1. The existing Libraries Consortium Courier Service Framework agreement is due to expire on 31 March 2022.
- 1.2. The courier services enables stock to be moved within individual authorities and across The Libraries Consortium (TLC) authorities, enabling customers to easily access and request catalogued materials from across the Consortium.

2. Recommendations

- 2.1. It is recommended that Mayor and Cabinet

approve the procurement for Lewisham Library and Information Service the Libraries Consortium Courier Service Framework Agreement. The Framework Agreement will commence from 1 April 2022 for an initial period of 12 months, with the option to extend for further years up to 4 years in total.

Timeline of engagement and decision-making

- On 1 March 2017 Mayor and Cabinet approved the award of the existing Libraries Consortium Courier Service Framework Agreement which commenced on 1 April 2017 and was due to end on 31 March 2021.
- Due to the unpredictability of COVID19 and the impact it will have on service needs for the new financial year, a 12 months extension was approved in February 2021.

3. Summary

- 3.1. The Libraries Consortium (TLC – formerly the London Libraries Consortium) is a group of 20 local authorities that share the Library Management System and seek to develop opportunities to realise efficiencies and effectiveness in the delivery of library services. TLC offers access to 7 million titles (e.g. books and other items) to any library cardholder of a participating authority. The number of authorities joining the consortium is likely to increase.
- 3.2. Lewisham is the lead authority that developed a Framework Agreement for the logistics and courier services required by TLC to move books and other items from libraries within a participating authority to another participating authority and within the boundaries of each participating authority. The contract comes to an end in March 2022.
- 3.3. The current Framework Agreement was tendered in an open procurement following an OJEU compliant process.
- 3.4. The Framework Agreement commenced on 1st April 2017 and ended on 31 March 2021. Due to the unpredictability of COVID19 and the impact it will have on service needs for the new financial year a 12 months extension was approved in February 2021.
- 3.5. The TLC authorities have approved the re-procurement of the Framework Agreement and have requested for Lewisham Library and Information Service to once again hold the Framework Agreement and lead on the procurement.
- 3.6. This report requests permission from Mayor and Cabinet to re-procurement The Libraries Consortium Courier Service Framework Agreement.

4. Recommendations

- 4.1. It is recommended that Mayor and Cabinet approve the procurement for Lewisham Library and Information Service the Libraries Consortium Courier Service Framework Agreement. The Framework Agreement will commence from 1 April 2022 for an initial period of 12 months, with the option to extend for further years up to 4 years in total.

5. Policy Context

- 5.1. This procurement meets the following Council corporate priorities:
- **Making Lewisham greener** – Please see section 11
 - **Building an inclusive local economy** – The contractor will be required to be a Living Wage employer and contribute to the Council's Social Value Objectives.

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- **Open Lewisham** – The contractors’ workforce will be more representative of our borough’s diverse population at all levels.
 - Contractors will be required to comply with all equality and diversity legislation and be consistent with Lewisham’s Comprehensive Equality Scheme.
- 5.2. Historically negotiated individual contracts had resulted in differences in rates being charged across TLC authorities. The Framework Agreement delivered value for money and standardisation of the pricing schedule across all TLC authorities. It also introduces a mechanism whereby prices reduce with the growing number of participating authorities.
- 5.3. This approach has the potential to become a blueprint for future TLC contracts, as it sets out clear principles that:
- Identify unit cost structure
 - Identify economies of scale mechanisms
 - Maintains flexibilities that allow the participants to further customise their services.
- 5.4. The procurement meets the Council’s objectives by:
- Including the Councils [Sustainable Procurement Code of Practice](#)
 - Reducing costs, directing resources where they will deliver the maximum benefit
 - Seeking value for money in the market
 - Seeking an efficient supplier to support service delivery
 - To promote collaborative approaches to procurement with the public sector and other bodies

6. Background

- 6.1. The Mayoral Commission on the Future of Libraries and Adult Learning in Lewisham recommended in 2009 that Lewisham should join the Consortium which offers access to 7 million titles (e.g. books and other items) to any library cardholders of a participating authority.
- 6.2. TLC share the Library Management System (LMS) (also known as the “library catalogue”, which holds borrower and books details) and seeks to develop opportunities to realise efficiencies and effectiveness in the delivery of library services. The number of authorities joining the consortium is likely to increase.
- 6.3. The LMS has the capacity to control stock procurement, stock circulation, financial management, and library memberships across multiple local authorities concurrently, and will also facilitate single sign-on to other Council services and offer improved business analytics, enabling libraries to improve operational efficiency, to control stock procurement, stock circulation, financial management, and library memberships across multiple local authorities concurrently, and will also facilitate single sign-on to other Council services and offer improved business analytics, enabling libraries to improve operational efficiency.
- 6.4. Lewisham is the lead authority that developed a Framework Agreement for the logistics and courier services required by The Libraries Consortium to move books and other items from libraries within a participating authority to another participating authority and within the boundaries of each participating authority. The transport solution enables stock to be moved within individual authorities and across TLC authorities, enabling customers to easily access and request catalogued materials from across the Consortium.

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- 6.5. This procurement and Framework Agreement will build on recent successes and continued partnerships with TLC members.
- 6.6. Across the contract period, 18 TLC members have accessed the Framework agreement, which resulted in savings on previously contracted services and will continue to provide value for money.
- 6.7. The following TLC authorities have benefited from the current Framework Agreement:
- Barking & Dagenham, Bexley, Brent, Bromley, Croydon, Ealing, Enfield, Hackney, Harrow, Havering, Kingston, Lewisham, Luton, Merton, Newham, Redbridge, Sutton, Tower Hamlets, and Waltham Forest.
- 6.8. Please see the Part 2 report for further background information.

7. Procurement

- 7.1. The TLC authorities have approved the re-procurement of the Framework agreement and have requested for Lewisham Library and Information Service to once again hold the Framework Agreement and lead on the procurement.
- 7.2. The Framework Agreement will continue to provide TLC authorities with value for money and the opportunity and flexibility to quickly utilise the courier services, without those authorities having to undertake a procurement.
- 7.3. The procurement will be a “Category A” open tender and will be undertaken in accordance with Lewisham Council’s Contract Procurement Rules, procurement policy and procedures, Social Value Policy, and in compliance the relevant legislation.
- 7.4. Due to the estimated aggregated value of this contract this procurement will follow FTS compliant process.
- 7.5. The proposed evaluation criteria split will be price(50), quality(40) and social value(10).
- 7.6. There are no staffing implications for Lewisham Council pertaining to this contract.
- 7.7. Identified risks for the procurement –

| Risks | Mitigation |
|--|--|
| <ul style="list-style-type: none"> • The proposed pricing structure may be too low – Resulting in a poor quality and unsustainable service. | <ul style="list-style-type: none"> • Clarification would be requested from the bidder. • A clear scope of works will be provided as part of the tender documents. |
| <ul style="list-style-type: none"> • The proposed pricing structure may be too high – Resulting in increased costs. | <ul style="list-style-type: none"> • A clear scope of works will be provided as part of the tender documents. • May have to review the procurement activity. • Adjust the level of service to align with available budgets. |
| <ul style="list-style-type: none"> • Not fully understanding what the Library transport solution involves. | <ul style="list-style-type: none"> • Further clarification would be provided as per procurement guidelines. |
| <ul style="list-style-type: none"> • Insufficient competition. | <ul style="list-style-type: none"> • Ensure procurement activity is accessible for the maximum amount of days. |

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- 7.8. A panel of TLC members will be set up to lead this work. Members will include representatives from Lewisham and up to 5 other TLC authorities.
- 7.9. The contract management and monitoring will be undertaken by Lewisham Library and Information Services. Regular reports will be provided to TLC.

8. Financial implications

- 8.1. Please see the Part 2 report.

9. Legal implications

- 9.1. The value of the Libraries Consortium Courier Service Framework Agreement means that the procurement of such should be in compliance with the Contract Procedure Rules in relation to Category A contract which take into account the Public Contracts Regulations 2015 ('the PCR'), as amended by Brexit provisions including the Public Procurement (Amendment etc.) (EU Exit) Regulations 2020 SI 2020 No.1319.
- 9.2. Officers propose to tender the Framework Agreement by way of open procurement in accordance with the Contract Procedure Rules. It is for Mayor and Cabinet to give approval to procure this Framework Agreement.

10. Equalities implications

- 10.1. Contractors will be required to comply with all equality and diversity legislation and be consistent with Lewisham's Comprehensive Equality Scheme (the Council's key equality policy document).

11. Climate change and environmental implications

- 11.1. The Council's Climate change and environmental objectives will be incorporated into the specification, contract documentation and form part of the criteria used in the tender evaluation. Initiatives will include:-
- building on our anti-idling programmes to reduce emissions.
 - technology to calculate the most efficient routes and evaluate drivers' driving style to further reduce our carbon footprint.
 - use of vehicles powered by clean energy, zero-emission, electric vehicles.
 - energy efficient distribution centres.
 - encouraging customers to be more sustainable.
 - collaborating with the FTC2050
 - carbon off-setting

12. Crime and disorder implications

- 12.1. There are no implications for the Prevention of Crime and Disorder as a direct result of this report.

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13. Health and wellbeing implications

13.1. There are no implications for health and wellbeing as a direct result of this report.

14. Background papers

14.1. MAYOR AND CABINET (CONTRACTS) - The Libraries Consortium Courier Service Framework Agreement permission to procure – part 2 report.

14.2. Executive Approval - Director for Community Services - Approval for an extension of the TLC Courier Services Framework agreement. 9 February 2021.

14.3. MAYOR AND CABINET (CONTRACTS) - TLC Courier Services – Contract Award – 1 March 2017.

15. Glossary

| Term | Definition |
|---|---|
| The Libraries Consortium (TLC – formerly the London Libraries Consortium) | is a group of 18 local authorities that share the library catalogue and other services to provide quality and value to library users. |

16. Report author and contact

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