
Title: Citizens' Panel: tender process

1. Summary

The current contract with Hexagon Research and Consulting to carry out two Citizens' Panel surveys a year and to manage the Citizens' Panel membership database has come to an end. The procurement process for the next contract to run the Citizens' Panel is now underway.

2. Recommendations

The following recommendations are made:

1. That the partnership notes that the procurement process for the contract to maintain the Citizens' Panel database and to run two surveys a year is underway.
2. That the partnership devolves the decision-making process for the award of the Citizens' Panel contract to the Management Committee and its chosen representatives.

3. Detail

The current contract to carry out the Citizens' Panel surveys was awarded to Hexagon Research and Consulting in 2008. The contract was to run for three years, with the possibility of an extension into a fourth.

At the Management Committee meeting on 13 April, it was agreed that:

- The contract with Hexagon Research and Consulting be extended into the fourth year.
- The future purpose and use of the Citizens' Panel be reviewed. This was referred to the Third Sector and Communities group for consideration.

At its meeting on 30 August 2008, the Third Sector and Communities group referred the issue back to the Management Committee on the grounds that there was insufficient partner representation at the meeting for the group to make any recommendations.

At the CPP Management Committee meeting of 19 October 2011, it was agreed that:

- The Citizens' Panel survey contract will continue to run on the basis of two surveys being carried out each year. The contract will continue to include the management and maintenance of the panel members' database.
- The spring survey will continue to be used by all CPP partners.
- The autumn survey will become a Council survey, thereby formalising a continuation of the use that has been made of the survey for the last three years.

In addition, given that the current contract was coming to an end, it was agreed that the tender would be prepared to go out early in 2012, with a view to the contract being confirmed and in place in time for the spring survey.

We have now begun the procurement process for the Citizens' Panel, and the tender document is currently being prepared. Given the value of the contract, the Citizens' Panel contract will be advertised as a 'closed tender', with selected organisations being invited to apply.

This paper recommends that the evaluation of the tender and the choice of organisation to which the new contract be awarded be devolved to the management committee and its chosen representatives.

Jane Fowler
Head of Improvement and HR, Argyll and Bute Council

For further information:

Chris Carr
Research and Information Office, Argyll and Bute Council
Tel: 01546 604260
Email: chris.carr@argyll-bute.gov.uk