



In accordance with the Procurement and Contracts Rules and Procedures (PCRP) (see section 3.1.1): a formal business case is required for any procurement with a total value above £50,000. The level of approval required for the Business Case depends on the type of procurement and total ascertainable value of the contract, as indicated in the table below:

1. Level of Approval

State “YES” in the applicable box at either Level 1, Level 2 or Level 3:

Type of Procurement	Level 1		Level 2		Level 3	
	Assistant Director & Director Approval		Executive Approval		Full Council Approval	
Goods and Services	£50k – £500k		> £500k		Annual Value >£5m or TAV >£25m (if capital >£15m)	Yes
Schedule 3 Services	£50k – £663,540 (VAT inclusive)		> £663,540 (VAT inclusive)			
Works	£50k – £5,336,937 (VAT inclusive)		> £5,336,937 (VAT inclusive)	Yes		

2. Project Information

Project / Contract Title	Barkham Solar Farm and associated works
Project / Contract Description	The Council is proposing installing a Solar Farm on Council owned farmland in Barkham, in conjunction with greenways and tree planting to support the development. This procurement business case outlines the recommendation for the selection of the Contractor for the installation of the solar farm and associated works.
Expected Start Date & Duration	It is anticipated that Works contractor will be appointed in Autumn 2022 and the completion of works is expected in 2024 subject to achieving grid connection.
Any Extension/s Allowed	N/A
Total Ascertainable Value	Information included in Part 2
Procurement Advice <i>Provide a short summary of the advice or attach/append any written advice you have obtained, including the type of procedure, Brexit considerations and if the BC is for setting up of DPS or framework agreement.</i>	A recently completed market engagement event has shown limited availability on the market to deliver this type of works, which is likely to impact on the benefits that a competitive procurement process would usually deliver (lower total cost, driven by open competition). In addition to this, the time restrictions in relation to the grid connection represent a key factor and a risk, which could be managed by awarding the contract for the installation and maintenance of the solar farm as soon as possible. In view of the above, a call off from

Appendix 1: Barkham Solar Farm – Procurement Business Case

	a framework agreement or DPS seems to be the best procurement route for this contract as only qualified suppliers will be invited to tender. Should this approach prove unsuccessful due to insufficient interest or capacity of suppliers on the relevant framework agreement or DPS, a competitive tender can be used to approach the wider market, however, the time scales for procurement will then be longer.
Finance Advice <i>Confirm budget availability and add any comments relevant to the budget.</i>	The business case for this project was approved by Executive on 29 July 2021; and subsequently by Council on 23 September 2021. The current MTFP includes a budget of £20.15m
Source of Funding <i>(revenue or capital or specified other)</i>	Capital, funded from borrowing.
If procurement is for software, specify outcome of your consultation with IMT and/or Business Change	N/A

3. Project Justification

Link to Service or Corporate Objectives:

The decision to commence the solar farm at Barkham and the agreement to £20.15m capital expenditure was made at Council on 23rd September 2021. The business case for the development, as approved, establishes how the scheme is delivered on the Council's key objectives.

This procurement business case outlines the recommendation for the selection of the contractor for the installation of the solar farm, greenways and associated works.

Please note that the procurement of a specialist technical consultant to support the delivery of the Barkham Solar Farm project, and the delivery of the woodland planting to the south of the site, will be subject to separate contracts and therefore separate Procurement Business Cases. The value of those contracts are such that they would only require level 1 approval.

Procurement Strategy

Due to the anticipated value of the Works Contract, this procurement must be undertaken in accordance with the Public Contracts Regulations 2015 – either via Find a Tender Services (FTS – formally known as OJEU) or a call-off from a third-party framework agreement. The below table compares these procurement routes:

	Competitive procurement process (international advertising on Find a Tender Service - FTS)	Call-off from a third-party framework agreement, allowing for one of the suppliers on an approved list, developed via the compliant procurement of a
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Appendix 1: Barkham Solar Farm – Procurement Business Case

		framework agreement, to be awarded the contract
Timescales	Procurement process typically takes around 6 - 9 months to complete.	Procurement typically takes around 2-3 months, depending on various factors specific to the project and the subject matter.
Cost	Ability to drive best value through tailored competition.	Lower level of competition, (only suppliers on the relevant framework will be invited to tender), however, the rates quoted by framework suppliers are usually capped to a specific maximum.
Quality	Allows the use of pre-qualification stage, which can result in a tender list of the most suitable contractors.	Supplier choice is limited to those on the framework, however, the suppliers have already been pre-qualified as part of the procurement of the framework agreement, which saves a significant amount of time and resource.

Recommendation

There are few key factors to be taken into account which should be considered whilst considering the best value procurement option –

1. There is a limited window of opportunity in terms of grid connection to the networks – the works must be completed in time to enable the grid connection by this timeslot.
2. The construction market, particularly the solar farm industry, appears to be quite buoyant at present, with early indications of market saturation and limited of contractor interest, and availability, coupled with long lead times for a number of components and products. An early appointment of a contractor would therefore result in earlier cost and programme certainty.
3. As this is an income generation scheme, a quicker implementation would result in earlier income generation to the Council.

It is therefore recommended that the choice of procurement strategy is based on the quickest route to the market, which would deliver value for money. A call off from a third party framework would most likely meet those two criteria and result in the appointment of a works contractor on time to meet the grid connection time restrictions and realise the commercial benefits of the project rather sooner.

Contract Management:

The Works Contract will be managed by WBC's Operational Property team in consultation with Development Management and Energy teams.

4. Approval

Appendix 1: Barkham Solar Farm – Procurement Business Case

Please fill in the applicable fields according to the level of approval required.

Note: If Level-2 or 3 approval is required, the document should be signed by Assistant Director and Director at Level-1 first, and then presented to the Executive (and Full Council where appropriate) for final approval.

Level 1

Position	Name	Department	Signature
Assistant Director	Sarah Morgan	Commercial Property	<i>SL Morgan</i>
Director	Graham Ebers	Resources & Assets	

Level 2

NOTE: Level 1 approval must be completed first.

Please state the date of the relevant Executive meeting or Individual Executive Member Decision at which the Business Case has been approved.

	Date of Executive meeting / approval	Item No
Executive Approval	30/06/2022	

Level 3

NOTE: Level 1 and 2 approval must be completed first.

Please state the date of the relevant Full Council meeting at which the Business Case has been approved.

	Date of Full Council meeting / approval	Item No
Full Council Approval	30/06/2022	