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Contract

## **West Midlands Net Zero Citizens Panel**

West Midlands Combined Authority

F20: Modification notice

Notice identifier: 2024/S 000-004431

Procurement identifier (OCID): ocds-h6vhtk-0438d5

Published 9 February 2024, 1:16pm

### **Section I: Contracting authority/entity**

#### **I.1) Name and addresses**

West Midlands Combined Authority

16 Summer Lane

Birmingham

B19 3SD

#### **Contact**

Bhupinder Singh Chadha

#### **Email**

[procurement.team@wmca.org.uk](mailto:procurement.team@wmca.org.uk)

#### **Telephone**

+44 3453036760

#### **Country**

United Kingdom

**Region code**

UKG - West Midlands (England)

**Internet address(es)**

Main address

[www.wmca.org.uk](http://www.wmca.org.uk)

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## **Section II: Object**

### **II.1) Scope of the procurement**

#### **II.1.1) Title**

West Midlands Net Zero Citizens Panel

#### **II.1.2) Main CPV code**

- 79411000 - General management consultancy services

#### **II.1.3) Type of contract**

Services

### **II.2) Description**

#### **II.2.1) Title**

West Midlands Net Zero Citizens Panel

#### **II.2.3) Place of performance**

NUTS codes

- UKG - West Midlands (England)

#### **II.2.4) Description of the procurement at the time of conclusion of the contract:**

The purpose of the contract is for a citizens' panel or assembly to support the WMCA and its partners to develop programmes and policies which will achieve the goals of our WM2041 Five Year Plan and which are co-designed and co-produced by the informed

decisions of the panel.

Involve Foundation were appointed on 21/11/2022 and the contract is due to expire on 25/11/2024. To date, Involve have run an introductory session, to provide some initial training on climate change with the Greener Together Citizens' Panel. They have also run specific sessions on air quality and retrofit, each running over two weekends during 2023.

#### **II.2.7) Duration of the contract, framework agreement, dynamic purchasing system or concession**

Start date

21 November 2022

End date

25 November 2024

#### **II.2.13) Information about European Union Funds**

The procurement is related to a project and/or programme financed by European Union funds: No

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## **Section V. Award of contract/concession**

### **Contract No**

03573-2021

### **Title**

West Midlands Net Zero Citizens Panel

### **V.2) Award of contract/concession**

#### **V.2.1) Date of conclusion of the contract/concession award decision:**

20 October 2022

#### **V.2.2) Information about tenders**

The contract/concession has been awarded to a group of economic operators: No

#### **V.2.3) Name and address of the contractor/concessionaire**

The Involve Foundation

Oxford House

London

E2 6HG

Country

United Kingdom

NUTS code

- UKI - London

The contractor/concessionaire is an SME

Yes

**V.2.4) Information on value of the contract/lot/concession (at the time of conclusion of the contract;excluding VAT)**

Total value of the procurement: £149,610

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**Section VI. Complementary information**

**VI.4) Procedures for review**

**VI.4.1) Review body**

Royal Courts of Justice

The Strand

London

WC2A 2LL

Country

United Kingdom

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## **Section VII: Modifications to the contract/concession**

### **VII.1) Description of the procurement after the modifications**

#### **VII.1.1) Main CPV code**

- 79411000 - General management consultancy services

#### **VII.1.3) Place of performance**

NUTS code

- UKG - West Midlands (England)

#### **VII.1.4) Description of the procurement:**

The WMCA has secured some additional funding (on 5th October 2023) from the Natural Environment Research Council to support the climate adaptation work programme. Part of this funding is to support four additional Greener Together Citizens' Panel sessions during 2024. These will be for four full day in-person sessions and include-

- Workshop planning and design for 4 full day sessions March - June
- Workshop delivery (including facilitation and support staff)
- Payment of members' honorariums (for full days) (30 x 4 x 100)
- Reporting (write up and analysis of session outputs)
- Venue and food costs (at the Studio - 2500 per day)
- Travel costs for panel members (around 30 per member)
- Accommodation costs for panel members (Assuming 5 people needing a hotel per session (possibly not needed))
- Travel and potential accommodation for facilitators (conservative estimate)
- Travel and accommodation for Involve lead staff and support staff

The sessions above will be for the continuation of work as specified in the original contract and no changes to the original scope will be made.

#### **VII.1.5) Duration of the contract, framework agreement, dynamic purchasing system or concession**

End date

25 November 2024

#### **VII.1.6) Information on value of the contract/lot/concession (excluding VAT)**

Total value of the contract/lot/concession:

£149,610

#### **VII.1.7) Name and address of the contractor/concessionaire**

The Involve Foundation

Oxford House

London

E2 6HG

Country

United Kingdom

NUTS code

- UKI - London

The contractor/concessionaire is an SME

Yes

#### **VII.2) Information about modifications**

##### **VII.2.1) Description of the modifications**

Nature and extent of the modifications (with indication of possible earlier changes to the contract):

The WMCA has recently secured some extra funding (on 5th October 2023) from the Natural Environment Research Council to support the climate adaptation work programme. Part of this funding is to support four additional Greener Together Citizens' Panel sessions during 2024. These will be for four full day in-person sessions and include-

- Workshop planning and design for 4 full day sessions March - June

- Workshop delivery (including facilitation and support staff)
- Payment of members' honorariums (for full days) (30 x 4 x 100)
- Reporting (write up and analysis of session outputs)
- Venue and food costs (at the Studio - 2500 per day)
- Travel costs for panel members (around 30 per member)
- Accommodation costs for panel members (Assuming 5 people needing a hotel per session (possibly not needed))
- Travel and potential accommodation for facilitators (conservative estimate)
- Travel and accommodation for Involve lead staff and support staff

The sessions above will be for the continuation of work as specified in the original contract and no changes to the original scope will be made.

#### **VII.2.2) Reasons for modification**

Need for additional works, services or supplies by the original contractor/concessionaire.

Description of the economic or technical reasons and the inconvenience or duplication of cost preventing a change of contractor:

The Greener Together Citizens' Panel was set up to be a long-term programme of work to engage a representative group of citizens to feed into the WMCA's energy and environment work. The Panel was kicked off through funding awarded by the WMCA investment programme, but the plan was always to bring in additional funding to discuss particular topics as and when appropriate. The WMCA is currently developing its climate adaptation work, and the University of Birmingham was able to secure funding through the Natural Environment Research Council to support the Panel to do some citizen engagement on the plans.

WMCA needed the modification as result of receiving the unforeseen additional funding; the modification does not alter the overall nature of the original contract and the additional funding of £54,000 does not exceed 50% of the value of the original contract value of £149,610 (PCR Reg 72(1)(c)).

#### **VII.2.3) Increase in price**

Updated total contract value before the modifications (taking into account possible earlier contract

modifications, price adaptations and average inflation)

Value excluding VAT: £149,610

Total contract value after the modifications

Value excluding VAT: £203,610