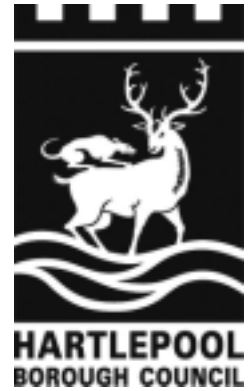


CONTRACT SCRUTINY COMMITTEE AGENDA



Monday, 26 July 2010

at 11.00 am

**in Committee Room C,
Civic Centre, Hartlepool**

MEMBERS: CONTRACT SCRUTINY COMMITTEE:

Councillors Aiken, Ingham, Lawton, London, Maness, Richardson, Simmons, Sutheran and Wells.

1. APOLOGIES FOR ABSENCE

2. TO RECEIVE ANY DECLARATIONS OF INTEREST BY MEMBERS

3. MINUTES

- 3.1 To confirm the minutes of the meeting held on 29th June 2010

4. ITEMS FOR INFORMATION

- 4.1 Provision of Supported Lodgings for Young People in Hartlepool (CRF 433) – *Director of Child and Adult Services*
- 4.2 Contract for the Provision of Specialist Care and Support Services for Adults with Learning Disabilities – *Director of Child and Adult Services*

5. ANY OTHER ITEMS WHICH THE CHAIR CONSIDERS ARE URGENT

CONTRACT SCRUTINY COMMITTEE

MINUTES AND DECISION RECORD

29 June 2010

The meeting commenced at 10.00 a.m. in the Civic Centre, Hartlepool

PRESENT: Councillor Frances London (In the Chair);
Councillors Peter Ingham, Trisha Lawton, Sarah Maness, Carl Richardson, Chris Simmons and Ray Wells

OFFICERS: Brian Ayre, Commissioned Services Manager
Kate Watchorn, Commercial Solicitor
Sarah Bird, Democratic Services Officer

10. Provision of Domiciliary Care Services – *Commissioned Services Manager*

The Commissioned Services Manager informed Members that following the tendering process and evaluation of tenders received, the contracts had been awarded to Community Home Care and Carewatch with effect from 1 October 2010. The full process followed was outlined within the report.

A Member queried what weighting was placed on price as some tenders submitted had scored more highly on quality issues than one of the successful tenderers. It was explained that price was taken into consideration although this did not carry a high weighting.

Decision

Members noted the Director of Child and Adult Services approval to enter into a contract for 4 years with a possible extension of 2 years, subject to satisfactory performance with Community Homecare Services and Carewatch Ltd from 1 October 2010 for the provision of Domiciliary Care Services.

11. Contract for the Provision of Care and Support Services in Extra Care Housing Settings – *Commissioned Services Manager*

The Commissioned Services Manager outlined the tender process which had been followed to provide 4 extra care housing settings culminating in the contract being awarded to Comfort Call Ltd. He explained that this firm was new to provision of services within this Local Authority although it was already providing services to neighbouring Authorities.

A Member queried whether this organisation had been operating under a different name in the past, but was informed that this was not the case. Although the Commissioned Services Manager was unsure how long the company had been operating, full financial checks had been made in accordance with the Contract Procedure Rules.

12. Any Other Items which the Chair Considers Urgent

Agenda Items

A Member queried whether it was a prudent use of resources to call a meeting when there were few items on the agenda as in this instance. It was clarified that reports were presented to the Members so that they were aware of the progress of contracts.

Decision

Officers agreed to consult with the Chair to clarify whether there was a need to call a meeting if there were only information reports to give to Members.

The meeting concluded at 10.15 pm.

CHAIR

CONTRACT SCRUTINY COMMITTEE

Monday 26 July 2010



Report of: Director of Child and Adult Services

Subject: Provision of Supported Lodgings for Young People in Hartlepool. (CRF 433)

1. PURPOSE OF REPORT

To inform Contract Scrutiny Committee of the outcome of a recent tender evaluation relating to the provision of a supported lodgings scheme for young people in Hartlepool.

2. BACKGROUND

- 2.1 This project has been commissioned as part of a wider preventative programme designed to help the Local Authority work towards the Every Child Matters outcomes framework within the Children Act 2004. The need to provide additional supported housing for young people is mandated in the Children and Young Peoples Plan, the Homelessness Strategy and the Supporting People Strategy. It provides young people across the town aged 16 - 24 with additional support as they prepare to live independent lives as adults.
- 2.2 There is a recognised shortage of supported accommodation for young people in Hartlepool. Existing resources have to operate waiting lists as demand for accommodation exceeds the capacity currently available.
- 2.3 Following initial scoping work, analysis showed that in the period between April 2007 and March 2009, 273 young people aged between sixteen and seventeen years presented as homeless to the Local Authority.
- 2.4 This report provides further detail on the outcome of the evaluation of the submissions from those agencies who were invited to tender.

3. RESULT OF TENDER EVALUATIONS

- 3.1 Eight agencies were initially interested in the project. Five companies decided not to continue with the process and one company was discounted. The agencies who submitted tenders were:

- Nightstop Teesside

- Barnardo's Services Limited

3.2 The tender evaluation concluded that Barnardo's Services Limited were awarded the contract. A breakdown of the evaluation scores is attached within the Confidential Appendix 1 of this report. **This item contains exempt information under Schedule 12A Local Government Act 1972 (as amended by the Local Government (Access to Information) (Variation) Order 2006) namely, (para 3) information relating to the financial or business affairs of any particular person (including the authority holding that information.** Members are asked to note the high evaluation scores that mandate contracting with this company despite the low amount of competition.

4. RECOMMENDATION

Contract Scrutiny Committee is requested to note the outcome of the tender evaluations.

5. REASON FOR RECOMMENDATION

This report is being presented to fulfil the constitutional requirement to ensure that Contract Scrutiny Committee is informed of the result of tender evaluations.

6. CONTACT OFFICER

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CONTRACT SCRUTINY COMMITTEE

26th June 2010



Report of: DIRECTOR OF CHILD AND ADULT SERVICES

Subject: CONTRACT FOR THE PROVISION OF
SPECIALIST CARE AND SUPPORT
SERVICES FOR ADULTS WITH LEARNING
DISABILITIES

1. Purpose of Report

- 1.1 To update the Committee on the evaluation of the tenders received for the provision of the above named service.

2. Background

- 2.1 The aim of the Resettlement and Campus Re-provision programmes are to move people with Learning Disabilities from NHS Services to more appropriate accommodation with the required community based support.
- 2.2 Revenue funding will be made available by the PCT as time limited funding (under the guidance of DH Gateway Reference: 10162) to Local Authorities for all eligible revenue expenditure (to include care and support) as part of the LD Campus closure programme.
- 2.3 Tees Esk and Wear Valley NHS Foundation Trust (TEWV) currently provide care and support for all the individuals who are in campus accommodation.
- 2.4 Legal advice has been sought and TUPE applies to the service and the new provider will be expected to absorb the existing staff that currently provide social care, provided they are willing to be transferred.
- 2.5 The Intention to tender was reported to Contract Scrutiny on 1st March 2010 see minute reference 140.

3. Proposals

- 3.1 That the Committee note the content of the report.

4. The Service

- 4.1** It is proposed that the service will provide services within a flexible supported living model that can promote health and well-being for those Individuals who were originally accommodated within NHS Campuses.

5. Tender Process

- 5.1** A competitive tender process commenced on 18th March 2010 to procure a quality, effective service and ensure a level of competition amongst providers. The corporate “Open Tender” process was followed in accordance with HBC Contract Procedure Rules.

- 5.2** The closing date for tender submissions was the 4th June 2010. Ten (10) submissions were received and opened at Contract Scrutiny Panel on 14th June 2010.

6. Tender Evaluation **Stage 1 – ITT Evaluation**

- 6.1** The first stage of the evaluation process measured compliance with the Invitation to Tender.
- 6.2** Three (3) tenders did not comply with the Invitation to Tender and so did not pass to the next stage of evaluation.

Stage 2 – PQQ Evaluation

- 6.3** The remaining seven (7) tenders proceeded to evaluation of the Primary Qualification Questionnaire (PQQ) which consists of the following:
- Organisation Profile Questionnaire
 - Grounds for Exclusion Questionnaire
 - Insurance Questionnaire
 - Financial Questionnaire
 - Health & Safety Questionnaire
 - Equality & Diversity Questionnaire
 - Environmental Questionnaire
 - Technical Capacity Questionnaire

The Organisation Profile and Environment Questionnaire were provided for information only however comments were obtained from the Council’s Sustainable Development Team on the Environmental submissions. Tenderers were required to achieve a “pass” for all remaining questionnaires to proceed to evaluation of the Tender Questionnaire.

- 6.4** The following questionnaires were assessed and verified by Commissioning Officers from the Commissioned Services Team :
- Organisation profile
 - Grounds for Exclusion
 - Insurance
 - Technical Capacity

The Finance Questionnaires were evaluated by the Chief Executives Department Accountancy Team, the Health & Safety Questionnaires were evaluated by the Council's Health & Wellbeing Team and the Equality & Diversity Questionnaires were evaluated by the Child & Adult Services Development Team.

Stage 3 – Quality Evaluation

- 6.5** Stage 3 evaluated the performance and quality of each tender submission through the assessment of the responses provided to the Tender Questionnaire.
- 6.6** The Tender Questionnaire was divided into six sections and points were allocated as follows:
- Proposal – 50 points available
 - Service Delivery – 150 points available
 - Meeting Needs – 200 points available
 - Performance Management/Quality Assurance – 100 points available
 - Management & Administration – 100 points available
 - Workforce – 100 points available
- 6.7** The Evaluation Panel comprised of :
- Jeremy Fowler – Community Nurse Learning Disabilities - TEWV
 - Nicola Twydale – Care Manager – Child and Adult Services – HBC
 - Neil Harrison – Strategic Commissioner - HBC
 - Peter Morgan - Commissioned Services Team, Child & Adult Services
- 6.8** The tool used to assess the submission responses was developed jointly with the Council, Health Professionals, Carers and Advocates and agreed by all parties prior to the tender closing date.
- 6.9** Seven (7) tenders were evaluated. The results for the quality assessment are detailed in **Appendix 1**.

Stage 4 – Price Evaluation

- 6.10** Evaluation of the price submissions represented 30% of the overall score. Submissions were awarded points based on their proportional difference to the lowest price quoted. For a detailed breakdown of the points awarded for the Price element, please see **Appendix 2**.

Stage 5 - Selection

- 6.11** The scores from the quality and price evaluations were combined and the organisation which scored the highest number of points was tender no 4, Creative Support.
- 6.12** The Director of Child and Adult Services gave approval to contract with Creative Support Ltd on the 15th July 2010.

7. Creative Support Ltd

- 7.1 Creative Support Ltd have a local office based at Innovation Court, Stockton on Tees, which will be where the service is delivered from.
- 7.2 References have been requested from three local authorities and we have instructed completion by 28th July.
- 7.3 Creative Support Ltd is an experienced not for profit provider of care and support services for people with Learning Disabilities. Contracts currently held by the Organisation are diverse ranging from bespoke packages for individuals with complex needs to large contracts for numbers of Individuals.
- 7.5 Jeanette Willis, Head of Finance, Child & Adult Services has agreed to assess the financial breakdown provided by Creative Support Ltd in support of their price submission.

8. Financial Implications

- 8.1 Based on the assumptions outlined in the tender Creative Support costed the service at £845,266 per annum. In addition to this organisation requires a start up cost of £18,600 of which the Council will be required to pay £2,900. Creative Support will invest the remaining £15,700 from their own resources.
- 8.2 It is expected that the Council and Creative Support will enter post tender negotiations to agree the value of payments to be made for each individual affected by this tender.

9. Proposal

- 9.1 It is proposed that a contract be offered to tender number 4, Creative Support as they scored the highest points in the evaluation. The contract offer will be conditional upon positive references being received, successful post tender negotiations to agree the costs for each Individual and overall use of financial resources being assessed.

10. RECOMMENDATIONS

- 10.1 That the Contract Scrutiny Committee note that the Director of Child and Adult Services supports the views of the Commissioned Services Manager and the award of a contract for 42 months with an option to extend subject to satisfactory performance to provide care and support in extra care settings to Creative Support Ltd.

11. BACKGROUND PAPERS

- 11.1 None

12. CONTACT OFFICER

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**PROVISION OF SPECIALIST DOMICILIARY CARE AND SUPPORT SERVICES FOR ADULTS WITH LEARNING DISABILITIES
(436)**

Evaluation of Tender Questionnaires

Section	Element of Quality Assessed	Points Available	Points Scored						
			Tenderer 1	Tenderer 3	Tenderer 4	Tenderer 5	Tenderer 6	Tenderer 7	Tenderer 9
Proposal	The Council expects that any contract that is awarded as a result of this tender exercise will be to a provider who has given consideration to the implementation / transition of the new service is order to ensure smooth delivery of Care and Support to the Service Users.	50	9	37	44	23	39	44	39
Service Delivery	A fundamental element of the delivery of services under this Agreement is to ensure that Service Users receive care and support appropriate to their needs and that all experiences gained from the transfer are positive.	150	57	121	126	86	80	126	102
Meeting Needs	The nature of the Service requires the organisation to respond flexibly to the needs of Service Users. The Service needs to be adapted around the individual whilst responding flexibly to temporary and unpredictable fluctuations in need and emergency situations.	200	65	114	168	133	106	164	116
Quality Assurance	The Council requires that the quality of the services provided under this Agreement is measured, recorded and benchmarked to ensure that Service Users are protected and will not under any circumstances receive sub-standard Care and Support.	100	33	79	80	67	73	47	81

Management and Administration	The Council requires that any contracted provider will employ and operate a structured and robust management model which protects the interests of Users of the Service and other stakeholders.	100	41	65	86	66	47	74	72
Workforce	The wellbeing, health and safety of the Service Users are protected by the provider ensuring appropriate acquisition, recruitment, retention, training and development of Care and Support Staff.	100	21	60	73	70	54	64	80
Total Points Scored		700	226	476	577	445	399	519	490

**PROVISION OF SPECIALIST DOMICILIARY CARE AND SUPPORT SERVICES FOR ADULTS WITH LEARNING DISABILITIES
(436)**

Evaluation of Price Submissions

Section	Points Available	Points Scored						
		Tenderer 1	Tenderer 3	Tenderer 4	Tenderer 5	Tenderer 6	Tenderer 7	Tenderer 9
Hourly Rate for Assumed Number of Hours	240	157	226	227	174	157	213	240
Hourly Rate for Additional Hours Used	15	11	11	13	15	9	12	12
Start Up costs	45	2	45	40	45	1	19	4
Total Points	300	170	282	280	234	167	244	256