

BARNSELY METROPOLITAN BOROUGH COUNCIL

Central Area Council Meeting:

7th July 2014

**Report of Central Area Council
Manager**

Central Area Council – Contract and Procurement Update

1. Purpose of Report

- 1.1 This report updates members about the pre-contract discussions that have taken place with Royal Voluntary Service (RVS) and the planned “Meet the Provider” event.
- 1.2 It also updates Members about the full range of procurements currently being undertaken by Central Council including:
- The outcome of the procurement processes for appointing a provider to deliver a service for children aged 8-12 years and a provider to deliver a service for young people aged 13-19 years
 - The outcome of the procurement process for appointing a provider to deliver an Integrated Service for Environmental Enforcement.
 - Progress made in taking forward the procurement process for appointing a provider to deliver a Clean and Green service in partnership with local people.
- 1.3 The report also outlines the progress made in taking forward the Service Level Agreement development for the Private Sector Housing Management and Enforcement Service, and the associated increase in costs for this service.
- 1.4 The report provides an updated financial position for Central Council procured services as outlined in the report, given the revised timescales and associated contract start dates
- 1.5 Finally, the report provides an update on the Central Council Working Together Fund and progress made to date in implementing this.

2. Recommendations

It is recommended that:

- 2.1 Members note the update about the pre-contract discussions with Royal Voluntary Service and the planned “Meet the Provider” on Wednesday 9th July, 2014.**

2.2 Members note the updates about the full range of procurements currently being undertaken by Central Council including:

- **The outcome of the procurement processes for appointing a provider to deliver a service for children aged 8-12 years and a provider to deliver a service for young people aged 13-19 years;**
- **The outcome of the procurement process to deliver an integrated service for Environmental Enforcement;**
- **The update on the progress made in taking forward the procurement process for appointing a Provider to deliver a Clean and Green service in partnership with local people;**
- **The progress made in taking forward the Private Sector Housing Management and Enforcement Service.**

2.3 Based on the reasons outlined in para 3.6, Members approve the increase of £14,600 for the Private Sector Housing Management and Enforcement Service, bringing the revised total cost of this service to £154,600.

2.4 Members note the revised financial statement outlined in the report.

2.5 Members note the update on the Central Council Working Together Fund and the progress made to date in implementing this.

3. Contract and Procurement Updates

3.1 Royal Voluntary Service - Delivering a service for Reducing Isolation and Loneliness in Older People

Further to the detailed update provided at the last Central Council meeting on 12th May, 2014 about the appointment of Royal Voluntary Service (RVS) to deliver the Central Council service for reducing isolation and loneliness in older people, 2 pre-contract and one post contract meetings have taken place.

Contract monitoring information with milestones, outcomes and targets have been agreed and have been included within the contract documentation.

The formal contract start date was 2nd June, 2014.

An event to introduce Central Council and Ward Alliance members to the key staff in RVS and find out more about the service RVS will provide in the Central Council area will be held on Wednesday 9th July, 2014 5.00-7.00pm, in Barnsley Town Hall.

3.2 Outcome of appointing a provider to deliver a Service for Children and Young People aged 8-12 years

The advertisement to procure this service was placed on YOR tender on 14th March, 2015, with a closing date for submissions of Friday 2nd May, 2014.

6 submissions were received by the closing date, however 1 organisation did not submit a full response to the quality questions therefore did not proceed further in the evaluation process.

The quality part of the Tender Evaluation involved a pre-qualification stage which comprised checks against minimum requirements in the following areas:

- Insurance
- Financial
- Health and Safety
- Safeguarding and Lone Working Policies

All five remaining organisations passed the pre-qualification stage.

The quality evaluation was therefore undertaken by the following Evaluation Panel:

Jenny Grant –NPS-Procurement specialist
Nicky Bloodworth-BMBC service specialist
Councillor Doug Birkinshaw-Central Council member
Carol Brady- Central Council Manager

In addition, the Panel was advised throughout by 2 young people, with the support of a youth worker.

The Evaluation Panel individually scored each of the five submissions and then met to discuss and moderate scores.

Following this moderation meeting the top 2 providers were invited to attend an interview session that took place on Tuesday 17th June, 2014.

The final scores from the written quality submission and the interview session were then added together to arrive at a final quality score for each of the 2 organisations.

The price evaluation was carried out separately to the quality evaluation resulting in a total price score for each of the organisations who were interviewed. The price scores were then added to the total quality scores.

As a result of this process, the organisation submitting the most economically advantageous tender is Barnsley YMCA. Barnsley YMCA has the required levels of insurance, and the company's safeguarding information has been confirmed as acceptable. Barnsley YMCA has applied for CHAS accreditation which is shown as pending on the CHAS system.

The tender submitted by Barnsley YMCA has therefore been formally accepted subject to formal notification of CHAS accreditation.

Once the "standstill" period comes to an end on 1st July, 2014, discussions will take place between the Central Council Manager and Barnsley YMCA to agree the final detail in relation to performance targets and contract monitoring/management arrangements.

Barnsley YMCA has identified a number of local organisation partners who will support the delivery of this contract. It is anticipated that the contract start date will be Monday 21st July, 2014.

3.3 Outcome of appointing a provider to deliver a Service for Children and Young People aged 13-19 years

The advertisement to procure this service was placed on YOR tender on 14th March, 2015, with a closing date for submissions of Friday 2nd May, 2014.

6 submissions were received by the closing date, however 1 organisation did not submit a full response to the quality questions therefore did not proceed further in the evaluation process.

The quality part of the Tender Evaluation involved a pre-qualification stage which comprised checks against minimum requirements in the following areas:

- Insurance
- Financial
- Health and Safety
- Safeguarding and Lone Working Policies

All five remaining organisations passed the pre-qualification stage.

The quality evaluation was therefore undertaken by the following Evaluation Panel:

Karen Temple-NPS-procurement specialist
Julie Hammerton-BMBC service specialist
Councillor Margaret Bruff-Central Council member
Carol Brady-Central Council Manager

In addition, the Panel was advised throughout by 2 young people, with the support of a youth worker.

The Evaluation Panel individually scored each of the five submissions. The Panel then met to discuss and moderate scores.

Following this meeting the top 2 providers were invited to attend an interview session that took place on Thursday 12th June, 2014.

The final scores from the written quality submission and the interview session were then added together to arrive at a final quality score for each of the organisations.

The price evaluation was carried out separately to the quality evaluation resulting in a total price score for each of the organisations who were interviewed. The price scores were then added to the total quality scores.

As a result of this process, the organisation submitting the most economically advantageous tender is Core Assets Children's Services. The organisation has confirmed that their Parent Organisation, the Core Assets Group, has the

required levels of insurance, CHAS accreditation, and the company's safeguarding information has been confirmed as acceptable.

The tender submitted by Core Assets Children's Services has therefore been formally accepted, subject to satisfactory pre-contract negotiations regarding the range of activities to be provided and the outcomes/targets to be achieved.

Once the "standstill" period comes to an end on 1st July, 2014, discussions will take place between the Central Council Manager and Core Assets Children's Services to agree the final detail in relation to performance targets, and contract monitoring/management arrangements.

Core Assets Children's Services has identified Active Barnsley as their key local partner to support the delivery of this contract. It is anticipated that the contract start date will be 21st July, 2014.

3.4 Outcome of appointing a provider to deliver an integrated Environmental Enforcement Service for Central and Dearne Area Council's.

Due to the complex nature and associated legal requirements for delivering an effective environmental enforcement service, an integrated approach between BMBC's Community Safety and Enforcement Service, and an external Provider was agreed at Central Council meeting on 14th April 2014.

A specification of requirements and associated procurement strategy for this Service, which is being jointly procured with Dearne Area Council, was also approved at the meeting on 14th April, 2014, together with the approval of a Service Level Agreement between Central Council and BMBC's Community Safety and BMBC's Enforcement Service.

The advertisement to procure this service was placed on YOR tender on Friday 23rd May, 2014, with a closing date of 6th June, 2014.

One organisation completed and submitted a tender - Kingdom Security. The evaluation process was still carried out to ensure that the organisation was of sufficient standing and their submission of sufficient quality to carry out the contract.

The quality part of the evaluation involved the same pre-qualification stage as the procurements outlined above, and Kingdom Security passed this.

A quality evaluation was therefore undertaken by the following Evaluation Panel:

Councillor Tom Sheard-Central Council member
Councillor Sharon Brook-Dearne Council member
Carol Brady-Central Council manager
Elaine Slater-Dearne Council manager
Paul Brannan-BMBC Service specialist

The Panel was supported by Austen White, NPS.

The price submission was evaluated separately as outlined in previous sections of this report.

Following the agreed process for price and quality, Kingdom Security submitted a bid which scored highly on quality and is acceptable on price (£5,452 over estimated contract value – within a 10% threshold). Kingdom has the CHAS accreditation in place, has the required levels of insurance and the company's safeguarding information has been confirmed as acceptable.

The tender submitted by Kingdom Security will therefore be formally accepted.

Pre-contract discussions will now take place between Central/Dearne Area Managers, Paul Brannan, and Kingdom Security to finalise the contract monitoring requirements and the associated milestones, outcomes and targets to be included in the contract.

It is anticipated that the contract start date will be 4th August 2014.

3.5 Procurement process to date for appointing a provider to deliver a Service to Create a Cleaner and Greener Environment in Partnership with local people

Following the approval of a specification of requirements and associated procurement strategy for “a service to create a cleaner and greener environment in partnership with local people” at the Central Council meeting on 14th March, 2014, the advertisement to procure this Clean and Green Service was placed on YOR tender on Friday 6th June, 2014, with a closing date for applications of Friday 27th June, 2014.

As at Wednesday 25th June, 2014, 23 organisations had expressed an interest in this procurement with 2 of those subsequently opting out of the process.

A further update about the numbers of organisations who have actually submitted tenders will be provided at the meeting.

The Evaluation Panel for this procurement is as follows:

Jenny Grant – NPS –procurement specialist
Councillor Wayne Johnson-Central Council member
Carol Brady- Central Council Manager
TBC-BMBC Neighbourhood Services specialist

Evaluation Panel briefings/meetings have been scheduled to take place between 3rd and 24th July, 2014.

3.6 Private Rented Sector Housing Management/Enforcement Service Level Agreement development

A proposal to address a range of private sector housing related issues in the Central Council area was approved at the last meeting of Central Council on Monday 5th May, 2014.

It was agreed that this service would be delivered and managed through a Service Level Agreement with BMBC's Community Safety and Enforcement Service, at a total cost of £140,000 for a 2 year period.

The Service Level Agreement for this service is currently in development.

However, due to rising superannuation costs, annual pay increases and shift allowances, the cost for providing this service is greater than originally anticipated.

The revised total costs for providing this service are now as follows:

£147,200 without shift allowance (£7,200 over original price)

£154,600 with shift allowance (£14,600) over original price)

Although a substantial element of the work required to be done as part of this service would be carried out during normal working hours, it would be advantageous to have in-built flexibility for working weekends and after 8.00pm.

The increase could be accommodated within the existing Central Council funding allocation.

It is proposed that an increase of £14,600, with a total contract value of £154,600 is considered and approved by Members to ensure the effective delivery of this service.

4 Financial position – Update

Based on updated information contained within this report, Table 1 below provides a revised position statement on Central Council funding allocations and projected expenditure over the next three years.

As noted in previous meetings, members should be aware that these are still indicative projections and may be subject to change depending on the payment schedules submitted and agreed as part of the ongoing procurement processes.

Based on the revised information an amount of **£160,942** remains unallocated for 2014/15 and **£28,425** for 2015/16.

Table 1:

Service to be procured	Length of contract & anticipated start date	Total contract cost	Anticipated Expenditure 2014-2015	Anticipated Expenditure 2015-2016	Anticipated Expenditure 2016-2017
Older People	2 years- 2 nd June 2014	197,436	74,039	98,718	24,679
Children aged 8-12 years	2 years- 21 st July 2014	199,781	66,594	99,890	33,297
Young People aged 13-19 years	2 years- 21 st July 2014	197,000	65,667	98,500	32,833
Cleaner & Greener Environment in partnership with local people	2 years- 4 th August 2014	160,000	53,333	80,000	26,667
Environmental Enforcement	1 year-4 th August 2014	51,500	34,333	17,167	-
Private Sector Rented Housing Management/ Enforcement	2 years- September 2014	154,600	45,092	77,300	32,208
Totals: Projected Expenditure		960,317	339,058	471,575	149,684
Balance remaining-based on £500,000 allocation per annum			160,942	28,425	350,316

5 Central Working Together Fund-Update

As agreed at the Central Council meeting on 14th April, 2014, and following the meeting of the Central Awards Working group on 12th May, 2014, the Central

Working Together Fund has been developed, launched and promoted across the Central Council area.

The Central Working Together Fund is a one-off grants programme that addresses the identified Central Council priorities, and is aimed at community groups and organisations, social enterprises, and not for profit organisations with a view to developing their capacity to bid for future procurements.

The Fund was launched on Monday 26th May, 2014 when leaflets and general guidance about the Fund were sent out to all Central Council members, Ward Alliance members, neighbourhood network contacts, partner organisations etc.

The closing date for Stage 1 applications is Friday 27th June, 2014.

As at Thursday 26th June, 2014, 43 requests for Expression of Interest application packs had been received and recorded.

Further information will be provided at the Central Area Council meeting on the 7th July, 2014, about the number of applications received and the total value of these.

An Evaluation Panel with a community representative from each Ward Alliance has been established to consider the applications. An Evaluation Panel briefing session will take place on 2nd July, 2014 after which applications will be individually evaluated, and an Evaluation Panel meeting to finalise successful/unsuccessful applications will take place on Monday 7th July, 2014.

Once the evaluation process has been concluded, all organisations will be notified of the outcome.

Development work will then be undertaken with the successful organisations/groups to ensure that organisations and their proposals are robust, deliverable within the timescales, and outcomes/outcome indicators and targets are developed and finalised prior to formal approval at the Central Council meeting on Monday 8th September, 2014.

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