

## PROCUREMENT STAGE 1 – APPROVAL TO PROCEED TO TENDER

This form must be completed for all procurements above the tender threshold (£75,000 - Services and Supplies and £500,000 – Works)

If contract value is over Cabinet approval threshold (£750,000) this form shall be attached with the request to tender report to Cabinet. This form will be “Open” for Publication.

<b>Section A: ABOUT THIS PROCUREMENT</b>	
<b>Title</b>	Healthy Families Service
<b>Directorate</b>	Adults, Health and Housing
<b>Procurement Reference Number</b>	PS/2016/327
<b>Contract Cost (Maximum Spend)</b>	£20M over 5 years
<b>Budget code(s)</b>	PHC69
<b>Introduction and Background</b>	This procurement is the combination of a number of public health services delivered to children, young people and their families – including health visiting, school nursing, breast feeding support, weight management and preventative services such as sexual health and ASSIST (smoking prevention). The Council is looking for a single provider to deliver these services across the borough.
<b>Proposed Contract Term</b>	Three years plus two years extension
<b>Political Sensitivity</b>	N/A

**Section B: COMMISSIONING REPORT**

<b>Business Case</b>	<p>The Healthy Families Service is part of the 0-19 Wellbeing Model which will be delivered through Public Health and Children's Services. Children's Services' proposals including a retendered Early Offer of Help Contract and revision to Children's Centres arrangements. This arrangement will support co-location of service delivery (sharing buildings) and better data and information sharing between parties to ensure a seamless service for children and their families.</p> <p>In addition, likely future reductions in the Public Health grant mean that it is essential to deliver best value in all commissioned services. A competitive exercise, combination of the various elements and revision of the specification will support the necessary cost savings.</p>
<b>Key Deliverables (Draft Specification)</b>	The Service will deliver health visiting services – including some targeted support to vulnerable parents and breastfeeding support, school nursing services including the National Childhood Measurement Programme, some weight management support, Risk Avert (sexual health) and ASSIST (smoking prevention for young people).
<b>Quality v Price evaluation</b>	The evaluation will be carried out on a 60:40 quality:price basis
<b>Social Value</b>	Bidders will be asked to present proposals around Social Value including the potential for apprenticeships, work placements and training.
<b>Current / Previous Contract details</b>	N/A

**FINANCIAL IMPLICATIONS**

<b>Current / Previous Contract Cost</b>	Current spend c £5.3M per annum					
<b>Cost Breakdown</b>	<b>Breakdown of Estimated Cost</b>	<b>16/17 £000's</b>	<b>17/18 £000's</b>	<b>18/19 £000's</b>	<b>Later £000's</b>	<b>Total £000's</b>
	<b>Total Spend</b>	<b>£</b>	<b>£2000</b>	<b>£2000</b>	<b>£14000</b>	<b>£20000</b>
<b>Confirm Funding Breakdown Identified</b>	Revenue Budget	£	£2000	£4000	£14000	£20000
	Capital Budget	£	£	£	£	£
	Other (Please State)	£	£	£	£	£
	Other (Please State)	£	£	£	£	£
	<b>Total Funding</b>	<b>£</b>	<b>£2000</b>	<b>£4000</b>	<b>£14000</b>	<b>£20000</b>
<b>Budget Code(s)</b>	PHC69					
<b>Unsupported borrowing?</b>	N/A					
<b>Other Financial Implications</b>	Spend on these services is from the Public Health grant and the projected savings will therefore support the likely reduction in grant amount in future years.					

<b>PROCUREMENT ROUTE ABOVE TENDER THRESHOLD (Choose 1(of A, B, C or D) only)</b>	
<b>A. COMPETITIVE PROCUREMENT (complete B if a Framework)</b>	
<b>Procurement Route</b>	Light Touch EU (Social Care/Health)
<b>Procurement Justification</b>	Public Health Service above £625K
<b>B. FRAMEWORK (Waiver in accordance with Rule 13.1 (c))</b>	
<b>Framework?</b>	Is this a procurement from a Framework? <span style="float: right;">No</span>
<b>Title &amp; Reference of Framework</b>	N/A
<b>Framework Rationale</b>	N/A
<b>C. REQUEST FOR QUOTE FROM RESTRICTED MARKET (Waiver in accordance with Rule 13.1 (d))</b>	
<b>Restricted Market?</b>	Is this a request for quotes from a restricted market? <span style="float: right;">No</span>
<b>Rationale (only permitted below the EU threshold)</b>	N/A
<b>D. SINGLE SOURCE REASON (Waiver in accordance with Rule 13.1 (a, b or d))</b>	
<b>Single Source</b>	Is this Procurement a Single Source – One Quote/Tender <i>(Exceptional circumstances only and select reason below)</i> <span style="float: right;">No</span>
<b>Single Source justification below EU Threshold</b>	<i>Select reason and explain your rationale</i> N/A
<b>Single Source justification above EU Threshold</b>	If you are seeking a single tender above the EU threshold – using the “Negotiated Procedure without Prior Publication” route, this is only available in very exceptional circumstances. You must select the reason below and explain your rationale.  N/A
<b>Single Source Rationale</b>	N/A

PROCUREMENT TIMETABLE, RISK, CONSULTATION AND MANAGEMENT						
<b>Milestones and target dates</b> <i>(Draft)</i>	<b>Key Event</b>					<b>Date</b>
	Publication of Contract Notice or Advert					16 January 2017
	Return of PQQs (omit if not applicable)					N/A
	Issue of Invitation to Tender					16 January 2017
	Return of Tenders					24 February 2017
	Notification of Results					20 March 2017
	Standstill Period (omit if not applicable)					To 3rd April 2017
	Leaseholder Consultation (omit if not applicable)					N/A
	Expected date of Award					04 April 2017
	Contract Commencement					01 October 2016
<b>Risk Management – Set out Main Risks and Mitigating Actions</b>						
<b>Risk</b>	<b>Likelihood (A – E)<sup>1</sup></b>	<b>Impact (I – IV)<sup>2</sup></b>	<b>Level of Risk (High to Lower)<sup>3</sup></b>	<b>Potential Negative Impact</b>	<b>Management / Mitigation of Risk</b>	<b>Risk</b>
<b>Tender Process Risks</b>						
Significant TUPE risk due to potentially large number of staff who may transfer providers	B	II	High	Possibly delays in contract start during negotiation or bidders price unnecessary risk	Secure accurate TUPE list prior to procurement process starting and ensure dialogue is facilitated during process	
Service is unaffordable	D	II	Lower	Further reduction in specification or reduction in other services to meet cost	Specification will be structured on a scalable format to allow reductions in additional services if necessary. The budget limit will be made clear	
Bidders are unable to find sufficient suitable premises to deliver services	D	I	Lower	Families have to travel further to receive services	Work with Assets is underway to identify suitable buildings for the delivery.	
<b>Contract Performance Management Risks</b>						
Poor Provider Performance	D	I	Lower	Reputational risk, poor service to children and families	Strong specification and robust procurement process. Contract will be managed by Public Health supported by Children's Services Commissioning	
Enter Risk	C	I	Level	Impact	Mitigation	
Enter Risk	L	I	Level	Impact	Mitigation	

<sup>1</sup> **Risk Likelihood:** A = Very High, B = High, C = Significant, D = Low, E = Very Low

<sup>2</sup> **Risk Impact:** I = Critical, II = Significant, III = Marginal, IV = Negligible

<sup>3</sup> **Risk Level:** High = AI, BI, All, BII, CI, CII, all others lower

<b>Contingency Arrangements</b>	Should there be a delay in the procurement process, the existing service arrangement can be extended with NELFT (current provider). During the contract, the Provider will be closely monitored and supported where necessary to avoid service failure. If unavoidable the service will be re-tendered (and brought in-house during the period if required)..
<b>Consultation</b>	The proposals have been agreed by Health Overview and Scrutiny Committee and Children’s Scrutiny Committee. A further public consultation process will be undertaken from late October until early December regarding specific arrangements.
<b>Project and Contract Management Proposals</b>	The procurement is managed by Public Health and supported by the Procurement Team. During the term, contract management will be undertaken by Public Health supported by Children’s Commissioning.
<b>Procurement Comments</b>	The intention to procure a Healthy Families Service meets the requirements of Schedule 3 of the Public Contracts Regulations 2015. The estimated contract spend over the initial three year contract period is above the minimum EU threshold of £625.00 so a full OJEU process will be required. Public Contracts Regulations 2015, 74 – 77 will apply.

### Section C: LEGAL, FINANCE AND PROCUREMENT APPROVAL

<b>Procurement Services</b>	<b>Name</b>	Stefanie Seff
	<b>Signed</b> <i>(Or obtain email of confirmation)</i>	
	<b>Date</b>	L
<b>Legal Services</b> <i>(Insofar as it relates to Legal implications)</i>	<b>Name</b>	Lindsey Marke
	<b>Signed</b> <i>(Or obtain email of confirmation)</i>	
	<b>Date</b>	<a href="#">Click here to enter a date.</a>
<b>Finance</b> <i>(Insofar as it relates to Finance implications)</i>	<b>Name</b>	Kay Goodachre
	<b>Signed</b> <i>(Or obtain email of confirmation)</i>	
	<b>Date</b>	<a href="#">Click here to enter a date.</a>

### Section D: APPROVAL TO PROCEED VALUE

*The Responsible Officer must sign the form, together with the Head of Service as a minimum. Delegated Authority Limits below.*

<b>Approval Level</b>	Over £750,000 - Cabinet
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**Section E: SIGN OFF APPROVAL TO PROCEED**

<b>Confirmation by the Responsible Officer of Compliance with Contract Procedure Rules</b>	The Responsible Officer <b>Elozona Umeh</b> confirms that the procurement of <b>Healthy Families Service</b> and <b>PS/2016/327</b> has been carried out in accordance with Rule 5 of the Council's Contract Procedure Rules (Chapter 9, Part 2 of the Constitution) and in particular the following duties have been met by the Responsible Officer: <ul style="list-style-type: none"> <li>• Compliance will occur with all regulatory or statutory provisions and the Council's decision making requirements</li> <li>• The Contract will be included on the Council's Contract Register</li> <li>• Value for Money will be achieved</li> <li>• Advice has or will be sought from the Director of Finance and Corporate governance as to an appropriate security bond or guarantee</li> <li>• Document Retention Policy has and will be complied with</li> <li>• Financial Evaluation will be made of all the proposed tenders including the recommended bidder</li> <li>• Advice has been and will be sought and followed from Procurement, Legal and Finance as necessary</li> </ul>	
	<b>Signed</b>	
	<b>Date</b>	Click here to enter a date.
<b>Approval to Proceed</b>	In accordance with the Contract Procedure Rules, I/we confirm the accuracy of the information contained within this form and authorise this request to <b>Proceed to Tender</b> including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13	
<b>Head of Service</b>	<b>Name</b>	Tim Elwell-Sutton
	<b>Signed</b> <i>(Or obtain email of confirmation)</i>	
	<b>Date</b>	Click here to enter a date.
<b>Corporate Director</b> <i>I confirm that the Portfolio Holder has been consulted as required</i>	<b>Name</b>	Ian Wake
	<b>Signed</b> <i>(Or obtain email of confirmation)</i>	
	<b>Date</b>	Click here to enter a date.
<b>Director of Finance and IT</b> <i>If waiver required</i>	<b>Name</b>	Name
	<b>Signed</b> <i>(Or obtain email of confirmation)</i>	
	<b>Date</b>	Click here to enter a date.
<b>Cabinet</b>	<b>Approval Minute Number</b>	Enter minute reference
	<b>Date</b>	Click here to enter a date.
Now send complete form to Procurement Services signed and scanned (with emails if used)		