

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.

Section A: ABOUT THIS PROCUREMENT	
Title	Living Well at Home
Directorate	Adults, Health and Housing
Procurement Reference Number	PS/2015/051
Contract Cost (Maximum Spend)	estimated maximum cost (whole life) for the initial term - £14.9 M plus two years extensions - £10.4 M
Budget code(s)	SE200, SM200, SL200, SP200, SE499
Introduction and Background	<p>Thurrock Council would like to commission a Living Well at Home Service that is focussed on increasing independence and on deliver better outcomes for service users.</p> <p>Living Well at Home is the development of a new approach to domiciliary care by creating neighbourhood based solutions which include a mixture of formal and informal responses to the outcomes an individual wishes to achieve.</p> <p>The Living Well at Home will provide support to vulnerable adults to remain living in their own home by providing personal care and practical support ensuring home care services through the borough will be covered 365 days of the year 24 hours a day.</p> <p>Living Well at Home will deliver a flexible model of support, where the service provider works with other organisations and groups in the local community to ensure people get the right support in the right place at the right time</p>
Proposed Contract Term	3 years with the option to extend for up to an additional 2 years
Political Sensitivity	N/A

Section B: COMMISSIONING REPORT

Business Case	Please see attached Cabinet Report
Key Deliverables (Draft Specification)	Draft specification is currently under development this will include deliverables outcomes and performance measures to meet Adult Social Care's requirements of the Care Act 2014 and Thurrock Councils Market Position Statement.
Quality v Price evaluation	60:40
Social Value	Social value will be explored as part of the quality criteria.
Current / Previous Contract details	PS/2010/032 – Homecare Tender Lot 1, 2 and 3

FINANCIAL IMPLICATIONS

Current / Previous Contract Cost	Thurrock Council's declared basic rate is currently set at £13 per hour for domiciliary care (enhancements are paid, known as resilience payments to reflect complexity and market pressures)					
Cost Breakdown	Breakdown of Estimated Cost	16/17 £000's	17/18 £000's	18/19 £000's	Later £000's	Total £000's
	Total Spend	£	£	£	£	£
Confirm Funding Breakdown Identified	Revenue Budget	£	£4,758	£4,966	£ 5,173	£14,897
	Capital Budget	£	£	£	£	£
	Other (Please State)	£	£	£	£	£
	Other (Please State)	£	£	£	£	£
	Total Funding	£	£ 4,758	£ 4,966	£ 5,173	£14,897
Budget Code(s)	SE200, SM200, SL200, SP200, SE499					
Unsupported borrowing?	N/A					
Other Financial Implications	The overall budget for the delivery of Domicillary Homecare is 4.3m in 2016-17 with identified pressures of 350k (total estimated spend for 16-17 4.6m). This includes the externally commissioned service and the delivery of our in-house service Thurrock Care at Home. There are additional pressures in forthcoming years relating to the implementation of the National Living Wage. It is not envisioned that savings will be made through the tendering of this contract as it is a complete service remodel – savings may be realised elsewhere in ASC as a result of this tendering process and updates will be provided as the process progresses. The above figures do not include any assumptions around demographic growth.					

PROCUREMENT ROUTE ABOVE TENDER THRESHOLD (Choose 1(of A, B, C or D) only)	
A. COMPETITIVE PROCUREMENT (complete B if a Framework)	
Procurement Route	EU Restricted Tender
Procurement Justification	This route has been chosen because the services is classified as ‘Social and Other Specific Services’ under CPV codes 79622000 and 85000000. The procurement process will follow the Restricted Procedure due to the expected high level of interest in the contract.
B. FRAMEWORK (Waiver in accordance with Rule 13.1 (c))	
Framework?	Is this a procurement from a Framework? No
Title & Reference of Framework	N/A
Framework Rationale	N/A
C. REQUEST FOR QUOTE FROM RESTRICTED MARKET (Waiver in accordance with Rule 13.1 (d))	
Restricted Market?	Is this a request for quotes from a restricted market? No
Rationale (only permitted below the EU threshold)	N/A
D. SINGLE SOURCE REASON (Waiver in accordance with Rule 13.1 (a, b or d))	
Single Source	Is this Procurement a Single Source – One Quote/Tender <i>(Exceptional circumstances only and select reason below)</i> No
Single Source justification below EU Threshold	<i>Select reason and explain your rationale</i> N/A
Single Source justification above EU Threshold	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
Single Source Rationale	N/A.

PROCUREMENT TIMETABLE, RISK, CONSULTATION AND MANAGEMENT						
Milestones and target dates <i>(Draft)</i>	Key Event					Date
	Publication of Contract Notice or Advert					16 January 2017
	Return of PQQs (omit if not applicable)					17 February 2017
	Issue of Invitation to Tender					13 March 2017
	Return of Tenders					21 April 2017
	Notification of Results					24 May 2017
	Standstill Period (omit if not applicable)					10 Days
	Leaseholder Consultation (omit if not applicable)					N/A
	Expected date of Award					07 June 2017
	Contract Commencement					01 October 2018
Risk Management – Set out Main Risks and Mitigating Actions						
	Risk	Likelihood (A – E)¹	Impact (I – IV)²	Level of Risk (High to Lower)³	Potential Negative Impact	Management / Mitigation of Risk
Tender Process Risks						
	Non – adherence to procurement timetable	C	III	CIII	Contract does not commence on time	Commissioning Lead will ensure timelines are adhered to. Procurement timetable has been developed to allow for any delays
	Non compliance with procurement and legal and legal regulations	D	II	DII	Council is open to challenge	Commissioning Lead will involve colleagues in Legal and Procurement to ensure compliance with Procurement regulations and the Councils Consitution
	Enter Risk	L	I	Level	Impact	Mitigation
Contract Performance Management Risks						
	Contract is not appropriately managed	D	III	DIII	Provider fails to deliver against contract	There will be key measurements, outcomes and timescales detailed within the contract, with robust contract management arrangements. There will be designated staff within the Commissioning and Contract management teams with responsibility for full oversight of this contract.
	Financial viability of provider	D	II	DII	Provider is unable to operate	Financial viability of the provider will be tested through the procurement stage including a business plan for the full term of the contract
	Enter Risk	L	I	Level	Impact	Mitigation
Contingency Arrangements	Enter your contingency arrangements (including requirements under the Civil Contingencies Act 2004) for any delays or problems with the procurement process or when the contract is in place.					

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

² **Risk Impact:** I = Critical, II = Significant, III = Marginal, IV = Negligible

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

Consultation	<p>Two successful soft market testing events have been held to stimulate the market to the idea of living well at home with current and potential providers. A further engagement event was held in December to discuss the proposed model, level of support and price development. Service user will be consulted as part of the finalisation</p>
Project and Contract Management Proposals	<p>A project plan has been created by the commissioning lead with timetabled working groups, deliverables and milestones to ensure both the procurement and operational phases are managed and adhere to the timeframe. Key Stakeholders attend the project board and are including within appropriate working group.</p>
Procurement Comments	<p>This contract will exceed the EU threshold for services that fall under the Light Touch Regime, therefore a full tender process will be carried out and advertised in the OJEU. The restricted procedure has been chosen due to the expected high level of interest in the contract and the need to shortlist tenderers. In following this process the Council will be adhering to EU regulations and the Council's own Contract Procedure Rules.</p>

Section C: LEGAL, FINANCE AND PROCUREMENT APPROVAL

Procurement Services	Name	Kiri Mason
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	22/12/2016
Legal Services <i>(Insofar as it relates to Legal implications)</i>	Name	Paul O'Reilly
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	22/12/2016
Finance <i>(Insofar as it relates to Finance implications)</i>	Name	Jo Freeman
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	22/12/2016

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.

Approval Level	Over £750,000 - Cabinet
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Section E: SIGN OFF APPROVAL TO PROCEED

Confirmation by the Responsible Officer of Compliance with Contract Procedure Rules	The Responsible Officer Michelle Taylor confirms that the procurement of Living Well at Home and PS/2015/051 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"> • Compliance will occur with all regulatory or statutory provisions and the Council's decision making requirements • The Contract will be included on the Council's Contract Register • Value for Money will be achieved • Advice has or will be sought from the Director of Finance and Corporate governance as to an appropriate security bond or guarantee • Document Retention Policy has and will be complied with • Financial Evaluation will be made of all the proposed tenders including the recommended bidder • Advice has been and will be sought and followed from Procurement, Legal and Finance as necessary 	
	Signed	
	Date	Click here to enter a date.
Approval to Proceed	In accordance with the Contract Procedure Rules, I/we confirm the accuracy of the information contained within this form and authorise this request to Proceed to Tender including, where relevant, the permitting of a Waiver from the Contract Procedure Rules in accordance with Rule 13	
Head of Service	Name	Les Billingham
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	Click here to enter a date.
Corporate Director <i>I confirm that the Portfolio Holder has been consulted as required</i>	Name	Roger Harris
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	Click here to enter a date.
Director of Finance and IT <i>If waiver required</i>	Name	Sean Clarke
	Signed <i>(Or obtain email of confirmation)</i>	
	Date	Click here to enter a date.
Cabinet	Approval Minute Number	Enter minute reference
	Date	Click here to enter a date.
Now send complete form to Procurement Services signed and scanned (with emails if used)		