

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 appended to the Cabinet report. This form will be “open” for publication.

1.	INTRODUCTION	
1.1	Contract Title	Short Breaks and Support Services for Disabled Children
1.2	Reference	PS/2017/579
1.3	Directorate	Children's Services
1.4	Contract Cost	£1,600,000.00
1.5	Description	Short Breaks and Support Services for Disabled Children (Short Breaks) is a statutory duty to improve the outcomes for disabled children and is available for all disabled children and young people, who live in the Borough, aged between 0 and 18 years old.
1.6	Contract Term	3 years plus an option to extend for an additional 12 months. Commencing on the 1st April 2019
1.7	Political Sensitivity	N/A

2.	BUSINESS CASE	
2.1	Business Case	<p>Short Breaks is a statutory duty although how this provision is made available is at the discretion of individual Councils.</p> <p>The proposed provision aims to deliver an effective solution to the duty to provide Short Breaks for Disabled Children and their families that satisfies the needs of children and young people and the families, providing a quality service at a competitive price</p> <p>Since the last time this provision was tendered the market for Domiciliary Care services has seen considerable changes with changes to providers and the increased use of Personal Budgets.</p> <p>The procurement exercise seeks to improve the choice available to parents by increasing the number of providers. The quality of the service will be a key criteria of the procurement exercise although this will be balanced with cost.</p>

2.2	Key Deliverables	<p>This provision aims to:</p> <ul style="list-style-type: none"> allow the child or young person to benefit from different experiences and activities provide regular, reliable breaks for parents / carers, from their caring responsibilities, in order to maintain their wellbeing, and prevent carer or family breakdown support parents / carers in meeting their child's additional health and social care needs. support the development of life skills, improve life chances, overcome obstacles and develop positive self-esteem. allow parents / carers to undertake other activities that are essential to caring for other members of the family and the maintenance of the household.
2.3	Commercial Pressures	<p>This procurement seeks to increase the number of available providers, particularly the community services element, and increase the availability of suitable residential provision within or near to Thurrock.</p> <p>The Provision of Personal Budgets, particularly for new services, is likely to increase.</p>
2.4	Contractor Employment Status ¹	N/A
2.5	Award Criteria	Following a full tender quality will be a key award criteria balanced with effective competition on price.
2.6	Social Value	<p>Social Value will include:</p> <ul style="list-style-type: none"> local employment opportunities purchasing from local supplier training opportunities for Thurrock Residents
2.7	Previous Contract	PS/2013/436 - 1 Oct 2013 to 31 Mar 2019

3.	FINANCIAL CONSIDERATIONS						
3.1	Previous Contract Cost	£740,000 per annum initially, reducing to £400,000 per annum due to increased use of personal budgets.					
3.2	Scope Changes	Is there any increase / decrease in scope that could impact costs?	No				
3.3	Annual Cost	Year	19/20 £000's	20/21 £000's	21/22 £000's	Later £000's	Total £000's
		Total Spend	£400	£400	£400	£400	£1,600
3.4	Funding Breakdown Identified	Revenue Budget	£400	£400	£400	£400	£1,600
		Capital Budget	-	-	-	-	-
		Other (-)	-	-	-	-	-
		Other (-)	-	-	-	-	-
	Total Funding		£400	£400	£400	£400	£1,600
3.5	Budget Code(s)	CA010 2776 and CA010 2620					

¹ Use online self-assessment tool: <https://www.gov.uk/guidance/check-employment-status-for-tax>

3.6	Unsupported borrowing	N/A
3.7	Other Financial Implications	Provision may be affected by an increase in Personal Budgets.

4.	PROCUREMENT ROUTE	
4.1	Procurement Route	EU Open Tender
4.2	Procurement Route Rationale	There are a limited number of Providers in the area and this method will allow for greater competition.
4.3	Does the contract require a waiver?	No
4.4	Single Source justification	N/A - not a single source
4.5	Waiver Rationale	N/A

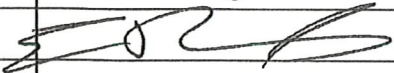
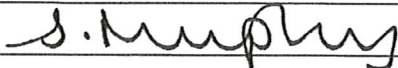

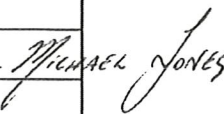

5.	PROCUREMENT TIMETABLE		
5.1	Procurement Timetable	Publish Contract Notice	26 November 2018
		Selection Questionnaire Return	N/A
		Invitation to Tender Issue	26 November 2018
		Invitation to Tender Return	11 January 2019
		Notification of Result	11 February 2019
		Standstill Period	12 – 21 February 2019
		Expected Award Date	22 February 2019
		Contract Commencement	01 April 2019

6.	RISKS, CONSULTATION AND MANAGEMENT					
6.1	Tender Process Risks	Risk Level			Negative Impact	Mitigation
	Limited take-up	C - Significant Likelihood	II - Significant Impact	BII - High Risk	Reduced options	Increased use of Personal Budgets
	Provider new to area, need to recruit staff	B - High Likelihood	III - Marginal Impact	CII - High Risk	Delay in offering services	Increased use of Personal Budgets
	N/A	N/A	N/A	N/A	N/A	N/A
6.2	Contract Performance Risks	Risk Level			Negative Impact	Mitigation
	Unable to recruit new workers	C - Significant Likelihood	II - Significant Impact	CII - High Risk	Delay in offering services	Increased use of Personal Budgets
	Under performance due to lack of staff	C - Significant Likelihood	II - Significant Impact	CII - High Risk	Service users not receiving their full oackage	Transfer to other providers or Personal Budgets
	N/a	N/A	N/A	N/A	N/A	N/A

6.3	Contingency	The existing providers could be requested to continue with their current caseload and any new provision. The expansion of the Personal Budget scheme.
6.4	Consultation	The CaPa Participation Group (CaPa = Carer/Parent) were consulted on the type of services they would like to see in a Short Break scheme.
6.5	Project and Contract Management	The Short Break scheme will be managed by the Team for Disabled Children supported by the Children's Commissioning Team.
6.6	Procurement Implications	At £1.6m this contract exceeds the EU threshold for services that fall within the Light Touch Regime. A full OJEU procedure will be carried out using the Open procedure to increase competition. In choosing this route the Council is adhering to EU rules and following best practice.

7.	LEGAL, FINANCE AND PROCUREMENT APPROVAL	
7.1	Procurement	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Procurement implications
		Name Kiri Mason
		Signed <i>(or obtain email confirmation)</i> EMAIL CONFIRMATION RECEIVED
		Date 20/09/2018
7.2	Legal	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Legal implications
		Name Courage Emovon
		Signed <i>(or obtain email confirmation)</i> EMAIL CONFIRMATION RECEIVED
		Date 20/09/2018
7.3	Finance	I confirm that I have been consulted and agree with the information contained in this report in so far as it relates to Financial implications
		Name Michelle Hall
		Signed <i>(or obtain email confirmation)</i> EMAIL CONFIRMATION RECEIVED
		Date 09/10/2018

8.	APPROVAL TO PROCEED	
8.1	Approval Level	Over £750,000 - Cabinet

8.2	Responsible Officer	I confirm that this procurement will be 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:	
		<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 	
		Name	Edward Davidge
		Signed	
Date	01/10/2018		
8.3	Assistant Director	In accordance with the Contract Procedure Rules, I 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.	
		Name	Sheila Murphy
		Signed <i>(or obtain email confirmation)</i>	
Date	Click here to enter a date. 2/10/18		
8.4	Corporate Director	In accordance with the Contract Procedure Rules, I 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. I confirm that the Portfolio Holder has been consulted as required	
		Name	Rory Patterson
		Signed <i>(or obtain email confirmation)</i>	
Date	Click here to enter a date. 2/10/18		
8.5	Director of Finance and IT <i>(If waiver required)</i>	In accordance with the Contract Procedure Rules, I 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.	
		Name	Enter Name Richard Hall 
		Signed <i>(or obtain email confirmation)</i>	
Date	Click here to enter a date. 15/10/18		
8.6	Cabinet	Minute Number	Enter approval minute reference
		Date	Click here to enter a date. 15/10/18
Now send complete form to Procurement Services signed and scanned			

