

PROCUREMENT STAGE 1¹ – 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	Emotional Wellbeing and Mental Health Service
1.2	Reference	<i>For completion by Procurement Services</i>
1.3	Directorate	Children’s Services
1.4	Contract Cost	Thurrock Council’s contribution is £2,050,000 (total cost across the collaborating parties is £218,650,000)
1.5	Description	The proposed contract is for the delivery of an Emotional Wellbeing and Mental Health Service (EWMHS). Thurrock Council is proposing to commission collaboratively with Essex County Council, Southend Council and the Essex CCGS (North East, West, Mid, Thurrock, Southend, Castle Point & Rochford and Basildon & Brentwood) to continue with an integrated, joined up service.
1.6	Contract Term	7 years + 3 years extension

2.	BUSINESS CASE	
2.1	Business Case	<p>The current services to support children and young people’s emotional wellbeing and mental health in Thurrock are provided through a collaborative commissioning arrangement across Thurrock, Essex and Southend. This arrangement has led to an improved single point of access and seamless access to services in different tiers of need. This is particularly the case for access to tier two and tier three services which were previously accessed through different referral systems, often resulting in delays for children and young people in receiving support. The current commissioned service ends in 2022 and the proposal is for the collaborative re-procurement of this service to ensure we have continued support for children and young people in place.</p> <p>Consideration has been given to the best way to provide support to children and young people however any change to commission as an individual authority will reduce the availability of a seamless service and single point of access due to the level of funding available by the local authority.</p> <p>It is recommended by the commissioner that Thurrock agrees to continue to work as part of the Collaborative to re-commission an integrated Emotional Wellbeing and Mental Health Service from 2022 with a strategic overview across Thurrock, Essex and Southend. This</p>

¹ Docusign Version, April 2019 onwards

		<p>provides economies of scale and the collaborative understanding the view of all three local authorities and seven CCGs whilst retaining local support.</p> <p>The provision of a pan Thurrock, Essex and Southend Emotional Wellbeing and Mental Health Service brings together the budgets of the three local authorities and seven Clinical Commissioning Groups (CCGs).</p> <p>It is proposed that we:</p> <ul style="list-style-type: none"> • continue to work collaboratively across all three local authorities and seven CCGs • continue to build on the successes and learning of the collaborative since 2015 • offer a joined up and integrated service for children, young people, families and other professionals in the system, with a single point of access and well-connected system of support • achieve economies of scale due to being part of a collaborative of ten partners
2.2	Contractor Employment Status ²	N/A
2.3	Award Criteria	The evaluation criteria will be a combination of price and quality based on the specification due to the specialised nature of the service.
2.4	Social Value	There will be an opportunity for local employment due to their being a hub in Thurrock however it should be noted that the posts are highly specialised.
2.5	Previous Contract	The previous contract was held as part of a Collaborative Commissioning Forum with West Essex CCG taking a lead role for the management of the project. As there is no delegation of commissioning functions to the lead for the proposed project, West Essex CCG, from Local Authorities or CCGs, there are no pooled funds created. There is no requirement to enter into partnership agreement under s75 of the NHS Act 2006 for Local Authorities

² Use online self-assessment tool: <https://www.gov.uk/guidance/check-employment-status-for-tax>

3.		FINANCIAL CONSIDERATIONS					
3.1	Previous Contract Cost	The cost remain broadly in line with the previous contract costs from 2015 at £205k per annum					
3.2	Scope Changes	Is there any increase / decrease in scope that could impact costs?	Yes - there is an increase in scope				
3.3	Annual Cost	Year	21/22 £000's	22/23 £000's	23/24 £000's	Later £000's	Total £000's
		Total Spend	£34.1	£205	£205	£1,605.9	£2,050
3.4	Funding Breakdown Identified	Revenue Budget	£34.1	£205	£205	£1,605.9	£2,050
		Capital Budget	-	-	-	-	-
		Other (-)	-	-	-	-	-
		Other (-)	-	-	-	-	-
		Total Funding	£34.1	£205	£205	£1,605.9	£2,050
3.5	Budget Code(s)	CA013					
3.6	Unsupported borrowing	N/A					
3.7	Other Financial Implications	This is part of a wider project costing £218,650,000 of which £2,050,000 is from Thurrock Council					

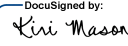
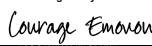

4.		PROCUREMENT ROUTE
4.1	Procurement Route	EU Open Tender
4.2	Procurement Route Rationale	Due to size and length of tender. Please note that the procurement will be led by West Essex CCG on behalf of the Collaborative Commissioning Forum
4.3	Does the contract require a waiver?	No
4.4	Single Source justification	N/A - not a single source
4.5	Waiver Rationale	N/A



5.		PROCUREMENT TIMETABLE	
5.1	Procurement Timetable	Publish Contract Notice	April 2021
		Selection Questionnaire Return	-
		Invitation to Tender Issue	April 2021
		Invitation to Tender Return	May 2021 - June 2021
		Notification of Result	July 2021
		Standstill Period	August 2021
		Expected Award Date	September 2021
		Contract Commencement	February 2022

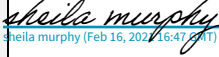
6. RISKS, CONSULTATION AND MANAGEMENT						
6.1	Tender Process Risks	Risk Level			Negative Impact	Mitigation
	Reputational risk if procurement fails	D - Low Likelihood	II - Significant Impact	DII - Low Risk	Impact on service delivery	Soft market testing and stakeholder / service user engagement undertaken to maximise success.
	Risk of one or more of the partners pulling out	D - Low Likelihood	II - Significant Impact	DII - Low Risk	Service model would need to be adjusted	Ensure adherence to collaboration agreement, which sets out responsibilities and liabilities.
	Reduced service provision by current providers, during the re-procurement process.	D - Low Likelihood	II - Significant Impact	DII - Low Risk	Reduced service provision	Provider/Employee engagement in the service design. Active Contract Management. Clear and open communications throughout the procurement process.
6.2	Contract Performance Risks	Risk Level			Negative Impact	Mitigation
	New Service Model not appropriate to the service user's needs.	D - Low Likelihood	II - Significant Impact	DII - Low Risk	Service does not meet the needs identified	User / stakeholder engagement in development of Service Model. Outcome based service model based on the User's needs. Change control (for minor changes) and termination clauses in the contract. Finances to secure any new implementation to be obtained via each organisation.
	-	N/A	N/A	N/A	-	-
6.3	Contingency	The overall management of the procurement process has been centralised through the West Essex CCG. This reduces the risk of issues that may arise from the process being managed through multiple organisations. Should this fail one of the remaining nine partners would take on this role.				
6.4	Consultation	Consultation with elected members has taken place through the Overview and Scrutiny process. An outcome based specification has been developed based on user's needs.				
6.5	Project and Contract Management ³	Tier 2 - Medium Level Contract Management				
		The contract management has been delegated to the West Essex CCG who will provide regular reports to each of the partners. In Thurrock, updates will be provided to the service and the Brighter Futures Board.				

³ Refer to the contract management framework or your category manager for guidance

6.6	Procurement Implications	Procurement agrees with the approach set out and notes that the procurement process will be led and carried out by West Essex CCG.
-----	--------------------------	------------------------------------------------------------------------------------------------------------------------------------

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 
		Date 18 January 2021
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 
		Date 29 January 2021
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 David May
		Signed 
		Date 18 January 2021

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 Catherine Wilson / Sue Green
		Signed  
		Date Feb 24, 2021 Feb 2, 2021
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 Michele Lucas

		Signed	
		Date	
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	Sheila Murphy
		Signed	 <small>sheila murphy (Feb 16, 2021 16:47 GMT)</small>
		Date	Feb 16, 2021
8.5	Director of Finance and IT (If waiver required)	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	-
		Signed	
		Date	
8.6	Cabinet	Minute Number	TBC
		Date	10/03/2021
Now send complete form to Procurement Services signed and scanned			