CABINET

Contract for Oldham Carers Centre. Tender – Recommendations by the Tender Evaluation Panel

Report of Executive Director People, Communities and Society

Portfolio Holder: Cabinet Member Philip Harrison: Adults Social Services and Health

27 February 2012

Officer Contact: Diana Nuttall, Procurement Lead. Ext. 6934
Colin Carey, Project Officer. Ext. 1435

Purpose of Report
To seek permission to award the contract for the management of Oldham Carers Centre to the successful provider following a competitive tender process undertaken by the Procurement and Quality Assurance Team (Adults Social Care). The contract period is 3 years with an option to extend for a further 2 years.

Executive Summary
The report details the current arrangements for the provision of Carers Services and seeks approval to award the contract for a period of 3 years with an option to extend for a further 2 years based on the outcome of a competitive tender process undertaken.

This service delivers Carers Services to Carers across the Borough from its base in The Phoenix Centre.

Recommendations
To award the contract to the highest scoring tender, who demonstrates their ability to provide quality services following a competitive tender process.
Award of Contract for the Management of Oldham Carers Centre.

1 Background

1.1 The Council entered into a contract with the existing provider on 4th June 2007 for the provision, management and operation of the Oldham Princess Royal Trust Carers Centre, currently based at the Phoenix Centre.

1.2 Over the length of the current agreement, Oldham Carers Centre have incorporated King’s Fund Standards for carer’s centres and become part of the Princess Royal Trust national network.

1.3 Since the contract was agreed in 2007, the number of Carers registered with the Oldham PRT Trust Carers Centre has risen from 347 to 2746.

1.4 Oldham PRT Trust Carers Centre now provides regular carers drop-ins, an Independent Advocacy Service, a quarterly magazine, the Oldham Carers Emergency Support Scheme, Carers Assessments, access to the Carers Leisure Card, administration of the Carers Individual Budget Scheme, training for carers and for professionals and emotional support for individual carers on a planned and unplanned basis.

2 Current Position

2.1 The current Agreement for the provision of carers’ services is due to end 31st March 2012. In accordance with 16.1 of the Contract Procedure Rules a waiver to the rules was agreed for a one year extension (until 31st March 2012), to allow for a competitive tender process to be undertaken.

2.2 The contract for the management of Oldham Carers Centre was advertised on The Chest (E-Portal) on 2nd August 2011 and tendered through the competitive tendering process. The contract is for three years with an option to extend for a further two years.

2.3 The Evaluation Tender Panel consisted of Colin Carey [Project Officer, PCS], Angela Barnes [Carers Development Worker, PCS], Deborah Hardie [NHS Oldham], Diana Nuttall [Procurements Lead], Facilitator and 2 carer representatives.

2.4 A Pre-qualification Questionnaire (PQQ) was issued those organisations who expressed an Interest.

2.5 A total of seven organisations submitted a PQQ.

2.6 The Pre-qualification questionnaires were evaluated in accordance with the following criteria;

- General Information - PASS/FAIL
• Financial Information – PASS/FAIL
• Employment Information – PASS/FAIL
• Health & Safety Information – PASS/FAIL
• Environmental Information – PASS/FAIL
• Relevant Technical Capability – 55%
• Relevant Management Experience – 15%
• Relevant Management Expertise – 15%
• Relevant Management Structure – 15%

2.7 Four organisations were taken through to Invitation to Tender stage (ITT).

2.8 The tender was evaluated in accordance with the criteria set out in the ITT with the following criteria and weightings.

• General and Policy Information PASS/FAIL
• Quality of Service Delivery 50%
• Interview/Presentation 10%
• Price 40%

2.9 The following scores were awarded to the respective organisations, pre-interview. These scores were based on the aforementioned evaluation criteria and weightings. The organisations within 10 marks of the leading bid were invited to Interview/Presentation;

<table>
<thead>
<tr>
<th>Bid</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bid 1</td>
<td>86.88</td>
</tr>
<tr>
<td>Bid 2</td>
<td>66.16</td>
</tr>
<tr>
<td>Bid 3</td>
<td>66.49</td>
</tr>
<tr>
<td>Bid 4</td>
<td>90.00</td>
</tr>
</tbody>
</table>

2.10 Two organisations were invited to the last stage of the process which was Interview and Presentation. Following this stage the two organisations were awarded final scores.

3 Options/Alternatives

3.1 To award the contract to ‘Bid 4’ for a period of three years with an option to extend for a further two years subject to review and mutual consent.

4 Preferred Option

4.1 To award the contract to ‘Bid 4’ for a period of three years and, subject to review and mutual consent, extend for a further two years.

5 Consultation

5.1 Consultation took place with Carer Representatives who sat on the interview panel and with NHS Oldham to ensure that the service specification reflected the services prior to the tender taking place.
6 Financial Implications

7 Legal Services Comments

7.1 “The report indicates that a suitable procurement process has been carried out for this ‘Part B’ contract in accordance with the Contract Procedure Rules and there are no issues arising on this project”. (David Swallow)

8 Human Resources Comments

8.1 HR have noted the contents of the report, however there are no staffing implications for Council employees. (Emma Gilmartin)

9 Risk Assessments

9.1 None

10 IT Implications

10.1 None

11 Property Implications

11.1 None

12 Procurement Implications

12.1 The Value of the contract is above EU Threshold, but falls under the exemption of Part B Services, as described in The Public Contracts Regulations 2006. In accordance with Oldham Council’s Contract Procedure rules this procurement was undertaken under the restrictive process (Diana Nuttall)

12.2 To award the Contract to ‘Bid 4’ as recommended in the report.

12.3 To seek further permission to extend the contract with the current Provider (Gaddum Centre) for a further month, 30\textsuperscript{th} April 2012. The report will not be presented to Cabinet until 28\textsuperscript{th} February 2012, the extension will allow for the implementation time required to transfer staff to the new Provider.

13 Environmental and Health & Safety Implications

13.1 None

14 Equality, community cohesion and crime implications

14.1 None
15    Equality Impact Assessment Completed?
15.1  No

16    Key Decision
16.1  Yes

17    Forward Plan Reference
17.1  PCS 14-12

18    Background Papers
18.1  None

19    Appendices
19.1  None