



West Lothian Council

COUNCIL EXECUTIVE

PROCUREMENT ARRANGEMENTS – SUPPLY OF STRATHBROCK BUNGALOW SHORT BREAK CARE AND MANAGEMENT SERVICES FOR CHILDREN AND YOUNG ADULTS.

REPORT BY HEAD OF FINANCE AND ESTATES

A. PURPOSE OF REPORT

To seek the Council Executive's approval to award a contract for the supply of Short Break Care and Management Services for Children and Young Adults.

B. RECOMMENDATION

The Council Executive is requested to approve the award of a three year contract, with an estimated value of £345,000, for the period 12th July 2011, to 11th July 2014, with a three year contract extension option in accordance with Appendix 1, to Barnardo's

C. SUMMARY OF IMPLICATIONS

I Council Values	Making best use of our resources, focusing on our customers' needs, and being honest, open and accountable.
II Policy and Legal (including Strategic Environmental Assessment, Equality Issues, Health or RiskAssessment)	Tenders were received and analysed in accordance with Standing Orders of West Lothian Council and the Public Contracts (Scotland) Regulations 2006 .
III Changes to Scheme of Delegations to Officers or Scheme of Administration	None
IV Resources - (Financial, Staffing and Property)	Full budget provision is contained within the Social Policy budget.
V Consultations	The specification was provided by Social Policy Services who also participated in the evaluation. The Corporate Finance Manager was consulted on budget implications.

D. TERMS OF REPORT

Background Information

West Lothian Council, over a number of years, has explored options for the local delivery of a service providing short breaks from caring for the families of children and young people with disability, thus avoiding the need for many children to use services provided outwith West Lothian, which incurs additional disruption to families and additional transport costs.

The opportunity has recently arisen to use the council owned bungalow adjacent to the Strathbrock Family Unit for this purpose. The bungalow has been modified to meet the Care Commission's standards for registration. Having considered options in terms of how best to manage and operate this service, it has been decided to seek the partnership of an experienced external agency to operate the service on behalf of the council.

Procurement Issues

A business case presented by Jennifer Scott, Head of Service, recommended that cost should not be the primary consideration in tendering for this service, which requires the quality of care to children and young people with disability to meet high standards, required by the council, the Care Commission, the Scottish Social Services Council and parents. Therefore the price : quality ratio was agreed at 30:70.

The requirement was advertised in accordance with the European Union Directives. Invitations to tender were issued to thirty-five potential suppliers, six of whom returned a tender for evaluation. The evaluation criteria listed below were adopted following consultation with the service and to ascertain the submissions that offered best value to the council.

The evaluation process consisted of three stages:

Stage 1

Written evidence of financial viability, levels of insurance liability and business probity. Only responses that achieved a "pass" against all of the above criteria progressed to Stage 2.

Stage 2

Written evidence of experience and expertise with service user group, staff development, proposed staffing levels and performance evaluation carried out by the Care Commission and similar services as well as price.

Evaluation criteria:

Price	30%
Quality	70%

The leading tender and all tenders within 150 points of the highest scored tender were shortlisted and progressed to Stage 3.

Stage 3

Presentation and Question & Answer 150 points

The presentation focused on working in partnership with stakeholders; involved professionals, parents/carers.

The Q&A session focused on the tenderer's strategies for coping with individual care plans, managing challenging needs and behaviours, methods of engagement and communication , engaging with the local community and retaining its local identity, capacity to meet key operational aspects, with continuous service development and ensuring quality assurance

The evaluation panel consisted of three people representing Social Policy and one person from Signpost, a West Lothian voluntary group representing parents and service users. Evaluation was carried out independently, without discussion with other evaluators and scoring was based on content and not presentation skills

The evaluation criteria and staged process was specified in the contract notice and tender documents.

Budget Implications

The cost of providing the respite unit at Strathbrock is provided for within the Social Policy budget. In addition this unit is listed as a £70,000 budget reduction in Social Policy's Tough Choice proposals and it is anticipated that this £70,000 saving will be delivered fully in the 2013/14 financial year, taking account of the timing of care packages being transferred from current providers to the new resource. It is envisaged that the ability to provide families coping with the demands of a disabled child with regular short breaks within West Lothian would help maintain the child in the family home. This would result in a reduction in high cost residential packages later on in the child's life.

E. CONCLUSION

As a result of the tender evaluation it is recommended that the Council Executive approves the award of contract to Barnardo's.

F. BACKGROUND REFERENCES

A copy of the tender evaluation is available on request from Procurement Services.

Contact Person: Maria Dick

Email: maria.dick@westlothian.gov.uk

Tel: (01506) 281803

Donald Forrest

Head of Finance and Estates .

Date: 9th June 2011

Evaluation Breakdown Top Three Suppliers

Company	Price	Quality	Total (1000)	Presentation / Q&A	Total (1150)
Maximum Score Available	300	700	1000	150	1150
Barnardo's Edinburgh EH12 7AR	196	522	718	139	857
Capability Scotland Glasgow G38DZ	300	468	768	87	855
Action for Children Glasgow G31 3AU	155	508	663	130	793

Barnardo's have one establishment within West Lothian.

Unsuccessful tenders were also received from:

Cornerstone, Glasgow, G311JF
 FTS Care Ltd, Denny, FK16 6NR
 The Action Group, Edinburgh, EH7 5QY