

**Procurement Evaluation Report for -
Residential, Respite and Supported Living Services
for Learning Disabled people in Herefordshire**

**Prepared by: Rachel Horne, Commercial Officer
Date: 25th April 2016**

Table of Contents

1. Executive Summary.....	3
2. Purpose.....	3
3. Introduction.....	4
4. Background.....	4
5. Evaluation Process.....	4
6. Evaluation Results.....	5
7. Recommendation.....	6

1.Executive Summary

- 1.1. This report provides a summary of the procurement process for the award of contracts undertaken for a suite of Residential, Respite and Supported Living Services for Learning Disabled (LD) people in Herefordshire.
- 1.2. Where the procurement is subject to Public Contracts Regulations 2015 (PCR2105) this report is a legal requirement in accordance with Regulation 84.
- 1.3. The contracting authority is **Herefordshire Council, Plough Lane, Hereford, HR4 0LE.**
- 1.4. In accordance with section 4.6.13.2 of the Council's Contract Procurement Rules this procurement was conducted under a full tendering procedure as the value of the contract exceeds the Council's tendering threshold of £50,000.
- 1.5. An Invitation to Tender (ITT) was advertised via the council's e-tendering portal, Pro-Contract, in line with section 4.6.13 of the Council's Contract Procedure Rules. It was issued on 27th February 2016, with a closing date of 17:00 on 1st April 2016.
- 1.6. This tender encompassed 4 lots, in accordance with Lord Young's recommendations to incentivise local Small to Medium sized Enterprises (SMEs) to participate in tendering process with public sector buyers. 11 providers submitted a bid in respect of one or more lots for this service. Thus, a total of 28 bids were received in respect of these four lots, in the following distribution:

Lot Number and service	Number of submissions received
1 Residential service for LD clients in Leominster	7
2 Residential and Respite services for LD clients in Hereford	8
3 Supported Living Service for LD clients in Leominster	7
4 Supported Living Service for LD clients in Hereford	6

All of these bids satisfied the mandatory compliance checks for this tender and therefore were duly evaluated in accordance with the guidance in the ITT.

- 1.7 On the basis of the results of the Evaluation, as set out in the report below the Evaluation Panel recommends that contracts to deliver a suite of Residential and Supported Living Services are awarded to the following Providers:

Lot Number and Service	Preferred Provider
1 Residential service for LD clients in Leominster	Elizabeth Fitzroy
2 Residential and Respite services for LD clients in Hereford	Elizabeth Fitzroy

3	Supported Living Service for LD clients in Leominster	Affinity Trust
4	Supported Living Service for LD clients in Hereford	Aspire Living Limited

1.8 The maximum annual budget of each lot for the duration of the contract will be as follows:

- Lot 1: LD Residential Services in Leominster: £638,822
- Lot 2(a) and (b):LD Residential Services and Residential Respite Care in Hereford £953,882
- Lot 3: LD Supported Living Services in Leominster: £742,300
- Lot 4: Supported Living Services in Hereford: £857,000.

2. Purpose

2.1. The purpose of this report is to provide a summary of the procurement process undertaken for a suite of Residential, Respite and Supported Living Services for Learning Disabled people in Herefordshire and complements the formal decision report that provides authorisation to award the applicable contract.

2.2 The recommendation is based on the results of the evaluation carried out by the Evaluation Panel.

3. Introduction

3.1 This report has been compiled on behalf of the Residential, Respite and Supported Living Services for Learning Disabled Evaluation Panel, following the completion of the Evaluation Process. The Evaluation Panel comprised the following officers:-

- The Lead Commissioner from Herefordshire Council
- A Commissioning Officer from the Adults Wellbeing directorate, Herefordshire Council
- The Contracts, Quality and Review Lead Officer for Herefordshire Council
- A Safeguarding Professional from the Clinical Commissioning Group
- The Head of Safeguarding, Principle Social Worker form Herefordshire Council
- The Lead Procurement Officer from Herefordshire Council (acting as moderator).

3.2 This document may contain information that is Commercial in Confidence and is not in the public domain. The contents of this document must not be disclosed or discussed with any third party.

3.3 Any further information or points of clarification should be addressed to Miss Rachel Horne (e-mail: rachel.horne@herefordshire.gov.uk).

4. Background

4.1 Herefordshire Council undertook a formal, open OJEU compliant tendering process in order to secure an effective, reliable and efficient provider(s) in respect of a suite of Residential, Respite and Supported Living Services for Learning Disabled people in Herefordshire, following ratification of a decision report to engage the market in respect of these services.

5. Evaluation Process

- 5.1 The closing date for tender submissions was 17:00 on 1st April 2016. In total, 28 submissions were received across all four lots of this tender, all of which satisfied the mandatory compliance checks for this tender and were therefore duly evaluated in line with the guidance in the ITT.
- 5.2 The submissions were evaluated by a panel moderated by the Lead Procurement Officer from Herefordshire Council, Miss Rachel Horne.
- 5.3. Following the initial evaluation, the scores were collated and a moderation meeting was held with all of the members of the evaluation panel in order to determine consensus scores for the tenders.
- 5.4. The evaluation was conducted in line with the criteria which were set out within the quotation documentation with a percentage weighting of 40% price and 60% quality applied to evaluator's scores to determine an overall mark for the submission responses.
- 5.5 The consensus scores for the remaining provider's price submission was combined with the results of the qualitative responses in order to gain an overall total weighted score for each provider.

6. Evaluation Results

- 6.1 The bids were evaluated in line with the evaluation criteria set out in the tender documentation. The Quality element of was given a weighting of 60% and their Cost proposal was weighted at 40% in line with the scoring guidance in the ITT documentation. The evaluators' scores were collated and consensus scores were agreed by all Panel Members during the moderation meeting for this tender.
- 6.2 The tables below shows the total weighted scores awarded to each submission across all four lots:

Lot 1 – Residential service for LD clients in Leominster :

Provider	Score (%)
Fitzroy Support	72.34
Provider B	69.14
Provider C	60.59
Provider D	57.53
Provider E	55.54
Provider F	44.20
Provider G	40.68

Lot 2 - Residential and Respite services for LD clients in Hereford:

Provider	Score (%)
Fitzroy Support	75.30
Provider B	69.58
Provider C	58.78
Provider D	57.53
Provider E	55.98
Provider F	50.25
Provider G	43.56
Provider H	41.12

Lot 3 - Supported Living Service for LD clients in Leominster:

Provider	Score (%)
Affinity Trust	74.59
Provider B	67.40
Provider C	61.53
Provider D	58.42
Provider E	58.28
Provider F	52.44
Provider G	51.49

Lot 4 - Supported Living Service for LD clients in Hereford

Provider	Score (%)
Aspire Living Limited	69.47
Provider B	66.27
Provider C	61.53
Provider D	58.93
Provider E	51.42
Provider F	50.26

7. Recommendation

7.1 Following the confirmation of the evaluator's scores, the Evaluation Panel recommended that that contracts to deliver a suite of Residential, Respite and Supported Living Services are awarded to the following Providers:

Lot Number and Service	Preferred Provider
1 Residential service for LD clients in Leominster	Elizabeth Fitzroy
2 Residential and Respite services for LD clients in Hereford	Elizabeth Fitzroy
3 Supported Living Service for LD clients in Leominster	Affinity Trust
4 Supported Living Service for LD clients in Hereford	Aspire Living Limited

Recommendation Supported (Commercial Services):	
Signed:	Name:
Date:	Title:
Recommendation Supported (Service Client):	
Signed:	Name:
Date:	Title: