

Procurement Evaluation Report for -
*Short breaks for disabled children
Dynamic Purchasing System*

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1.Executive Summary

- 1.1. This report provides a summary of the procurement process for the award of an approved provider lists (based on a Dynamic Purchasing System) undertaken for short breaks activities for disabled children.
- 1.2. Where the procurement is subject to Public Contracts Regulations 2015 (PCR2015) 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 Light Touch procedure as the value of the contract is over the Council's tendering threshold of £50,000 and also over the OJEU tendering threshold for social care and health services (Light Touch) £589,148.
- 1.5. An Invitation to Tender (ITT) was advertised (consisting of three Lots) 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 7th October 2016, with a closing date of 12 Noon on 1st December 2016.
- 1.6. Six service providers tendered with a total of 12 service offers across all lots were received which were duly evaluated in accordance with the guidance in the ITT.
- 1.7. An evaluation panel was established for this project comprising of 3 officers for each Lot.
- 1.8. An assessment of the mandatory information provided by the bidders was undertaken by the Commercial Services team. Where submissions were deemed to be compliant they progressed to the second stage of the evaluation process.
- 1.9. The compliant responses were evaluated in accordance with the criteria set out within the tender documentation, with a percentage weighting of 100% quality applied to evaluator's scores to determine an overall mark for the submission responses.
- 1.10. Following the second stage of the evaluation, the scores were collated and a moderation meeting was held with all of the members of the evaluation panel in order to determine a consensus score.
- 1.11. On the basis of the results of the Evaluation, the Evaluation Panel recommends that a contract to deliver Short Breaks Activity Services is awarded to the following providers.
- 1.12. The full contract value of this requirement over the full 5 years of the contract (assuming all contract extension periods are taken up) is estimated to be in the up to of £4 million.

2. Purpose

- 2.1. The purpose of this report is to provide a summary of the procurement process undertaken for short breaks activities for disabled children and complements the formal decision report that provides authorisation to award the applicable contract.
- 2.2. Where the procurement is subject to Public Contracts Regulations 2015 (PCR2015) this report is a legal requirement in accordance with Regulation 84.
- 2.1 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 short breaks activities for disabled children Evaluation Panel, following the completion of the Evaluation Process. The Evaluation Panel comprised the following officers:-

Lot A

- Richard Watson –Children’s Joint Commissioning Manager
- Mark Cage – Category Manager
- Les Knight- Head of Additional Needs.

Lot B and C

- Richard Watson –Children’s Joint Commissioning Manager
- Mark Cage – Category Manager
- Eve Schneidewind - Team Manager Children with Disabilities

- 3.3 Any further information or points of clarification should be addressed to Mark Cage, Category Manager (e-mail:mark.cage@herefordshire.gov.uk).

4. Background

- 4.1 Herefordshire Council is seeking to secure reliable, efficient and effective providers of Short Breaks Activity Services
- 4.2 This procurement was conducted in line with section 4.6.13.2 of the Council’s Contract Procedure Rules.
- 4.3 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 7th October 2016, with a closing date of 12 Noon on 1st December 2016.
- 4.4 Six service providers tendered with a total of 12 service offers across all lots were received as follows: Lot A;- 4 tenderers with 6 service offers, Lot B;- 3 tenderers with 3 service offers, Lot

C;- 3 tenderers with 3 service offers. which were duly evaluated in accordance with the guidance in the ITT.

4.5 *Commissioners engaged with service users to help shape the proposed service and shared such information and approaches publicly and with current and potential market providers through open meetings.*

5. Evaluation Process

5.1 The closing date for quotation submissions was 12 Noon on 1st December 2016. Six submissions consisting of twelve service offers were received for evaluation.

5.2 The submissions were evaluated by a panel comprising of the Lead Procurement Officer from Herefordshire Council, and other specialist technical and commissioning officers as detailed in 3.1 above.

5.3. The evaluation was conducted in line with the criteria which were set out within the quotation documentation with a percentage weighting of 100 quality applied to evaluator's scores to determine an overall mark for the submission responses. 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 a consensus score.

5.3 The consensus scores for the provider's price submissions were 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 tender evaluated quality on a Pass, provisional Pass and Fail basis as detailed in the tender documents. Only those providers who scored a Pass would be accepted onto the approved list. Provisional Pass would be held in abeyance and only be added to the approved list once additional information specified by the evaluation panel has been received from the tenderer. A fail would be rejected from the list however a tenderer who had failed would be afforded feedback as to their scores and afforded the opportunity to submit a new bid under the terms of the DPS if they so wished.

6.2 Of the twelve service offers received (from 6 tenderers) across all Lots ten were deemed to "Pass" and be accepted onto the approved list, one was deemed a "Provisional Pass" subject to further information being submitted prior to inclusion on the DPS and one deemed a fail.

6.3 The table below shows the Successful bidders (pass) for the relevant Lots

LOT	Tenderer	Service Offer
Lot A	Aspire Living Limited	Summer Activity Scheme
Lot A	Aspire Living Limited	Youth Club and Tea Club

Lot A	Aspire Living Limited	Explore Day Trip
Lot A	Crossroads Care Forest of Dean and Herefordshire	Specialist Skills Clubs (youth groups for young people with high functioning autism)
Lot A	Marches Family Network	Daytime Activity session
Lot B	Aspire Living Limited	Buddies
Lot B	Marches Family Network	Daytime Activity session
Lot B	Crossroads Care Forest of Dean and Herefordshire	Specialist 1:1 Support
Lot C	Acorns Childrens Hospice Trust	Overnight Residential Short Break
Lot C	Orbis Education and Care Ltd	Overnight Residential Short Break

6.4 The table below shows the provisional pass providers for the relevant Lot. This provider will be afforded a pass and included on the successful providers list only once the outstanding clarification requested by the evaluators is received and the contents accepted as a pass.

Lot C	Provider B	Overnight Residential Short Break
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6.5 The table below shows the unsuccessful providers for the relevant Lot. This provider will be afforded the opportunity to re bid for the service under the terms of the DPS.

Lot A	Provider C	Day Activities
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7. Recommendation

7.1 Following the confirmation of the evaluator's scores, the Evaluation Panel recommended that the providers listed in 6.3 above are awarded a position on the approved list in the appropriate Lot (or Lots) to deliver the short breaks service to Herefordshire Council.

7.2 *The DPS will remain open for the term of the contract for new and unsuccessful bidders to tender and re tender to deliver services under this DPS.*

Recommendation Supported (Commercial Services):	
Signed:	Name:

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