

Procurement Evaluation Report for –

*Short Breaks for Disabled Children Market Support and
Development*

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1.Executive Summary

- 1.1. This report provides a summary of the procurement process for the award of a fixed term contract for Short Breaks for Disabled Children Market Support and Development.
- 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 although it is under the OJEU tendering threshold for social care and health services (Light Touch) £589,148 it was considered good practice to follow the same approach in any case.
- 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 7th October 2016, with a closing date of 12 Noon on 1st December 2016.
- 1.6. Three tenders were received which were duly evaluated in accordance with the guidance in the Invitation to tender document (ITT).
- 1.7. An evaluation panel was established for this project comprising of three officers.
- 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.
- 1.5 The compliant responses were evaluated in accordance with the criteria set out within the tender documentation, with a percentage weighting of 70% quality and 30% cost applied to evaluator's scores to determine an overall mark for the submission responses.
- 1.6 Following the second stage of the evaluation, a moderation meeting was held with all of the members of the evaluation panel in order to determine a consensus score.
- 1.7 On the basis of the results of the Evaluation, the Evaluation Panel recommends that a contract to deliver Market Support and Development for Short Breaks Services is awarded to Marches Family Network
- 1.9. The full contract value of this requirement (assuming all extension options are taken up) over Five years will be £175,000.

2. Purpose

- 2.1. The purpose of this report is to provide a summary of the procurement process undertaken for short breaks for disabled children market support and development 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 (PCR2105) 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 for Disabled Children Market Support and Development Evaluation Panel, following the completion of the Evaluation Process. The Evaluation Panel comprised the following officers:-
 - Richard Watson –Children’s Joint Commissioning Manager
 - Elsbeth Dixon – Integrated Pathway Development Manager
 - Mark Cage – Category Manager (People)
- 3.2 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 Three tenders were received 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. Three submissions were received.
- 5.2 The submissions were evaluated by a panel comprising of the Lead Procurement Officer from Herefordshire Council, Lead Commissioner and Integrated Pathway Development Manager.
- 5.3. The evaluation was conducted in line with the criteria which were set out within the quotation documentation with a percentage weighting of 30% price and 70% quality applied to evaluator's scores to determine an overall mark for the submission responses. Following the initial evaluation, 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 Three bids were received for this quotation and they were evaluated in accordance with the evaluation criteria set out in the tender documentation. The Quality element of was given a weighting of 70 % and their Cost proposal was weighted at 30 %. The scores were collated and consensus scores were agreed by all Panel Members at the moderation meeting for this tender.
- 6.2 The tenderer compliance requirement for the evaluation required bidders to achieve a minimum score of four marks (Satisfactory) on every question response within the quality element. Two bidders scored less than this minimum score on a range of questions and as such their bids were deemed non-compliant at this stage and excluded from further evaluation.
- 6.3 The table below shows the total weighted scores awarded to the bidders:

Provider	Score (%)
Provider X	Non-Compliant (Clause 6.2)
Provider Y	Non-Compliant (Clause 6.2)
Provider Marches Family Network	68.5%

7. Recommendation

- 7.1 Following the confirmation of the evaluator's scores, the Evaluation Panel recommended that Marches Family Network is awarded a contract to deliver the Short Breaks for Disabled Children, Market Support and Development service to Herefordshire Council.

Recommendation Supported (Commercial Services):

Signed:

Name:

Date:

Title:

Recommendation Supported (Service Client):

Signed:

Name:

Date:

Title: