

# **Procurement Evaluation Report for the Independent Advocacy Service for Adults**

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Date: 13<sup>th</sup> April 2017**

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# 1. Purpose

- 1.1. The purpose of this report is to provide a summary of the procurement process undertaken for Independent Advocacy Services for Adults and complements the formal decision report that provides authorisation to award the applicable contract.
- 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 recommendation is based on the results of the evaluation carried out by the Evaluation Panel.

## 2. Introduction

- 2.1 Herefordshire Council is seeking to secure a reliable, efficient and effective provider for Independent Advocacy Services for Adults
- 2.2 This report has been compiled on behalf of the Independent Advocacy Services for Adults Evaluation Panel, following the completion of the Evaluation Process. The Evaluation Panel comprised the following officers:-

- Refugee & Asylum Seeker Coordinator
- Contracts Officer
- DOLS Lead from Adults and Wellbeing Operations
- Strategic Wellbeing and Housing Manager

- 2.3 Any further information or points of clarification should be addressed to [phillip.clayton@herefordshire.gov.uk](mailto:phillip.clayton@herefordshire.gov.uk)

## 3. Evaluation Process

- 3.1 This procurement was conducted in line with section 4.6.13.2 of the Council's Contract Procedure Rules.
- 3.2 An Invitation to Tender (ITT) was issued to all suppliers under the Herefordshire Council ProContract Supplier Portal on 12<sup>th</sup> March 2017, with a closing date of 12 Noon on 03<sup>rd</sup> April 2017.
- 3.3 Four tenders were received by the deadline. 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.

- 3.4 The four tenders were compliant and were duly evaluated at the second stage in accordance with the guidance in the ITT.
- 3.5 The evaluation was conducted in line with the criteria which was set out within the tender documentation with a percentage weighting of 30% price and 70% quality applied to evaluator's scores to determine a final moderated overall score.
- 3.6 The highest ranked tenderer is recommended for award.

## 4. Evaluation Results

4.1 The table below shows the total weighted scores awarded to the compliant providers:

<b>Provider</b>	<b>Score (%)</b>
1. Onside Independent Advocacy	70.89%
2. Provider A	57.50%
3. Provider B	56.71%
4. Provider C	49.97%

A further comprehensive breakdown of these scores is available in appendix A.

## 5. Recommendation

- 5.1 Following the confirmation of the evaluator's scores, the Evaluation Panel recommended that Onside Independent Advocacy is awarded a contract to deliver an Independent Advocacy Service for Adults to Herefordshire Council.
- 5.2 The estimated contract value of this requirement is likely to be in the region of £580,000 over a period of up to 3 years and in the region of £770,000 should the further 1 year extension be utilised.

<b>Recommendation Supported (Commercial Services):</b>	
<b>Signed:</b>	<b>Name:</b>
<b>Date:</b>	<b>Title:</b>
<b>Recommendation Supported (Service Client):</b>	
<b>Signed:</b>	<b>Name:</b>

<b>Date:</b>	<b>Title:</b>
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## **Appendix A**

Full Evaluation results



Advocacy Summary  
of Evaluation Scores