



## **Procurement Evaluation Report for the Scheduling and E-Brokerage System**

**Prepared by: Claire Bennett  
Date: 30<sup>th</sup> November 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 the Scheduling and E-Brokerage System and complements the formal decision report that provides authorisation to award the applicable contract. This report has been drafted by the Procurement lead of the project in conjunction with the Commissioning Lead of the project.
- 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 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 robust electronic system to support key functions in its vital work in adult social care in order to deliver a responsive, cost effective service.
- 2.2 This report has been compiled on behalf of the Scheduling and E-Brokerage Evaluation Panel, following the completion of the Evaluation Process. The Evaluation Panel evaluated quality questions 1 to 7 and comprised the following officers:-
  - Adult Social Care Commissioning Manager
  - Business Applications Team Leader
  - Project Manager (Adults & Wellbeing Transforming & Safeguarding)
  - Brokerage Team Leader
- 2.3 Any further information or points of clarification should be addressed to [Claire.Bennett@herefordshire.gov.uk](mailto:Claire.Bennett@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 Quote (ITQ) was issued to all suppliers under the Herefordshire Council ProContract Supplier Portal on 3<sup>rd</sup> November 2017, with a closing date of 6pm on 20<sup>th</sup> November 2017.
- 3.3 Two 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 two tenders were compliant and were duly evaluated at the second stage in accordance with the guidance in the ITQ.

3.5 The evaluation was conducted in line with the criteria which was set out within the tender documentation with a percentage weighting of 50% price and 50% 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 providers:

| <b>Provider</b>  | <b>Score (%)</b> |
|------------------|------------------|
| 1. Webformed Ltd | 75.76%           |
| 2. Provider A    | 73.00%           |

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 Webformed Ltd is awarded a contract to deliver the Scheduling and E-Brokerage System.

5.2 The estimated contract value of this requirement is likely to be in the region of £133,000 over a period of up to 5 years.

|  |   |
|--|---|
| <b>Recommendation Supported (Commercial Services):</b> |   |
| <b>Name: Claire Bennett</b>                            |   |
| <b>Date: 30<sup>th</sup> November 2017</b>             | <b>Title: Procurement Officer</b>                     |
| <b>Recommendation Supported (Service Client):</b>      |   |
| <b>Signed:</b>   | <b>Name: Laura Tyler</b>                              |
| <b>Date: 30<sup>th</sup> November 2017</b>             | <b>Title: Adult Social Care Commissioning Manager</b> |

## Appendix A

### Full Evaluation results

#### Evaluation Sheet

|   | <b>Provider A</b> | <b>Webformed</b> |
|---|-------------------|------------------|
| Details of organisation                                     | Pass              | Pass             |
| Insurance   | Pass              | Pass             |
| Equal opportunities   | Pass              | Pass             |
| Professional & Business standing                            | Pass              | Pass             |
| Pricing   | Pass              | Pass             |
| Quality Questions   | Pass              | Pass             |
| Declaration   | Pass              | Pass             |
| Form of tender  | Pass              | Pass             |
| FOI & Confidentiality                                       | Pass              | Pass             |
| <b>Quality Questions (weighted scores)</b>                  |                   |                  |
| 1 Details of proposed software solution (15%)               | 3                 | 10.5             |
| 2 Approach to integration and software updates (12%)        | 8.4               | 8.4              |
| 3 System security operation (8%)                            | 3.2               | 5.6              |
| 4 Business Continuity (3%)                                  | 2.1               | 1.2              |
| 5 Generating multiple outputs using system information (2%) | 0.8               | 1.4              |
| 6 Details of technical support arrangements (5%)            | 3.5               | 2                |
| 7 Detailed implementation Plan (5%)                         | 2                 | 3.5              |
| <b>Total</b>  | <b>23</b>         | <b>32.6</b>      |
| <b>Price</b>  |                   |                  |
| Price   | 50.00             | 43.16            |
| <b>Totals</b>   |                   |                  |
| <b>100%</b>   | <b>73.00</b>      | <b>75.76</b>     |
| Rank  | 2.00              | 1.00             |