



**Procurement Evaluation Report for -**

**THE PROVISION OF PUBLIC HEALTH (0 – 25  
years) NURSING SERVICES**

**Prepared by: Mark cage  
Date:19/12/2017**

# 1.Executive Summary

- 1.1. This report provides a summary of the procurement process for the award of a contract undertaken for the Public Health (0-25years) Nursing Services.
- 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 of the Council's Contract Procurement Rules this procurement was conducted under a single stage open procedure as the value of the contract is over the Council's tendering threshold of £75,000.
- 1.5. An Invitation to Tender (ITT) was issued 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 7/11/2017 with a closing date of 10 am on 8/12/2017.
- 1.6. One tender 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 Council, CCG and Hoople Officers. In addition an evaluation panel of High School Aged children and young people were assembled to evaluate a child specific question.
- 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 65% quality and 35% Price applied to evaluator's scores to determine an overall mark for the submission responses.
- 1.9 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.
- 1.10 On the basis of the results of the Evaluation, the Evaluation Panel recommends that a contract to deliver the **THE PROVISION OF PUBLIC HEALTH (0 – 25 years) NURSING SERVICES** is awarded to Wye Valley NHS Trust.
- 1.11 The full contract value of this requirement over 5 years (If all contract extension options are taken up by the council) will be in the region of £12,470,639.

## 2. Purpose

- 2.1. The purpose of this report is to provide a summary of the procurement process undertaken Public Health (0-25years) Nursing Services 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 Public Health (0-25 yrs ) Nursing Project Evaluation Panel, following the completion of the Evaluation Process. The Evaluation Panel comprised the following officers:-

### Stage 1 – Compliance

- Mark Cage - Category Manager
- Joanne Angel – Assistant Accountant (HOOPLE Ltd)

### Stage 2 - Scored Evaluation

- Lyndsay MacHardy – Public Health Specialist
- Lynne Renton – Child Health and Protection Manager (CCG)
- Nicola Turvey - Early Help Manager
- Amy Pitt - Integration and Contracts Manager
- Richard Watson – Childrens Joint Commissioning Manager
- Julia Stephens - Early Years Policy & Strategy Manager
  
- The Children and Young People’s Panel consisted of a group of young people of High School Age (12-18 yrs). This panel evaluated question 2.5 as a group exercise supported by the Project Manager (Paula Kemp-Jones) and Procurement Specialist (Mark Cage).

- 3.2 Any further information or points of clarification should be addressed to Mark Cage (e-mail: [mark.cage@herefordshire.gov.uk](mailto:mark.cage@herefordshire.gov.uk)).

## 4. Background

- 4.1 Herefordshire Council is seeking to secure a reliable, efficient and effective Public Health (0-25years) Nursing Service.

- 4.2 This procurement was conducted in line with section 4.6.13 of the Council's Contract Procedure Rules.
- 4.3 An Invitation to Tender (ITT) was issued 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 07/11/2017 with a closing date of 10am on 08/12/2017.
- 4.4 One tender was received which were duly evaluated in accordance with the guidance in the ITT.

## 5. Evaluation Process

- 5.1 The closing date for tender submissions was 10 am on 08/12/2017.
- 5.2 The submissions were evaluated by a panel comprising of the Category Manager (Lead Procurement Specialist) from Herefordshire Council, Mark Cage and an expert panel consisting of Council, CCG and Hoople Officers. In addition an evaluation panel of High School Aged children and young people were assembled to evaluate a child specific question.
- 5.3 The consensus scores for the provider's qualitative submissions were combined in order to gain an overall total weighted score for each provider. The Price element was evaluated by comparing and weighting each bidder's total price as a ratio against the lowest compliant bid at stage 1 of the evaluation. The mechanism for scoring and weighting both cost and quality were fully set out in the tender documents.
- 5.4 One bid was received for this tender and it was evaluated in accordance with the evaluation criteria set out in the tender documentation. The Quality element of was given a weighting of 65% and their fee based given a weighting of 35%. The scores were collated and consensus scores were agreed by all Panel Members at the moderation meeting for this tender (on 15<sup>th</sup> December 2017).

## 6. Evaluation Results

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

Provider	Score (%)
Wye Valley NHS Trust	63.9%

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

## 7. Recommendation

7.1 Following the confirmation of the evaluator's scores, the Evaluation Panel recommended that Wye Valley NHS Trust is awarded a contract to deliver The Public Health (0-25 years) Nursing Services for Herefordshire Council.

<b>Recommendation Supported (Commercial Services):</b>	
<b>Signed:</b> M A Cage	<b>Name:</b> Mark Cage
<b>Date:</b> 19/12/2017	<b>Title:</b> Category Manager
<b>Recommendation Supported (Service Client):</b>	
<b>Signed:</b>	<b>Name:</b>
<b>Date:</b>	<b>Title:</b>

### Appendix A

Full Evaluation results



PHN Evaluation.xlsx