

## Record of officer decision

<b>Decision title:</b>	Direct award of refugee orientation and support contract																							
<b>Date of decision:</b>	20/02/2018																							
<b>Decision maker:</b>	Director for Adults and Wellbeing																							
<b>Authority for delegated decision:</b>	The chief executive's scheme of delegation																							
<b>Ward:</b>	Countywide																							
<b>Consultation:</b>	None																							
<b>Decision made:</b>	To make a direct award of contract to Refugee Action to deliver an orientation and support service for refugee resettlement. The value of the contract is £240,899.20 for a period of 17.5 months.																							
<b>Reasons for decision:</b>	<p>The only response to a soft market test was by the incumbent provider who demonstrated their interest and capacity to deliver the service. Therefore a direct award of contract is sought.</p> <p>As anticipated the per person unit cost of delivering this service is higher than the previous service due to the smaller cohort.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Contract dates</th> <th style="text-align: left;">Contract period</th> <th style="text-align: right;">Total value</th> <th style="text-align: right;">Per head value</th> </tr> </thead> <tbody> <tr> <td><i>Oct 16 – Feb 18 (Original period)</i></td> <td><i>16 months</i></td> <td style="text-align: right;"><i>£321,212</i></td> <td style="text-align: right;"><i>£5353</i></td> </tr> <tr> <td><i>March 18 - June 18 (Extended period)</i></td> <td><i>4 months</i></td> <td style="text-align: right;"><i>£20,521</i></td> <td style="text-align: right;"><i>£342</i></td> </tr> <tr> <td><b>Total 16 - 18</b></td> <td><b>20 months</b></td> <td style="text-align: right;"><b>£341,733</b></td> <td style="text-align: right;"><b>£5,695</b></td> </tr> <tr> <td><b>April 18 - Sept 19</b></td> <td><b>17.5 months</b></td> <td style="text-align: right;"><b>£240,899</b></td> <td style="text-align: right;"><b>£6,883</b></td> </tr> </tbody> </table> <p>The reasons for the additional per person unit costs are outlined below;</p> <ul style="list-style-type: none"> <li>• Whilst the number of staff has been reduced from a total of three (1x manager, 2x case workers) to the minimal operating number of two (1x manager, 1x case worker) this results in a higher per person allocation of staffing related costs, including associated costs such as office space.</li> <li>• The staffing structure within this budget allows for Refugee Action's services to benefit broader programmes relating to migration in Herefordshire. For example, this benefit will be realised directly through the management capacity to widen the English Language Practice volunteer programme to families who are in their second year of resettlement. Indirectly Refugee Action will work with other areas of the council and the broader community and voluntary sector to build additional local capacity to benefit both refugees</li> </ul>				Contract dates	Contract period	Total value	Per head value	<i>Oct 16 – Feb 18 (Original period)</i>	<i>16 months</i>	<i>£321,212</i>	<i>£5353</i>	<i>March 18 - June 18 (Extended period)</i>	<i>4 months</i>	<i>£20,521</i>	<i>£342</i>	<b>Total 16 - 18</b>	<b>20 months</b>	<b>£341,733</b>	<b>£5,695</b>	<b>April 18 - Sept 19</b>	<b>17.5 months</b>	<b>£240,899</b>	<b>£6,883</b>
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	<p>and asylum seekers.</p> <ul style="list-style-type: none"> <li>The budget did not previously include the £200 per person cash allowance, this was invoiced separately. This budget includes the cash allowance, which the Home Office has stipulated must increase to £300 per person in areas where Universal Credits have been rolled out, which will apply to Herefordshire from June 2018. Funding from the Home Office has increased by £100 per person to allow for this additional expense.</li> </ul>
<p><b>Highlight any associated risks/finance/legal/equality considerations:</b></p>	<p>To ensure continuity of staff and services the new service will marry up with the end of the current contract. Any delays in the award of the contract may result in Refugee Action withdrawing their interest as this would result in a break in service delivery in Herefordshire. Soft market testing and previous procurement exercises have demonstrated that there is not an alternative supplier.</p> <p>If the service for this cohort is required to continue after September 2019 this may require further funding.</p> <p>Any changes in numbers of arrivals will impact on the unit costs and tariff income.</p> <p>As this service will also support year 2 resettlement the higher unit cost can be offset by utilising some of the year two resettlement funding to contribute to the orientation and support contract cost. Also other costs, such as the Refugee and Asylum Seeker post will draw from year one and year two resettlement funding, as well as additional funding sources such as the Controlling Migration Fund.</p> <p>There is a risk of challenge from other providers for the direct award of contract. As soft market testing has indicated there is no new interest in the service it is unlikely that any form of challenge would be received and should challenge be made the decision to make a direct award could be justified on that basis.</p>
<p><b>Details of any alternative options considered and rejected:</b></p>	<p>To not commission a support service. This approach has not been taken because the refugees are likely to have a significant and complex range of needs and will require support to address them, to gain access to public services and to settle into their new environment. Without such support, it is unlikely that the refugees would be able to settle and integrate effectively into local communities. The council and its main partners have neither the staffing resources nor the expertise to provide this support and it would not be realistic to rely on the voluntary and community sector to provide the necessary services without funding or co-ordination.</p>
<p><b>Details of any declarations of interest made:</b></p>	<p>None</p>