



**Procurement Evaluation Report for -**

**Integrated Community Equipment Service  
(ICES)**

**Prepared by: Mark Cage**  
**Date: December 2019**

# 1. Executive Summary

- 1.1. This report provides a summary of the procurement process for the award of a contract undertaken for the Integrated Community Equipment Service.
- 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. In accordance with the Council's Contract Procurement Rules this procurement was conducted under a single stage process.
- 1.4. An Invitation to Tender (ITT) was issued via the council's e-tendering portal, Pro-Contract, in line with the Council's Contract Procedure Rules. It was issued on 9<sup>th</sup> October 2019 with a closing date of 12 noon on 13<sup>th</sup> November 2019.
- 1.5. Two tenders were received which were duly evaluated in accordance with the guidance in the ITT.
- 1.6. On the basis of the results of the evaluation, the evaluation panel recommends that a contract to deliver the service be awarded to **Supplier A**.
- 1.7. The full contract value of this requirement over five years will be no more than £9,000,000.

# 2. Purpose

- 2.1. This report has been compiled on behalf of the Evaluation Panel, following the completion of the evaluation process.
- 2.2. The contracting authority is **Herefordshire Council, Plough Lane, Hereford, HR4 0LE**.
- 2.3. The purpose of this report is to provide a summary of the procurement process undertaken for the above named procurement and complements the formal decision report that provides authorisation to award the applicable contract.
- 2.4. Where the procurement is subject to Public Contracts Regulations 2015 (PCR2015) this report is a legal requirement in accordance with Regulation 84.
- 2.5. The recommendation is based on the results of the evaluation carried out by the Evaluation Panel.
- 2.6. Any further information or points of clarification should be addressed to Mark Cage (mark.cage@herefordshire.gov.uk)

### 3. Introduction & Background

- 3.1. Herefordshire Council is seeking to secure a reliable, efficient and effective service provider to deliver the Integrated Community Equipment Service in Herefordshire. This procurement was conducted in line with the Council's Contract Procedure Rules and let as an open tender as defined in the Public Contract Regulations 2015, OJEU contract notice [2019/S 194-470754](#) award notice TBC.
- 3.2. An Invitation to Tender (ITT) was issued via the council's e-tendering portal, Pro-Contract, in line with the relevant sections of the Council's Contract Procedure Rules. It was issued on 9<sup>th</sup> October 2019 with a closing date/time of 12 noon on 13<sup>th</sup> November 2019.
- 3.3. Two tenders were received which were duly evaluated in accordance with the guidance in the ITT.

### 4. Selection Process

- 4.1. The submissions were evaluated by a panel comprising of the Procurement Officer (Lead Procurement Specialist) from Herefordshire Council, and an expert panel consisting of Council and NHS Officers.
- 4.2. The Evaluation Panel comprised the following officers:-

- **Procurement Lead** – Mark Cage - Category Manager
- Lisa Bedford – Senior Commissioning Officer
- Ewen Archibald – Head of Community Commissioning and Resources
- Emma Cox- Head of Financial Planning & Primary Care Finance
- Paul Ryan- Head of Contracts, Herefordshire CCG
- Adrian Griffiths - Joint Strategic Finance Lead
- Martin Rowland – Occupational Therapy Clinical lead ICES
- Kim Mallon - Team Manager Sensory and Physical Impairment
- Emma Hill – Occupational Therapy Team Lead (WVT)
- Joan Goode – Moving and Handling Lead (WVT)
- Elaine Cornwall - Occupational Therapist
- Glenda Harris - Lead Nurse Divisional Development (WVT)

#### Stage 1 – Compliance

- Mark Cage Category Manager
- Adrian Griffiths - Joint Strategic Finance Lead

#### Stage 2 – Scored Quality Questions - Evaluation Panel

- Lisa Bedford – Senior Commissioning Officer
- Ewen Archibald – Head of Community Commissioning and Resources
- Emma Cox- Head of Financial Planning & Primary Care Finance, CCG
- Paul Ryan- Head of Contracts, Herefordshire CCG
- Adrian Griffiths - Joint Strategic Finance Lead
- Martin Rowland – Occupational Therapy Clinical Lead ICES
- Kim Mallon - Team Manager Sensory and Physical Impairment

### Stage 3 - Basket of Equipment Compliance Panel

- Martin Rowland – Occupational Therapy Clinical Lead,
- Emma Hill – Occupational Therapy Team Lead (WVT)
- Joan Goode – Moving and Handling Lead (WVT)
- Elaine Cornwall - Occupational Therapist
- Glenda Harris - Lead Nurse Divisional Development (WVT)

4.3. Tenders were received from the following tenderers:

- Supplier A
- Supplier B

4.4. No conflict of interests were detected and therefore no measures were taken to nullify these.

4.5. Compliance checks were undertaken. Both Suppliers passed this evaluation stage.

4.6. The consensus scores (once weighted accordingly) for each of the provider's qualitative submissions were combined in order to gain an overall total weighted score for each provider.

4.7. The 'basket of equipment' offers were also reviewed for sufficiency compliance by the appropriate panel and all submissions were considered sufficient for the purposes of compliance with the specification.

4.8. 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.

4.9. The tenders received were evaluated in accordance with the evaluation criteria set out in the tender documentation. The quality element was given a total weighting of 70% and their price fee given a total weighting of 30%. The scores were collated and consensus scores were agreed by the quality questions panel at the moderation meeting for this tender on 21<sup>st</sup> November 2019. The 'basket of equipment' consensus compliance was agreed by the panel members on 25<sup>th</sup> November 2019.

## 5. Award Results

5.1. The table below shows the total weighted scores awarded to the compliant tenderers:

<b>Tenderers (bidders names have been anonymised)</b>	<b>Score (%)</b>
Supplier A	72.32%
Supplier B	63.14%

5.2. No tenders were rejected for being abnormally low.

5.3. A further comprehensive breakdown of these scores is available in Appendix A below.

## 6. Award Recommendation

6.1. Following the confirmation of the evaluator's scores, the Evaluation Panel recommended that **Supplier A** be contracted to deliver the services for Herefordshire Council because they were deemed to be the most economically advantageous tender (MEAT) in line with the evaluation criteria set out in the tender documents.

<b>Recommendation Supported (Commercial Services):</b>	
<b>Name: Mark Cage</b>	
<b>Date: 2<sup>nd</sup> December 2019</b>	<b>Title: Category Manager</b>
<b>Recommendation Supported (Service Client):</b>	
<b>Name: Lisa Bedford</b>	
<b>Date: 2<sup>nd</sup> December 2019</b>	<b>Title: Senior Commissioning Officer</b>

### Appendix A

Evaluation results

	<b>Supplier A</b>	<b>Supplier B</b>
<b>Quality Questions</b>		
Q1 – Service Delivery - 9%	6.3%	3.6%
Q2- Mobilisation and Contingency Planning - 7%	4.9%	2.8%
Q3 Equipment - 9%	6.3%	6.3%
Q4 Performance and Outcomes Monitoring - 7%	4.9%	2.8%
Q5 Joining Up services - 7%	4.9%	2.8%
Q6 Demand Management - 7%	4.9%	2.8%
Q7 Operating Systems- 7%	4.9%	4.9%
Q8 Self Purchasing - 7%	4.9%	2.8%
Q9 Environmental – 5%	2%	3.5%
Q10 Social Value- 5%	2%	2%
<b>Total (70%)</b>	<b>46.0%</b>	<b>34.3%</b>
<b>Price</b>		
Score for QD1 – Basket of equipment	15%	13.84%
Score For QD2 – Delivery, collections and other activity charges	11.32%	15%
<b>Total Score for price (30%)</b>	<b>26.32%</b>	<b>28.84%</b>
<b>Totals</b>		
<b>100%</b>	<b>72.32%</b>	<b>63.14%</b>
Rank	1	2

