

	<p style="text-align: center;">ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER</p> <p style="text-align: center;">13 January 2015</p>
<p style="text-align: right;">Title</p>	<p>Authorise the Award of a Contract to CentrePoint to deliver Supported Accommodation Services to Young People aged 16 - 21</p>
<p style="text-align: right;">Report of</p>	<p>Family Services Director</p>
<p style="text-align: right;">Wards</p>	<p>All</p>
<p style="text-align: right;">Status</p>	<p>Public</p>
<p style="text-align: right;">Officer Contact Details</p>	<p>Jaye Foster, Commissioner, Children's Service Email: jaye.foster@barnet.gov.uk Telephone: 020 8359 2372</p>

Summary

In Barnet, supported accommodation services are offered to young people aged 16 – 21, who live within the boundaries of the London Borough of Barnet and meet the eligibility criteria of either being homeless or at risk of being homeless.

The purpose of commissioning supported accommodation services is to provide young people who are vulnerable to homelessness with secure accommodation whilst supporting them to live independently and help them with their personal, social and educational development into adulthood.

A Part B one-stage open procurement process was undertaken to award contracts for the provision of supported accommodation. In total, five tender submissions were recorded on the e-portal, www.barnetsourcing.co.uk.

Following a comprehensive tendering exercise, all five submissions were evaluated and ranked in accordance to their scores for quality and price. The highest ranking bidder was awarded the contract.

This report seeks approval to award the highest scoring provider CentrePoint the contract for supported accommodation for young people aged, 16-21 (Lot 1) for the period of three years from 1 April 2015, with the option to extend two further times for a period of one year each time.

Decisions

This report seeks approval to award CentrePoint the contract for supported accommodation for young people aged 16-21, (Lot 1) for the period of three years from the 1 April 2015, with the option to extend two times, each time for an additional year. The contract value per annum is £160,412.85. The contract value over three years is £481,238.55 and over 5 years £802,064.25.

This report also seeks approval to procure an approved list for spot purchasing for supported accommodation for young people aged 16-21 who have high needs and are at risk of being homeless or are homeless.

1. WHY THIS REPORT IS NEEDED

- 1.1 The current contracts for the provision of supported accommodation services for young people aged 16-21 come to an end on the 31 March 2015. In order to comply with the London Borough of Barnet contract procedure rules, whilst ensuring consistency of service and value for money, the service has been re-commissioned, with the new service scheduled to commence from the 1 April 2015.
- 1.2 Following a comprehensive tendering exercise, all five submissions were evaluated and ranked in accordance to their scores for quality and price. The highest ranking bidder is to be awarded the contract for Lot 1. Lot 1 is a minimum of twenty four units of supported accommodation for young people aged 16-21 with low to medium needs.
- 1.3 The provider is scheduled to be awarded the contract on 12 January 2015 to allow sufficient mobilisation time to ensure that that service can commence from the 1 April 2015. This report is therefore required to authorise the award of the contract for supported accommodation for young people aged 16 -21 (Lot 1), to ensure that services are in place from the 1 April 2015.

2. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2.1 Cease to Provide the Service

- 2.1.1 The contracts for supported accommodation for young people aged 16 – 21 have already been extended for one year (2014-15), and we are required under the London Borough of Barnet (LBB) contract procedure rules to competitively tender for a new service provision.

To not fulfil this requirement and cease to provide this service would risk putting the Council in breach of its statutory duty. Moreover, not delivering services would constitute a risk to service users. The services provided through these contracts maintain arrangements for vulnerable young people.

3. POST DECISION IMPLEMENTATION

- 3.1 Following approval of this report, the contract will be awarded to the successful Bidder to commence on 1 April 2015.

4. IMPLICATIONS OF DECISION

4.1 Corporate Priorities and Performance

- 4.1.1 The Corporate Plan 2013-16 includes the strategic objective to support individuals that need it, promoting independence, learning and well-being. The provision of supported accommodation for young people aged 16-21 supports both this strategic objective and the outcome to create better life chances for children and young people across the borough. Supported accommodation services also support the Children and Young People Plan 2013-16 priorities to prepare young people for adulthood, ensuring that Barnet young people are ambitious for their futures and contribute positively to society and by keeping young people safe in their homes, schools and around the borough, with an ability to develop healthy relationships with others.
- 4.1.2 The Corporate Plan 2013-2016 states that under the Financial Strategy “We will continue to keep a tight rein on our finances and provide quarterly reports on how we are managing the business – and our new contracts – to ensure even better value for money for tax-payers.” The procurement of Lot 1 Supported Accommodation Services for Young People aged 16-21 contributes to this priority through going out to tender in a competitive market place.

5. RESOURCES

5.1 Procurement

- 5.1.1 The supported accommodation services for young people aged 16-21; (Lot 1) will be awarded on 12 January 2015 to the highest ranking bidder. The contract will run for a period of three years, with an option to extend twice, each time for one additional year.
- 5.1.2 The commissioning process has been an in depth procurement exercise, delivered through a robust and high quality process, that has been conducted in accordance with the Contract Procedure Rules.

5.1.3 There were two lots as part of the contract agreement:

- Lot 1 – 24 Units of Supported Accommodation for Young People aged 16-21 with low to medium needs.
- Lot 2 – 10 Units of Supported Accommodation for Young People aged 16-21 with medium to high needs.

5.1.4 Providers tendered for one or more of the above Lots and those successful were evaluated and scored during the evaluation stage. The highest ranking bidder/s are then awarded a contract for their respective Lot.

5.1.5 A Part B one-stage open procurement process was undertaken. In total, five tender submissions were recorded on the e-portal, www.barnetsourcing.co.uk.

5.1.6 The evaluation process followed a five stage process:

5.1.7 Stage 1

5.1.7.1 Stage 1 of the evaluation process concentrated on bidders' experience and availability and use of premises for supported accommodation services for young people. The responses to these questions were scored by the evaluation panel using a scoring range of 0 – 5, where 0 is a deficient answer and 5 is an excellent answer. Bidders who failed Stage 1 were not considered further in the evaluation process.

5.1.8 Stage 2

5.1.8.1 Stage 2 of the evaluation process concentrated on the evaluation of Method Statement questions. These questions related to the Bidders' ability to deliver the specific service that they were bidding for. This covered areas such as; quality assurance, partnership working, innovation, mobilisation and staffing. Each response was scored by the evaluation panel using a scoring range of between 0 and 5, where 0 is a deficient answer and 5 is an excellent answer.

5.1.8.2 Bidders failed the Stage 2 if they:

- Scored 0 out of the available 5 for any of the scored questions.
- Achieved less than 50% of the selection stage aggregate score.

5.1.8.3 Bidders who failed Stage 2 were not considered further in the evaluation process.

5.1.9 Stage 3

5.1.9.1 Stage 3 of the evaluation process was to invite successful bidders to interview to deliver a presentation and answer six questions from the

evaluation panel. The presentation and questions were scored by the evaluation panel using a scoring range of between 0 and 5, where 0 is a deficient answer and 5 is an excellent answer.

5.1.9.2 Bidders failed Stage 3 stage if they:

- Scored 0 out of the available 5 for any of the scored questions.
- Achieved less than 50% of the selection stage aggregate score.

5.1.10 Stage 4

5.1.10.1 Stage 4 concentrated on site visits. The evaluation panel visited the supported accommodation premises that bidders proposed to use if awarded the contracts. The site visits were scored by the evaluation panel using a scoring range of between 0 and 5, where 0 is a deficient answer and 5 is an excellent answer.

5.1.10.2 Bidders failed Stage 4 if they:

- Scored 0 out of the available 5 for any of the scored questions.
- Achieved less than 50% of the selection stage aggregate score.

5.1.11 Stage 5

5.1.11.1 Stage 5 concentrated on price. Price consisted of 50% of the evaluation weightings. The annual total (price) submitted by each bidder for each lot was entered into a price evaluation matrix.

5.1.11.2 The price evaluation matrix ensured that the lowest "price" achieves the maximum available marks, with other bidders scores calculated proportionately. The lowest price will achieve the maximum available score (50%) with the other bidders prices scoring points inversely proportionate to the lowest.

5.1.11.3 The lowest bidders price submitted was divided by the bidders price, and then multiplied by the price weighting percentage and rounded up to two decimal places to give the bidders price score i.e. $\text{Lowest Bidders price} / \text{Bidders price} \times \text{Price weighting}$.

5.1.11.4 The lowest single price for each lot was automatically selected to be invited to the ranking stage for that particular lot.

5.1.11.5 The price evaluation matrix was then ranked by bidders by price, per annum, per Lot, ranking the lowest Price as 1 and so forth.

5.1.11.6 A direct award will be issued to the most economically advantageous tender for a particular lot.

5.2 Finance & Value for Money

- 5.2.1 The supported accommodation services for young people aged 16-21, (Lot 1) does commit the Council to spending money with the provider awarded the contract for Lot 1.
- 5.2.2 A budget of up to £908,928 for the period 1 April 2015 to 31 March 2019 has been previously authorised (see point 9.1) for expenditure on 24 Units of Supported Accommodation Services for Young People aged 16-21, (Lot 1) through the call-off arrangements.
- 5.2.3 The supported accommodation services for young people aged 16-21,(Lot 1) will be funded by the existing Supported Accommodation budget.
- 5.2.4 A decision by the evaluation panel was made to not award Lot 2 due to only one provider bidding for Lot 2 and no market comparison could be made as part of the evaluation process.
- 5.2.5 It has instead been decided to set up an approved list for spot purchasing. This will enable the Council to meet future needs of young people aged 16-21 requiring supported accommodation with medium to high needs.

5.3 Staffing, IT & Property

- 5.3.1 The Transfer of Undertakings (Protection of Employment) Regulations 2006 (TUPE) (as amended) applies to the new contract; however the current contractor's staff have never been Barnet Council employees and this is therefore a workforce transfer from the existing contractor to the new contractor.
- 5.3.2 The contract with the new providers will, therefore, include appropriate obligations in respect of the provider's responsibilities under TUPE. The Council's role is to facilitate and oversee the supply of appropriate information during the procurement process and following contract award.
- 5.3.3 As part of the quality evaluation, organisations were required to provide evidence of their policies and procedures related to safeguarding and child protection. This encompassed the recruitment, training and management of staff, processes for identifying, reporting and managing concerns about families and young people.
- 5.3.4 There are no ICT or property implications for the council.

5.4 Legal and Constitutional References

5.4.1 The Council has the following statutory duties under the Homelessness Act 2002, the Children Act 1989, and the Children (Leaving Care) Act 2000, to assist young people with Supported Accommodation:

Homelessness Act 2002	The Act extended the groups of homeless people with a priority need to accommodation to include: <ul style="list-style-type: none">• 16 and 17 year olds• Care leavers aged between 18 and 20• Those who are vulnerable as a result of having been in care, the armed forces or prison, or as a result of fleeing violence or threat of violence.
The Children's Act 1989	The Act requires local authorities to provide accommodation for people: <ul style="list-style-type: none">• under the age of 17 who are subject to a care order• aged 16 or 17 whether or not they have previously been in care, if their welfare is likely to be "seriously prejudiced"
The Children (Leaving Care) Act 2000	The Act places a duty on local authorities to financially support and meet the housing needs/costs of care leavers until their 18 th birthday, and to maintain contact with them thereafter.

5.4.2 Under the Children Act 1989 local Authorities have various statutory duties in relation to children in need. Specifically, Section 17 of the 1989 Act provide that every local authority has a duty to safeguard and promote the welfare of children within their area who are in need; and so far as is consistent with that duty, by providing a range and level of services appropriate to those young people's needs who require supported accommodation.

5.4.3 During the Contract term the Council can call of services from the Contract as required in accordance with the call-off protocol.

5.4.4 The Council Contract Procedure Rules say that Contracts with a value of more than £172,514 can be authorised by Full Officer DPR. Authority to go out to procure has been granted via the Procurement Forward Plan as set out in 10.1.

5.4.5 Legal Services will be instructed to draft and/or approve the contract to be entered into with Centrepont

6. RISK MANAGEMENT

6.1 Service continuity will need to be maintained during the transition process to the new contract. In order to mitigate the risk of a break in the continuity of the service provision, the Contract Agreement will be issued on the 12 January

2015. This will allow sufficient time for the new provider to work with the current providers prior to the commencement date of 1 April 2015, to ensure a smooth handover.

- 6.2 The successful Contract Provider will be expected to submit quarterly performance reports, in addition to midterm and end of contract evaluations reports, to be agreed with the council at the start of the contract. Performance will be used to confirm quarterly payments. In the event of underperformance, providers will be required to attend additional review meetings and will be monitored for a period of three months. If underperformance continues after the three month period, funding claw back will apply and money will be reinvested into other services in the council.

7. EQUALITIES AND DIVERSITY

- 7.1 Section 149 of the Equality Act 2010 imposes a public sector equality duty on the council. This Public Sector Equality Duty extends to race, sex, disability gender reassignment, age, sexual orientation and religion and religious belief.
- 7.2 There is a 'general duty', on public authorities to have a due regard to the need to:
- a) Eliminate unlawful discrimination, harassment, and victimisation;
 - b) Advance equality of opportunity between those covered by the Equality Act and those not covered, e.g. between disabled and non-disabled people;
 - c) Foster good relations between these groups.
- 7.3 The Act makes it clear that authorities can use procurement to drive equalities and contains a specific measure on procurement, making provision: "to enable duties to be imposed in relation to the exercise of public procurement functions".
- 7.4 The Council has a process for assessing the equalities impact of all of its activity and, in awarding any contract, Officers will ensure that the Council's approach to equalities is applied.
- 7.5 By section 149(2) of the Equality Act 2010, the 'general duty' also applies to 'a person, who is not a public authority but who exercises public functions and therefore must, in the exercise of those functions, have due regard to the general equality duty. This includes any organisation contracted by a local authority to provide services on its behalf. The Council will therefore take all necessary and reasonable steps to ensure that all contractors comply with this general equality duty with regards to young people who are homeless or at risk of being homeless being a vulnerable group.

8. CONSULTATION AND ENGAGEMENT

- 8.1 Young people, service providers and stakeholders in relation to youth homelessness and supported accommodation services for young people, including current service users, were consulted about the quality and range of

services they would like to have delivered from 1 April 2015. London Borough of Barnet undertook a needs assessment on youth homelessness and supported accommodation services for young people aged 16-21 in autumn 2013.

- 8.2 Within the consultation a number of young people identified their top priorities as: being given information about opportunities such as education and employment; suitable accommodation to move onto from supported accommodation and continued support into independent living. These were incorporated into the service specification.

9. BACKGROUND PAPERS

- 9.1 Authorisation for this contracting exercise was granted in the [Procurement Forward Plan](#) agreed by Policy and Resource Committee 22 July 2014.

10. DECISION TAKER'S STATEMENT

- 10.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which includes Constitution, Scheme of Delegation, Budget and Policy Framework and Legal issues including Equalities obligations.*

11. OFFICER'S DECISION

I authorise the following action

- 11.1 The award of a contract to CenterPoint for the new Supported Accommodation for Young People aged 16-21 (Lot 1) Services Contract Agreement, for the period of 3 years from the 1 April 2015, with the option to extend two times, each time for an additional year.



The image shows two lines of handwritten text. The top line is a signature, appearing to be 'B. Williams', written in black ink. The bottom line is the date '3/1/15', also written in black ink. Both are written on a white background with faint horizontal lines.

Signed: