	<p>ACTION TAKEN UNDER DELEGATED POWERS BY OFFICER 10 February 2015</p>
<p>Title</p>	<p>Contract award Information, Advice and Advocacy Contract</p>
<p>Report of</p>	<p>Mathew Kendall, Adults and Communities Director</p>
<p>Wards</p>	<p>All</p>
<p>Status</p>	<p>Public</p>
<p>Enclosures</p>	<p>Appendix A</p>
<p>Officer Contact Details</p>	<p>Jenny Beasley, Prevention and Wellbeing Manager Jenny.Beasley@Barnet.gov.uk, North London Business Park 020 8359 2639</p>

Summary

Cabinet Resources Committee agreed on 4th November 2013 to authorise procurement of an Information, Advice and Advocacy Service. The service was put out to tender on 13th October 2014. The contract term is five years with the option to extend for a further year if deemed suitable. Following a procurement process, it is recommended that the contract is awarded to Barnet Citizens Advice Bureau (BCAB) at the total contract value of £1,540,089 (see appendix A for full scores)

Barnet Citizens Advice Bureau intend to sub contract some elements of service delivery to the following organisations:

- Voiceability
- Advocacy in Barnet

Decisions

1. That the Officer in consultation with the Chairman of the Adults and Safeguarding Committee agree to appoint the recommended supplier for a five year contract, with the option to extend by a further year as the provider of the Information, Advice and Advocacy Service in the London Borough of Barnet.

2.10 The tender evaluation had an equal split of fifty per cent for both quality and price. The quality award criteria for the tender follows in the Table below:

2.11 Quality:

A)Service Delivery	25 %
B) Service Outcomes and Outputs	25 %
C) Staffing Competencies, Training and Development	20 %
D Partnership Working	10 %
E) Mobilisation, Transition, Risk Management and Contingency Planning	15 %
Presentation and interview	5%
Total	100%

2.11.1 Fifty per cent of the overall score was awarded to price. The total quality score was therefore multiplied by 0.5 when combining the score with price.

2.11.2 See appendix A for bidder's summary scores.

2.12 ALTERNATIVE OPTIONS CONSIDERED AND REJECTED

2.13 Options that were considered and rejected in advance of the tender process commencing were:

- To have one joint contract for information, advice and advocacy and community advice; and to separately tender for advocacy support through a framework agreement.
- To tender community advice and specialist information advice and advocacy as two separate contracts in line with existing service specifications.
- To have three separate contracts one for community advice, one for specialist information and advice and another for advocacy.

The approved option however was to tender this provision as two separate contracts one for Information and Advice and Advocacy and one for Community Advice but to align the service specifications and ensure there was not duplication in service provision. The aim is that the two services complement one another and take a 'no wrong door' approach to information and advice provision in Barnet. This decision was informed in part by the fact that the required specialisms for working with older and disabled people may have been "swallowed up" in the generalist activity if tendered all together.

2.14 In terms of the decision to award to the recommended provider, Barnet CAB were agreed as the highest scoring bidder through the tender process given that they scored 15.81 points more than the other alternative bidder.

- 4.3.1 The services delivered under this contract are considered to be Part B Services for the purposes of the Public Contracts Regulations 2006. Whenever a contracting authority seeks offers in relation to a proposed Part B services contract above the EU threshold, contracting authorities must comply with parts of the Public Contracts Regulations and the Treaty of the Functioning of the European Union principles of acting in a transparent way and treating all potential providers equally and in a non-discriminatory way.
- 4.3.2 The contract opportunity was advertised in OJEU in compliance with the Public Contracts Regulations 2006 and the council's Contract Procedure Rules
- 4.3.3 HB Public Law led on the drafting of the contract terms and conditions based on the content of the service specification. The legal procurement process was followed throughout the tender process as advised by the LBB Procurement Manager.
- 4.3.4 HB Public Law will be instructed to complete the contracts with the successful tenderers.
- 4.3.5 The Council's Constitution, Article 22 Contract Procedure Rules, paragraphs 11 and 17 Appendix 1 Table A Authorisation and Acceptance Thresholds set out authorisation and acceptance thresholds for works, supplies and services. Provided the tender is within budget and agreed savings target on the Forward Plan the Officer in consultation with the Chairman of the relevant themed committee is authorised to accept tenders with a value of £172,514 and above.

4.4 Risk Management

- 4.4.1 The tenderer addressed the risk that the Council's duty under the Care Act to provide timely, good quality Information, Advice Advocacy support and promote independence may not be met.
- 4.4.2 Risks associated with the procurement process were mitigated ensuring that provision will be consistent with budget resources and savings targets; advance market testing was carried out with potential providers; and the production of detailed service mobilisation and transition plans were requested as part of the tender process.
- 4.4.3 The risk that the new contract will not achieve value for money has been mitigated by designing service specifications which reflect best practice and experience and ensuring contracts are outcomes focused and related to Barnet's key performance indicators and objectives.
- 4.4.4 Risks of non-delivery will be managed by developing a strategic relationship with the new provider in relation to this contract and robust contract monitoring which is linked to payment.

before the tender process commenced.

6 BACKGROUND PAPERS

- 6.1 Cabinet Resources Committee, November 2013: Included the Procurement Forward Plan that informed of future tendering for an Information Advice and Advocacy service. The value was later revised on the Contract Forward Plan which was presented to the Policy and Resources Committee on 21st July 2014.

7. DECISION TAKER'S STATEMENT

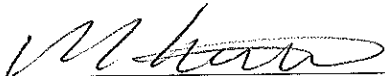
- 7.1 *I have the required powers to make the decision documented in this report. I am responsible for the report's content and am satisfied that all relevant advice has been sought in the preparation of this report and that it is compliant with the decision making framework of the organisation which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

8. OFFICER'S DECISION

I authorise the following action

- 8.1 To award a 5 year contract commencing on 1st April 2015 to Barnet Citizens Advice Bureau for the Provision of Information, Advocacy and Advice Services.

Signed



Date

10/02/2015
