



---

Item 2

**To: Procurement Sub Committee**

**On: 1<sup>st</sup> April 2015**

---

**Report by:**

**Joint Report  
by**

**Director of Finance & Resources and Director of Children's Services**

---

**Heading:**

**Contract Authorisation Report  
Family Support Services for Children Affected by Disability**

---

**1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub Committee to authorise the Head of Corporate Governance to award a contract for the provision of Family Support Services for Children Affected by Disability.
- 1.2 The services under this Contract will provide locally based, child centred, family support designed around the needs of the child, in line with the principles of the Children (Scotland) Act 1995. The Service will support children with disabilities to be cared for by their families using a range of services which are appropriate to the child's particular needs. These services will be delivered in a range of premises and locations e.g. in the children's own homes, in the provider's premises and in the wider community. This Contract will assist Renfrewshire Council in meeting its strategic aims, in respect of The Renfrewshire Children's Services and the Scottish Government's "Getting It Right For Every Child" Policy.

1.3 The service is classified as a “Part B” service under the Public Contracts (Scotland) Regulations 2012 as amended, which means the full procurement rules do not apply to it.

1.4 This Contract was tendered using a procedure equivalent to the open tendering procedure under the EU rules and in accordance with the Council’s Standing Orders Relating to Contracts. A Contract Strategy was agreed by the Head of Child Care & Criminal Justice and the Procurement Manager in November 2014.

---

## **2. Recommendations**

2.1 It is recommended that the Procurement Sub Committee:

2.1.1 Authorise the Head of Corporate Governance to award the Contract, No. RC1410\_3010\_ITT(6143) for the provision of Family Support Services for Children Affected by Disability to Action for Children

2.1.2 Approves that the Contract start date is 15 June 2015 and that the Contract shall be for an initial period of up to 3 years with the option to extend the Contract for up to a maximum of two extensions each of 1 year, such option(s) to be taken up at the Council’s sole discretion.

2.1.3 Approve the value of the Contract including the maximum option periods, as £624,347 excluding VAT.

---

## **3. Background**

3.1 The provision of Family Support Services for Children Affected by Disability (previously known as Family Based Respite and Family Support Services for Children and Young People with Additional Support Needs) is currently delivered by Barnardo’s under Contract Ref. R081100177 which commenced on 20 April 2009 and is due to end on 14 June 2015.

3.2 The tender opportunity followed a procedure equivalent to the open tendering procedure under the EU rules and in accordance with the Council’s Standing Orders Relating to Contracts. A contract notice advertising the opportunity was sent to the Public Contracts Scotland portal on 4th December 2014. Tender documentation was available for immediate download through the online e-tender system and 6 submissions were received by the published tender deadline of 12:00hrs on 15th January 2015.

3.3 The service is classified as a “Part B” service under the Public Contracts (Scotland) Regulations 2012 as amended, which means the full procurement rules do not apply to it.

3.4 Tender submissions were evaluated by representatives from the Corporate Procurement Unit, Social Work, Corporate Risk and Health & Safety using a two stage process of Bid Selection and award criteria. The tender submissions were evaluated against pre-determined assessment criteria which were voluntarily published by the Council. Stage One, Bid Selection, assessed tenderer's capacity, experience & track record, financial standing and their technical capabilities. All 6 tenders met the minimum requirements in relation to the Bid Selection Criteria and progressed to Stage Two evaluation on the basis of the published award criteria.

3.5 Under the Award criteria tenders were evaluated against a set of Award Criteria, based on a price / quality matrix of 10% price/90% quality. The scores for each tenderer, relative to the Award Criteria, are as follows:

Tenderer	Quality Score (%)	Price Score (%)	Total Score (%)
Action for Children	85.46	9.80	95.26
Quarriers	76.46	9.79	86.25
Capability Scotland	74.66	9.74	84.40
Barnardo's	69.31	9.79	79.10
Real Life Options	68.44	9.79	78.23
Sense Scotland	61.22	10	71.22

3.6 On the basis of this evaluation Action for Children is considered to have submitted the most economically advantageous tender. Prices will remain fixed during the full period of the Contract, including the option periods.

3.7 The recommended Provider, Action for Children, has committed to the delivery of the following community benefits which were evaluated as part of their tender submission:

- provision of supported, waged job opportunities for young people within the provider's range of services. It is estimated that within this contract 2 young people per annum from the Renfrewshire area will be employed within a range of the Provider's services within travel to work distances
- financial support will be provided to employers to take on young people who are disabled, a young carer, a care leaver or an ex offender. It is estimated that approximately 4 young people per annum will benefit from this opportunity.
- opportunities will be created for service users to work as volunteers at events such as music festivals, sporting events etc. giving opportunities for service users to gain work experience and to build confidence and relationships. It is estimated that approx. 2 young people per annum will take advantage of these opportunities.
- provision of a series of workshops, or other events, in schools within Renfrewshire (dealing with topics linked to the curriculum for excellence including discussions on equality and diversity, discrimination, disability rights and citizenship) plus employability workshops for young people who are interested in the development of a career in social care/nursing or health related employment.

---

## Implications of the Report

1. **Financial** –The financial implications are noted at paragraph 2.1.3 of the Report and will be met from existing Social Work resources. The financial status of the recommended Provider was assessed and satisfied the Council's requirements
2. **HR & Organisational Development** – None
3. **Community Planning** - see details of proposed Community Benefits at paragraph 3.2 above.
4. **Legal** – The tendering procedures for the establishment of this Contract were in accordance with Renfrewshire Council's Standing Orders Relating to Contracts. The Contract is for a Part B service and, as such, this is not subject to the full requirements of the Public Contracts (Scotland) Regulations 2012, as amended.

5. **Property Assets** - None
6. **Information Technology** – None
7. **Equality & Human Rights** - The Recommendations contained within this report have been assessed in relation to their impact on equalities and human rights. No negative impacts on equality groups or potential for infringement of individuals' human rights have been identified arising from the recommendations contained in the report because for example it is for noting only. If required following implementation, the actual impact of the recommendations and the mitigating actions will be reviewed and monitored, and the results of the assessment will be published on the Council's website.
8. **Health & Safety** – The submissions received were assessed by Renfrewshire Council's Health and Safety Officers. The recommended Provider's Health and Safety policy and procedures is considered to meet the necessary requirements
9. **Procurement** – As detailed in the report. The procurement procedures outlined within this report ensure that the Council meets its statutory requirements in respect of the EU regulatory requirements, the Council's Standing Orders Relating to Contracts and the Council's Financial Regulations.
10. **Risk** – A number of Key Risks have been identified in the Contract Strategy and appropriate actions have been and will be implemented to prevent these arising or to mitigate their impact.
11. **Privacy Impact** – Service Users' individual rights to privacy will be fully respected and the successful tenderer has confirmed acceptance of all terms and responsibilities.

---

**List of background papers**      **None**

---

**Author:** John Woods  
Senior Procurement Specialist  
Tel : 0141 618 7036  
e mail : john.woods@renfrewshire.gov.uk