

To: **Procurement Sub-Committee**

On: **13<sup>th</sup> May 2015**

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Report by:

**Joint Report**

**by**

**Director of Finance and Resources and the Director of  
Development and Housing Services**

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Heading:

**Contract Authorisation Report:**

**The Provision of Housing Support Services for Single Homeless  
People and Childless Couples who may have Complex Needs**

**(Current Location: 17 Abercorn Street, Paisley, PA3 4AA)**

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## **1. Summary**

- 1.1 The purpose of this report is to seek the approval of the Procurement Sub-Committee to award the Contract for the Provision of Housing Support Services for Single Homeless People and Childless Couples who may have Complex Needs to Loretto Care.

- 1.2 This procurement exercise has been conducted in accordance with the Council's Standing Orders Relating to Contracts and the Public Contracts (Scotland) Regulations 2012 relating to Part B Services.
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## **2. Recommendations**

- 2.1 It is recommended that the Procurement Sub-Committee authorise the award of the Contract for the Provision of Housing Support Services for Single Homeless People and Childless Couples who may have Complex Needs (Contract Reference RC1411\_3133 ITT 6380) to Loretto Care who are also the incumbent provider of the existing service.
- 2.2 The Procurement Sub-Committee is asked to approve that the contract term will be for three (3) years from 1st June 2015 at value of up to £567,108.73 excluding VAT with an option to extend for a further one (1) year period on two (2) occasions, bringing the total contract length, if extended, to five (5) years with a maximum value of £945,181.21, excluding VAT.
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## **3. Background**

- 3.1 Renfrewshire Council has a statutory duty to provide accommodation and housing support to unintentionally homeless individuals and families under the Housing (Scotland) Act 1987 as amended. This contract seeks to aid the Council in meeting this statutory duty as well as helping single homeless people and childless couples who may have complex needs who are in need of support and accommodation to move out of homelessness and on to settled accommodation within the community. The Service is currently provided by Loretto Care under a contract which is due to end on 31 May 2015
- 3.2 On the 17<sup>th</sup> November 2014 a contract notice and Invitation to Tender were voluntarily published on the Public Contracts Scotland Web Portal and the Public Contracts Scotland – Tenders web portal, respectively. A notice was also published to OJEU on 19<sup>th</sup> November 2014 voluntarily. Eleven (11) Service Providers accessed the documents with one (1) providing a tender submission by the closing date of 19<sup>th</sup> December 2014 at 12:00.
- 3.3 The tender submission received was evaluated against a pre-determined voluntarily published set of Bid Selection Criteria by officers from the following services: Corporate Procurement Unit, Corporate Risk, Corporate Health & Safety and Housing which assessed each tenderer against; completeness of submissions, financial stability, insurance provision, eligibility to contract, suitability of health and safety policies, compliance with all relevant statutory obligations, compliance with terms and conditions of contract; capacity to undertake the provision and experience and track record.

3.4 As the tender submission was compliant it was assessed against the published Award Criteria which was based on a 30/70 price/quality split in favour of quality with the respective score detailed in the table below;

<b>Tenderer</b>	<b>Price (30%)</b>	<b>Quality (70%)</b>	<b>Total Score (100%)</b>
Loretto Care	30.00%	51.10%	81.10%

3.5 After the evaluation of the tender submission against the Award Criteria post tender negotiations were carried out to clarify a number of elements of Loretto Care's bid as well as improving the value of their proposal.

3.6 This Contract for services is funded through general service housing account and has achieved an estimated saving of £2,891.27 against a budget of £570,000.00 for the three (3) year initial period.

3.7 Loretto Care is committed to the following Community Benefits:

- Any Abercorn Street Service User, at Stage 3 of the Scottish Government Employability Pipeline, will benefit from access to a greater number of apprenticeship opportunities due to Loretto Care's membership of the Wheatley Group
- Any Abercorn Street Service User applying for Loretto Care's Janitor Training Programme will benefit from access to a greater number of opportunities due to Loretto Care's membership of the Wheatley Group
- Loretto Care will actively promote local recruitment.
- Loretto Care will offer placements to students of social work, nursing and health related professions in Renfrewshire.
- Loretto Care will use their Fuel Action Poverty Partnership to write off the fuel debt of customers who meet the criteria to do this.
- Will work with the Council's development and housing services to deliver information workshops to secondary schools pupils highlighting the triggers that make some individuals more likely to become homeless and teaching pupils about the skills needed to sustain a home.

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## **Implications of the Report**

1. **Financial**  
This Contract for services is funded through the general service housing account and has achieved an estimated saving of £2,891.27 against a budget of £570,000.00 for the three (3) year initial period.
2. **HR & Organisational Development**      None
3. **Community Planning**  
Loretto Care are committed to providing far reaching benefits to the wider Renfrewshire Community through its delivery of this Housing Support Services Contract, details are provided in section 3.7 of this report.
4. **Legal**  
The Contract will be awarded in accordance with all applicable legislation and in accordance with the Council's Standing Orders relating to Contracts. This Contract will contribute towards the Council's statutory duties under the relevant Scottish housing acts and legislation.
5. **Property Assets**  
None
6. **Information Technology**  
  
None
7. **Equality & Human Rights**  
Due the service remaining unchanged from the previous provision 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. 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**  
Corporate Health & safety have vetted the Health & Safety submission and confirmed that Loretto Care have satisfied the minimum requirements relating to the requested health and safety information.
9. **Procurement**  
The provision has been tendered in accordance with the Public Contracts (Scotland) Regulations 2012 relating to Part B services and the Council's Standing Orders Relating to Contracts.
10. **Risk**  
Corporate Risk vetted the indemnity provision held by Loretto Care and are satisfied that the relevant provisions are in place.
11. **Privacy Impact**  
The Service Provider will have access to and hold personal data pertaining to the individuals referred to the service by Renfrewshire Council. The Service

Provider is required to comply with the Council's Data Protection requirements as detailed in the General Conditions of Contract. Further the Service Provider must comply with its duties under the Data Protection Act 1998.

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